



# Cabinet

## Agenda

Tuesday, 1st August, 2023  
at 3.30 pm

in the

**Council Chamber, Town Hall, King's  
Lynn and available for the public to  
view on [WestNorfolkBC on You Tube](#)**





King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX  
Telephone: 01553 616200

**CABINET AGENDA**

**DATE:** CABINET - TUESDAY, 1ST AUGUST, 2023

**VENUE:** COUNCIL CHAMBER, TOWN HALL, SATURDAY  
MARKET PLACE, KING'S LYNN PE30 5DQ

**TIME:** 3.30 pm

As required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 - Items 11 (part), 17 (part) and 19 below will be considered in private.

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact Democratic Services

1. **MINUTES** (Pages 6 - 12)

To approve the Minutes of the Meeting held on 27 June 2023 (attached).

2. **APOLOGIES**

To receive apologies for absence.

3. **URGENT BUSINESS**

To consider any business, which by reason of special circumstances, the Chair proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

4. **DECLARATIONS OF INTEREST** (Page 13)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**5. CHAIR'S CORRESPONDENCE**

To receive any Chair's correspondence.

**6. MEMBERS PRESENT UNDER STANDING ORDER 34**

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

**7. CALLED IN MATTERS**

To report on any Cabinet Decisions called in.

**8. FORWARD DECISIONS (Pages 14 - 18)**

A copy of the Forward Decisions List is attached

**9. MATTERS REFERRED TO CABINET FROM OTHER BODIES (Pages 19 - 20)**

To receive any comments and recommendations from other Council bodies which meet after the dispatch of this agenda.

Recommendations from the Environment and Community Panel meeting held on 18<sup>th</sup> July 2023 for the Local Authority Housing Fund Round 2 are attached.

**10. REVENUE OUTTURN 2022/23 (Pages 21 - 43)**

**11. CAPITAL OUTTURN 2022-23 (Pages 44 - 77)**

As the report has an exempt element and appendices, any discussion on those would need to take place in exempt session at the end of the meeting.

**12. COUNCIL TAX SUPPORT - DRAFT SCHEME FOR 2024-25 (Pages 78 - 91)**

**13. STAFF PAY AWARD 2023-24 (Pages 92 - 103)**

**14. CONTINUATION OF THE BOROUGH COUNCIL AS PART OF THE CNC BUILDING CONTROL PARTNERSHIP (Pages 104 - 108)**

**15. APPOINTMENT OF REPRESENTATIVES TO INQUORATE PARISHES (Pages 109 - 112)**

**16. CABINET TASK GROUPS** (Pages 113 - 114)

**17. LOCAL AUTHORITY HOUSING FUND - ROUND 2** (Pages 115 - 147)

As the report has an exempt appendix 2, any discussion on this element would need to take place in exempt session at the end of the meeting.

**18. EXCLUSION OF THE PRESS AND PUBLIC**

The Cabinet is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items 11 (part) 17 (part) and 19 on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 3 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**PRIVATE ITEM**

Details of any representations received about why the following reports should be considered in public will be reported at the meeting.

**19. WEST WINCH COLLABORATION AGREEMENT** (Pages 148 - 171)

To: Members of the Cabinet

Councillors B Anota, A Beales, M de Whalley, A Kemp, J Moriarty (Vice-Chair), C Morley, T Parish (Chair), S Ring and S Squire

For Further information, please contact:

Sam Winter, Democratic Services Manager 01553 616327  
Borough Council of King's Lynn & West Norfolk  
King's Court, Chapel Street  
King's Lynn PE30 1EX

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**CABINET**

**Minutes from the Meeting of the Cabinet held on Tuesday, 27th June, 2023  
at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place,  
King's Lynn PE30 5DQ**

**PRESENT:** Councillor T Parish (Chair)  
Councillors B Anota, A Beales, M de Whalley, A Kemp, J Moriarty, C Morley,  
S Ring and S Squire

**CAB1 INTRODUCTIONS BY CABINET MEMBERS**

Cabinet Members introduced themselves and their portfolios.

**CAB2 MINUTES**

The Minutes of the meeting held on 18 April 2023 were noted as the membership of the Cabinet had changed.

**CAB3 URGENT BUSINESS**

There was no urgent business.

**CAB4 DECLARATIONS OF INTEREST**

There were no declarations of interest

**CAB5 CHAIR'S CORRESPONDENCE**

There was no Chair's correspondence.

**CAB6 MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Blunt, Dickinson, and Sandell attended under standing order 34.

Councillors Bearshaw and Ryves (zoom) were in attendance

**CAB7 CALLED IN MATTERS**

There were no matters called in.

CAB8 **FORWARD DECISIONS**

The forward decision list was noted.

Under standing order 34 Councillor Blunt urged the Cabinet to include the Local Plan, Climate Change Action Plan, SLAs and Car Parking strategy onto its forward list.

The Leader confirmed that the Local Plan was being considered and the list would be further populated in due course. Councillor Moriarty considered that the consideration of SLAs was the Corporate Performance Panel's role at this stage. Councillor Morley made reference to items which had been outstanding, and Councillor de Whalley confirmed that the Climate Change Action Plan would be added to the list in due course.

CAB9 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Environment and Community Panel on 20 June 2023 made recommendations on the Local Authority Housing Fund item. They were considered with the item on the agenda.

Corporate Performance Panel on 21 June 2023 made recommendations in support of the Corporate Business Plan monitoring report. They were considered with the item on the agenda.

CAB10 **LOCAL AUTHORITY HOUSING FUND ALLOCATIONS POLICY**

Cabinet considered a report which provided information on the allocation of properties delivered via the Local Authority Housing Fund, a programme established by the Department for Levelling Up, Housing and Communities (DLUHC) to support local authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes.

On the 8th February 2023 Cabinet resolved to accept the grant funding offered by DLUHC and agreed to the principles of allocation properties delivered under the fund, to deliver 14 homes for Ukrainian households and 2 larger properties for Afghan households. It was proposed to Cabinet that a further report on the allocation of the properties would be presented separately.

The purpose of the report was to seek endorsement of the approach set out in the report on the allocation of properties delivered via LAHF and to update the Cabinet on the area as agreed at Cabinet on the 8<sup>th</sup> February 2023. The report also provided a brief update in relation to the decision from West Norfolk Housing Company to work with the

Council to deliver the properties via the fund and recent announcements from government of additional LAHF funding.

The endorsement of the Environment and Community Panel was noted.

Councillor Kemp endorsed the approach which brought homes to the Borough and provided homes for refugees without adding pressure to the housing stock.

Under standing order 34 Councillor Sandell expressed the hope that the Cabinet would continue to provide the support for the Ukrainian refugees, any arrangements made to mark their national day, and if the Leader had visited the Welcome Centre. The Leader confirmed he had previously visited the centre.

Under standing order 34 Councillor Blunt expressed the hope that the homes to be purchased would be completed before March 24.

Councillor Beales commended the report and asked if in the financial modelling there would be much demand for the S106 funding.

The Housing Services Manager confirmed that 7 properties had been purchased to date, and the overall cost of the 16 properties and any draw on S106 funding depended on the market and the properties which were purchased.

**RESOLVED:** That the approach set out in the report on the allocation of properties delivered via Local Authority Housing Fund be endorsed.

**Reason for Decision**

To ensure that properties delivered via the Local Authority Housing Fund to deliver affordable housing in the borough will be allocated in accordance with the criteria of the fund and to those in the greatest housing need in a timely way.

**CAB11 CORPORATE BUSINESS PLAN MONITORING (OCT 22 - MARCH 23)**

Cabinet was presented with a monitoring report to update Cabinet on progress against the Council's Corporate Business Plan. The report contained information on progress made against the key actions up to the end of March 2023.

There were 48 actions in place to monitor performance against the Council's Corporate Business Plan. The report indicated that 23 of the actions finished on track, 16 actions were slightly behind, 1 action was on hold and 8 actions have been completed. It was noted that additional performance information was available in the 2022/23 corporate performance monitoring report, reviewed at the Corporate



Performance Panel on 21 June 2023. The report comprised of a suite of indicators agreed by portfolio holders and management team as the key performance measures to monitor the delivery of council services and impacts on borough wide issues. All indicators were linked to the Corporate Business Plan priorities.

Under standing order 34 Councillor Blunt commented that it was often had to see the evidence behind the indicators, he also considered that the commercial programme on housing delivery was on track and congratulated officers overall for their hard work in that period.

Councillor Beales thanked Councillor Blunt for his comments, and commented that he considered the report a useful “state of the nation” report which highlighted the issues such as recruitment and retention issues.

Councillor Morley commented on the areas which he felt were behind schedule.

Councillor Kemp drew attention to the work starting on finalising the new corporate objectives on things such as working with partners on improving: housing conditions and standards, deprivation, health inequalities, social mobility, inclusion and skills.

Councillor de Whalley commented that he hoped progress could be made on the item assessing the impact of the council’s procurement which had been on hold awaiting legislative changes.

Councillor Moriarty drew attention to the pre scrutiny of this item at the Corporate Performance Panel when it was considered.

**RESOLVED:** That the final position on delivery against the Corporate Business Plan be noted.

**Reason for Decision**

To consider progress with the delivery of the Corporate Business Plan for the period 1 October 2022 – 31 March 2023

CAB12 **SCHEME OF DELEGATION**

Cabinet considered a report which explained that following the recent borough elections and appointment of a new Leader and subsequently changes to the list of portfolio responsibilities, amendments were required to the scheme of delegation so the two documents aligned.

The recommendations also suggested that if areas of responsibility should change between cabinet members, those changes to the scheme of delegation be made by the Monitoring Officer.

Councillor Morley proposed that an addition be added to the explanatory notes for portfolio holder delegations: “That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000.” He explained that this was to ensure that further down the line the budget.

Councillor Beales proposed that ICT change from the Finance Portfolio to Business. This was agreed.

- RECOMMENDED:**
- 1) That the list of portfolio responsibilities be noted.
  - 2) That the portfolio responsibility for ICT be changed to the Business Portfolio.
  - 3) That a sentence be added in the explanatory notes for portfolio holder delegations: “That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000.”
  - 4) That the amended Scheme of Delegation be approved as a change to the Constitution by Council.
  - 5) That delegated authority be granted to the Monitoring Officer to amend the scheme of delegation should changes be made to the areas of responsibility of Cabinet Members.

#### **Reason for Decision**

To ensure the scheme of delegation is in line with the portfolio areas of responsibility, to permit changes in portfolio areas of responsibility to be reflected in the Scheme of Delegation, and to ensure the Portfolio for Finance is aware of large amounts of expenditure above budget.

### **CAB13 CABINET APPOINTMENTS TO OUTSIDE BODIES**

Cabinet considered a report which sought approval for nominations for Executive appointments to serve on outside bodies and partnerships for 2023/2024.

Cabinet agreed that the proposals for the Norfolk Coast Partnership be changed to Councillors S Squire and de Whalley (Sub).

It was noted that the Norfolk Police and Crime Panel was awaiting confirmation from NCC regarding the nomination to be put forward.

Under standing order 34 Councillor Blunt expressed disappointment that he had only received the outside bodies nominations list that day.

Under standing order 34 Councillor Sandell questioned whether the Freebridge Community Housing strategic body should be on the list, it was confirmed that it was a meeting between the Council and Freebridge so was not an outside body.

Under standing order 34 Councillor Dickinson commented that the Hunstanton Advisory Group did not have representation by the Cabinet and therefore would not have a degree of influence at the Council. Councillor Parish confirmed that any comments made by the ward members would be listened to. Councillor Ring confirmed that he had already had informal meetings and discussions with the HAG.

**RESOLVED:** 1) That the attached list of representatives appointed to serve in an Executive capacity on the outside bodies and partnerships requiring appointment be approved with the change to the Norfolk Coast Partnership nomination published to Squire and de Whalley (sub), and the Norfolk Police and Crime Panel pending confirmation from the County Council.

2) That the reporting arrangements be noted, as shown in section 3 of the report.

3) That all other appointments to Outside Bodies and Internal Drainage Boards be made at the Council meeting on 13<sup>th</sup> July 2023.

4) That delegated authority be granted to the Leader in consultation with the Democratic Services Manager to make any amendments to Cabinet Outside Body appointments.

#### **Reason for decision**

To ensure continued involvement in the community by the Council.

#### **CAB14 APPOINTMENT TO CABINET BODIES**

Cabinet considered a report which invited the appointment of members to serve on the CIL Spending Panel, Members Major Projects Board, Local Plan Task Group; Biodiversity Task Group, and Shareholder Committee and to agree the membership of Joint Safety and Welfare Committee and Joint Employee Committee for 2023/24.

Task Group numbers had been agreed as:

5 – 2 Ind, 2 Con and 1 Lab

7 – 3 Ind, 3 Con and 1 Lab

9 – 4 Ind, 3 Con and 2 Lab

The Leader proposed that within the Member Major Projects Group, the Portfolio holder would be the portfolio holder for Business.

The Leader also proposed that the membership of the Joint Safety and Welfare Committee be confirmed as Councillors Joyce, Kemp and Parish and Joint Employee Committee for 2023/24 as Councillors Joyce, Parish, Ring, Rust and Squire.

It was also proposed that the Shareholder Committee be confirmed as Councillors Beales, Moriarty and Parish.

**RESOLVED:** 1) That officers be instructed to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2023/24. (the Members Major Project Group to include Portfolio Holder for Business not Development and Regeneration.)

2) That the Membership of the Joint Safety and Welfare Committee be confirmed as Councillors Joyce, Kemp and Parish and Joint Employee Committee for 2023/24 as Councillors Joyce, Parish, Ring, Rust and Squire.

3) That the Shareholder Committee be confirmed as Councillors Beales, Moriarty and Parish.

3) That in accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

**Reason for Decision**

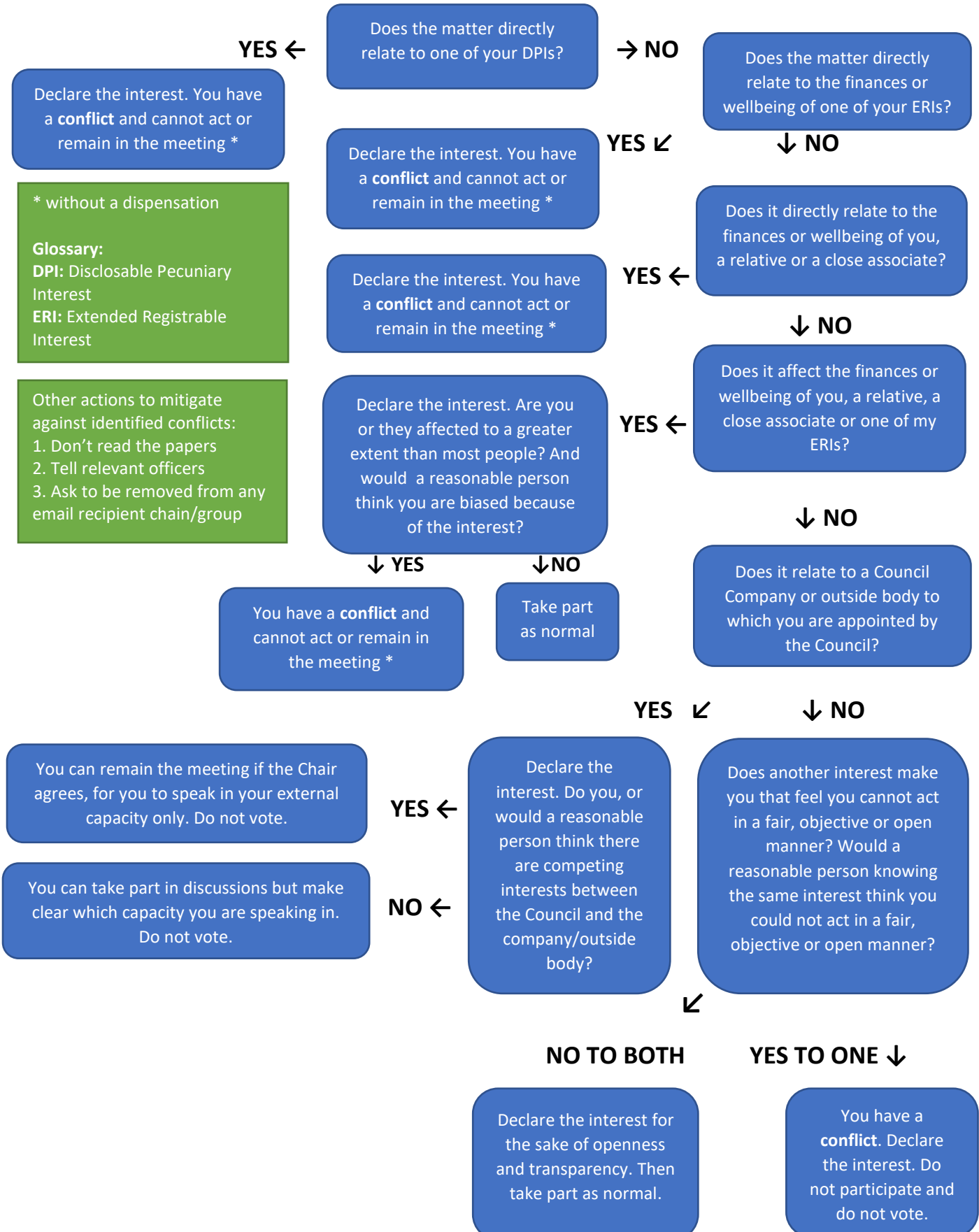
To allow the business of the Council to continue into 2023/24.

**The meeting closed at 7.00 pm**

# DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



## START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting \*

\* without a dispensation  
**Glossary:**  
DPI: Disclosable Pecuniary Interest  
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:  
1. Don't read the papers  
2. Tell relevant officers  
3. Ask to be removed from any email recipient chain/group

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
1 August 2023	West Winch Collaboration Agreement	Key	Cabinet	Development and Regeneration Exec Dir – G Hall		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Staff Pay Award 2023/24	Key	Council	Leader Asst Dir – B Box		Public
	Revenue Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
14	Capital Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
	Council Tax Support – Draft Scheme for 2024/25	Key	Cabinet	Finance Asst Dir – Resources		Public
	Continuation of the Borough Council as part of the CNC Building Control Partnership	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		Public
	Appointment of representatives to inqorate parishes	Non	Council	Leader Chief Executive		Public
	Local Authority Housing Fund - Round 2	Key		People & Communities Asst Director – D Hall		Public
	Cabinet Task Groups	Non	Cabinet	Chief Executive		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
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26 September 2023	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	5 Year Mart Agreement	Non	Cabinet	Tourism Events & Marketing Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
15	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public
	Members Allowances	Key	Council	Leader Monitoring Officer		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public
	Alive West Norfolk Fees and Charges	Non	Cabinet	Tourism Events & Marketing Alive West Norfolk		Public
	Assets of Community Value	Non	Council	Property and Corporate Services Monitoring Officer		Public
	Asset Management Land and Property – Nar Ouse Regeneration Area – Land Sale	Key	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the

						business affairs of any person (including the authority)
	Update to various Housing Standard Policies to reflect procedural changes, best practice, case law and statutory guidance etc	Non	Cabinet	People and Communities Assistant Director – Mark Whitmore		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
31 October 2023						
	Corporate Business Plan	Key	Cabinet	Leader Chief Executive		Public
	People and Skills	Non	Cabinet	Business Asst Director – D Hall		Public
16	Care and Repair Contract	Key	Cabinet	People and Communities Asst Dir – M Whitmore		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway Tenure	Non	Council	Assistant Director – D Ousby		

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 December 2023						



	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Care and Repair Contract		Cabinet			

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 January 2024						
17	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
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5 March 2024						
	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
23 April 2024						

**Items to be scheduled**

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
18	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public

**RECOMMENDATIONS TO CABINET 1 AUGUST 2023 FROM THE ENVIRONMENT AND COMMUNITY PANEL MEETING HELD ON 18 JULY 2023**

**EC21: CABINET REPORT – LOCAL AUTHORITY HOUSING FUND – ROUND 2**

[Click here to view the recording of this item on You Tube.](#)

Officers presented the report and reminded Members that the Council had been successful in round one of this scheme in providing sixteen additional homes. This report considered round two of the scheme which would allow the Council to provide a further seven affordable homes; six for Afghan families and one for temporary accommodation.

Details of the match funding and other funding opportunities available were presented to the Panel and the Panel were informed that work was ongoing with Freebridge Community housing regarding an empty property which may be suitable for use. The remaining properties would be acquired on the open market by the Council, with a view to transferring them to West Norfolk Housing Company at a later date.

The Chair thanked officers for their report and invited questions and comments from the Panel, as summarised below.

Councillor Bullen addressed the Panel under Standing Order 34. He hoped that properties would be located in areas where there was community support in place.

In response to a question from the Vice Chair, Councillor Devulapalli, officers explained that at the moment West Norfolk Housing Company were not in a position to purchase the properties, but they could be purchased from the Council in the future.

The Portfolio Holder for People and Communities, Councillor Kemp commented that she supported the scheme which would permanently increase the housing stock which would help alleviate pressures and issues with homelessness.

In response to questions from Councillor Bhondi, it was explained that it was the intention to purchase new or nearly new properties so that they were up to energy efficiency standards etc. Any repairs or maintenance costs would need to be accounted for in the total cost.

**RESOLVED:** That the Environment and Community Panel support the recommendations to Cabinet, as set out below.

1. The Council will enter a Memorandum of Understanding (Appendix 1) with DLUHC based on the attached prospectus for the Local Authority Housing Fund Round 2 (appendix 2)
2. The Council will accept the total sum of £868,000 offered to the Council by DLUHC under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set out in the report and attached prospectus.
3. The Council will commit match funding of up to £952,000 to deliver the 7 homes.
4. The Council will seek to maximise the Flexible Housing Fund to reduce the overall match funding required from the Council.

5. Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Housing People and Communities to negotiate and agree the final terms of contract with DLUHC under which the grant will be accepted.

6. The Council will purchase up to 7 properties on the basis of a subsequent freehold transfer to West Norfolk Housing Company subject to agreement from West Norfolk Housing Company.

7. Authority is delegated to the Assistant Director (Regeneration, Housing and Place) and portfolio holder for Communities to provide grant funding from the Local Authority Housing Fund to Freebridge Community Housing in the event that they agree to bring an identified long term empty property back into use as detailed in the report.

8. The Council agrees to the principle of allocating 6 of the properties acquired through the fund to eligible Afghan households in accordance with the existing Local Lettings Plan. 1 property will be used as temporary accommodation.

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/	(a) Be entirely within Cabinet's powers to decide	YES	
	Operational	(b) Need to be recommendations to Council	NO	
	<b>None</b>	(c) Be partly for recommendations to Council and partly within Cabinet's powers –	NO	
Lead Member: Councillor Chris Morley E-mail: cllr.chris.morley@west-norfolk.gov.uk		Other Cabinet Members consulted: All Cabinet		
		Other Members consulted: Leader of the Council, Councillor Terry Parish		
Lead Officer: Carl Holland E-mail: carl.holland@west-norfolk.gov.uk Direct Dial: 01553 616432		Other Officers consulted: Senior Leadership Team, Service Managers.		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Opportunities Implications NO	Risk Management Implications YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

**Cabinet Date: 1 August 2023**

**REVENUE OUTTURN 2022/2023**

**Summary**

The report sets out in summary the revenue outturn for 2022/2023 for the Council. The report shows details of the major differences between actual costs/income compared to the revised estimates for 2022/2023 reported in the January 2023 financial monitoring.

	<b>Original Budget 2022/23</b> £	<b>Forecast 31 January 2023</b> £	<b>Outturn 31 March 2023</b> £
Borough Spend	21,028,070	20,804,310	19,690,449
Financing	(21,555,060)	(21,555,060)	21,601,098
Contribution to earmarked reserves	-	-	1,249,850
<b>Contributions to/(from) General Fund Balance</b>	<b>526,990</b>	<b>750,750</b>	<b>660,799</b>

The accounts show the Borough's spend of £19,690,449, which is £1,113,861 less than the revised position following January's financial monitoring report for 2022/2023 (£1,337,621 less than the original budget as approved by Council in February 2022).

Throughout the year there was significant uncertainty and variation to budget as reported in the budget monitoring report, largely as a result of growing inflation. The Office for National Statistics reported a peak in inflation of 11.1% in October 2022, widely impacting the cost of living for individuals and businesses. This impacted the Councils forecasts for utilities and fleet running costs.

The Council's continuing strategy is to identify budget savings in year, as part of the monitoring process and at year end. Any savings are then transferred to the General Fund Reserve balance for use in future years. As a result consideration has been given to allocating specific funds to provide contingency for known and estimated inflationary increases to the Council. Appendix 2 shows more detail.

The outturn report includes additional transfers of £1,249,850 to earmarked reserves for continued operations and service delivery in 2023/24 and future years. The General Fund Reserve is increased from £8,983,760 to £9,644,559 at the start of 2023/2024 following the contribution from 2022/2023 surplus of £660,799

### **Recommendation**

**It is recommended that Cabinet approves:**

- 1. The draft revenue outturn position for 2022/2023 (section 2)**
- 2. Review and agree the new transfers to reserves as listed at Appendix 2.**
- 3. Review and agree the amendments to the Earmarked Reserves Policy (Section 4).**
- 4. Agree to extend the Councillors Community Grant Scheme for 2023/2024.**

### **Reason for Decision**

To consider and approve the draft revenue outturn position for 2022/2023 for the Council.

## 1 Introduction

- 1.1 This report sets out the draft revenue outturn position for 2022/2023, the details of which, once finalised, will be used to inform the Statement of Accounts for the year.

Under Accounts and Audit Regulations 2015, Regulations 14 & 15 and the Local Audit and Accountability Act 2014 we're required to

- Publish draft accounts by 31 May 2023
- Public inspection period to start on or before the first working day of June 2023

The Accounts and Audit (amendment) Regulations 2022 came into force on 22nd July 2022 and revised the statutory deadline for publishing the audited financial statements to 30 September for 2022/23 accounts

The Finance Services function has been working extremely hard to try and comply with the revised deadlines. However, the impact of delays on external audits is affecting numerous authorities nationally.

We are required to make the draft accounts and relevant supporting documentation available for inspection by the general public as set out in the amended regulations. Given that the draft accounts were not published on the due date of 31 May 2023, the statutory inspection period is also delayed. We will make available the accounts and supporting documentation from the first working day following the date of publication of those draft accounts.

We are not yet able to publish our draft accounts for 2022/2023. This is due to ongoing operational and resourcing matters faced by the council alongside resource capacity constraints on the part of the Council's External Auditors (EY LLP) as a consequence of responding to significant delays in the audit of prior year accounts. This has impacted on the completion of the audit of the Statement of Accounts for the year 2019/20 which is currently pending finalisation. Additional ongoing work has been necessary during 2023 to support the auditors with the completion of the 2019/20 accounts and has subsequently contributed to a delay in the production of the 2022/23 draft Statement of Accounts in accordance with the published deadlines. It has been agreed with the external auditors that resources are phased towards the audit of each set of accounts focusing on the most overdue first, for the accounting periods outlined below. This is expected to reduce the cumulative impact on resources of completing accounting statements in the absence of audited accounts from prior periods.

## 2 Outturn 2022/2023

2.1 The following table shows:

- the approved budget for 2022/2023 as approved by Council on 23 February 2022.
- Revised budget as reported in the January 2023 Monitoring Report, published 31 March 2023.
- The draft outturn position for 2022/2023
- The surplus/deficit column shows the variance comparing January 2023 monitoring position to the draft 2022/2023 outturn position.

	Approved by Council 23 Feb 2022	Jan-23 Monitoring & Budget Reallocations	Draft Outturn	Revised (Surplus) / Deficit	
	2022/2023	2022/2023	2022/2023	2022/2023	
	£	£	£	£	
Central Services	3,186,180	3,036,890	3,012,387	(24,503)	3.1
Corporate	1,953,220	2,010,650	1,999,917	(10,733)	
Health, Wellbeing and Public Protection	2,175,870	2,249,460	2,101,383	(148,077)	3.2
Environment & Planning	1,630,900	1,216,500	1,165,250	(51,250)	3.3
Operations & Commercial	1,174,410	1,472,385	1,188,984	(283,401)	3.4
Programme and Project Delivery	234,530	50,050	24,042	(26,008)	3.5
Property & Projects	(1,292,630)	(1,394,370)	(1,423,295)	(28,925)	3.6
Regeneration, Housing & Place	867,590	932,110	715,520	(216,590)	3.7
Resources (S151 Officer)	6,028,840	6,291,005	5,972,237	(318,768)	3.8
Chief Executive	101,300	86,970	86,026	(944)	
Legal Services	486,440	547,300	479,351	(67,949)	3.9
Leisure & Community Facilities	926,370	1,322,250	1,617,481	295,231	3.10
<b>Service Area Totals</b>	<b>17,473,020</b>	<b>17,821,200</b>	<b>16,939,283</b>	<b>(881,917)</b>	
Financing Adjustment	545,830	(26,110)	(264,357)	(238,247)	3.12
Internal Drainage Boards	3,009,220	3,009,220	3,015,523	6,303	
Council Tax Support to Parishes	0	0	0	0	
<b>Subtotal</b>	<b>21,028,070</b>	<b>20,804,310</b>	<b>19,690,449</b>	<b>(1,113,861)</b>	
Contribution to earmarked reserves	0	0	1,249,850	1,249,850	
Contribution to / (from) General Fund Balances	526,990	750,750	660,799	(89,951)	
<b>Borough spend for 2022/2023</b>	<b>21,555,060</b>	<b>21,555,060</b>	<b>21,601,098</b>	<b>46,038</b>	
<i>Funded by:</i>					
Other Government Grants	(629,760)	(629,760)	(675,811)	(46,051)	3.13
Revenue Support Grant	(647,530)	(647,530)	(647,525)	5	
Rural Service Delivery Grant	(485,690)	(485,690)	(485,686)	4	
New Homes Bonus	(589,610)	(589,610)	(589,606)	4	
Business Rates	(11,845,070)	(11,845,070)	(11,741,599)	103,471	3.14
Council Tax	(7,332,400)	(7,332,400)	(7,332,395)	5	
Council Tax Surplus	(25,000)	(25,000)	(128,476)	(103,476)	3.15
	<b>(21,555,060)</b>	<b>(21,555,060)</b>	<b>(21,601,098)</b>	<b>(46,038)</b>	
<b>Funding Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



- 2.2 Over the year ending 31 March 2023, service managers have continued to look for opportunities to produce in year budget savings. These savings have been reported as part of the monthly monitoring process.
- 2.3 The budget approved by Council in February 2022 included a transfer to General Fund Reserve Balances of £526,990. This was forecast in the January 2023 Monitoring Report to increase to £750,750 contribution to the General Fund Reserve. At the conclusion of year-end and in light of the emerging increased levels of inflation, additional contributions have been made to earmarked reserves to support the 2022 – 2027 Financial Plan. These amount to £1,239,040 and are detailed in Appendix 2 to this report. The notes in section 3 of this report detail the movement from the reported position in January 2023 to the outturn position resulting in £671,608 to be carried forward to the General Fund Reserve thereby increasing the General Fund Reserve from £8,983,760 to £9,655,368.
- 2.4 The 2022/2023 outturn is within the original approved budget set by council in February 2022 and allows the Council to set aside funds for future demands in addition to carrying forward a General Fund Reserve balance that is higher than originally estimated. However, it should be noted that, due to uncertainty on the increasing rate of inflation and any proposal to reform Local government funding there will be ongoing funding uncertainty for Local Government future year budgets as well as the council's financial position throughout 2023/2024. The situation will be closely monitored and reported accordingly to inform on any decisions that may be required.

### **3. Major differences between the revised estimates and the actual costs**

The following pages show the major differences between the revised estimates and the actual costs. Under each budget heading the format shows "Movements to be explained", which are outlined as major variances and explained in the narrative that follows.

### Detailed transfers between reserves

Appendix 2 sets out proposed transfer to reserves for continued operations as mentioned in paragraph 2.3.

<b>Projected Movements in General Fund Balances</b>	<b>2022/23 £</b>
<b>Balance brought forward 1<sup>st</sup> April 2022</b>	<b>8,983,760</b>
Contribution to/(from) Balances	660,799
<b>Projected General Fund Balance 31<sup>st</sup> March 2023</b>	<b>9,644,559</b>

The Financing Adjustment includes a charge for Minimum Revenue Provision funding of unsupported borrowing and receipts for interest from Capital loans. These items deal with accounting requirements that show capital items being recorded as revenue spending. There is no impact on the accounts of the Council or Council Tax as the charges are reversed out as part of the Financing Adjustment. Appendix 3 provides a further explanation.

### 3.1 CENTRAL SERVICES – Surplus £24,503

<b>Movements to be explained:</b>		<b>£</b>
1	<b>Councillors</b> Some additional costs of remuneration to councillors have been offset by a reduction in costs of travel and training in year	(4,052)
2	<b>Elections</b> The savings in election costs during the year came from stationery, postage and room hire	(8,915)
3	<b>Democratic Services</b> This underspend is made up of a number of minor underspends across the following service areas: <ul style="list-style-type: none"><li>• Member Services</li><li>• Civic Functions</li><li>• Democratic Events</li></ul>	(11,767)
4	<b>Other minor variances</b>	232
<b>Surplus</b>		<b>(24,503)</b>

### 3.2 HEALTH WELLBEING & PUBLIC PROTECTION – Surplus £148,077

Movements to be explained:		£
1	<p><b>Community Safety &amp; Neighbourhood Nuisance (CSNN)</b>  <u>Environmental Protection and Investigations</u>            Duplicated budget amendment resulting in a favourable variance (£54k). Vehicle and equipment budget not required in year (£17.5k). Other minor variances such as reduced travel costs, drainage works, external support.</p> <p><u>Community Safety</u>            Reduced expenditure towards financial assistance grants (£9k) and other minor variances.</p>	(94,196)
2	<p><b>Corporate Health &amp; Safety</b>            This is mainly due to a small increase in equipment costs.</p>	6,577
3	<p><b>Financial Assistance</b>            Funding of Financial Assistance support and income from West Norfolk Wins resulted in a small favourable variance.</p>	(2,249)
4	<p><b>Food Hygiene -</b>            A reduction in the volume of export licence fees of £13.8k was offset by salary savings due to grant income from DEFRA resulting in an underspend (£21k) along with other minor variances.</p>	(8,053)
5	<p><b>Housing Standards –</b>            Additional income in relation to penalty fees following enforcement activity</p>	(45,625)
6	<p><b>Other minor variances</b></p>	(4,531)
<b>Surplus</b>		<b>(148,077)</b>

### 3.3 ENVIRONMENT AND PLANNING – Surplus £51,250

<b>Movements to be explained:</b>		<b>£</b>
1	<b>Community Infrastructure Levy</b> Budget amendment error resulting in residual budget not required. To be corrected going forward.	(27,620)
2	<b>Development Control</b> Planning income has increased over the forecast by (£23k) which may partly relate to a rise in stamp duty relief thresholds. Increase in subscriptions £5k	(12,302)
3	<b>Emergency Planning</b> This is mainly due to continued reduction in spend against training and travel allowances along with other minor variances	(13,252)
4	<b>Local Land Charges</b> Savings on staffing costs (£14k) and an increase in income arising from variations in demand over previous years (£16k).	(30,455)
5	<b>Planning Policy</b> £30k is in relation to increased planning inspectorate costs relating to the local plan following use of all remaining reserve of £86k. The remainder is from other minor variances.	38,421
6	<b>Pollution Monitoring</b> Repairs and replacement of ageing monitoring equipment did not occur this year resulting in savings (£20k). This will be reviewed for 2023/24. The remainder is made up of other minor variances in relation to staffing, supplies and services and grant income.	(17,520)
7	<b>Public Health</b> Payment for service provision to The Benjamin Foundation.	10,000
8	<b>Other minor variances</b>	(1,478)
<b>Surplus</b>		<b>(51,250)</b>

### 3.4 Operations and Commercial – Surplus £283,401

<b>Movements to be explained:</b>		<b>£</b>
1	<p><b>Carparking King's Lynn and West Norfolk</b> The bus station has seen an increase in rates and utility costs of £20k as well as a reduction in rental income of £6k.</p>	25,885
2	<p><b>Carparking Shared Services</b> Additional income (£53k) has arisen from a VAT reclaim relating to prior years. There have also been higher receipts from providing services to third parties (£73k). The difference is from other minor variances.</p>	(127,410)
3	<p><b>CCTV</b> This is additional one off third party receipts</p>	(14,668)
4	<p><b>Crematorium and Cemeteries</b> Savings in repairs and maintenance costs in cemeteries and churchyards (£14.2k) Mintlyn Crematorium has seen a reduction in rates (£8.6k) offset by a reduction in income from music provision £8.2k the remainder is from other minor variances.</p>	(15,460)
5	<p><b>Depots Parks, Sports &amp; Open Spaces</b> The volume of tree works has significantly increased resulting in additional costs of £135k. The management of trees is currently under review. This is partly offset by a reduction in costs of seasonal staff (£19k) and grounds charges (£9k) and other minor variances across the service.</p>	92,113
6	<p><b>Public Conveniences</b> This is mainly reduction in costs from water and drainage rates (£17.8k). The remainder is minor variances across the service.</p>	(21,906)
7	<p><b>Refuse &amp; Recycling</b> An Added Years Pension credit (£54k) has been received. Additional net income achieved from trade refuse (£19k), domestic refuse (£12k), recycling trade (£35k) and a payment following a contractual adjustment for Managed Recycling Facility (MRF) (£65k). Other savings have been achieved against cost of collections (£14k) and contracted services (£31k). The remainder is from other minor variances.</p>	(241,449)
8	<p><b>Resort</b> This is mainly from an increase in material costs for the sports ground of £8.4k and rental increases in trading operations of £6.8k offset by other minor variances.</p>	12,059
9	<p><b>Other Minor Variances</b></p>	7,435
<b>Surplus</b>		<b>(283,401)</b>

### 3.5 Programme and Project Delivery - Surplus £26,008

<b>Movements to be explained:</b>		<b>£</b>
1	<p><b>Corporate Projects</b> (Includes Procurement, Corporate Project Manager, Active Connectivity and Local Authority Housing Fund)</p> <p><u>Corporate Project Manager</u> Combined variance of (£21k) on salary costs following budget re-allocations. There is also a variance of £44k against a legacy budget which needs removing which has had no income allocated to it in current or previous years.</p> <p><u>Active Connectivity</u> Late budget re-allocation of £39k for professional fees was put through, however this cost centre is fully funded therefore this budget was not required. The remainder is from other minor variances.</p>	(9,868)
2	<p><b>Housing Subsidiaries</b> (Includes West Norfolk Housing Company Ltd (WNHC) and West Norfolk Property Ltd (WNP). All expenditure on these cost centers is recharged back to the companies)</p> <p><u>WNHC</u> Budget adjustments should have included recharge budget – this resulted in (£8k) variance</p> <p><u>WNP</u> Receipts received from the lease of properties to WNP exceeded budget by (£10k). Remainder is other minor variances.</p>	(16,139)
<b>Surplus</b>		<b>(26,008)</b>

### 3.6 Property and Projects – Surplus £28,925

<b>Movements to be explained:</b>		<b>£</b>
1	<b>General Properties</b> £13.5k expenditure incurred in connection with fitting out the old HSS Hire building for provision of local food support in response to the COL crisis. This is offset by minor favourable savings across service.	3,667
2	<b>Industrial Units</b> (£98.5k) increase in rents from Hardwick Industrial Estate (including backdated rent for rent reviews processed late in the year). Additional rental income (£53k) across other units. Additional income from service charges (£11k). Savings on NNDR (£22k) for vacant properties. Savings on utility costs across units (£8.5k). Other minor variances including increased cleaning costs, energy certificate cost, reduced insurance costs across all units.	(195,892)
4	<b>Innovation Centre</b> (£52k) additional income as a result of prompt re-letting. Other savings achieved from business rates refund (£8k), vending machines reduction in running costs (£10k) and (£13.5k) less spend on telephones contract. Other minor variances make up the difference.	(80,784)
5	<b>Arts Centre</b> Replacement of equipment following electrical/safety testing of stage equipment as deemed to be unsafe £27k. Without this equipment being replaced, no shows would have been able to have been put on at the Arts Centre. Other minor variances make up the difference.	35,389
6	<b>Offices</b> £81k reduction in rent and service charges from third parties, due to decrease in floor area issued at the back end of the financial year. £10k unbudgeted expenditure on screens to following Covid. £10k overspend on tools and equipment. Remainder is small variances.	102,519
7	<b>Shops &amp; Offices</b> £113.5k less income realised from Vancouver Centre due to ongoing issues with the negotiations. £29.5k less rent due to backdated rent-free period & rent reduction agreed late in financial year, offset by service charge income of (£11.5k). Remainder is from other minor variances.	133,366
8	<b>Street Lighting</b> (£10k) less expenditure on repairs and maintenance than expected; these are always very volatile, as they are reactive and hard to predict. Other minor variances including utility costs savings.	(15,878)
10	<b>Other minor variances</b>	(11,312)
<b>Surplus</b>		<b>(28,925)</b>

### 3.7 Regeneration, Housing and Place – Surplus £216,590

<b>Movements to be explained:</b>		<b>£</b>
1	<p><b>Economic Regeneration</b> A transfer to reserves has been requested for both the Business Development and Start Up Programme totalling (£35k) due to a delayed start of these projects (See appendix 2).</p> <p>There were a number of budget re-allocations totaling (£56.5k) which were not required.</p> <p><u>Heritage Action Zone</u> - Variance of (£15k) on Grant income received</p> <p><u>Investment &amp; Place</u> - Underspend (£8.5k) on Mayors Awards. Budget to be reviewed.</p>	(117,408)
2	<p><b>Guildhall &amp; Arts</b> Following funding applications there was a consolidation of unused Tourist Information Centre budgets to provide a fund for promotional activities at the Guildhall. Spend for year was much lower than anticipated due to a delay in activities being arranged (£73k). Unbudgeted grant income was received resulting in a favourable variance of (£35.5k). Other minor variances make up the difference.</p>	(104,415)
3	<p><b>Housing Strategy</b> <u>Enabler Role</u></p> <p>Late budget re-allocation put through – this was not sufficient to cover salary/recruitment costs, resulting in a variance of £27.8k</p> <p>Remainder is immaterial variances across multiple cost centres.</p>	34,387
4	<p><b>Museums</b> Variance of £5.7k on miscellaneous insurance recharge.</p>	5,540
5	<p><b>Regeneration Projects</b> Variance of (£8k) on regeneration repairs and maintenance costs. Remainder is made up of minor variances.</p>	(10,559)
6	<p><b>Tourism</b> Variance totaling (£9k) across various cost centres for marketing expenditure. The publishing/printing/distribution costs of the KL Magazine came in lower than anticipated (£7.5k). Variance made up of minor variances.</p>	(22,010)
7	<p><b>Other minor variances</b></p>	(2,125)
<b>Surplus</b>		<b>(216,590)</b>



### 3.8 Resources – Surplus £318,768

<b>Movements to be explained:</b>		<b>£</b>
1	<b>ICT</b> Savings on software/hardware (£44k). Increased spend on mobile top up/telephones/internet £25k. Recovery of costs increased by (£18k)	(34,020)
2	<b>Financial Services</b> Cost of additional external support for finance system	12,851
4	<b>Corporate Costs &amp; Provisions</b> Underspend on added years pension costs (£8.5k), computer equipment (£10k), plus additional grant funding for audit costs (£17k). Underspend on bank charges (£8k). Saving against Corporate overtime budget (£45k) and recruitment budget (£56k) where some costs have been absorbed in service areas. Bad debt provision reduced therefore positive impact on revenue (£284k)	(397,214)
5	<b>Revenues &amp; Benefits</b> The direct cost of postage has increased in relation to council tax billing more than budget £67k, Housing Benefit overpayments written off £45k	116,083
6	<b>Special Expenses</b> Underspend arising from continued occupancy of BC staff at South Lynn Community Centre. See appendix 2 for request to transfer to reserve for future use.	(10,810)
7	<b>Other minor variances</b>	(5,658)
<b>Surplus</b>		<b>(318,768)</b>

### 3.9 Legal Services – Surplus £67,949

<b>Movements to be explained:</b>		<b>£</b>
1	<b>Legal Services</b> Variance of (£34k) on contracted services – this relates to the SLA provision supplied by Eastlaw coming to an end. Remainder made up of minor variances.	(33,121)
2	<b>Licenses</b> Accumulated variance totaling (£37k) across license income, of which (£17k) is attributable to premises licenses. Remainder is minor variances.	(34,827)
<b>Surplus</b>		<b>(67,949)</b>

### 3.10 Leisure and Community Facilities – Deficit £295,231

<b>Movements to be explained:</b>		<b>£</b>
1	<p><b>Town Hall, Stories of Lynn and Custom House</b>  <u>Stories of Lynn</u>  Variance of £37k on professional fees – late invoice impacted on calculation of budget re-allocation. Other minor variances make up the difference.</p>	35,302
2	<p><b>Community Centres</b>  <u>South Lynn Community Centre</u>  Variance of £10k on Special Expenses – only 70% of the budgeted amount was allocated to SLCC, this is because 30% of the building is currently occupied by BC staff.  Variance of £7k on Awn staffing recharge due to pay award as well as additional casual staffing hours required in the year. Other minor variances make up the difference.</p>	17,148
3	<p><b>Leisure</b>  The majority of the variance on Leisure is attributable to utility costs (£53k on electricity, £65k on gas). Utility costs have been difficult to budget for 22-23 because of increasing costs and also budgeting accurate usage levels, as the past few years being affected by Covid restrictions and closures.  There is a request for a reserve (£24k) which relates to insurance proceeds from 2018 to repair the group fitness floor after flood damage. The floor dried out and did not require replacing, therefore request that the proceeds be used for future use for capital works.</p>	74,746

<b>Movements to be explained:</b>		<b>£</b>
	<b>Management</b>	
	<p>During Covid, the Council set up a £2.9million grant facility for Alive West Norfolk to help aid and limit the impact of the restrictions/closures imposed by the pandemic.</p> <p>Alive West Norfolk initially received a drawdown of £1.2million from the grant facility, which alongside Government grants/assistance, helped support operations over both 20/21 and 21/22.</p> <p>Due to the conditions attached to the grant facility, any surplus grant unused at year ended 31 March 2022 was required to be repaid to the Council. This resulted in a repayment of £385,000 from Alive West Norfolk, meaning that of the earmarked £2.9m they utilised £815,000.</p> <p>Alive West Norfolk have also been impacted by the Cost-of-Living crisis, as well as increasing inflation. As Alive West Norfolk follows the Councils lead regarding pay awards, the Cost-of-Living increase alone equated to £158k in excess of the original budget.</p> <p>For 22/23 there is a total deficit on Alive West Norfolk totalling £169k. As the grant facility has expired, Alive West Norfolk is unable to access any of the financial assistance previously made available. The proposed Management Fee payable to the Council for 22/23 was £345k, due to the deficit not being able to be funded by the grant facility, it has been requested that the Management Fee is reduced to accommodate this.</p>	
5		162,260
<b>Deficit</b>		<b>295,231</b>

### 3.12 Financing Adjustment – Surplus £238,247

The Capital Programme incurred less spend than budgeted for the 2021/22. For this reason the variance to figures budgeted for “Unsupported Borrowing” and “Interest recharged” to Capital is lower than expected by £238k.

### 3.13 Grants

Each authority in England received a share of the accumulated surplus held in the business rates levy account from the Department for Levelling Up, Housing & Communities. This was announced at the Local Government Finance Settlement in February 2023.

<b>Other Government Grant received</b>	<b>Amount</b>
Business Rates Levy Surplus Grant	£46,052
<b>Total</b>	<b>£46,052</b>

### 3.14 Business Rates

The Retained Business Rate (NNDR) Collection Fund account had a residual surplus of £3,172k overall at the end of 2022/2023, the Council's share being £1,287k. Any residual deficit on business rates would be recovered in subsequent years and any surplus is placed in a reserve to offset any impact in future years.

### 3.15 Council Tax

The Council Tax Collection Fund account has a residual surplus of £134k overall at the end of 2022/2023, with the Council's share being £14k. This will be distributed in subsequent years to the Council and other precepting authorities.

### 3.16 Turnover Saving

The budget for turnover savings is based on the savings anticipated in the time it takes to recruit to a vacant position following an employee leaving. Savings in some posts cannot be achieved due to the critical need to have that post filled promptly to maintain timely service provision. As a result, savings are offset by cost of temporary staff, overtime and costs of recruitment. The budgeted turnover saving for 2022/2023 is £550,000. On 1 December 2022 the Council took a decision to finalise its pay award to its employees and agreed to use reserves to fund the cost if necessary. The net effect is a shortfall of £218k compared to the original budget, which has been funded by a combination of underspends and the use of reserve approved by Council on 1 December 2022.

	<b>Approved Budget</b>	<b>Actual</b>	<b>Approved Variance</b>
	£	£	£
Salaries	19,467,060	18,512,500	(954,560)
Recruitment	3,640	136,802	133,162
Consultants Fees	18,260	32,231	13,971
Professional Fees	345,370	616,581	271,211
Agency Fees	250,470	285,437	34,967
Other Employee Service Costs	0	32,470	32,470
See Note below	0	137,000	137,000
<b>Cost Total</b>	<b>20,084,800</b>	<b>19,753,021</b>	<b>(331,779)</b>
Turnover Saving	(550,000)	0	550,000
<b>Total including Turnover saving</b>	<b>19,534,800</b>	<b>19,753,021</b>	<b>218,221</b>

Notes to table:

- a) Bio-diversity Task Group £37k agreed at Cabinet 15 March 2022.
- b) Tourism Working Group £20k agreed at Regeneration and Development Panel 8 November 2022.
- c) Resource costs to manage and deliver funds and grants in respect of the Rural England Prosperity Fund £80k.

#### 4. Amendments to the Earmarked Reserves Policy

The Council's policy on earmarked reserves states that the maximum balance to be held in each policy area is:

<b>Reserves Policy Area</b>	<b>Balance as at 31 March 2023 £'000</b>	<b>Current maximum balance to be held £'000</b>	<b>Proposed new maximum balance to be held £'000</b>
Amenity Areas	36	300	300
Capital Programme Resources	5,491	9,000	8,500
Educational Skills Attainment	677	1,100	1,100
Insurance Reserve	202	300	300
Restructuring Reserve	300	1,000	800
Repairs and Renewals Reserve	1,840	2,000	2,000
Holding Accounts	2,928	2,600	3,000
Ring Fenced Reserves	4,236	4,200	4,300
Climate Change Strategy	1,095	1,250	1,250
Planning Reserves	443	800	800
Grants Reserves	4,562	4,800	4,800
Collection Fund Adjustment Reserve	6,552	11,500	11,500
Projects Reserve	4,309	4,200	4,400
Other Total	140	500	500
	<b>32,811</b>	<b>43,550</b>	<b>43,550</b>

It is proposed to amend the earmarked reserves policy balance as follows:

- Ring-fenced reserves to increase from £4,200,000 to £4,300,000
- Capital Programme Resources reserves to decrease from £9,000,000 to £8,500,000
- Restructuring reserve to decrease from £1,000,000 to £800,000
- Projects Reserve to be increased from £4,200,000 to £4,400,000
- Holding Accounts to be increased from £2,600,000 to £3,000,000

## **5. General Fund Working Balance**

The reduction in spend against the revised budget for 2022/2023 results in a revised balance of the General Fund Reserve as at 31 March 2023 of £9,644,559. (£8,983,760 as at 31 March 2022).

As per the Financial Plan 2022 - 2027 the Council is forecast to fund the budget by using General Fund Reserves balances over the next 4 years. Estimates are subject to change from increasing impact of inflation on the council and any announcements on changes in Government funding.

## **6. Policy Implications**

None

## **7. Statutory Considerations**

The external audit of the accounts for 2022/2023 will not be completed by 30 September 2023. The Council continues to work with Ernst & Young, the council's external auditor, in respect of the completion of the 2019/2020 audit. The audit of accounts for 2020/2021 and 2022/2023 will subsequently follow.

## **8. Consultations**

Finance Portfolio Holder  
Management Team  
Service Managers

## **9. Access to Information**

Council Agenda/Minutes  
Council Financial Plan 2022 – 2027  
Monthly Monitoring Reports 2022/2023

**Monitoring report budget adjustments 2022/2023**

**Appendix 1a**

<b>Month</b>	<b>Detail</b>	<b>£</b>
	<b>2022-23 Approved Budget to General Fund</b>	<b>(526,990)</b>
Jun-22	Central Services	7,250
	Health Wellbeing and Public Protection	21,490
	Environment and Planning	2,300
	Operations and Commercial	(16,510)
	Property and Projects	15,711
	Regeneration Housing & Place	2,210
	Resources	(82,747)
	Leisure and Community Facilities	32,486
Jul-22	Operations and Commercial	50,000
	Property and Projects	19,760
	Resources	37,130
Aug-22	Health Wellbeing and Public Protection	12,000
	Legal	(23,810)
	Environment and Planning	11,810
	Operations and Commercial	(1,800)
	Regeneration Housing & Place	(1,200)
	Resources	24,890
Sep-22	Programme and Project Delivery	2,290
	Environment and Planning	2,800
	Operations and Commercial	182,110
	Property and Projects	157,250
	Regeneration Housing & Place	1,780
	Resources	46,920
	Leisure and Community Facilities	50,430
Oct-22	Central Services	12,140
	Health Wellbeing and Public Protection	(50,220)
	Programme and Project Delivery	(19,840)
	Environment and Planning	(146,630)
	Operations and Commercial	53,530
	Property and Projects	(75,430)
	Regeneration Housing and Place	35,650
	Resources	50,970
	Leisure and Community Facilities	449,500
Jan-23	Central Services	70,370
	Health Wellbeing and Public Protection	22,620
	Programme and Project Delivery	(249,060)
	Legal	52,420

<b>Month</b>	<b>Detail</b>	<b>£</b>
	Environment and Planning	(283,740)
	Operations and Commercial	126,228
	Property and Projects	(149,460)
	Regeneration Housing and Place	(9,880)
	Resources	12,838
	Leisure and Community Facilities	(108,380)
	Financing Adjustment	(571,940)
Draft Outturn 2022/2023	Central Services	(24,503)
	Corporate	(10,733)
	Health Wellbeing and Public Protection	(148,077)
	Programme and Project Delivery	(26,008)
	Environment and Planning	(51,250)
	Operations and Commercial	(283,401)
	Legal	(67,949)
	Property and Projects	(28,925)
	Regeneration Housing & Place	(216,590)
	Resources	(318,764)
	Chief Executive	(944)
	Leisure & Community Facilities	295,231
	Financing Adjustment	(238,247)
	Internal Drainage Boards	6,303
	Government Grants	(46,038)
<b>Draft Outturn 2022/2023 proposed amount to be transferred to General Fund Balance</b>		<b>(1,910,649)</b>
<b>Contribution to Reserves</b>		<b>£</b>
	Contributions from Balances	660,799
	Proposed Additional Reserve Transfers	1,249,850
		<b>1,910,649</b>



## Additional Transfers to Reserves as at 31 March 2023

## Appendix 2

As a result consideration has been given to allocating specific funds to provide contingency for known and estimated inflationary increases to the Council as follows:

<b>Service Head</b>	<b>Service</b>	<b>Description</b>	<b>Amount to Reserve £</b>
<b>Central Services</b>	Personnel Services	Contingency for Alive West Norfolk Pay Award	245,000
<b>Central Services Total</b>			<b>245,000</b>
<b>Chief Executive</b>	Councillors Community Grant	Continuation of Councillors Community Fund in 2023/24	55,000
<b>Chief Executive Total</b>			<b>55,000</b>
<b>Regeneration, Housing &amp; Place</b>	Economic Regeneration	Start-up Programme – delayed start in setting this up - will commence in 2023/2024	20,000
	Economic Regeneration	Business Advice Services - delay in setting this up - will commence in 2023/2024.	15,000
<b>Regeneration, Housing &amp; Place Total</b>			<b>35,000</b>
<b>Environment and Planning</b>	Flood Defence	Repair works sea defenses - Hunstanton 2023/2024.	5,000
	Flood Defence	Geotechnical Survey and Report and some repair works	140,000
	Flood Defence	Coastal erosion	110,000
<b>Environment and Planning Total</b>			<b>255,000</b>
<b>Operations &amp; Commercial</b>	Crem & Cemeteries	Crematoriums reline due in 2025/26	250,000
	Parks, Sports Grounds & Open Spaces	Purchase of smaller grounds maintenance equipment for restricted access areas	80,000
	Parks, Sports Grounds & Open Spaces	Tree Surgery – ongoing demand issues	140,000
<b>Operations &amp; Commercial Total</b>			<b>470,000</b>
<b>Resources &amp; Section 151</b>	Corporate Insurance	Insurance revaluations being undertaken in 2023/24	10,000
	Special Expenses	Underspend from 2022/2023 to fund future King's Lynn Area Consultative Committee activities	10,810
<b>Resources &amp; Section 151 Total</b>			<b>20,810</b>
<b>Leisure and Community Facilities</b>	Leisure	Request for insurance proceeds to be transferred to reserve for use against capital improvements	24,040
<b>Leisure and Community Facilities Total</b>			<b>24,040</b>
<b>Property &amp; Projects</b>	Property Services	North Promenade cliff erosion repairs	45,000
	Property Services	Removal of Tosca Barge (Health & Safety)	100,000
<b>Property &amp; Projects Total</b>			<b>145,000</b>

<b>Service Head</b>	<b>Service</b>	<b>Description</b>	<b>Amount to Reserve £</b>
<b>Grand Total</b>			<b>1,249,850</b>

- **Unsupported Borrowing**

A form of capital finance funded by revenue either by increased income or a reduction in costs. There is no Government grant to support this form of funding.

- **Revenue Expenditure Funded from Capital Under Statute (REFCUS)**

Capital expenditure that does not result in a new or enhanced asset in the Authority's accounts. An example is Disabled Facilities Grants made to individuals. These are charged to the Income and Expenditure Account and reversed out as part of the Financing Adjustment.

- \* **Minimum Revenue Provision (MRP)**

The Council is required to pay off an element of its underlying need to borrow (the Capital Financing Requirement) each year through a revenue charge (MRP).

A variety of options for MRP calculation are available to councils, so long as there is a prudent provision. The Council uses the Asset Life Method as set out below.

Asset Life Method – MRP will be based on the estimated life of the assets, in accordance with the proposed regulations which provides for a reduction in the borrowing need over approximately the asset's life.

**REPORT TO CABINET**

<b>Open</b>		<b>WOULD ANY DECISIONS PROPOSED :</b>		
<b>Any especially affected Wards None</b>	Mandatory	(a) Be entirely within Cabinet's powers to decide	<b>YES</b>	
		(b) Need to be recommendations to Council	<b>NO</b>	
		(c) Be partly for recommendations to Council and partly within Cabinet's powers	<b>NO</b>	
Lead Member: Councillor Chris Morley E-mail: cllr.chris.morley@west-norfolk.gov.uk		Other Cabinet Members consulted: All		
		Other Members consulted:		
Lead Officer: Carl Holland E-mail: carl.holland@west-norfolk.gov.uk		Other Officers consulted: Management Team		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications YES
If not for publication, the paragraph of Schedule 12A of the 1972 Local Government Act considered to justify that is 16-20.				

**Date of meeting: 1 August 2023**

**Capital Programme and Resources 2022/2027****Summary**

- The report provides details of the outturn of the 2022/2023 capital programme and outlines amendments and rephasing to the spending on schemes, revising the programme for 2022/2027.
- The capital programme outturn for 2022/2023 totalled £25,347,122 (including Exempt and Capital Loans) against an approved revised budget of £30,689,370 (£33,416,370 including Exempt and Capital Loans).
- It has been necessary to rephrase a total of £6,015,220 (£8,742,220 including Exempt) of scheme costs to future years.
- Useable capital receipts generated in the year totalled £11,189,651.
- The capital resources available to fund expenditure in 2022/2023 are detailed in section 3 of the report.

**RECOMMENDATION**

That Cabinet :

1. note the outturn of the capital programme for 2022/2023 of £25,347,122 including Exempt Schemes;
2. note the financing arrangements for the 2022/2023 capital programme;
3. approve the rephasing (as set out in Section 2.6 and Appendix 1a) into the 2022/2027 capital programme and financing assumptions as detailed in the report noting that further review will be undertaken during monitoring in 2023/24.
4. approve the new items to the capital programme as set out in Section 5.4

(Tables 10 to 13) to be progressed.

### Reason for Decision

To report the outturn 2022/2023 for the Capital Programme and update members on capital spending and resources for 2022/2027.

## 1 Introduction

- 1.1 This report presents the outturn of the 2022/2027 capital programme and provides details of amendments and rephasing resulting from under and overspends and their impact on the 2022/2027 programme. The report also outlines the financing of the 2022/2023 programme.

## 2 Capital Programme 2022/2023

- 2.1 The full capital programme for 2022/2023 is shown at Appendix 1(a) and provides details of the outturn for individual schemes, together with amendments and rephasing to and from future years.
- 2.2 A full updated Capital Programme 2022/2023 of £35,016,370 was reported at the Cabinet meeting on 7 February 2023 and approved by Council on 27 February 2023. Capital budgets were revised throughout 2022/2023 and presented in regular budget monitoring reports. A summary of these are shown in Appendix 1(b).

Further rephasing was amended via the January 2023 monitoring report as detailed below.

Table 1.

<b>Scheme</b>	<b>Capital Programme (Cabinet 7 February 2023)</b>	<b>Monitoring - Rephasing</b>	<b>Revised Capital Programme 2022/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Core Programme</b>	26,929,570	(1,600,000)	25,329,570
<b>Exempt Schemes</b>	8,086,800	0	8,086,800
<b>Total</b>	<b>35,016,370</b>	<b>(1,600,000)</b>	<b>33,416,370</b>

**Major Projects:** Overall, budgets have been reprofiled by £1,600,000 into 2023/24 for the following Projects:

- Enterprise Zone Infrastructure £1,000,000 due to delays in delivery. Now expected to be completed three months into next financial year i.e. July 2023.
- Town Deal in total £400,000, a number of projects have been reprofiled and all have business cases signed off by Department of Levelling Up, Housing and Communities (DLUHC) i.e. Public Realm £100,000, Guildhall £200,000 Riverfront Regeneration £100,000.
- NORA Remediation – reprofiled by £200,000 as currently not required in this financial year.

- 2.3 In addition to the monitoring amendment, the Enterprise Zone Development of units, originally classified as exempt is no longer considered exempt and is now part of the core programme. This movement is reflected in the table below;

Table 2.

<b>Scheme</b>	<b>Capital Programme (Cabinet February 2023)</b>	<b>Monitoring - Rephasing</b>	<b>Revised Capital Programme 2022/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Core Programme</b>	32,289,370	(1,600,000)	30,689,370
<b>Exempt Schemes</b>	2,727,000	0	2,727,000
<b>Total</b>	<b>35,016,370</b>	<b>(1,600,000)</b>	<b>33,416,370</b>

- 2.4 The final figures for the outturn on the capital programme show that it has been necessary to carry forward net budget provision of £6,015,220 to 2023/2024 and future years as reported in Table 1 below. £2,727,000 has been carried forward on exempt schemes. In a number of cases there were over or under spends which net to a £672,972 overspend across the capital programme.

The main schemes where over/(underspends) exceed £10,000, are reported are detailed in the table below with notes referenced to appendix 1(a):

Table 3

		<b>(Under)/Over £</b>
	<b><u>MAJOR PROJECTS</u></b>	
Note 1	Major housing project Lynnsport 3 has paid funds to the build contractors as part of the profit share scheme agreement of the project. This is funded via the sales receipts.	90,917
Note 2	Decarbonisation Re:Fit 2. The scope of the original works was increased to reduce the cost of related works identified during the project. This has been funded from reserves.	127,287
	<b><u>OPERATIONAL PROJECTS</u></b>	
Note 3	Members' Community Projects funding has been transferred to revenue due to the nature of the purchases. The rolling annual budget of £55,000 has been removed from the capital programme.	(70,900)
Note 4	Princess Theatre Roof Replacement, works completed lower than estimated.	(85,497)
Note 5	Refuse and Recycling bins, collectively costs underspend due to lower than required demand for new additions and replenishment.	(17,143)
	<b><u>CAPITAL LOANS</u></b>	
Note 6	West Norfolk Housing Company has been loaned funds for its programme of capital purchases repayable over 40 years.	648,917

Note 7	Collective programme miscellaneous movements under £10k	(20,609)
		<b>672,972</b>

2.5 The following tables show the summary of the programme and actual spend to 31 March 2023. Table 4 shows the amounts to be rephased to future years and along with the (under) and over spends for the year. The detailed outturn for the Capital Programme 2022/2023 is presented at Appendix 1(a).

Table 4.

	<b>Revised Budget 2022/2023</b>	<b>Outturn 2022/2023</b>	<b>Rephasing (to)/from 2022/2023</b>	<b>Variance (Under)/Over</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Major Projects	25,110,300	21,019,249	(4,319,670)	228,619
Operational Projects:				
Community and Partnerships	2,453,830	2,367,206	(7,280)	(79,344)
Resources (S151 Officer)	383,460	136,755	(246,710)	5
Programme and Projects	301,400	102,814	(200,000)	1,414
Property and Projects	329,810	215,583	(30,500)	(83,727)
Operational and Commercial Services	1,253,830	622,540	(610,970)	(20,320)
Leisure and Community Facilities	856,740	234,059	(600,090)	(22,591)
Capital Loans	0	648,917	0	648,917
<b>Core Capital Programme Outturn</b>	<b>30,689,370</b>	<b>25,347,122</b>	<b>(6,015,220)</b>	<b>672,972</b>
	<b>Budget 2022/2023</b>	<b>Outturn 2022/2023</b>	<b>Rephasing (to)/from 2022/2023</b>	<b>Variance (Under)/Over</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Exempt Corporate Schemes	2,727,000	0	(2,727,000)	0
<b>Total</b>	<b>33,416,370</b>	<b>25,347,122</b>	<b>(8,742,220)</b>	<b>672,972</b>

- 2.6 The main areas for the proposed rephasing are detailed below. The detailed outturn is presented at Appendix 1(a). Exempt schemes are in a separate section of this report and also in Appendix 3 and 4.

### **Major Projects**

#### **Major Housing Development Sites £258,850**

There are currently a number of sites being developed by the Council. A collective total of £258,850 has been brought forward and rephased from 2023/2024. Table 3 at section 2.8 details the units by site. These are all at various stages of delivery;

- Lynnsport 3, and Lynnsport 4-5 works are complete.
- NORA 4 site has been completed with 60 houses sold in 2022/2023.
- Parkway and Lynnsport 1 have obtained planning permissions and works are expected to commence later in 2023/2024.
- Salters Road (Columbia Way) and South End Road are in the mobilisation stage.

#### **Towns Fund (£297,430)**

Budgets have been realigned to match spend compared to originally profiled budget, £297,430 has been rephased to 2023/2024.

Key Reasons for Rephasing:-

**Guildhall** – a delay to the commencement of the procurement process following an extensive consideration of the project scope. A lead design team is currently being tendered for and this stage is currently 5 months behind the original schedule.

**Active and Clean Connectivity** - Active Travel Hub timeline remains behind initial target. Procurement process for Design and Build was completed in June 2023.

**Public Realm** - Programme prolongation to late autumn due to requirements for licenses, and planning consent being factored in.

#### **Other Major Projects –**

##### **South Quay and Somerfield Thomas Development; (£120,000) and (£96,320)**

The restoration of the warehouse will continue into 2023/2024, the project expected to complete in this current financial year.

##### **Southgate Regeneration Area; (£493,860)**

Has been rephased to 2023/2024 for the continuation development works for the project.

##### **Active Travel Hub; (£121,060)**



The balance of the budget has been transferred into 2023/2024 to continue with assessments and design fees.

### **UK Shared Prosperity; £29,140**

A budget of £29,140 has been rephased from 2023/2024 to cover expenditure in 2022/2023. There is no change to cost which is funded from grant. The spend has been incurred ahead of what was the projected timescale.

### **Re:Fit Project Street Lighting; (£563,140)**

The replacement of street lighting columns and lamps are continuing into 2023/2024. The remaining budget of £563,140 have been rephased to reflect the revised project delivery timescales.

## **Operational Schemes**

### **Community and Partnerships**

#### **Private Sector Housing Assistance; £63,610**

Budget provision of £63,610 has been brought forward from 2023/2024 to cover additional grants distributed in 2022/2023. This additional demand on housing grants is expected to continue and a review of the impact on funding is currently underway.

#### **Community Projects – Financial Assistance; (£40,890)**

Budget provisions for community projects have not been fully utilised in 2022/2023. The underspend of £40,890 will be rephased and considered for community projects by Norfolk Foundations who administer the grants on behalf of the council.

### **Resources**

#### **ICT Development Programme; (£246,710)**

The budget has been rephased to 2023/2024 where pending developments agreed in 2022/2023 are expected to be completed.

### **Programme and Projects**

#### **Downham Market Public Conveniences; (£200,000)**

The budget has been rephased and design and development plans have begun. The project is expected to complete in 2023/2024.

### **Property and Projects**

#### **Estate Roads Resurfacing; (£30,500)**

The budget, a responsive maintenance fund has not been required in 2022/2023 and been rephased to 2023/2024.

### **Operational and Commercial Services**

#### **Car Parks; (£313,130)**

A collective value of £313,130 has been rephased to 2023/2024 due to limited capacity to deliver and anticipated longer manufacturing lead times. This is for pay and display machine replacements of £60,000; multi-storey barrier ticket machine £38,130; multi storey lighting and controls of £192,000; and Heacham North Beach pay and display infrastructure £23,000.

**CCTV; (£113,510)**

A combined budget of £113,510 has been rephased to 2023/2024. The bulk of this is for the CCTV control room upgrade and CCTV at Kettlewell gardens.

**Grounds Maintenance Equipment; £62,500**

£62,500 has been brought forward to allow for the earlier than anticipated delivery of and need for equipment.

**Replacement Play Area Equipment; (£25,000)**

Due to demands on capacity to deliver and the impact on lead times from manufacturers £25,000 to replace play area equipment has been rephased to 2023/2024.

**Public Realm; (£34,030)**

The underspent budget of £34,030 has been transferred to 2023/2024 the capital programme, to be continued to be spent on public realm improvements in the High Street. There are delays in the supply of materials.

**Events Programme; (£59,080)**

The value of £59,080 to fund equipment for events has been carried forward to 2023/2024.

**Leisure and Community Facilities**

**Fitness Equipment; (£248,000) and Spin Bikes; (£60,000)**

A total of £308,000 has been rephased to 2023/2024 for the upgrade of the sports centres fitness and spin equipment. This project completed in June 2023.

**Lynnsport Athletics Cage and Lighting; (£30,000)**

Works are expected to complete in 2023/2024 for the remainder of the replacement of the Lynnsport athletics cage and lighting project.

**Lynnsport Wellness Studio; (£150,000)**

This budget has been rephased, and works have completed in June 2023.

**Flooring Replacement; (£85,000)**

Flooring works at three of the sports centres has been rephased to 2023/2024 giving consideration to the best approach for the project.

2.7 Total useable capital receipts generated in 2022/2023 are shown in the table below;

Table 5.

<b>Capital Receipt</b>	<b>£</b>
Council Houses – Preserved right to buy	695,962
General Fund – Major housing sales	10,153,756
General Fund – Land	309,860
General Fund – Housing grants repaid	30,073
<b>Total</b>	<b>11,189,651</b>

2.8 Table 6 below illustrates all the units sold to date on the various Major Housing Projects. The sale receipts are used to fund expenditure on the Major Housing Project alongside temporary borrowing.

Table 6

The table summarises the total number of units that are to be built by site and the number of units sold as at 31 March 2023 cumulatively;

Scheme	Total homes	Leased to WNPL	Sold to a RP (Affordable Housing)	Open Market Sale	Units in current capital programme 2023-27
NORA 4	105	20	8	35	42
Marsh Lane	130	-	20	110	0
Lynnsport 3	54	19	8	27	0
Lynnsport 4&5	89	8	13	68	0
Lynnsport 1	96	-	-	-	96
Parkway	226	-	-	-	226
Salters Road	78	-	-	-	78
Southend Road	32	-	-	-	32

### 3 Financing of the Capital Programme 2022/2023

3.1 The following table details the sources of finance used to fund capital spending during the 2022/2023 year. The strategy adopted in financing is designed to make full use of all specific grants and thereby protect future allocations. Funding is taken from capital and revenue reserves for those specific schemes identified with resources. The strategy is then to make full use of useable capital receipts and the balance of funding to be taken from capital and revenue reserves.

Table 7.

	<b>£</b>
<b>Total Capital Programme Outturn to be Funded 2022/2023</b>	<b>25,347,122</b>
Less Third-Party Contributions (shown in table 8 below)	(2,615,949)
<b>Capital Programme Expenditure to be Funded</b>	<b>22,731,173</b>

#### Sources of Finance:

Specific Capital Grant - Better Care Fund	1,782,807
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Unsupported Borrowing	808,529
Temporary Borrowing	7,816,070
Capital Reserves	1,521,095
Capital Loan	648,917
Capital Receipts applied in year	10,153,756
<b>Total</b>	<b>22,731,173</b>

Table 8.

<b>Third-Party Contributions</b>	<b>£</b>
Homes England	14,090
Business Rates Pool	230,691
Ministry of Housing, Communities and Local Government	1,146,428
Norfolk County Council	30,035
Norfolk and Norwich Festival	25,000
Community Infrastructure Levy	70,000
Public Sector Decarbonisation Scheme	942,734
Salix Finance (Department for Energy Security and Net Zero)	150,139
Miscellaneous Contributions	6,831
<b>Total Third-Party Contributions</b>	<b>2,615,949</b>

- Specific capital grant is for Disabled Facilities Grants (DFGs) which is allocated directly from the Government as part of the Better Care Funding and paid via Norfolk County Council.
- Unsupported Borrowing is the level of loans taken on by the Council and paid from within the budgets of services. During 2022/2023 unsupported borrowing was used to purchase vehicles and equipment where previously lease payments were made. In effect the equivalent to lease payments now pay the debt charge. No help is available from Government to pay the costs – therefore they are classed as unsupported.
- Temporary borrowing is included for cash flow purposes to ensure a balanced funding of the capital programme in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.
- Capital Reserves have been previously set aside for particular schemes. In some cases, regular annual contributions are made to the reserves (e.g. sports and arts facilities, offices). Useable capital receipts received in previous years are held in reserves until applied to capital financing.
- Capital Receipts come from the sale of assets including the receipts generated from the major housing sales receipts and the preserved rights from the sale of former council houses.

## 4 Minimum Revenue Provision

- 4.1 A requirement of capital controls is that details of the minimum revenue provision (MRP) calculation are reported to Cabinet. The MRP is the minimum amount that must be charged to the Council's revenue accounts each year as a provision to repay debt. Changes to the basis of calculating MRP were made by the Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2008. A local authority is required to calculate an amount of MRP which they consider to be prudent, prepare a statement of its policy on making MRP and submit it to full Council. The Treasury Management Strategy 2022-2023 approved at Council on 23 February 2022 set out the policy proposals for the Borough for 2022/2023.
- 4.2 The amount of MRP charged to the accounts in 2022/2023 is £398,130 against a budget of £682,270. The actual MRP charge 2022/2023 has been calculated in accordance with the Council's policy based on the capital financing requirement as at 1 April 2022. The MRP is calculated based on the prior year capital programme requirements. The Capital programme for 2021/2022 did not require any additional revenue funding, because it was fully funded from other sources.

## 5 Capital Programme 2022/2027

- 5.1 The Capital Programme 2022/2027 was approved by Council on 27 February 2023. As detailed at section 2 above, it is proposed to carry forward budget provision from 2022/2023 to 2023/2024, as highlighted in section 2.4; £6,015,222. In addition, rephasing between years across the period 2023/2024 to 2026/2027 is also reported as the timing of schemes have been reviewed and updated.
- 5.2 The following amendments have been included in the capital programme 2023/2027 and detailed at Appendix 2:

**Enterprise Zone Development of Units** – budget provision of £945,890 has been transferred to an exempt project, to reflect a review of scheme phases. Further details are available in the exempt capital outturn report.

**Major housing development – Hunstanton Regeneration Bus Station & NCC Library**; advised to Cabinet on Wednesday 8 February 2023, the Council will not be proceeding with housing on the Hunstanton bus station site in view of external factors affecting the viability of the scheme. As a result, planned expenditure of £715,190 in 2023/2024 and £10,181,380 in 2024/2025 has been removed from the capital programme.

### Operational Schemes

**Community Projects Members**; as in section 2.3 the annual budget of £55,000 has been transferred to revenue due to the nature of the grants not qualifying as capital.

- 5.3 Table 9 shows in summary form the proposed programme 2023/2027 after allowing for rephasing and amendment. Details of the individual schemes for 2023/2027 are given at Appendix 2 and 4 (Exempt).

Table 9.

	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Major Projects	51,129,190	50,282,230	31,377,810	10,979,810
Community and Partnerships	2,324,130	2,260,000	2,260,000	2,260,000
Resources (S151 Officer)	396,710	450,000	300,000	150,000
Programme and Projects	200,000	0	0	0
Property and Projects	308,500	0	0	0
Operational and Commercial Services	2,835,080	770,780	430,640	348,570
Leisure and Community Facilities	1,176,180	512,250	235,000	185,000
<b>Total Excluding Exempt</b>	<b>58,369,790</b>	<b>54,275,260</b>	<b>34,603,450</b>	<b>13,923,380</b>
Exempt Schemes	8,301,520	0	0	0
<b>Total Including Exempt</b>	<b>66,671,310</b>	<b>54,275,260</b>	<b>34,603,450</b>	<b>13,923,380</b>

#### **5.4 New items reported to Cabinet and Council in February 2023.**

The following items were new to the Capital programme when presented to Cabinet and approved by Council in February 2023. Cabinet requested that these items be brought back to Cabinet for further consideration. These are presented below with supporting narrative for their inclusion in the programme.

The items in Table 10 reflect the advice from an independent condition survey. It prioritised necessary work in earlier years and reflects anticipated life expectancy given current usage and condition for items in future years.

Table 10.

	2023/ 2024	2024/ 2025	2025/ 2026	2026/ 2027
<b>Funded from General Capital Resources</b>				
DMLC - Flooring Replacement		40,000		
DMLC - Replacement Lighting Pool	20,000			
DMLC - Replacement Distribution Boards	25,000			
DMLC - Changing room refurb		30,000		
DMLC - Pool Cover				15,000
DMLC - Window Replacement (dryside)		15,000		
DMLC - Plate Heat Exchanger	10,000			
L/Sport Track and Barn Line marking			15,000	
L/Sport Window replacement			40,000	
St James Flooring (changing area)	50,000			
St James Pool Hall replacement lighting	20,000			
St James Cubical replacement	50,000			
St James wetside toilet refurb	25,000			
St James Fire Alarm System				50,000
Oasis Pool Hall lighting			15,000	
Oasis Cubicles replacement			50,000	
Oasis distribution board replacement				30,000
Town Hall Redecoration			30,000	30,000
TH Replacement flooring/stairs			20,000	20,000
TH Stone Mason external works			20,000	
<b>Subtotal</b>	<b>200,000</b>	<b>85,000</b>	<b>190,000</b>	<b>145,000</b>
<b>Funded from Unsupported Borrowing</b>				
St James Locker replacement	50,000			
Oasis lockers replacement	20,000			
<b>Subtotal</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funded from Reserves</b>				
Corn Exchange - Auditorium LED Lighting		30,000		
L/Sport 3G LED Lighting	25,000			
L/Sport Roof		160,000		
L/Sport Flooring (changing/toilets/reception)			30,000	
L/Sport Cubical and locker replacement	10,000			
L/Sport Basket Ball fittings replacement		15,000		
St James Flooring (reception/corridors/viewing)		15,000		
St James Pool plate heat exchange	10,000			
Oasis Fitness Flooring bowls hall/fitness stairs		10,000		
Town Hall (TH) Roofing	10,000	60,000		
Town Hall Electrical Switch Replacement		40,000		
Town Hall Redecoration		30,000		
TH Replacement flooring/stairs				
TH Stone Mason external works		20,000		
TH Prep Kitchen Replacement		10,000		
Fairstead Replacement Flooring				15,000
<b>Subtotal</b>	<b>55,000</b>	<b>390,000</b>	<b>30,000</b>	<b>15,000</b>
<b>Total</b>	<b>325,000</b>	<b>475,000</b>	<b>220,000</b>	<b>160,000</b>

Table 11 shows operational items that are required on a rolling basis to maintain adequate levels of service delivery in future years.

Table 11.

	2023/ 2024	2024/ 2025	2025/ 2026	2026 / 2027
<b>Funded from General Capital Resources</b>				
Adapt grant				367,193
Community Projects				50,000
Community Projects - Members				55,000
ICT Development				150,000
<b>Subtotal</b>	-	-	-	<b>622,193</b>
<b>Funded from Grants</b>				
Disabled facilities grants				618,200
Adapt grant				1,014,607
Low level prevention grants				150,000
<b>Subtotal</b>	-	-	-	<b>1,782,807</b>
<b>Funded from Reserves</b>				
Replacement Play Area Equipment				20,000
<b>Subtotal</b>	-	-	-	<b>20,000</b>
<b>Funded from Unsupported Borrowing</b>				
Careline-Replacement Alarm Units				60,000
Waste and Recycling Bins (all colours)				160,000
Grounds Maintenance Vehicles				118,570
<b>Subtotal</b>	-	-	-	<b>338,570</b>
<b>Total</b>	-	-	-	<b>2,763,570</b>

The schemes in Table 12 are included in the Capital Programme as follows:-

- a) Bergen Way Industrial Unit - replacement of asbestos roofs to resolve water ingress which is impacting tenants. Two of the properties in this row of 6 industrial units are used as operational units.
- b) Factory Unit 1 new depot - to replace flat roof which is beyond its economic life and resolve water ingress issues
- c) Town Centre Replacement Stage – Part funding towards stage for use by the Council and Festival Too. Needs to be procured in 2022/2023 to be available for the 2024 events season.
- d) Public Toilets – The works are required to enhance and renew well used facilities. Work will not commence until the latter part of 2023/2024, until and subject to satisfactory lease negotiations being concluded.
- e) CCTV Safer Streets – An extension of existing facilities. The running costs will not materially impact existing budgets.
- f) The Walks Crazy Golf Equipment – A business case is to be reported to Cabinet, before commencing this project. A trial was undertaken using equipment from another site and using a ground area prepared for a single season. This proved to be popular and affordable, which presents the opportunity to specific equipment and a more permanent ground.
- g) Bandstand roof replacement, Hunstanton – Roof in poor state. Repairs are needed to maintain the longevity of the structure below.



- h) Resort Chalet Windows and Doors Replacement - Current Frontages in poor condition due to use and proximity to the coastal elements. The Chalets are revenue earning and fees charged could transition to a more favourable level of return following the works. Enhancements to doors will also improve administrative efficiency with the introduction of digital locks allowing for online sales and last-minute changes not requiring a physical presence.
- i) For Lynn Sport 3G Replacement the pitch is worn to the point of patches becoming detached and a subsequent risk to health and safety.

Table 12.

	2023/ 2024	2024/ 2025	2025/ 2026	2026 / 2027
	£	£	£	£
<b>Funded from General Capital Resources</b>				
Bergen Way Industrial Estate roof replacement	250,000			
Factory Unit 1 - New Depot Site	72,000			
<b>Subtotal</b>	<b>322,000</b>	-	-	-
<b>Funded from Grants</b>				
Town Centre Replacement Stage	50,000			
<b>Subtotal</b>	<b>50,000</b>	-	-	-
<b>Funded from Reserves</b>				
Public Toilets	400,000			
CCTV Safer Streets	50,000			
The Walks Crazy Golf Equipment	120,000			
Bandstand Roof Replacement Hunstanton	30,000			
Resort Chalet Window Replacement	100,000			
L/Sport 3G Replacement	300,000			
<b>Subtotal</b>	<b>1,000,000</b>	-	-	-
<b>Total</b>	<b>1,372,000</b>	-	-	-

The items below are new bids since the programme was reported in February 2023.

Table 13.

	2023/2024
<b>Funded from Reserves</b>	£
North Promenade Erosion	45,000
Replacement Play Area Equipment	30,000
Grounds Maintenance Equipment	80,000

**North Promenade, Hunstanton;** due to health & safety concerns there is a need to build a retaining wall at the base of North Promenade, Hunstanton. A cost estimate was received early in the year at approximately £36,000 however, this will have to be revised due to inflation. A revised estimate to include contingency is sought for £45,000.

**Replacement Play Area Equipment;** £30,000 has been added to the capital programme in 2023/2024 for the replacement of play area equipment at Edma Street, North Lynn. This increase is fully funded by an earlier section 106 contribution currently held in reserves.

**Grounds Maintenance Equipment;** £80,000 is to be added to the capital programme to purchase a specific piece of equipment to aid the grass cutting workload. Restrictions at certain areas of the borough means existing equipment is

unable to gain access due to its size. This is to be funded from reserves subject to agreement.

## 6 Capital Financing 2023/2027

6.1 Table 14 provides details of the revised estimated capital financing for 2023/2027 updated after funding 2022/2023. Exempt schemes shown in a separate report.

Table 14.

Source of Funding	2023/2024 £	2024/2025 £	2025/2026 £	2026/2027 £
Specific Capital Grants (Better Care Fund)	1,782,807	1,782,807	1,782,807	1,782,807
Specific Capital Grants (Towns Fund)	2,276,404	13,987,718	6,743,888	0
Misc. Government Grants	849,880	1,471,420	0	3,031,910
Business Rate Pool	201,191	1,507,937	313,822	0
Misc. Contributions	348,000	348,000	348,000	348,000
Capital Receipts	37,120,558	33,931,405	24,864,100	7,576,900
Reserves/Revenue Contributions	4,760,940	841,800	80,000	45,000
Unsupported Borrowing	2,747,310	368,980	470,640	388,570
Temporary Borrowings	8,202,700	35,000	0	750,000
<b>Total Funding</b>	<b>58,369,790</b>	<b>54,275,260</b>	<b>34,603,450</b>	<b>13,923,380</b>

## 7 Equality Impact Assessment

7.1 The Council has a statutory requirement to carry out Equality Impact Assessments (EIAs) as part of the service planning and policy proposal processes. This includes significant policy or significant changes to a service and includes potential capital bids, revenue growth bids and proposed reductions in service.

7.2 The Council may be required to carry out an impact assessment if the proposal impacts on any of the following:

- Equalities (including impact on issues of race, gender, disability, religion, sexual orientation, age)
- Community cohesion (whether there is a potential positive or negative impact on relations between different communities)

## 8 Financial Implications

8.1 The financing arrangements for the capital programme are within budget. Where rephasing to/from 2022/2023 is to be made then the funding will follow. As previously noted, the MRP charge for 2022/2023 can be met from within the overall revenue outturn for the year.

8.2 The revenue implications of all capital schemes will be met from within existing budgets.

## 9 Risk Implications and Sensitivity Analysis

9.1 Risk is inherent in any projection of future funding. The estimated resources available to fund the capital programme 2023/2027 and the risk implications and sensitivity/consequences are detailed in the table below. The level of risk is based on the impact on the funding of the capital programme if the resources are not achieved at the estimated level or at the time expected.

Theme	Risk Implications and Sensitivity	Level of Risk
<p>Capital Grants</p> <p>Third Party Contributions</p>	<p><b>Risk</b> The capital grant and specific grant included in the resources is a contribution towards private sector housing assistance - Disabled Facilities Grants (DFG). The level of grant included for 2022/2023 is based on the confirmed level of grant from the Better Care Fund. Future years show no assumed growth rate but remain at a constant level for the rest of the programme as no indications of growth have been provided. The level of grant is confirmed by Central Government annually and can vary from year to year.</p> <p><b>Sensitivity/Consequences</b> This funding represents 20% of total general fund reserve balance. If the level of grants were to vary significantly the budget allocated for DFGs and the proposed schemes within the programme would need to be revised.</p>	Medium
Capital Receipts	<p><b>Risk</b> Capital receipts over the 5 year capital programme 2022-27 represent 100% of the current general fund reserve. The actual amount and timing of capital receipts can vary significantly. The achievement of capital receipts is monitored and reported in the monthly monitoring reports to ensure no over commitment.</p> <p><b>Sensitivity/Consequences</b> Capital receipts represent a high proportion of the total general fund resources available to fund the capital programme. The level of capital receipts achieved is sensitive to market conditions including demand for land and buildings, values and interest rates. The sum total of capital receipts in the funding is £3.2m plus £131m of sales receipts the Major Housing Project, is a challenging target in the current economic climate. If capital receipts are not achieved at the level or within the year estimated, it may be necessary to take on additional temporary borrowing at the prevailing interest rates.</p>	High
Major Housing Project	<p><b>Risk</b> The impact of market prices as the scheme proceeds to each phase may increase. The housing market may slow and sales may not be achieved as planned.</p>	High

Theme	Risk Implications and Sensitivity	Level of Risk
	<p><b>Sensitivity/Consequences</b> Business case review prior to proceeding to end stage. Local Authority Housing Company has been established to hold any surplus units for rent. The viability of all schemes will be monitored closely for rapidly changing market conditions.</p>	
Unsupported Borrowing	<p><b>Risk</b> The proposed capital programme 2023-2027 includes unsupported borrowing for the purchase of equipment and vehicles. The unsupported borrowing will be funded through internal borrowing whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt.</p> <p><b>Sensitivity/Consequences</b> The Council will enter into unsupported borrowing where it can demonstrate that financial savings can be achieved by outright purchase of equipment, as opposed to the use of an operating lease and payment of an annual lease.</p>	Low
Reserves	<p><b>Risk</b> Contributions from reserves are based on actual balances as at 1 April 2023 and take into account budgeted contributions to/from reserves.</p> <p><b>Sensitivity/Consequences</b> The reserves are available and as such the sensitivity is low. In the event that reserves are available as estimated in the capital resources, temporary borrowing would be incurred to ensure a balanced funding of the capital programme in each of the financial years.</p>	Low
Temporary Borrowing External and Internal	<p><b>Risk</b> Temporary borrowing is included for cash flow purposes to ensure a balanced funding of the capital programme in each of the financial years and in advance of capital receipts. Internal borrowing will be used whenever it is most financially advantageous to do so. Internal borrowing is the use of internal funds (short term cash flows and reserves and balances not immediately required) rather than taking external debt. Funds currently in short term investments may be withdrawn and used in place of external borrowing.</p> <p><b>Sensitivity/Consequences</b> The actual required temporary borrowing will depend on</p>	Low

Theme	Risk Implications and Sensitivity	Level of Risk
	<p>rephasing in the capital programme and capital receipts achieved in each year. Temporary borrowing will be maintained at the minimum level required and reported as part of the outturn. The cost of funding planned temporary borrowing is included in the revenue budget and is confirmed as affordable. In the event that additional temporary borrowing is required during the financial year the impact on the revenue budget will be reported in the monthly monitoring reports to Members.</p> <p>Fixed term external borrowing may be taken and drawn down as expenditure is required and rates are favourable. External borrowing will be sourced through market loans or PWLB depending on the most favourable rates.</p>	
Sales Value Reduces / Costs Increase	<p><b>Risk</b> Pandemic</p> <p><b>Sensitivity/consequences</b> Whilst the Coronavirus Pandemic (Covid-19) has predominantly passed, the possibility of a similar event occurring and its effects is now realised and better understood. Such events affect market confidence and access to supply of materials and labour. The Pandemic may also impact on delivery timescales. The Council will review regularly in determining how to proceed with schemes and, for example, whether to sell or rent properties through the Housing Company.</p>	High
Towns Fund	<p><b>Towns Fund</b></p> <p>The Towns Deal is a Towns Fund Grant from Department of Levelling Up, Housing and Communities (DLUHC).</p> <p>There are currently 6 Projects and BCKLWN was awarded DLUHC Town Deal Grant of £25m to be completed by 2025/2026.</p> <p><b>Youth and Retraining Pledge / Boost</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Project has been a success and is due to completed in 2023/2024 but will this legacy be funded for the future</li> </ul> <p><b>Sensitivity/consequences:</b></p> <ul style="list-style-type: none"> <li>• Budget available for the Project is funded on a permanent basis</li> </ul>	Low

Theme	Risk Implications and Sensitivity	Level of Risk
	<p><b>Town Centre Public Realm</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Requirements for licenses/easements for connection of Purfleet Street arch – negotiations with major property</li> <li>• Not procuring one stop shop for manufacture of pop ups and street furniture, leads to poor quality design and finish</li> </ul> <p><b>Sensitivity/consequences:</b></p> <ul style="list-style-type: none"> <li>• Delay in the Project, costs overrun and could lead to poor quality design and finish</li> </ul> <p><b>St. Georges Guildhall</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>▪ Following the delay in commencing the procurement process, Haworth Thompkins (HT) have been identified as the preferred Lead Design Team, the appointment is 5 months behind what had been originally scheduled.</li> <li>▪ Alongside the unsuccessful NLHF application, delays to Lead Design Team appointment meant the project was behind the projected spend for 2022/2023. The project is seeking permission from the DLUHC to reprofile the budget</li> </ul> <p><b>Sensitivity/consequences:</b></p> <ul style="list-style-type: none"> <li>• The Project Business Plan agreed with DLUHC regarding Town Deal grant of £8.097m needs to be achieved within the agreed the timeframe i.e. 2025/26</li> <li>• External Funding to support the Project is obtained. Paper is due to be submitted to Cabinet in January 2024 for a formal decision advising the progress made.</li> </ul> <p><b>Active And Clean Connectivity</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Tennyson Avenue LCWIP intervention risk of non-delivery due to negotiation with Network Rail. Engagement meetings continue to take place, dialogue on options slow.</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Low</p>

Theme	Risk Implications and Sensitivity	Level of Risk
	<p><b>Sensitivity/consequences:</b></p> <ul style="list-style-type: none"> <li>• Scheme has to be descoped as not fit for purpose</li> </ul> <p><b>Riverfront Regeneration</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>▪ pressures on the budgets due to inflation, affecting construction costs, will be managed during the detailed design process through value engineering and scope management</li> <li>▪ assumptions made for the operating costs of the Custom House and potential event spaces – these are at risk due to increasing prices e.g. energy. The piecemeal nature of the work and lots of small elements means it may be possible to prioritise and mitigate these issues whilst still achieving the overall project outcomes</li> </ul> <p><b>Sensitivity/consequences:</b></p> <ul style="list-style-type: none"> <li>▪ Increased costs may need to descoped as not fit for purpose</li> </ul> <p><b>Multi User Community Hub</b></p> <p><b>Risks:</b></p> <p>There is a mast on the current Argos Building which needs to be moved in order to redevelop the site.</p> <p><b>Sensitivity/consequences:</b></p> <p>The relocation is dependent upon planning permission being granted for a new location.</p>	<p>Medium</p> <p>Low</p>

9.2 Experience shows that the costs of schemes can also vary. Expenditure on the capital programme is included as part of the monthly monitoring report. Any significant variations on individual schemes will be reported and appropriate action taken.

## **10 Policy Implications**

The establishment and management of the capital programme are in accordance with the Council's Capital Strategy. The current Capital Strategy 2023/2024 was approved by Council on 23 February 2023.

## **11 Statutory Consideration**

None

## **12 Consultations**

Management Team

## **13 Access to Information**

Cabinet Reports Approved Financial Plan 2022/2026 - 9 February 2022  
Council Approved Financial Plan 2022/2026 - 23 February 2022  
Financial Plan 2022/2027  
Capital Strategy 2023/2024  
Capital Strategy 2022/2023  
Monthly Monitoring Reports 2022/2023



Appendix 1(a) - Capital Outturn 2022/2023								
Capital Programme 2022/2027	Notes	Total Historical Spend	Budget 2022/2023	Monitoring Adj's to March 2023	Monitoring Projected Outturn 2022/2023	Actuals to 31 March 2023	Closedown Rephasing 2022/2023	Variance
<b>MAJOR PROJECTS</b>								
<b>Enterprise Zone</b>								
Project Mgmt / Marketing		128,980	38,970		38,970	22,028	(16,940)	(2)
Roads / Infrastructure		3,072,907	3,208,270	(1,000,000)	2,208,270	806,714	(1,401,560)	4
Premises		91,803	0		0	6,760	6,760	0
EZ Development of Spec Units 1		86,645	5,233,500		5,233,500	3,753,211	(1,480,290)	1
<b>Total Enterprise Zone ( AD Property and Projects)</b>		<b>3,380,335</b>	<b>8,480,740</b>	<b>(1,000,000)</b>	<b>7,480,740</b>	<b>4,588,713</b>	<b>(2,892,030)</b>	<b>3</b>
<b>Major Housing Development</b>								
Salterns Road - Contractor Cost		2,504,005	2,036,870		2,036,870	2,340,239	303,370	(1)
Alex'dra Rd Hun'ton BCKLWNCost		93,646	15,370		15,370	3,958	(11,410)	(2)
Phase 3-Lynnsport 1		457,939	103,810		103,810	267,266	163,460	(4)
Lynnsport 3	1					90,917		
Phase 2 -Lynnsport 4 /5		14,997,651	174,530		174,530	9,987	(164,540)	(3)
Major Housing Management		672,802	8,000		8,000	1,667	(6,330)	(3)
MHP Unallocated Budget		0	68,090		68,090	1,605	(66,490)	5
Parkway - Gaywood		4,064,129	1,404,310		1,404,310	1,100,792	(303,520)	2
Nora Phase 4		9,400,415	6,536,730		6,536,730	7,047,792	511,060	2
Nora Phase 5		1,738	383,640		383,640	9,963	(373,680)	3
Hunstanton Regeneration Bus Station & NCC Library		786,832	12,000		12,000	34,807	22,810	(3)
Hunstanton Regeneration Southend Road Car Park		635,654	1,892,700		1,892,700	2,076,818	184,120	(2)
<b>Total Major Housing Development (AD Companies and Housing)</b>		<b>33,614,811</b>	<b>12,636,050</b>	<b>0</b>	<b>12,636,050</b>	<b>12,985,811</b>	<b>258,850</b>	<b>90,911</b>
<b>Other Major Projects</b>								
<b>Towns Fund</b>								
Town Centre Public Realm		28,430	216,570	(100,000)	116,570	24,065	(92,510)	5
St Georges Guildhall Complex		77,601	321,060	(200,000)	121,060	46,860	(74,200)	0
Active and Clean Connectivity		219,328	144,000		144,000	109,167	(34,830)	(3)
Riverfront Regeneration		0	300,000	(100,000)	200,000	93,727	(106,270)	(3)
Multi User Community Hub		22,324	727,680		727,680	720,574	(7,110)	4
Programme Management		34,572	84,430		84,430	101,920	17,490	(0)
<b>Total Towns Fund</b>		<b>382,255</b>	<b>1,793,740</b>	<b>(400,000)</b>	<b>1,393,740</b>	<b>1,096,313</b>	<b>(297,430)</b>	<b>3</b>
Purfleet Floating Restaurant		16,006	0		0			
NORA Remediation		136,662	216,480	(200,000)	16,480		(16,480)	0
South Quay Somerfield Thomas Silo		43,532	517,530		517,530	421,213	(96,320)	3
Factory Unit 1 - New Depot Site		120,393	192,310		192,310	187,215	(5,100)	5
Air Source Heat Pump Project - Enterprise Works		0	296,720		296,720	294,484	(2,240)	4
<b>Total for AD Property and Projects</b>		<b>1,101,940</b>	<b>1,223,040</b>	<b>(200,000)</b>	<b>1,023,040</b>	<b>902,912</b>	<b>(120,140)</b>	<b>12</b>
Decarbonisation Re:Fit 2	2	0	942,730		942,730	1,070,017		127,287
<b>Total for AD Planning</b>		<b>0</b>	<b>942,730</b>	<b>0</b>	<b>942,730</b>	<b>1,070,017</b>	<b>0</b>	<b>127,287</b>
Southgate Regen Area Business Rate Pool Contrib		0	540,560		540,560	46,703	(493,860)	3
Sail the Wash - Sutton Br					0	3,146		3,146
ICI/Active Travel Hub (KLIC2)		364,963	141,320		141,320	20,265	(121,060)	5
Chapel Street		0	14,090		14,090	14,090		0
South Quay Stage 3		0	120,000		120,000		(120,000)	0
UK Shared Prosperity Fund		0	55,720		55,720	84,859	29,140	(1)
Rural England Prosperity Fund		0	0		0	0	0	0
<b>Total for AD Regeneration</b>		<b>364,963</b>	<b>871,690</b>	<b>0</b>	<b>871,690</b>	<b>169,063</b>	<b>(705,780)</b>	<b>3,153</b>
Clifftop Toilets		0						
Refuse Vehicles Fleet		1,682,250	126,300		126,300	133,549		7,249
<b>Total for AD Operational and Commercial Services</b>		<b>1,682,250</b>	<b>126,300</b>	<b>0</b>	<b>126,300</b>	<b>133,549</b>	<b>0</b>	<b>7,249</b>
Re:Fit Project		1,132,525	636,010		636,010	72,870	(563,140)	0
L/Sport 3G Replacement		0	0		0			0
L/Sport New 3G Pitch		84,000	0		0			0
<b>Total for Leisure and Community Facilities</b>		<b>986,010</b>	<b>636,010</b>	<b>0</b>	<b>636,010</b>	<b>72,870</b>	<b>(563,140)</b>	<b>0</b>
<b>Total Major Projects</b>		<b>41,512,564</b>	<b>26,710,300</b>	<b>(1,600,000)</b>	<b>25,110,300</b>	<b>21,019,249</b>	<b>(4,319,670)</b>	<b>228,619</b>
<b>OPERATIONAL SCHEMES</b>								

Capital Programme 2022/2027	Notes	Total Historical Spend	Budget 2022/2023	Monitoring Adj's to March 2023	Monitoring Projected Outturn 2022/2023	Actuals to 31 March 2023	Closedown Rephasing 2022/2023	Variance
<b>AD Community and Partnerships</b>								
Disabled Facilities Grant		6,406,785	618,200		618,200	835,176		216,976
Adapt Grant		7,660,012	1,445,840		1,445,840	1,153,920	63,610	(355,530)
		14,066,797	2,064,040	0	2,064,040	1,989,096	63,610	(138,554)
<b>Preventative Works</b>								
Home Repair Assistance Loan		44,809	0		0	8,595		8,595
Emergency Repair Grant		31,135	0		0	1,689		1,689
Careline Grant		164,883	25,000		25,000	8,865		(16,135)
Safe and Secure Grant		193,392	0		0	49,148		49,148
Discretionary Adaptation Assistance		195,673	0		0			0
Low Level Prevention Fund		684,946	125,000		125,000	220,247		95,247
<b>Preventative Works Total</b>		<b>1,314,839</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>288,543</b>	<b>0</b>	<b>138,543</b>
Total Private Sector Housing Assistance		15,381,636	2,214,040	0	2,214,040	2,277,640	63,610	(10)
Careline-Replacement Alarm Uni		328,063	60,000		60,000	51,570		(8,430)
Careline - Replacement Vehicles		23,528	0		0			0
Community Projects		349,238	78,890		78,890	37,997	(40,890)	(3)
Community Projects - Members	3	0	70,900		70,900			(70,900)
Community Safety Vehicle		0	30,000		30,000		(30,000)	0
<b>Total for AD Community &amp; Partnerships</b>		<b>16,082,464</b>	<b>2,453,830</b>	<b>0</b>	<b>2,453,830</b>	<b>2,367,206</b>	<b>(7,280)</b>	<b>(79,344)</b>
<b>AD Resources (S151 Officer)</b>								
ICT Development Programme		1,059,241	356,180		356,180	131,200	(224,980)	0
Standard Desktop Refresh		27,720	27,280		27,280	5,555	(21,730)	5
<b>Total for AD Resources (S151 Officer)</b>		<b>1,086,961</b>	<b>383,460</b>	<b>0</b>	<b>383,460</b>	<b>136,755</b>	<b>(246,710)</b>	<b>5</b>
<b>AD Programme and Projects</b>								
Heacham Toilets South Beach		8,061	101,400		101,400	102,814		1,414
Downham Market Public Conveniences		0	200,000		200,000		(200,000)	0
<b>Total for AD Programme and Projects</b>		<b>8,061</b>	<b>301,400</b>	<b>0</b>	<b>301,400</b>	<b>102,814</b>	<b>(200,000)</b>	<b>1,414</b>
<b>AD Property and Projects</b>								
Arts Centre Complex		132,347	17,980		17,980	17,980		0
Princess Theatre Roof Replacement	4	20,000	246,600		246,600	161,103		(85,497)
Sewage Treatment Works Refurb/Connect Public Sewer		18,576	0		0			0
Estate Roads - Resurfacing		11,545	30,500		30,500		(30,500)	0
Kings Court Flat Roof		76,492	34,730		34,730	36,500		1,770
Bergen Way Industrial Estate roof replace		0	0		0			0
<b>Total for AD Property and Projects</b>		<b>318,142</b>	<b>329,810</b>	<b>0</b>	<b>329,810</b>	<b>215,583</b>	<b>(30,500)</b>	<b>(83,727)</b>
<b>AD Operational and Commercial Services</b>								
<b>Car Parks</b>								
Resurfacing (various car parks)			0		0			0
Car Parks P&D Machine Replace		77,310	60,000		60,000		(60,000)	0
Car Pk MS Barrier Ticket Mach		111,869	38,130		38,130		(38,130)	0
Car Prk MS Lighting + Controls		7,957	192,000		192,000		(192,000)	0
Mintlyn Crem - Extend Car Park		6,620	0		0			0
Heacham North Beach P&D Infrastructure		0	23,000		23,000		(23,000)	0
Decrim Car Park Fiesta Vans		0	49,150		49,150		(49,150)	0
<b>CCTV</b>								
CCTV Control Room Upgrade		138,043	71,050		71,050		(71,050)	0
CCTV Kettlewell Gadens		20,062	24,840		24,840		(24,840)	0
CCTV Multistorey		43,645	9,890		9,890		(9,890)	0
CCTV Crem		32,966	7,730		7,730		(7,730)	0
CCTV Safer Streets		0	0		0			0
Christmas Lights Replacement		7,452	0		0			0
Emerg Plan - Replace Radios		48,887	0		0			0
Gayton Road Cemetery Extension		4,200	0		0	604		604
Parking/Gladstone Server Upgrade		37,068	0		0			0
Digital Signage Installation - NTP		0	43,000		43,000		(43,000)	0
High Street Public Realm TF Accelerated project		160,265	45,120		45,120	11,090	(34,030)	0
NSF Events Equipment		0	135,000		135,000	75,925	(59,080)	5
Replacement Stage		0	0		0			0
<b>Refuse and Recycling</b>								
Refuse - Black Bins	5	1,446,586	40,000		40,000	35,881		(4,119)
Brown Bins/Compost	5	315,027	40,000		40,000	21,758		(18,242)
Green Bins/Recycling	5	311,570	40,000		40,000	41,596		1,596
Trade Bins	5	136,739	40,000		40,000	43,621		3,621
Refuse Vehicles		0	0		0			0
The Walks Crazy Golf Equipment		0	0		0			0
Bandstand Roof Replacement		0	0		0			0
Replacement Play Area Equipment		73,229	40,000		40,000	12,511	(25,000)	(2,489)
Play Area Equipment - King's Lynn (KLAC)		41,963	8,000		8,000		(8,000)	0

Capital Programme 2022/2027	Notes	Total Historical Spend	Budget 2022/2023	Monitoring Adj's to March 2023	Monitoring Projected Outturn 2022/2023	Actuals to 31 March 2023	Closedown Rephasing 2022/2023	Variance
Replacement Dog Bins		0	21,000		21,000		(21,000)	0
Downham Market Play Equipment		0	100,000		100,000	98,707		(1,293)
Resort Chalet Window Replacement		0	0		0			0
Resort Replacement Play Area Equipment		0	0		0			0
Resort - Beach Safety Signage		0	15,000		15,000		(15,000)	0
Resort - Visitor Digital Sign		0	0		0			0
Tourist Signs A47		4,000	0		0			0
Grounds Maintenance Equipment		505,120	53,500		53,500	115,995	62,500	(5)
Grounds Maintenance Vehicles		184,929	157,420		157,420	164,852	7,430	2
Public Cleansing Vehicles		1,096,141	0		0			0
<b>Total for AD Operations and Commercial</b>		<b>4,948,087</b>	<b>1,253,830</b>	<b>0</b>	<b>1,253,830</b>	<b>622,540</b>	<b>(610,970)</b>	<b>(20,320)</b>
<b>Leisure and Community Facilities</b>								
<u>Corn Exchange</u>								
Corn Exchange -Internal Dec		24,887	10,000		10,000	9,074		(926)
Corn Exchange -Refurbish Seating		49,111	15,000		15,000	9,027		(5,973)
Corn Exchange - Replace Speakers		0	100,000		100,000	94,940		(5,060)
Corn Exchange - Light Desk & Lights		0	0		0			0
Corn Exchange - Mobile Elevat Wrk Platf		0	0		0			0
Corn Exchange - Auditorium LED Lighting		0	0		0			0
<u>Downham Market Leisure Centre</u>								
DMLC - Replacement Spin Bikes		0	23,000		23,000		(23,000)	0
DMLC - Replace Heat/Cool AHU Dance Studio		0	0		0			0
DMLC - Fitness Room Flooring		0	30,000		30,000	28,826		(1,174)
DMLC - HallDance Studio Reseal		10,750	0		0			0
DMLC - Fitness Equipment		0	60,000		60,000		(60,000)	0
DMLC - Flooring Replacement		0	0		0			0
DMLC - Replacement Lighting Pool		0	0		0			0
DMLC - Replacement Distribution Boards		0	0		0			0
DMLC - Changing room refurb		0	0		0			0
DMLC - Pool Cover		0	0		0			0
DMLC - Window Replacement (dryside)		0	0		0			0
DMLC - Plate Heat Exchanger		0	0		0			0
<u>Lynnsport</u>								
Lynnsport - Fitness Equipment		10,169	108,000		108,000		(108,000)	0
L/Sport - Floor Surface Reseal		72,130	23,000		23,000	23,030		30
L/Sport Fire Alarm Upgrade		8,550	0		0			0
L/sport Boilers & Plant		0	0		0			0
L/Sport Athletics Cage replacement and athletics lighting upgrade		0	66,290		66,290	36,286	(30,000)	(4)
L/Sport Toilets & Changing Room		54,083	0		0			0
L/Sport Spin Bikes		0	17,000		17,000		(17,000)	0
L/Sport Spin Room		0	10,000		10,000		(10,000)	0
L/Sport Wellness Studio		0	150,000		150,000		(150,000)	0
L/Sport Spin Ventilation		0	35,000		35,000	17,915	(17,090)	5
L/Sport Fitness Flooring		0	40,000		40,000		(40,000)	0
L/Sport 3G LED Lighting		0	0		0			0
L/Sport Roof		0	0		0			0
L/Sport Flooring (changing/toilets/reception)		0	0		0			0
L/Sport Cubical and locker replacement		0	0		0			0
L/Sport Track and Barn Line marking		0	0		0			0
L/Sport Basket Ball fittings replacement		0	0		0			0
L/Sport Window replacement		0	0		0			0
<u>St James Pool</u>								
St James - Floor/Surface Replace		132	25,000		25,000		(25,000)	0
St James Fitness Equipment		0	30,000		30,000		(30,000)	0
St James Pool Covers		7,109	0		0			0
St James Spin Bikes		0	20,000		20,000		(20,000)	0
St James Replacement Plant		3,548	9,450		9,450	5,852		(3,598)
St James Flooring (changing area)		0	0		0			0
St James Flooring (reception/corridors/viewing)		0	0		0			0
St James Pool Hall replacement lighting		0	0		0			0
St James Cubical replacement		0	0		0			0
St James Locker replacement		0	0		0			0
St James wetside toilet refurb		0	0		0			0
St James Fire Alarm System		0	0		0			0
St James Pool plate heat exchange		0	0		0			0
<u>Oasis</u>								
Oasis Fire Doors		0	15,000		15,000	9,110		(5,890)
Oasis Fitness Equipment		0	50,000		50,000		(50,000)	0
Oasis Fitness Flooring		0	20,000		20,000		(20,000)	0
Oasis Fitness Flooring bowls hall/fitness stairs		0	0		0			0
Oasis Pool Hall lighting		0	0		0			0
Oasis Cubicles replacement		0	0		0			0
Oasis lockers replacement		0	0		0			0
Oasis distribution board replacement		0	0		0			0
<u>Town Hall</u>								
Roofing		0	0		0			0
Electrical Switch Replacement		0	0		0			0
Redecoration		0	0		0			0
Replacement flooring/stairs		0	0		0			0
Stone Mason external works		0	0		0			0
Prep Kitchen Replacement		0	0		0			0

Capital Programme 2022/2027	Notes	Total Historical Spend	Budget 2022/2023	Monitoring Adj's to March 2023	Monitoring Projected Outturn 2022/2023	Actuals to 31 March 2023	Closedown Rephasing 2022/2023	Variance
Community Centres								
Fairstead Replacement Flooring		0	0		0			0
<b>Total for Leisure and Community Facilities</b>		<b>240,468</b>	<b>856,740</b>	<b>0</b>	<b>856,740</b>	<b>234,059</b>	<b>(600,090)</b>	<b>(22,591)</b>
<b>Total Operational Schemes</b>		<b>22,684,183</b>	<b>5,579,070</b>	<b>0</b>	<b>5,579,070</b>	<b>3,678,957</b>	<b>(1,695,550)</b>	<b>(204,563)</b>
Capital Loan	6					648,917		648,917
<b>Total Capital Programme (Non Exempt)</b>		<b>64,196,748</b>	<b>32,289,370</b>	<b>(1,600,000)</b>	<b>30,689,370</b>	<b>25,347,122</b>	<b>(6,015,220)</b>	<b>672,972</b>

Appendix 1(b) - Budget Monitoring revisions reported during 2022/2023.

	Budget 2022/2023 (Council 23 February 2022) £	June Budget Amendments	July Budget Amendments	August Budget Amendments	October Budget Amendments	Estimates Amendments	January Budget Amendments	Revised Capital 2022/2023
Major Projects	49,981,110	0	0	(21,585,940)	55,720	(7,100,390)	(1,600,000)	19,750,500
Community and Partnerships	2,480,680	30,000	0	0	0	(56,850)	0	2,453,830
Resources (S151 Officer)	383,460	0	0	0	0	0	0	383,460
Programme and Project Delivery	0	0	0	200,000	0	101,400	0	301,400
Property and Projects	309,330	0	0	0	30,500	(10,020)	0	329,810
Operational and Commercial Services	2,705,510	0	0	34,200	(7,500)	(1,478,380)	0	1,253,830
Leisure and Community Facilities	1,306,080	0	0	(350,000)	30,000	(129,340)	0	856,740
Central Services	250,000	0	0	0	0	(250,000)	0	0
<b>Total</b>	<b>57,416,170</b>	<b>30,000</b>	<b>0</b>	<b>(21,701,740)</b>	<b>108,720</b>	<b>(8,923,580)</b>	<b>(1,600,000)</b>	<b>25,329,570</b>
Exempt Corporate Schemes	11,217,900	0	(2,987,500)	0	0	(143,600)	0	8,086,800
<b>Total Capital Programme</b>	<b>68,634,070</b>	<b>30,000</b>	<b>(2,987,500)</b>	<b>(21,701,740)</b>	<b>108,720</b>	<b>(9,067,180)</b>	<b>(1,600,000)</b>	<b>33,416,370</b>

Appendix 2 - Capital Programme 2022 - 2027																
Capital Programme 2022/2027	Budget 2023/2024	Closedown Amendments 2023/2024	Closedown Rephasing 2023/2024	Revised Projected Outturn 2023/2024	Budget 2024/2025	Closedown Amendments 2024/2025	Closedown Rephasing 2024/2025	Revised Projected Outturn 2024/2025	Budget 2025/2026	Closedown Amendments 2025/2026	Closedown Rephasing 2025/2026	Revised Projected Outturn 2025/2026	Budget 2026/2027	Closedown Amendments 2026/2027	Closedown Rephasing 2026/2027	Revised Projected Outturn 2026/2027
<b>MAJOR PROJECTS</b>																
<b>Enterprise Zone</b>																
Project Mgmt / Marketing	35,000		10,180	45,180	35,000			35,000	0			0	0			0
Roads / Infrastructure	6,221,560		1,401,560	7,623,120	0			0	0			0	0			0
Premises	0			0	0			0	0			0	0			0
EZ Development of Spec Units 1	0	(945,890)	1,480,290	534,400	0			0	0			0	0			0
<b>Total Enterprise Zone ( AD Property and Projects)</b>	<b>6,256,560</b>	<b>(945,890)</b>	<b>2,892,030</b>	<b>8,202,700</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Major Housing Development</b>																
Salter's Road - Contractor Cost	9,696,590		(303,370)	9,393,220	570,000			570,000	0			0	0			0
Alex'dra Rd Hun'ton BCKLWNCost	2,450,000		11,410	2,461,410	3,036,570			3,036,570	0			0	0			0
Phase 3-Lynnsport 1	1,336,310		(163,460)	1,172,850	8,462,090			8,462,090	8,395,310			8,395,310	2,061,080			2,061,080
Lynnsport 3	0		0	0	0			0	0			0	0			0
Phase 2 -Lynnsport 4 /5	0		164,540	164,540	0			0	0			0	0			0
Major Housing Management	8,000		6,330	14,330	2,510			2,510	0			0	0			0
MHP Unallocated Budget	0		66,490	66,490	0			0	0			0	0			0
Parkway - Gaywood	18,338,270		303,520	18,641,790	16,922,510			16,922,510	12,658,020			12,658,020	1,074,760			1,074,760
Nora Phase 4	764,210		(511,060)	253,150	900,000			900,000	0			0	0			0
Nora Phase 5	391,190		373,680	764,870	841,090			841,090	3,266,780			3,266,780	4,061,730			4,061,730
Hunstanton Regeneration Bus Station & NCC Library	738,000	(715,190)	(22,810)	0	10,181,380	(10,181,380)		0	0			0	0			0
Hunstanton Regeneration Southend Road Car Park	3,852,750		(184,120)	3,668,630	2,000,000			2,000,000	0			0	0			0
<b>Total Major Housing Development (AD Companies and Housing)</b>	<b>37,575,320</b>	<b>(715,190)</b>	<b>(258,850)</b>	<b>36,601,280</b>	<b>42,916,150</b>	<b>(10,181,380)</b>	<b>0</b>	<b>32,734,770</b>	<b>24,320,110</b>	<b>0</b>	<b>0</b>	<b>24,320,110</b>	<b>7,197,570</b>	<b>0</b>	<b>0</b>	<b>7,197,570</b>
<b>Other Major Projects</b>																
<b>Towns Fund</b>																
Town Centre Public Realm	100,000		92,510	192,510	0			0	0			0	0			0
St Georges Guildhall Complex	995,830		(211,870)	783,960	1,899,800		(519,170)	1,380,630	6,656,560		(553,770)	6,102,790	2,423,230		1,359,010	3,782,240
Active and Clean Connectivity	2,706,350		(1,615,800)	1,090,550	2,272,600		2,194,660	4,467,260	825,350		(544,030)	281,320	0			0
Riverfront Regeneration	1,100,000		(855,030)	244,970	2,100,000		1,138,760	3,238,760	778,940		(177,460)	601,480	0			0
Multi User Community Hub	221,000		7,110	228,110	6,429,000			6,429,000	0			0	0			0
Programme Management	92,000			92,000	95,000			95,000	89,600		(17,490)	72,110	0			0
<b>Total Towns Fund</b>	<b>5,215,180</b>	<b>0</b>	<b>(2,583,080)</b>	<b>2,632,100</b>	<b>12,796,400</b>	<b>0</b>	<b>2,814,250</b>	<b>15,610,650</b>	<b>8,350,450</b>	<b>0</b>	<b>(1,292,750)</b>	<b>7,057,700</b>	<b>2,423,230</b>	<b>0</b>	<b>1,359,010</b>	<b>3,782,240</b>
Purfleet Floating Restaurant	0			0	0			0	0			0	0			0
NORA Remediation	200,000		16,480	216,480	545,890			545,890	0			0	0			0
South Quay Somerfield Thomas Silo	0		96,320	96,320	0			0	0			0	0			0
Factory Unit 1 - New Depot Site	72,000		5,100	77,100	0			0	0			0	0			0
Air Source Heat Pump Project - Enterprise Works	0		2,240	2,240	0			0	0			0	0			0
<b>Total for AD Property and Projects</b>	<b>272,000</b>	<b>0</b>	<b>120,140</b>	<b>392,140</b>	<b>545,890</b>	<b>0</b>	<b>0</b>	<b>545,890</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Decarbonisation Re:Fit 2	0			0	0			0	0			0	0			0
<b>Total for AD Planning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Southgate Regen Area Business Rate Pool Contrib	0		493,860	493,860	0			0	0			0	0			0
Sail the Wash - Sutton Br																
ICI/Active Travel Hub (KLIC2)	0		121,060	121,060	0			0	0			0	0			0
Chapel Street	0			0	0			0	0			0	0			0
South Quay Stage 3	0		120,000	120,000	0			0	0			0	0			0
UK Shared Prosperity Fund	57,940		(29,140)	28,800	233,570			233,570	0			0	0			0
Rural England Prosperity Fund	374,110			374,110	1,122,350			1,122,350	0			0	0			0
<b>Total for AD Regeneration</b>	<b>432,050</b>	<b>0</b>	<b>705,780</b>	<b>1,137,830</b>	<b>1,355,920</b>	<b>0</b>	<b>0</b>	<b>1,355,920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Capital Programme 2022/2027	Budget 2023/2024	Closedown Amendments 2023/2024	Closedown Rephasing 2023/2024	Revised Projected Outturn 2023/2024	Budget 2024/2025	Closedown Amendments 2024/2025	Closedown Rephasing 2024/2025	Revised Projected Outturn 2024/2025	Budget 2025/2026	Closedown Amendments 2025/2026	Closedown Rephasing 2025/2026	Revised Projected Outturn 2025/2026	Budget 2026/2027	Closedown Amendments 2026/2027	Closedown Rephasing 2026/2027	Revised Projected Outturn 2026/2027
Clifftop Toilets	400,000			400,000												0
Refuse Vehicles Fleet	0			0	0			0	0			0	0			0
<b>Total for AD Operational and Commercial Services</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Re:Fit Project	0		563,140	563,140	0		0	0	0			0	0			0
L/Sport 3G Replacement	300,000			300,000	0		0	0	0			0	0			0
L/Sport New 3G Pitch	900,000			900,000	0		0	0	0			0	0			0
<b>Total for Leisure and Community Facilities</b>	<b>1,200,000</b>	<b>0</b>	<b>563,140</b>	<b>1,763,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Major Projects</b>	<b>51,351,110</b>	<b>(1,661,080)</b>	<b>1,439,160</b>	<b>51,129,190</b>	<b>57,649,360</b>	<b>(10,181,380)</b>	<b>2,814,250</b>	<b>50,282,230</b>	<b>32,670,560</b>	<b>0</b>	<b>(1,292,750)</b>	<b>31,377,810</b>	<b>9,620,800</b>	<b>0</b>	<b>1,359,010</b>	<b>10,979,810</b>
<b>OPERATIONAL SCHEMES</b>																
<b>AD Community and Partnerships</b>																
Disabled Facilities Grant	618,200			618,200	618,200			618,200	618,200			618,200	618,200			618,200
Adapt Grant	1,381,800		(63,610)	1,318,190	1,381,800			1,381,800	1,381,800			1,381,800	1,381,800			1,381,800
	2,000,000	0	(63,610)	1,936,390	2,000,000	0	0	2,000,000	2,000,000	0	0	2,000,000	2,000,000	0	0	2,000,000
<b>Preventative Works</b>																
Home Repair Assistance Loan	0			0	0			0	0			0	0			0
Emergency Repair Grant	0			0	0			0	0			0	0			0
Careline Grant	25,000			25,000	25,000			25,000	25,000			25,000	25,000			25,000
Safe and Secure Grant	0			0	0			0	0			0	0			0
Discretionary Adaptation Assistance	0			0	0			0	0			0	0			0
Low Level Prevention Fund	125,000			125,000	125,000			125,000	125,000			125,000	125,000			125,000
<b>Preventative Works Total</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
Total Private Sector Housing Assistance	2,150,000	0	(63,610)	2,086,390	2,150,000	0	0	2,150,000	2,150,000	0	0	2,150,000	2,150,000	0	0	2,150,000
Careline-Replacement Alarm Uni	60,000			60,000	60,000			60,000	60,000			60,000	60,000			60,000
Careline - Replacement Vehicles	56,850			56,850	0			0	0			0	0			0
Community Projects	50,000		40,890	90,890	50,000			50,000	50,000			50,000	50,000			50,000
Community Projects - Members	55,000	(55,000)		0	55,000	(55,000)		0	55,000	(55,000)		0	55,000	(55,000)		0
Community Safety Vehicle	0		30,000	30,000	0			0	0			0	0			0
<b>Total for AD Community &amp; Partnerships</b>	<b>2,371,850</b>	<b>(55,000)</b>	<b>7,280</b>	<b>2,324,130</b>	<b>2,315,000</b>	<b>(55,000)</b>	<b>0</b>	<b>2,260,000</b>	<b>2,315,000</b>	<b>(55,000)</b>	<b>0</b>	<b>2,260,000</b>	<b>2,315,000</b>	<b>(55,000)</b>	<b>0</b>	<b>2,260,000</b>
<b>AD Resources (S151 Officer)</b>																
ICT Development Programme	150,000		224,980	374,980	150,000			150,000	150,000			150,000	150,000			150,000
Standard Desktop Refresh	0		21,730	21,730	300,000			300,000	150,000			150,000	0			0
<b>Total for AD Resources (S151 Officer)</b>	<b>150,000</b>	<b>0</b>	<b>246,710</b>	<b>396,710</b>	<b>450,000</b>	<b>0</b>	<b>0</b>	<b>450,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
<b>AD Programme and Projects</b>																
Heacham Toilets South Beach	0			0	0			0	0			0	0			0
Downham Market Public Conveniences	0		200,000	200,000	0			0	0			0	0			0
<b>Total for AD Programme and Projects</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AD Property and Projects</b>																
Arts Centre Complex	0			0	0			0	0			0	0			0
Princess Theatre Roof Replacement	0			0	0			0	0			0	0			0
Sewage Treatment Works Refurb/Connect Public Sewer	28,000			28,000	0			0	0			0	0			0
Estate Roads - Resurfacing	0		30,500	30,500	0			0	0			0	0			0
Kings Court Flat Roof	0			0	0			0	0			0	0			0
Bergen Way Industrial Estate roof replace	250,000			250,000	0			0	0			0	0			0
<b>Total for AD Property and Projects</b>	<b>278,000</b>	<b>0</b>	<b>30,500</b>	<b>308,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AD Operational and Commercial Services</b>																
<b>Car Parks</b>																
Resurfacing (various car parks)	100,000			100,000	261,800			261,800	0			0	0			0

Capital Programme 2022/2027	Budget 2023/2024	Closedown Amendments 2023/2024	Closedown Rephasing 2023/2024	Revised Projected Outturn 2023/2024	Budget 2024/2025	Closedown Amendments 2024/2025	Closedown Rephasing 2024/2025	Revised Projected Outturn 2024/2025	Budget 2025/2026	Closedown Amendments 2025/2026	Closedown Rephasing 2025/2026	Revised Projected Outturn 2025/2026	Budget 2026/2027	Closedown Amendments 2026/2027	Closedown Rephasing 2026/2027	Revised Projected Outturn 2026/2027
Car Parks P&D Machine Replace	0		60,000	60,000	180,000			180,000	0			0	0			0
Car Pk MS Barrier Ticket Mach	0		38,130	38,130	0			0	0			0	0			0
Car Prk MS Lighting + Controls	0		192,000	192,000	0			0	0			0	0			0
Mintlyn Crem - Extend Car Park	140,000			140,000	0			0	0			0	0			0
Heacham North Beach P&D Infrastructure	0		23,000	23,000	0			0	0			0	0			0
Decrim Car Park Fiesta Vans	0		49,150	49,150	0			0	0			0	0			0
<b>CCTV</b>																
CCTV Control Room Upgrade	50,000		71,050	121,050	50,000			50,000	50,000			50,000	50,000			50,000
CCTV Kettlewell Gadens	0		24,840	24,840	0			0	0			0	0			0
CCTV Multistorey	0		9,890	9,890	0			0	0			0	0			0
CCTV Crem	0		7,730	7,730	0			0	0			0	0			0
CCTV Safer Streets	50,000			50,000	0			0	0			0	0			0
Christmas Lights Replacement	187,550			187,550	0			0	0			0	0			0
Emerg Plan - Replace Radios	30,000			30,000	0			0	0			0	0			0
Gayton Road Cemetery Extension	145,800			145,800	0			0	0			0	0			0
Parking/Gladstone Server Upgrade	12,030			12,030	0			0	0			0	0			0
Digital Signge Installation - NTP	0		43,000	43,000	0			0	0			0	0			0
High Street Public Realm TF Accelerated project	0		34,030	34,030	0			0	0			0	0			0
NSF Events Equipment	0		59,080	59,080	0			0	0			0	0			0
Replacement Stage	50,000			50,000	0			0	0			0	0			0
<b>Refuse and Recycling</b>																
Refuse - Black Bins	40,000			40,000	40,000			40,000	40,000			40,000	40,000			40,000
Brown Bins/Compost	40,000			40,000	40,000			40,000	40,000			40,000	40,000			40,000
Green Bins/Recycling	40,000			40,000	40,000			40,000	40,000			40,000	40,000			40,000
Trade Bins	40,000			40,000	40,000			40,000	40,000			40,000	40,000			40,000
Refuse Vehicles	18,010			18,010	0			0	0			0	0			0
The Walks Crazy Golf Equipment	120,000			120,000	0			0	0			0	0			0
Bandstand Roof Replacement	30,000			30,000	0			0	0			0	0			0
Replacement Play Area Equipment	20,000		25,000	45,000	20,000			20,000	20,000			20,000	20,000			20,000
Play Area Equipment - King's Lynn (KLAC)	0		8,000	8,000	0			0	0			0	0			0
Replacement Dog Bins	0		21,000	21,000	0			0	0			0	0			0
Downham Market Play Equipment	0			0	0			0	0			0	0			0
Resort Chalet Window Replacement	100,000			100,000	0			0	0			0	0			0
Resort Replacement Play Area Equipment	28,000			28,000	0			0	0			0	0			0
Resort - Beach Safety Signage	0		15,000	15,000	0			0	0			0	0			0
Resort - Visitor Digital Sign	50,000			50,000	0			0	0			0	0			0
Tourist Signs A47	21,000			21,000	0			0	0			0	0			0
Grounds Maintenance Equipment	143,800		(62,500)	81,300	42,000			42,000	139,080			139,080	0			0
Grounds Maintenance Vehicles	207,050		(7,430)	199,620	56,980			56,980	61,560			61,560	118,570			118,570
Public Cleansing Vehicles	450,870			450,870	0			0	0			0	0			0
<b>Total for AD Operations and Commercial</b>	<b>2,114,110</b>	<b>0</b>	<b>610,970</b>	<b>2,725,080</b>	<b>770,780</b>	<b>0</b>	<b>0</b>	<b>770,780</b>	<b>430,640</b>	<b>0</b>	<b>0</b>	<b>430,640</b>	<b>348,570</b>	<b>0</b>	<b>0</b>	<b>348,570</b>
<b>Leisure and Community Facilities</b>																
<b>Corn Exchange</b>																
Corn Exchange -Internal Dec	0			0	0			0	0			0	10,000			10,000
Corn Exchange -Refurbish Seating	15,000			15,000	15,000			15,000	15,000			15,000	0			0
Corn Exchange - Replace Speakers	0			0	0			0	0			0	0			0
Corn Exchange - Light Desk & Lights	50,000			50,000	0			0	0			0	0			0
Corn Exchange - Mobile Elevat Wrk Platf	0			0	0			0	0			0	0			0
Corn Exchange - Auditorium LED Lighting	0			0	30,000			30,000	0			0	0			0
<b>Downham Market Leisure Centre</b>																
DMLC - Replacement Spin Bikes	0		23,000	23,000	0			0	0			0	0			0
DMLC - Replace Heat/Cool AHU Dance Studio	25,000			25,000	0			0	0			0	0			0
DMLC - Fitness Room Flooring	0			0	0			0	0			0	0			0
DMLC - HallDance Studio Reseal	0			0	22,250			22,250	0			0	0			0
DMLC - Fitness Equipment	0		60,000	60,000	0			0	0			0	0			0
DMLC - Flooring Replacement	0			0	40,000			40,000	0			0	0			0
DMLC - Replacement Lighting Pool	20,000			20,000	0			0	0			0	0			0
DMLC - Replacement Distribution Boards	25,000			25,000	0			0	0			0	0			0
DMLC - Changing room refurb	0			0	30,000			30,000	0			0	0			0
DMLC - Pool Cover	0			0	0			0	0			0	15,000			15,000



Capital Programme 2022/2027	Budget 2023/2024	Closedown Amendments 2023/2024	Closedown Rephasing 2023/2024	Revised Projected Outturn 2023/2024	Budget 2024/2025	Closedown Amendments 2024/2025	Closedown Rephasing 2024/2025	Revised Projected Outturn 2024/2025	Budget 2025/2026	Closedown Amendments 2025/2026	Closedown Rephasing 2025/2026	Revised Projected Outturn 2025/2026	Budget 2026/2027	Closedown Amendments 2026/2027	Closedown Rephasing 2026/2027	Revised Projected Outturn 2026/2027
DMLC - Window Replacement (dryside)	0			0	15,000			15,000	0			0	0			0
DMLC - Plate Heat Exchanger	10,000			10,000	0			0	0			0	0			0
<b>Lynnsport</b>																
Lynnsport - Fitness Equipment	0		108,000	108,000	0			0	0			0	0			0
L/Sport - Floor Surface Reseal	17,000			17,000	0			0	0			0	0			0
L/Sport Fire Alarm Upgrade	70,000			70,000	0			0	0			0	0			0
L/sport Boilers & Plant	0			0	0			0	0			0	0			0
L/Sport Athletics Cage replacement and athletics lighting upgrade	31,610		30,000	61,610	0			0	0			0	0			0
L/Sport Toilets & Changing Room	42,480			42,480	0			0	0			0	0			0
L/Sport Spin Bikes	0		17,000	17,000	0			0	0			0	0			0
L/Sport Spin Room	0		10,000	10,000	0			0	0			0	0			0
L/Sport Wellness Studio	0		150,000	150,000	0			0	0			0	0			0
L/Sport Spin Ventilation	0		17,090	17,090	0			0	0			0	0			0
L/Sport Fitness Flooring	0		40,000	40,000	0			0	0			0	0			0
L/Sport 3G LED Lighting	25,000			25,000	0			0	0			0	0			0
L/Sport Roof	0			0	160,000			160,000	0			0	0			0
L/Sport Flooring (changing/toilets/reception)	0			0	0			0	30,000			30,000	0			0
L/Sport Cubical and locker replacement	10,000			10,000	0			0	0			0	0			0
L/Sport Track and Barn Line marking	0			0	0			0	15,000			15,000	0			0
L/Sport Basket Ball fittings replacement	0			0	15,000			15,000	0			0	0			0
L/Sport Window replacement	0			0	0			0	40,000			40,000	0			0
<b>St James Pool</b>																
St James - Floor/Surface Replace	0		25,000	25,000	0			0	0			0	0			0
St James Fitness Equipment	0		30,000	30,000	0			0	0			0	0			0
St James Pool Covers	0			0	0			0	0			0	15,000			15,000
St James Spin Bikes	0		20,000	20,000	0			0	0			0	0			0
St James Replacement Plant	0			0	0			0	0			0	0			0
St James Flooring (changing area)	50,000			50,000	0			0	0			0	0			0
St James Flooring (reception/corridors/viewing)	0			0	15,000			15,000	0			0	0			0
St James Pool Hall replacement lighting	20,000			20,000	0			0	0			0	0			0
St James Cubical replacement	50,000			50,000	0			0	0			0	0			0
St James Locker replacement	50,000			50,000	0			0	0			0	0			0
St James wetside toilet refurb	25,000			25,000	0			0	0			0	0			0
St James Fire Alarm System	0			0	0			0	0			0	50,000			50,000
St James Pool plate heat exchange	10,000			10,000	0			0	0			0	0			0
<b>Oasis</b>																
Oasis Fire Doors	0			0	0			0	0			0	0			0
Oasis Fitness Equipment	0		50,000	50,000	0			0	0			0	0			0
Oasis Fitness Flooring	0		20,000	20,000	0			0	0			0	0			0
Oasis Fitness Flooring bowls hall/fitness stairs	0			0	10,000			10,000	0			0	0			0
Oasis Pool Hall lighting	0			0	0			0	15,000			15,000	0			0
Oasis Cubicles replacement	0			0	0			0	50,000			50,000	0			0
Oasis lockers replacement	20,000			20,000	0			0	0			0	0			0
Oasis distribution board replacement	0			0	0			0	0			0	30,000			30,000
<b>Town Hall</b>																
Roofing	10,000			10,000	60,000			60,000	0			0	0			0
Electrical Switch Replacement	0			0	40,000			40,000	0			0	0			0
Redecoration	0			0	30,000			30,000	30,000			30,000	30,000			30,000
Replacement flooring/stairs	0			0	0			0	20,000			20,000	20,000			20,000
Stone Mason external works	0			0	20,000			20,000	20,000			20,000	0			0
Prep Kitchen Replacement	0			0	10,000			10,000	0			0	0			0
<b>Community Centres</b>																
Fairstead Replacement Flooring	0			0	0			0	0			0	15,000			15,000
<b>Total for Leisure and Community Facilities</b>	<b>576,090</b>	<b>0</b>	<b>600,090</b>	<b>1,176,180</b>	<b>512,250</b>	<b>0</b>	<b>0</b>	<b>512,250</b>	<b>235,000</b>	<b>0</b>	<b>0</b>	<b>235,000</b>	<b>185,000</b>	<b>0</b>	<b>0</b>	<b>185,000</b>
<b>Total Operational Schemes</b>	<b>5,490,050</b>	<b>(55,000)</b>	<b>1,695,550</b>	<b>7,130,600</b>	<b>4,048,030</b>	<b>(55,000)</b>	<b>0</b>	<b>3,993,030</b>	<b>3,280,640</b>	<b>(55,000)</b>	<b>0</b>	<b>3,225,640</b>	<b>2,998,570</b>	<b>(55,000)</b>	<b>0</b>	<b>2,943,570</b>
<b>Capital Loan</b>																
<b>Total Capital Programme (Non Exempt)</b>	<b>56,841,160</b>	<b>(1,716,080)</b>	<b>3,134,710</b>	<b>58,259,790</b>	<b>61,697,390</b>	<b>(10,236,380)</b>	<b>2,814,250</b>	<b>54,275,260</b>	<b>35,951,200</b>	<b>(55,000)</b>	<b>(1,292,750)</b>	<b>34,603,450</b>	<b>12,619,370</b>	<b>(55,000)</b>	<b>1,359,010</b>	<b>13,923,380</b>

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**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			
		Need to be recommendations to Council		NO	
		Is it a Key Decision		NO	
Lead Member: E-mail: Cllr Chris Morley Cllr.chris.morley@west-norfolk.gov.uk		Other Cabinet Members consulted: Leader and Cabinet			
		Other Members consulted: Corporate Performance Panel			
Lead Officer: Jo Stanton, Revenues and Benefits Manager E-mail: joanne.stanton@west-norfolk.gov.uk Direct Dial:01553 616349		Other Officers consulted: S151 Officer			
Financial Implications YES	Policy/ Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening only	Risk Management Implications YES	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 1 August 2023

**COUNCIL TAX SUPPORT: DRAFT SCHEME FOR WORKING AGE PEOPLE FOR 2024/2025**

**Summary**

We operate a scheme to help working age people on low incomes with the cost of their council tax by reducing their council tax bill. This is known as the Council Tax Support (CTS) scheme. There is a national set of regulations for a CTS Scheme for customers who have reached pension age, but we are free to decide the rules for our own CTS schemes for working age people in our area, taking into account some government requirements. This report only refers to our CTS Scheme for working age people.

We must review and agree our CTS scheme for our working age residents for each financial year and there is a process to follow when deciding our CTS Scheme. We must first consult with Norfolk County Council and the Police and Crime Commissioner for Norfolk as they are affected by our scheme. Cabinet must then decide on draft a set of rules for our working age CTS scheme which are then open for public consultation for six weeks. Once the consultation closes we must review the responses and full Council must agree a final CTS scheme by March 2024, taking into account any comments made as part of the consultation.

**Recommendation**

**Cabinet decide their preferred option from Section 2 for the draft set of Working Age CTS Scheme rules for 2024/2025 which will then be open for public consultation.**

## Reason for Decision

To ensure a CTS scheme for working age people for 2024/2025 is agreed by full Council by 11 March 2024.

### 1. Introduction

- 1.1. We operate a scheme known as Council Tax Support (CTS) to help working age people on low incomes with the cost of their council tax bills by awarding a discount on their bill. There is a national set of regulations for the CTS Scheme for customers who have reached pension age.
- 1.2. The CTS regulations<sup>1</sup> require us to decide our own CTS scheme for working age people which we must review and agree each financial year, taking into account the impact on vulnerable groups and incentivising work. The CTS regulations also set out the process we must follow when reviewing and agreeing our scheme<sup>2</sup>. We must first consult with our major Preceptors (Norfolk County Council and the Police and Crime Commissioner), then decide a draft CTS scheme to go to public consultation. Once the consultation has closed the final CTS scheme must be agreed by full Council by March, before the start of the new financial year.
- 1.3. We are responsible for the CTS Scheme administration for both working age and pension age customers, but only for designing the scheme for working age customers. Central government contributes towards our administrative costs, but there is no separate funding for the CTS schemes themselves. CTS schemes are treated as a council tax discount and the financial impact is shown in Band D equivalent properties as part of our annual taxbase calculation, which then feeds into the Financial Plan. More information on the financial implications is at section 3.
- 1.4. Our current working age CTS scheme principles are included at Appendix B. These are based on the rules for the old national Council Tax Benefit (CTB) scheme which CTS replaced in 2013 and use many of the same principles as the ongoing Housing Benefit scheme. This makes the scheme easier for our customers to understand, and more straightforward for us to administer.
- 1.5. We also have our own categories of 'protected groups' where a customer's CTS is calculated using the national set of regulations, as these are currently more generous than our local scheme. This is intended to help people who would not be able to increase their income to cover the cost of their council tax bill by working. The protected groups include households with children under the age of five and those receiving Carer's Allowance. The full list is in Appendix B.
- 1.6. The CTS rules are complex, but our rules generally follow the national Pension Age Scheme rules. There are some exceptions to this where we have put our own local rules in place and these are shown below:

	<b>Our Local Scheme</b>	<b>Our Protected Scheme</b>	<b>National Pension Age Scheme</b>

<sup>1</sup> S13A(2) Local Government Finance Act 1992

<sup>2</sup> Schedule 1A 3(1) Local Government Finance Act 1992

Maximum Level of Support	84%	100%	100%
Capital Limit	£6,000	£16,000	£16,000
Weekly Deduction for a Non-Dependant:			
Not working	£10	£4.60	£4.60
Weekly Earnings under £236	£10	£4.60	£4.60
Weekly Earnings between £236-£410	£10	£9.40	£9.40
Weekly Earnings between £410-£511	£10	£11.80	£11.80
Weekly Earnings above £511	£10	£14.15	£14.15
Any other not included above	£10	£0	£0
Weekly Earnings Disregard:			
Single	£15	£15	£5
Couple	£20	£20	£10
Disabled or Carer	£30	£30	£20
Lone Parent	£35	£35	£25
Self-employed people – earnings used	Minimum income floor <sup>3</sup>	Actual earnings	Actual earnings
Second Adult Rebate <sup>4</sup>	None	Included	Included

1.7. Our overall CTS Scheme has remained largely unchanged since it started in 2013. Certain rules have been amended to reflect wider welfare reform changes, including amendments to the Housing Benefit rules and the introduction of Universal Credit, although there have been fewer changes in recent years as the pace of welfare reform has slowed. The maximum level of support under our Local Scheme was raised from 75 per cent to 84 per cent from 1 April 2022.

1.8. There have been no significant welfare reform changes in the current year that need to be reflected in the CTS for 2024/2025.

## 2. Options Considered

2.1. The CTS Scheme for working age people is a local scheme and we can decide on our own rules. There are several options which can be considered for the 2024/2025 scheme:

### 2.2. Option 1: Make the CTS Scheme more generous by using the Protected Scheme rules as the rules for the Local Scheme

- We could consider changes to the principles of the existing CTS scheme model to bring the Local and Protected Schemes in line and make our Local Scheme more generous. This would increase the maximum level of support under our CTS scheme from 84% to 100%.

<sup>3</sup> Instead of using actual earnings we use an assumed earnings amount based on the number of hours worked, multiplied by the national minimum wage.

<sup>4</sup> Certain people who do not qualify for CTS can receive a discount of up to 25% if they have a second adult living with them who is on a low income.

- There is a growing trend across England for local authorities to make their CTS schemes more generous in response to the cost of living crisis. In 2023/2024 29 authorities increased their level of support, and around a third of CTS schemes now cover up to 100% of a household's council tax bill.
- Another reason to align the schemes is the wider rollout of Universal Credit (UC). People in protected groups are often identified by their entitlement to certain benefits, but over the next two years these benefits will end and be replaced by UC. This means we will not be able to identify these households as needing protection and they may lose out on support if the two schemes are not aligned.
- There are currently 5,240 working age households claiming CTS, and 3,700 (over 70%) of these are in a protected group, with 1,540 assessed using our Local scheme rules. This option would increase the CTS for these 1,540 households, reducing their council tax bills.
- The changes to bring the schemes for the two groups into line would include:
  - Increasing the maximum weekly council tax bill that is paid under the scheme to 100%:  
This would mean all working age people could receive CTS for up to 100% of their council tax bill (people who have excess income, for example if they have earnings above the disregard as shown in Appendix B, may receive less than 100% CTS).
  - Raising the Capital Limit:  
Under our Local Scheme the maximum amount a household can hold in capital (money, shares and savings) is £6,000. Raising this to £16,000 would be in line with the Protected and Pension Age Schemes and would mean more people are able to claim CTS.
  - Changing Non-Dependant Deductions:  
To align both schemes the non-dependant deduction rates will need to be changed. The deductions for the non-protected groups would be aligned with the two other schemes so the same deductions are applied to all customers.
  - Changing the treatment of Self-employed people:  
The rules for earnings for self-employed people would be amended to mirror those for the protected groups and pension age schemes
  - Re-introducing Second Adult Rebate  
The numbers of people qualifying for this discount are generally low, and it has been removed for our Local Scheme. This would be reinstated in line with the Protected and Pension Age schemes.
  - Retaining the more generous Earnings Rules and War Pension rules  
The extra £10 weekly earning disregard would be retained for our Local scheme and we would continue to disregard War Pensions.
- Making these changes would mean that Non-Protected Groups would be assessed using the same rules as Protected Groups, so this distinction could be removed, simplifying the scheme for both staff and customers.



We would then have one single, more generous Local Scheme for all Working Age people and the separate national scheme for all Pension Age people.

- Making these changes will increase the amount of CTS awarded and will adversely impact on the taxbase. It is estimated the additional impact will be equivalent to 123.7 Band D properties. This could increase as more people are able to apply as they now meet the criteria, particularly with the increased capital limit.
- Further information on the financial implications of the additional awards is at section 3.

### **2.3. Option 2: Reduce the taxbase impact of the CTS Scheme by reducing the Protected Groups**

- We could consider reducing the taxbase impact of the working age CTS scheme by reviewing who is included in a Protected Groups as listed in Appendix B (except for Pension Age people) and using the less generous Local CTS Scheme rules to calculate their CTS. This would mean they could only receive CTS to cover up to 84% of their council tax bill.
- The CTS regulations require us to consider the impact of our scheme on vulnerable groups, so removing some of the protections and paying less CTS would mean these households will have to pay more towards their council tax bills.
- To remove all the protections and limit the maximum amount of CTS to 84% for those in a protected group would increase the taxbase by an additional 360.5 Band D properties but would mean 3,700 households would have to pay more council tax. More information is at section 3.

### **2.4. Option 3: Alternative Models for Support**

- There are also alternative CTS scheme models that can be considered for our working age scheme, such as a banded discount scheme, where a set percentage discount is awarded based on a person's income and household.
- Changing our scheme to an alternative model will involve significant changes and financial disruption for our customers, and inevitably there will be winners and losers. It would also mean the rules for working age customers were different to those for pension age customers, and different to the rules for Housing Benefit, adding administrative complexity. There would also be a direct cost for upgraded software and professional support.

### **2.5. Option 4: No change**

- The CTS Scheme does not have to be changed and can continue with the same rules and principles as for 2023/2024.

## **3. Financial Implications of Proposal**

### **3.1. Position for the 2023/2024 CTS Scheme**

- The table below shows the impact of the CTS Scheme on the 2023/2024 taxbase. CTS is treated as a council tax discount and the financial impact is expressed in Band D equivalent properties as part of our annual taxbase calculation.
- The taxbase is the measure of how much council tax we can raise in the borough, so the calculation also includes an adjustment for other discounts and exemptions, including the 100% property exemptions and 25% single resident discounts. CTS is shown separately.
- The taxbase calculation for 2023/2024 is shown below:

	<b>Borough Taxbase 2023/2024</b>
<b>2023/2024 Taxbase</b>	<b>03/10/2022</b>
Total Dwellings	74,810.0
Exemptions and Discounts	8,127.8
Dwellings after Exemptions and Discounts	66,682.2
Band D Equivalents	57,776.5
Band D Equivalents for Council Tax Support	5,172.6
Band D Equivalents after Council Tax Support	52,603.9
Band D Equivalent for Class O	380.5
<b>Council Tax Base</b>	<b>52,984.4</b>

- The taxbase then feeds into the Financial Plan and the calculation of our funding position:

	<b>Proposed Estimate 2023-24</b>
<b>Borough Spend</b>	<b>24,919,510</b>
Contributions to/(from) General Fund Balance	(2,631,810)
<b>Borough Requirement</b>	<b>22,287,700</b>
Revenue Support Grant	(952,100)
Rural Service Delivery Grant	(485,690)
New Homes Bonus	(14,560)
Other Government Grants	(1,144,020)
<b>Taxation</b>	
Business Rates	(12,068,520)
Business Rates Reserves	0
Collection Fund Surplus	0
Council Tax Band D	£ 143.87
<b>Council Tax Base</b>	<b>52,984</b>
Council Tax	(7,622,810)
<b>Funding Position</b>	<b>0</b>

- The actual amount of CTS awarded, and therefore the financial impact on our income, can be calculated by multiplying the number of Band D properties by the Band D council tax charge.
- This can be calculated as a total figure, or for individual Preceptors by multiplying by their own band D council tax charge. These figures for the current year 2023/2024, reflecting the maximum level of support being set at 84% for non-protected groups, are shown below.

<b>Current Scheme</b>	<b>Band D Council Tax</b>	<b>Budget Impact</b>
<b>Reduction in Band D Equivalent Properties 2023/2024</b>		<b>5,172.6</b>
Norfolk County Council	£ 1,592.64	£ 8,238,090
Police and Crime Commissioner	£ 302.94	£ 1,566,987
<b>Borough Council</b>	<b>£ 143.87</b>	<b>£ 744,182</b>
Parish / Town Councils	£ 74.53	£ 385,514
<b>Total</b>	<b>£ 2,113.98</b>	<b>£ 10,934,773</b>

### 3.2. Impact of the options outlined at section 2

- **Option 1:** Making the rules for the Local Scheme for non-protected groups the same as the more generous scheme for Protected Groups and increasing the maximum level of support to 100% will award an estimated additional £261,500 in CTS (our share £17,797) and reduce our taxbase by an estimated 123.7 band D properties. The financial impact for the Preceptors is shown below:

<b>Option 1 - More Generous Scheme (see 2.1)</b>	<b>Band D</b>	<b>Budget Impact</b>
<b>Option 1 - Additional Reduction in Band D Equivalent Properties</b>		<b>123.7</b>
Norfolk County Council	£ 1,592.64	£ 197,010
Police and Crime Commissioner	£ 302.94	£ 37,474
<b>Borough Council</b>	<b>£ 143.87</b>	<b>£ 17,797</b>
Parish / Town Councils	£ 74.53	£ 9,219
<b>Total</b>	<b>£ 2,113.98</b>	<b>£ 261,500</b>

- **Option 2:** Reducing the maximum CTS award for all Protected Groups from 100% to 84% reduces the CTS awarded by £762,000 (our share £51,859) and increases our taxbase by an estimated 360.5 band D properties. The financial impact for the Preceptors is shown below:

<b>Option 2 - Reviewing the Protected Groups (see 2.2)</b>	<b>Band D</b>	<b>Budget Impact</b>
<b>Option 2 - Increase in Band D Equivalent Properties</b>		<b>(360.5)</b>
Norfolk County Council	£ 1,592.64	(£574,083)
Police and Crime Commissioner	£ 302.94	(£109,198)
<b>Borough Council</b>	<b>£ 143.87</b>	<b>(£51,859)</b>
Parish / Town Councils	£ 74.53	(£26,865)
<b>Total</b>	<b>£ 2,113.98</b>	<b>(£762,000)</b>

- **Option 3:** It is not possible to estimate the impact on the taxbase of Option 3 without more extensive modelling work and incurring additional costs.
- **Option 4:** There would be no additional impact on the taxbase for Option 4.

- The estimated taxbase used in the Financial Plan for 2023/2024 is 52,984 Band D properties.
- The actual current taxbase figure for 2023/2024 is 53,593, 609 Band D properties more than the estimate. The projection for 2024/2025 is 53,284 band D properties and this will be reviewed in October 2023 for 2024/2025.
- The growth in the taxbase is due to an increase in new domestic properties being added to the council tax list plus changes to discounts and exemptions (284 Band D equivalent properties), and a reduction in the number of people claiming CTS (325 Band D equivalent properties).
- This growth is sufficient to offset any additional impact of changes to the CTS Scheme.

#### **4. Council Tax Support Consultation**

- 4.1. Norfolk County Council and the Norfolk Police and Crime Commissioner have been contacted for their comments on the scheme. Norfolk County Council responded on 6 July 2023 and their response is included at Appendix C. Norfolk Police and Crime Commissioner has not yet responded.
- 4.2. The draft CTS scheme public consultation will run for six weeks during September and October 2023. The consultation will primarily be online however paper copies of the questionnaire are available on request. The consultation will be publicised on our website, via email alerts and social media, and will also be sent to Members and Parish / Town Councils to draw to the attention of their local residents.
- 4.3. In response to feedback from the 2023/2024 scheme consultation, the consultation questions will be refreshed and reworded to make them easier to understand, and to attempt to promote more interest and responses.
- 4.4. The results of the consultation will be fed into the reports for the approval of the final CTS scheme. The final scheme still requires approval by full Council and will be taken to the Corporate Performance Panel and Cabinet before being recommended to Council.

#### **5. Corporate Priorities**

- 5.1. The CTS scheme supports the promotion of Social Mobility and Inclusion for our residents.
- 5.2. Recommending an option where the scheme is made more generous will increase the income of over 1,500 local residents but will adversely affect the Financial Plan. Alternatively making the scheme less generous will have a positive impact on our finances but would mean more people have to contribute towards their council tax bill.
- 5.3. Due to the budget setting timetable we must agree a CTS scheme for working age people for the 2024/2025 year by January 2024.

#### **6. Any other Implications / Risks**

- 6.1. The budget impact of the CTS scheme is based upon the household numbers described above which form the basis of the Financial Plan. The impact will be affected by the changing circumstances and demographic of our taxpayers; for example household welfare, age mix, additional households entering our tax base.
- 6.2. In the current economic climate the risk assessment cannot be neutral but it is considered that there is sufficient flexibility in our financial structure to withstand any adverse impact.
- 6.3. The impact of the CTS scheme is, and will continue to be, operationally reviewed monthly and reported to Members annually in October.

## **7. Equal Opportunity Considerations**

7.1. The pre-screening Equality Impact Assessment (EIA) is included at Appendix B. A full EIA was completed as part of the Cabinet Report of 7 September 2016.

7.2. Members should be aware of the potential equality Impacts of changes to the scheme, and a summary of these is below.

### **7.3. Option 1:**

- Maintains the more generous CTS support for those in vulnerable groups and those with relevant protected characteristics
- Will provide more help to customers not in vulnerable groups or covered by equality considerations
- Has a negative impact on the council's finances

### **7.4. Option 2:**

- Reduces financial support available through CTS for those in vulnerable groups and potentially for those with relevant protected characteristics
- Maintains the same level of support for customers not in vulnerable groups or covered by equality considerations
- Has a positive impact on the council's finances

### **7.5. Option 3**

- Equality impacts can only be explored if and when an alternative CTS Scheme model is chosen

### **7.6. Option 4**

- No new equality considerations, however the rollout of UC may mean those who should be in a Protected Group can no longer be identified and lose out on a more generous level of support.

7.7. A further EIA will be completed as part of the reports for the final CTS Scheme for 2024/2025 after the consultation has closed.

## **8. Conclusion**

8.1. Cabinet is asked to decide on their preferred option for a draft CTS Scheme for 2024/2025 to go to public consultation.

## **9. Personnel Implications**

9.1. None

## **10. Environmental Considerations**

10.1. None

## **11. Statutory Considerations**

11.1. We are required to agree a CTS Scheme for the 2024/2025 financial year by 11 March 2024, although in practice it has to be agreed by January 2024 as it forms part of the council's taxbase and budget setting process.

## **12. Declarations of Interest / Dispensations Granted**

12.1. None

## **13. Background Papers**

14.2. None

**Appendix A: Pre-Screening Equality Impact Assessment**



Name of policy/service/function	<b>Local Council Tax Support Scheme 2024/2025</b>				
Is this a new or existing policy/ service/function?	Continuation of, and updates to, an existing Policy				
Brief summary/description of the main aims of Policy being screened.  Please state if this policy/service is rigidly constrained by statutory obligations	Council Tax Support is a discount given to residents on a low income to help with the cost of their council tax bill. The council is free to agree its own local scheme for the discount for working age people.				
<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 <b>according to their different protected characteristic</b>, 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>		Positive	Negative	Neutral	Unsure
	Age	√			
	Disability	√			
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
Other (eg low income)	√	√			
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
2. 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?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	There are protections for those who have a disability, caring responsibilities, children under 5 or are pension age.			
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b>	Joanne Stanton				
<b>Job title</b>	Revenues and Benefits Manager				
<b>Date</b>	28 June 2023				

## Appendix B: Principles of the 2023/2024 CTS Scheme

Our current CTS scheme assesses people's income against an allowed amount, called an 'applicable amount'. If their income is less than the applicable amount they receive full CTS, subject to a 25% contribution if they are working age and not in a protected group. If it is more than the applicable amount their CTS is reduced by 20p for every extra £1.

### Our current CTS Scheme Principle:

An equal cut is made to everyone apart from those in a protected group.

The key points are:

- Working Age people have their CTS calculated based on 84% of their weekly CTS bill)
- A weekly £10 deduction is made for each non-dependent regardless of their income
- The maximum amount of Capital allowed is £6,000
- No Tariff Income is assumed for capital under £6,000
- Self Employed people are assumed to have an income of at least the minimum wage
- There is no Second Adult Rebate

To fulfil the requirement to consider vulnerable groups, CTS will be paid based on the national, more generous scheme for the following groups:

- Those who have reached the qualifying age for State Pension Credit (under central government rules)
- Households with at least one child under the age of 5
- Those entitled to the Disability Premium, the Disabled Child Premium or the Carer Premium as part of their needs calculation
- Those in receipt of Carer's Allowance, Attendance Allowance or Constant Attendance Allowance
- Those receiving Working Tax Credit including a disability element
- Those in the Employment and Support Allowance Support group
- Those in receipt of Disability Living Allowance or Personal Independence Payment
- Those in receipt of Carer's Allowance

The CTS scheme also includes incentives to find work. People are allowed to keep an extra £10 (above the national limit) before their CTS is affected. This is known as a disregard and the amounts are:

- |                       |     |
|-----------------------|-----|
| • Single              | £15 |
| • Couple              | £20 |
| • Disabled or a Carer | £30 |
| • Lone Parent         | £35 |

We also have a local income disregard as below:

- War Pensions will be fully disregarded in the income calculation

### General CTS Scheme Rules

- In all other areas the CTS Scheme rules will follow the rules for working age Housing Benefit claims



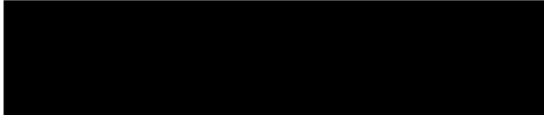
## Appendix C

### Norfolk County Council – Consultation Response



Director of Financial Management  
County Hall  
Martineau Lane  
Norwich  
NR1 2DW

Joanne Stanton (via email)



Please ask for: Harvey Bullen



06 July 2023

Dear Joanne,

#### **Norfolk County Council response to Borough Council of King's Lynn & West Norfolk 2024-25 Council Tax Support Scheme Consultation**

Thank you for your email of 27 June 2023. The County Council appreciates the opportunity to input into the consultation. Our comments on the options are as follows –

#### **Option 1 - Make our working age CTS Scheme more generous so it is the same as the national pension age scheme and awards up to 100% support**

The County Council is sympathetic to the challenges facing local [tax payers](#) and the impact of the current cost of living crisis, but on balance opposes this proposal because it is essential to maintain council tax income levels to continue to provide vital services for the public. We would therefore have concerns about any proposal reducing the taxbase and the resulting reduction in council tax income to fund services.

#### **Option 2 - Review our Protected groups (who receive more generous levels of CTS) and reduce the maximum support for some or all groups to 84%**

The County Council is sympathetic to the challenges facing local [tax payers](#) and the impact of the current cost of living crisis, but on balance supports this proposal. We are supportive of changes that will increase taxbase and provide increases in council tax income to fund service delivery.

#### **Option 3 - Consider an alternative model for our CTS scheme such as a banded discount scheme based on household composition and income bands**

The County Council neither supports [or](#) opposes this proposal at this stage. It is difficult to comment without understanding the proposed approach and potential implications of any change.

**Option 4 - No change – the current CTS scheme continues for 2024/2025**

Norfolk County Council's position remains that its preference would be for all Norfolk billing authorities to move towards a consistent Council Tax Support Scheme across the county on the following basis:

1. To limit Council Tax Support discount to occupants of properties no higher than Band D Council Tax.
2. To work with district colleagues across the County to establish the cap for the Council Tax Support discount for working age claimants at a uniform amount in Norfolk, suggested at 75% of the maximum Council Tax charge.

I am aware that this harmonisation will not be delivered by the current proposals, but would encourage you to consider these principles again for any future revisions to the Council Tax Support Scheme. The County Council would be very happy to facilitate county wide discussions to achieve this objective.

Kind regards,

Harvey Bullen  
Director of Strategic Finance

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Discretionary /	Be entirely within Cabinet's powers to decide		NO	
	Operational	Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
Lead Member: Leader E-mail: <i>Cllr.Terry.Parish@west-norfolk.gov.uk</i>			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Debbie Gates E-mail: <i>Debbie.Gates@west-norfolk.gov.uk</i> Direct Dial: 01553 616605			Other Officers consulted: Management Team Trade Unions		
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications YES	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 1<sup>st</sup> August 2023

**PAY AWARD 2023/24**

<p><b>Summary</b></p> <p>The Council's annual pay increase for all employees is locally determined, having regard to national pay and labour market information. This paper recommends the pay increase for 2023/24 and outlines the budget implications.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Members determine that:             <ol style="list-style-type: none"> <li>a) An increase of £1925 or 5% (whichever is the greater) be applied to all salary points.</li> <li>b) A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1<sup>st</sup> April 2023. This payment to be paid in 12 monthly instalments with effect from April 2023.</li> <li>c) The top points of all grades (not individual salaries) are increased by the maximum applicable percentage increase (10.38%) with effect from 1<sup>st</sup> October 2023. This will not have an immediate financial impact but will assist with future recruitment and retention.</li> </ol> </li> <li>2. Changes to annual leave and working hours are not implemented as part of the local Pay Award as any changes to terms and conditions that are negotiated nationally would continue to apply to our employees.</li> </ol>
---

## Reason for Decision

To implement an annual pay increase for employees that balances the requirement to make financial savings with the need to recruit and retain good quality employees.

## 1 Background

1.1 The Council's annual pay increase for all employees has been locally determined since 1991. The overall context for the 2023/24 Pay Award is inflation at levels described by the Bank of England as "too high". CPI levels reached 10% in July 2022 and remained at this figure or above until April 2023, when it fell to 8.7% and remained in May 2023. RPI peaked at 14.2% in October 2022 and reduced to 11.4% in April 2023 and 11.3% in May 2023. The Bank of England projects that CPI will fall to around 5% by the end of 2023 and meet the 2% target by late 2024.

1.2 Pay increases over the past 5 years are detailed below:

2018/19	2% and a minimum wage of £8.50 per hour
2019/20	2% and a minimum wage of £9.00 per hour
2020/21	2.5% and a minimum wage of £9.25 per hour
2021/22	2.5% and a minimum wage of £9.50 per hour
2022/23	£1925 or 4% and a minimum wage of £10.50 per hour

## 2 General Pay and Prices

2.1 The latest Retail Prices (RPI) figure for May 2023 reduced to 11.3% from 11.4% in April 2023. The Consumer Price Index (CPI) remained at 8.7% in May, having reduced to that figure in April from 10.1% in March 2023. Data for the previous 5 years is shown below:

	RPI (July)	CPI (July)
2022	12.3%	10.1%
2021	3.8%	2%
2020	1.6%	1%
2019	2.8%	2.1%
2018	3.2%	2.5%

2.2 The Office of National Statistics (June 2023) reports that average growth in pay (excluding bonuses) for the period February to April 2023 was 7.2%, which demonstrates the continuing gap between wage growth and price growth.

2.3 The National Living Wage increased to £10.42 per hour with effect from 1<sup>st</sup> April 2023. The Real Living Wage Foundation promotes a higher hourly rate to meet the everyday needs of workers. This is called the "Real Living Wage"

and is currently £10.90 per hour. The Council's lowest wage rate under these proposals would be £11.59.

### **3 National Negotiations**

3.1 The National Pay Settlement for 2022/23 was an increase of £1925 or 3.88% on all pay points, which resulted in a minimum wage of £10.50 per hour from 1<sup>st</sup> April 2022, increased to £10.60 per hour from 1<sup>st</sup> April 2023.

3.2 The Trade Unions have submitted their pay claim for 2023/24, with the most significant elements outlined below:

- A pay increase of inflation (RPI) plus 2%
- Consideration of a flat rate increase to hourly rates of pay to bring the minimum rate up to £15.00 per hour within 2 years.
- An additional day of annual leave.
- A reduction in the working week to 35 hours.
- Introduction of a homeworking allowance.

The National Employers have responded to this claim by offering an increase of £1925 or 3.88% on all NJC pay points from the 1<sup>st</sup> April 2023, resulting in a minimum hourly rate of £11.59.

This offer has been rejected by the 3 main Local Government Unions and ballots for industrial action are currently taking place.

### **4 Other Public Sector Settlements**

#### **a. NHS Support Staff (settlement)**

- A permanent 5% increase on all pay points
- A one off, non-consolidated cost-of-living payment starting at £1,655 and rising in value up the pay bands
- A lowest pay point of £11.45 per hour

#### **b. Nurses (settlement)**

- A permanent 5% increase on all pay points
- A one off, non-consolidated payment that starts at £1,891 and rising in value up the pay bands. This comprises an element equivalent to 2% of salaries and a backlog bonus.

#### **c. Civil Service (offer)**

- An average pay increase of 4.5%, with a further 0.5% at lower pay bands.
- A flat rate non-consolidated cost-of-living payment of £1,500.

#### **d. Teaching Staff (offer)**

- An average pay increase of 4.5%, with 7.1% for starting salaries.
- A flat rate non-consolidated cost-of-living payment of £1,000.

## 5 Proposal

- 5.1 The Authority has made budget provision for a 5% annual pay increase for all employees from the 1<sup>st</sup> April 2023, together with separate provision for increases in the minimum rate of pay. It is recognised that increases in both RPI and CPI over the past 18 months are resulting in significant cost of living pressures, which are being reflected in recent pay claims and awards across both the public and private sectors. Inflation over the 2 years from April 2021 to April 2023 totals 17.7% (CPI) and 22.5% (RPI), whereas the impact of last years' pay award combined with proposals for the current year range from 22% at the bottom of the pay scales falling to 9% for employees paid £48,000 or above, with 14.5 % for employees on the median salary. A non-consolidated lump sum payment made to all permanent and temporary staff in post on 1<sup>st</sup> April 2023, with a contract for at least 12 months would recognise the gap between wage and price growth experienced by employees over this period and, in particular, the differential impact of high food and energy inflation on the lowest paid employees. This would not result in permanent budgetary pressures for the duration of the current financial plan.
- 5.2 We continue to balance the requirement to make financial savings with the need to recruit and retain good quality employees and labour market pressures persist to make this more challenging across a range of professional, technical, specialist and managerial roles. The Council uses a range of approaches to respond to recruitment and retention challenges, including a proactive training and development programme, use of apprentices and progression schemes for professional roles. Hybrid and flexible working is also offered as appropriate to specific job roles, but the ability to offer competitive salaries is a critical response in a competitive labour market, particularly for roles where we recruit from outside the local area.
- 5.3 Experience from recent recruitment processes has highlighted an increasing need to both advertise and offer starting salaries which are significantly further through pay grades than was the case prior to the pandemic in order to secure applicants and to agree terms with successful candidates. This is particularly significant for specialist, professional and senior management roles, where increasing numbers of employees are now appointed within the top third of the grade. Benchmarking of technical, professional and managerial level roles advertised over the past year against comparable roles within other local authorities confirms that the lower third of our current pay grades at PG09 and above fall below the range offered by comparable employers.
- 5.4 The impact of flat rate pay awards erodes differentials between grades and action to increase the top of pay scales will offer the flexibility to review pay grade ranges to both facilitate retention of existing staff and ensure that salaries advertised during recruitment processes remain competitive.
- 5.5 It is therefore recommended that:
- An increase of £1925 or 5% (whichever is the greater) be applied to all salary points;

- A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1<sup>st</sup> April 2023. This payment to be paid in 12 monthly instalments from April 2023.
- The top points of all grades (not individual salaries) are increased by the maximum applicable percentage increase (10.38%) with effect from 1<sup>st</sup> October 2023. This will not have an immediate financial impact but will assist with future recruitment and retention.

## 6 Consultation and Trade Union Comments

Comments from Unison are attached at Appendix 1.

The proposals will also be considered by the Alive West Norfolk Board on 20<sup>th</sup> July. Comments from the Board will be made available when the report is presented to Corporate Performance Panel (24<sup>th</sup> July) and Cabinet (1<sup>st</sup> August) and will be attached at Appendix 2.

## 7 Financial Implications

- 7.1 The proposal exceeds the current budget provision for 2023/24 (which allowed for 5% increase) with the estimated additional costs set out below:

Proposal	2023/24
£1925 or 5%	£360340
£750 flat rate payment	£454800
<b>TOTAL</b>	<b>£815140</b>

- 7.2 However, the council set aside £862k in earmarked reserves to allow for the pay award in 2022/23 which was able to be met from within turnover savings in year. Therefore, these reserves are available to support the proposal for 2023/24 with the financial impact from 2024/25 being incorporated into budgets through the upcoming budget setting process.

- 7.3 The current Medium Term Financial Plan estimates a budget gap in 2026/27. This is due to a number of uncertainties as set out in the Medium Term Financial Plan approved by Council in February 2023. The financial impact of the pay award on future years will need to be addressed as part of the proposals on closing the gap going forward.

- 7.3 This proposal also impacts on Alive West Norfolk where the costs are estimated to be as follows:

Proposal	2023/24
£1925 or 5%	£144592
£750 flat rate payment	£145605
<b>TOTAL</b>	<b>£290197</b>

- 7.4 It is anticipated that Alive West Norfolk will meet the cost of the pay award from within their own resources. However, due to the current cost of living impact on the economy, this may not be possible and it is too early in the year to confirm this. Therefore, it is recommended that funding is set aside from the underspend in 2022/23 as a contingency to support any shortfall if necessary. This is included in the separate outturn report to Cabinet on 1 August 2023.

## **8 Statutory Considerations**

There are no statutory considerations, other than the requirement to pay the National Living Wage.

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

An Equality Impact Assessment pre-screening form has been completed and is attached to this report.

## **9 Risk Management Implications**

- 8.1 As set out in Section 7 above, the recommendations can be met from within current reserves with a contingency proposed for Alive West Norfolk.
- 8.2 The recommendation incorporates a minimum hourly rate of £11.59, which exceeds the both the current National Living Wage and the “Real Living Wage”.
- 8.3 An alternative approach for the current year would be to delay implementation of our local pay award until the National Pay negotiations have concluded. This will significantly delay payments to staff, who are relying on the increased salary, with backdated payments to 1<sup>st</sup> April 2023) to help them cope with ongoing rises in the cost of living.

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

None.

## **11 Background Papers**

None.



**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	2023 Pay Award
Is this a new or existing policy/service/function?	Existing
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service is rigidly constrained by statutory obligations	The Council's annual pay increase for employees is locally determined, taking local, regional and national pay and labour market information in consideration. This report outlines the recommendations for a pay award for the 2023/24 year.  The proposals reflect the Council's ongoing commitment to match the bottom point of local pay grades to the minimum national local government pay scales.

Question	Answer				
<p><b>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 according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>	Positive	Negative	Neutral	Unsure	
	Age			√	
	Disability			√	
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
Other (low income)	√				

Question	Answer	Comments
<p><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?</p>	No	
<p><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes	<p>The Council recognises the difficulties faced by its lowest paid employees and introduced an organisational minimum wage in 2014, which has been updated annually. The proposals for the 2023 pay award include consideration of a decision made as part of the 2022/23 national local government pay settlement to delete the lowest point on the national pay scale wef 1/4/23. The impact of matching this revised bottom of the national pay scales has been factored into the proposals put forward for the 23/24 pay award to maintain our commitment to our lowest paid staff.</p>
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes	<p><b>Actions: Impact is positive so further action is not required.</b></p> <hr/> <p><b>Actions agreed by EWG member:</b>  <b>...Becky Box.....</b></p>
<p><b>Assessment completed by:</b></p> <p><b>Name</b></p>	<p><b>Debbie Gates</b></p>	
<p><b>Job title</b></p>	<p><b>Executive Director</b></p>	
<p><b>Date</b></p>	<p><b>22<sup>nd</sup> June 2023</b></p>	

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**

**UNISON response to pay award 2023/24**

Following the Joint Employee Committee meeting on 1<sup>st</sup> August UNISON have consulted members and can confirm that the majority of members (95%) who responded to our survey, responded to:

- ACCEPT the pay proposal on the condition that if the national (NJC) award is more favourable, that an adjustment is made to revise and backdate it this year.

*Clarification was given that 'more favourable' would be if the final NJC settlement is more than 1% higher.*

Two other issues were raised which do not affect the budget:

- The £750 cost of living payment should be made in a single lump sum unless employees opt to have this paid monthly.
- Talks on the 2024/25 pay award should start as soon as 2023/24 is settled.

UNISON have informally notified management of the request for a single lump sum in order to help with payroll planning, as members are keen to ensure that these discussions do not cause any further delays and that the pay award be made as soon as possible.

UNISON members welcome the weighting given to employees on lower pay scales together with the cost-of-living payment and recognise that this award would increase the minimum wage to above the real living wage. These go a small way to addressing the effective pay cut caused by pay increases that have not kept in step with inflation. Members requested that the cost-of-living lump sum be paid in a single payment unless they specifically opt out. This will help with household budgeting, especially increased food and energy costs and the increased costs of travel including work travel which is not fully met at HMRC mileage rates.

UNISON also welcome the change to the higher end of pay scales as members have requested measures to help with recruitment and retention of experienced employees. This will go some way to recognising the dedication to the role, and training and development that loyal employees undertake to maintain skills and competency.

Following the JEC meeting UNISON carried out a survey of members on the pay award and also their living costs so that the findings can be considered as part of this pay award and in discussions on pay for 2024/25. A summary of responses to the pay award is below together with information gathered to understand how the responses represent our membership's jobs, pay and gender.

Question	Percent
I ACCEPT the pay proposal above on the condition that if the national (NJC) award is more favourable, that an adjustment is made to match it this financial year.	95%
I REJECT the pay proposal above and understand that this may require action from	5%

members.	
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Responses were received from members in the following categories:

<b>Working pattern</b>	<b>Percent</b>
I am a full-time worker	78%
I am a part time worker	21%
Prefer not to say	1%
<b>Salary</b>	
Less than £10,000 per year	1%
£10,000 to £20,000 per year	15%
£21,000 to £35,000 per year	54%
£36,000 to £50,000+ per year	28%
Prefer not to say	2%
<b>Gender</b>	
Female	60%
Male	37%
Prefer not to say	3%

## **ALIVE WEST NORFOLK BOARD OF DIRECTORS MEETING – 20 JULY 2023**

### **PAY AWARD 2023/24**

Becky Box attended the meeting for this item and presented the Pay Award proposals for 23/244.

The Board were presented with background information on the Terms and Conditions of Alive West Norfolk staff, which currently mirrored those of Borough Council employees in respect of pay award.

The proposals as set out in the Cabinet report were considered by the Board and it was noted that these proposals had been discussed with Unison.

The financial implications and impact on Alive West Norfolk budgets were noted.

**RESOLVED:** The Board supported the proposals for the Pay Award for Alive West Norfolk Staff as set out below.

- a) An increase of £1925 or 5% (whichever is the greater) be applied to all salary points.
- b) A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1<sup>st</sup> April 2023. This payment to be paid in 12 monthly instalments with effect from April 2023.
- c) The top points of all grades (not individual salaries) are increased by the maximum applicable percentage increase (10.38%) with effect from 1<sup>st</sup> October 2023. This will not have an immediate financial impact but will assist with future recruitment and retention.

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/ Operational	Be entirely within Cabinet's powers to decide <b>YES</b>		
		Need to be recommendations to Council <b>NO</b>		
		Is it a Key Decision <b>NO</b>		
Lead Member: E-mail:		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Stuart Ashworth E-mail: stuart.ashworth@west-norfolk.gov.uk Direct Dial: 01553-616417		Other Officers consulted: Geoff Hall – Director Environment & Planning		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment: NO	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting: 1 August 2023

**CONTINUATION OF THE BOROUGH COUNCIL AS PART OF THE CNC BUILDING CONTROL PARTNERSHIP**

**Summary**

This report seeks to agree confirmation of the continuation of the Local Authority Building Control (LABC) function carried out by CNC Building Control on behalf of the Borough Council, so that it continues for another 5 years.

The Participation Agreement for the provision of Building Control Services is reviewed and updated every 5 years, and it is now due for renewal/review. It was last reviewed/renewed at Cabinet in April 2018.

The current participation agreement involves 5 Local Authorities, namely South Norfolk district Council, who host the Building Control function on behalf of all the partner authorities, Broadland District Council, Norwich City Council, King's Lynn and West Norfolk Borough Council, and Fenland District Council.

The Building Control function has been carried out by CNC on behalf of the Borough Council since October 2010, when the Borough Council joined the partnership. It is considered to work well, and has offered significant financial savings to the Council during the course of its operation.

**Recommendation**

- 1) That the Council continues to be part of the CNC Building Control partnership for the next 5 years.
- 2) That authority be delegated to the Executive Director – Environment & Planning, in consultation with the portfolio holder for Development and Regeneration to agree the full details of the CNC partnership agreement.

## **Reason for Decision**

To ensure the continued provision of a statutory Local Authority Building Control function through the CNC Building Control partnership.

### **1.0 Background**

- 1.1 In October 2010 the Borough Council entered into a partnership agreement to join CNC Building Control, for it to provide the statutory local authority building control function. At the time the partnership was made up of South Norfolk Council, Broadland District Council and Norwich City Council. Fenland District Council became the last Council to join the partnership in 2014. CNC is hosted by South Norfolk Council, with its base being the new joint Council Offices with Broadland Council on the outskirts of Norwich, and there is also a western area office at the Boathouse in Wisbech, covering the King's Lynn and Fenland areas.
- 1.2 Building Control operates in a competitive market, and customers can choose who to employ to obtain Building Regulations approval, which could include Approved Inspectors, the NHBC and other Local Authorities. However Local Authorities must still provide a Building Control function, and are responsible for issues such as dangerous buildings, and other non-fee earning work
- 1.3 CNC now wish all of the partners to agree to the next updated Participant Agreement, and continue in the Partnership for the next 5 years. The CNC Board, made up of councillors from the five partner authorities, have already agreed in principle to continue, subject to the internal processes in each partner authority.
- 1.4 One of the main reasons for joining CNC in 2010 was the ongoing and increasing costs to the Council of carrying out the Building Control function. The estimated deficit for the last financial year the service was run in house was circa £133,000. At the time of the original agreement with CNC, the charge for providing the service was circa £89,000 per annum, which represented a significant saving. At the time of joining CNC it was hosted by Broadland Council, but this changed to South Norfolk Council in 2013, who provided a better financial offer to the partners at the time. The cost of SNDC is a cost to the whole partnership but this is covered within the trading account. The individual charge to the Borough Council for the year to the end of 2023 was £62,000, which covered non-fee earning activity such as dangerous building visits and cover, FOI work and plan checking.
- 1.5 Given the above it is clear there have been significant ongoing savings through CNC carrying out the Building Control function on the Council's behalf.
- 1.6 Another reason for joining and remaining in the partnership is economies of scale. A strong and well-resourced partnership will help to provide resilience in a competitive market. Cover can be provided and jobs properly resourced, which is essential in the development/construction industry.



## **2.0 Options Considered**

- 2.1 **Option 1 – Take back the function in-house.** The main alternative option is to take the Local Authority Building Control function back in house. However this would potentially be costly, as well as disruptive and would take a lot of time and resource to do this. Importantly it would not allow the savings CNC Building Control has provided to be realised. There would also be major logistical challenges in doing this and it would require significant investment to be able to provide a competitive and supported service. It should also be noted that a new service would be in competition with CNC.
- 2.2 **Option 2 – Tender for alternative provider.** This is a potential option but there would be the expense of going through this process, as well as additional costs of paying for that function. It is highly unlikely that the costs would be less than the current partnership charges paid by the Council, given the need for a private company to deliver a profit. There is also the significant risk of no providers being interested in the carrying out the function on behalf of the Council.
- 2.3 **Option 3 – Continue to operate within the CNC Building Control partnership.** This is the most realistic and financially sensible option, which would give the least disruption and provide continuity of service, especially for customers. The existing arrangements are considered to work well and have provided significant savings to the Borough Council. In addition, the CNC Building Control partnership has allowed enhanced working through investment in technology, income generation through being better placed to win competitive work over a much wider area. There has also been a reduction in individual Council support service demands.

## **3.0 Policy Implications**

- 3.1 N/A

## **4.0 Financial Implications**

- 4.1 The costs to the Council of CNC carrying out the Building Control function on behalf of the Council will be £62,000 (plus an allowance for inflation) for the next 5 years. This is considered to be significantly more cost effective than the council running its own building control service.

## **5.0 Personnel Implications**

- 5.1 There are no additional personnel implications with this recommendation.

## **6.0 Environmental Considerations**

- 6.1 None specific to this proposal, as the building regulations are set nationally.

## **7.0 Statutory Considerations**

- 7.1 This will allow the statutory Local Authority Building Control function to continue to be carried out on behalf of the council, by CNC Building Control, which it has since 2010.

**8.0 Equality Impact Assessment (EIA)**  
(Pre screening report template attached)

8.1 Pre-screening EIA attached to this report.

**9.0 Risk Management Implications**

9.1 This is considered to be positive given the robustness of the existing CNC partnership arrangement and the advantages it provides, including increased resilience within a competitive environment.

**10.0 Declarations of Interest / Dispensations Granted**

10.1 None.

**Background Papers**

Previous Cabinet Report on continuation of the CNC partnership - April 2018

DRAFT

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Continuation of CNC Building Control carrying out the Council's statutory Building Control function				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations	To provide a Building Control function for the Borough Council. This is a statutory requirement.				
<b>Question</b>	<b>Answer</b>				
<p><b>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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>2. 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?</b>	No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b> If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	N/A	<b>Actions:</b> N/A			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by:</b> <b>Name:</b> Stuart Ashworth					
<b>Job title:</b> Assistant Director – Environment & Planning	<b>Date:</b> 11/5/2023				

**REPORT TO CABINET**

<b>Open/Exempt</b>		Would any decisions proposed:			
<b>Any especially affected Wards</b>	Mandatory/ Discretionary/ Operational	Be entirely within Cabinet's powers to decide		<del>YES</del> /NO	
		Need to be recommendations to Council		YES/ <del>NO</del>	
		Is it a Key Decision		<del>YES</del> /NO	
Lead Member: Cllr Terry Parish, Leader E-mail: <a href="mailto:cllr.terry.parish@west-norfolk.gov.uk">cllr.terry.parish@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Alexa Baker, Monitoring Officer E-mail: <a href="mailto:alexa.baker@west-norfolk.gov.uk">alexa.baker@west-norfolk.gov.uk</a> Direct Dial: 01553 616270		Other Officers consulted: Lorraine Gore, Chief Executive and Returning Officer			
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment <del>YES</del> /NO If YES: Pre-screening/ Full Assessment	Risk Management Implications <del>YES</del> /NO	Environmental Considerations <del>YES</del> /NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 1 August 2023

**Subject: Temporary appointment of Borough Councillors to Parish Councils****Summary**

The Borough has over 100 Parish Councils in its area (Town Councils are treated as Parishes for the purpose of this report). The vast majority of those Councils collect precepts as part of Council Tax. In the event of those Parish Councils becoming inquorate, for example due to mass resignations or because an insufficient number of candidates submitted nomination papers to stand for election, this will render the Parish Council unable to take any decisions, including around the public funds that it holds.

The Local Government Act 1972 contains a provision designed to address this issue, providing that district Councils (i.e. the Borough Council) may appoint its own Councillors temporarily to make the Parish council quorate until there are a sufficient number of Parish Councillors, which will enable business to continue in the interim.

**Recommendation**Recommendation to Full Council

Council delegates to the Returning Officer the power to issue Orders under Section 91 (1) of the Local Government Act 1972 appointing Borough Councillors temporarily to Parish Councils, when required, after consultation with the proposed Borough Councillor(s) and their Group Leader (where relevant).

## **Reason for Decision**

To streamline the process for making Orders under section 91(1), so as to protect public funds held by Parish Councils and to ensure ongoing governance of Parish Councils for the benefit of the residents of the Borough, in circumstances where a Parish Council within the Borough becomes inquorate.

## **1 Background**

- 1.1 Section 91 of the Local Government Act 1972 allows the Borough Council to appoint a sufficient number of Borough Councillors to sit on Parish Councils on a temporary basis, to enable the work of the Parish Council to continue until it has co-opted or elected sufficient Parish Councillors to become quorate.
- 1.2 There have been instances in Norfolk of a series of resignations taking place in Parish Councils, resulting in the Parish Councils becoming inquorate, meaning they were unable to carry out their normal business or to co-opt new members in order to become quorate.
- 1.3 Most recently after elections in May 2023 in this Borough, there were two Parish Councils left inquorate as a result of an insufficient number of candidates submitting nomination papers. A further election process resolved this issue, however had there still been insufficient candidates coming forward, under the legislation the Borough Council could appoint to the Parish Council temporarily to make it quorate, so that Parish Council business could be carried out.
- 1.4 The power of the Borough Council to make a Section 91 Order is a Full Council function. This Council does not currently have any delegation to an officer to exercise this power. It was highlighted after recent elections that this would create delay where this power is proposed to be used, because the Borough Council's first Full Council after elections (excluding Annual Council which has a fixed agenda) is usually scheduled for the July after elections.
- 1.4 Having an officer delegation from Full Council in place would mean that any undue delay could be avoided where the power to make a Section 91 Order needs to be used.
- 1.5 It is proposed that authority to exercise the Section 91 power be delegated to the appointed Returning Officer to avoid any delay in resolving situations where parishes become inquorate. If the power is used, an Officer Delegated Decision would be published along with the publishing of the Section 91 Order.

## **2 Options Considered**

- 2.1 Cabinet may consider making the following recommendations to Full Council:
  - 2.1.1 Approve the delegation of authority to the Returning Officer to decide to make a Section 91 Order.
  - 2.1.2 Do not delegate the power and require individual authorisation from Full Council on each occasion it is proposed to use the Section 91 power.

#### **4 Policy Implications**

None

#### **5 Financial Implications**

None.

For context, Orders to appoint Borough councillors as temporary Parish Councillors may result in expenses from travelling to Parish Council meetings as the appointed Member. But those costs will be the same whether the Orders are made by Full Council or under delegated authority.

#### **6 Personnel Implications**

None.

For context, there will likely be a temporary additional strain on Democratic Services, the section 151 officer, Monitoring Officer and the Chief Executive in supporting Borough Councillors who are appointed to carry out this role. But as above, there are no personnel implications that arise from whether those Orders are made by Full Council or under delegated authority.

#### **7 Environmental Considerations**

None.

#### **8 Statutory Considerations**

Section 91 (1) of the Local Government Act 1972 provides this power to Borough Councils to make these appointments to Parish Councils to make them quorate, but this is discretionary, not a mandatory requirement.

#### **9 Equality Impact Assessment (EIA)** (Pre-screening report template attached)

No direct impact.

#### **10 Risk Management Implications**

This power will not directly affect risk management for the Borough Council but indirectly averts governance issues escalating at parish level which could ultimately impact on the Borough Council.

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

None

## **12 Background Papers**

None

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Operational	(a) Be entirely within cabinet's powers to decide YES			
		(b) Need to be recommendations to Council		NO	
		(c) Is it a Key Decision		NO	
Lead Member: Cllr Terry Parish E-mail: cllr.terry.parish@west-norfolk.gov.uk		Other Cabinet Members consulted:			
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327		Other Members consulted:			
Financial Implications NO		Policy/Personnel Implications NO	Statutory Implications No	EIA required NO	Risk Management Implications NO
		Environmental Considerations No			

Date of meeting: 1 August 2023

**CABINET TASK GROUPS**

**Summary**

To set up the following new 5 Member Cabinet Task Groups:

- Food Production;
- Hospital post funding;
- West Norfolk's Wash Coast.

Task Group numbers have been agreed as:

5 – 2 Ind, 2 Con and 1 Lab

7 – 3 Ind, 3 Con and 1 Lab

9 – 4 Ind, 3 Con and 2 Lab

**Recommendations**

1) That officers be instructed to seek membership from Group Leaders for the new 5 Member Cabinet Task Groups for 2023/24.

2) That the Terms of Reference for the Tasks Groups be prepared in advance of the meetings taking place.

**Reason for Decision**

To set up the new task groups

**1 BACKGROUND**

Cabinet is invited to agree to set up the following 3, 5 members Task Groups.

- Food Production;
- Hospital post funding;
- West Norfolk's Wash Coast.



The terms of reference of the task groups are to be agreed

**2 POLICY IMPLICATIONS**

None

**3 FINANCIAL IMPLICATIONS**

Payment of mileage to attend the meetings.

**4 STATUTORY CONSIDERATION**

None

**5 RISK MANAGEMENT**

None

**6 ACCESS TO INFORMATION**

**REPORT TO CABINET**

<b>Open/Exempt</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Mandatory/	Be entirely within Cabinet's powers to decide		NO	
	Discretionary /	Need to be recommendations to Council		YES	
	Operational	Is it a Key Decision		YES	
Lead Member: Cllr Alexandra Kemp E-mail:		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Nikki Patton E-mail: Nikki.patton@west-norfolk Direct Dial:		Other Officers consulted:			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 1<sup>st</sup> August 2023

**LOCAL AUTHORITY HOUSING FUND**

**Summary**

This report provides information on the funding offered to BCKLWN in June 2023 through Round 2 of the Local Authority Housing Fund (LAHF). The programme has been established by the Department for Levelling Up, Housing and Communities (DLUHC) to support Local Authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Afghan resettlement and relocation schemes.

The Council has been offered grant to acquire 7 homes for Afghan households and 1 property for the council to use as temporary need to meet wider homelessness needs. This is subject to acceptance of terms by the Council through a Memorandum of Understanding. The purpose of the report is to seek approval to accept the grant, provide the required match funding and inform the Cabinet of the requirements of the grant funding and potential delivery options.

**Recommendation**

Recommendations to Full Council:

1. The Council will enter a Memorandum of Understanding (Appendix 1) with DLUHC based on the attached prospectus for the Local Authority Housing Fund Round 2 (appendix 2)
2. The Council will accept the total sum of £868,000 offered to the Council

by DLUHC under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set out in the report and attached prospectus.

3. The Council will commit match funding of up to £952,000 to deliver the 7 homes.
4. The Council will seek to maximise the Flexible Housing Fund to reduce the overall match funding required from the Council.
5. Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Housing People and Communities to negotiate and agree the final terms of contract with DLUHC under which the grant will be accepted.
6. The Council will purchase up to 7 properties on the basis of a subsequent freehold transfer to West Norfolk Housing Company subject to agreement from West Norfolk Housing Company.
7. Authority is delegated to the Assistant Director (Regeneration, Housing and Place) and portfolio holder for Communities to provide grant funding from the Local Authority Housing Fund to Freebridge Community Housing in the event that they agree to bring an identified long term empty property back into use as detailed in the report.
8. The Council agrees to the principle of allocating 6 of the properties acquired through the fund to eligible Afghan households in accordance with the existing Local Lettings Plan. 1 property will be used as temporary accommodation.

### **Reason for Decision**

The recommendations will ensure that the opportunity presented by the Local Authority Housing Fund to deliver affordable housing in the borough will be fully realised and will help to relieve pressures on the council's homelessness services.

## **1 Background**

1.1 The Department for Levelling Up, Housing and Communities released details of Round 2 of the Local Authority Housing Fund in June 2022. The funding is primarily designed to support selected local authorities to obtain and refurbish (where necessary) property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes:

- Afghan Citizen Resettlement Scheme (ACRS),
- Afghan Relocations and Assistance Policy (ARAP),

1.2 The objectives of Round 2 of LAHF are to:

- Provide sustainable housing to those on Afghan resettlement schemes at risk of homelessness so that they can build new lives in the UK, find employment and integrate into communities.

- Reduce local housing pressures beyond those on Afghan resettlement schemes by providing better quality temporary accommodation to those owed homelessness duties by local authorities.
  - Reduce emergency, temporary and bridging accommodation costs.
  - Reduce impact on the existing housing and homelessness systems and those waiting for social housing.
- 1.3 Funding has been allocated to local authorities based on a formula taking into the level of housing pressure and the number of Afghan individuals in bridging hotels. BCKLWN have been allocated £868,000 to provide a minimum of 6 homes for eligible Afghan households and 1 property for use as temporary accommodation to meet the Council's wider housing needs. Local authorities accepting the funding are expected to deliver on both elements of the funding.
- 1.4 This fund will complement the existing Afghan resettlement scheme delivered by Norfolk County Council.
- 1.5 There are around 3,999 Afghans currently living in Home Office bridging accommodation although none currently in this borough. The Home Office is bringing accommodation within all bridging hotels in the country to an end by the end of August 2023. Any Afghan households leaving bridging accommodation at this time without suitable alternative accommodation are likely to approach local authorities for housing assistance. These households will be able to make a homeless application to any local authority, as they are unlikely to have a local connection to any area, they would be owed a duty by whichever local authority they choose to approach. It is possible that some of these households could choose to approach BCKLWN. In these circumstances, they could be housed in accommodation acquired through the LAHF scheme.
- 1.6 The main principle behind the funding is to alleviate pressures on existing homelessness systems.
- 1.7 In 2022 all local authorities received a letter from the Home Office, asking all local authorities in England to support the resettlement efforts of asylum seekers including Afghans to ensure that the responsibility does not fall disproportionately on a small number of local authorities.
- 1.8 The target date for delivery of homes is 31<sup>st</sup> March 2024. There is an expectation that contracts to acquire homes will be exchanged by this date. Due to the timescales, the expectation is that most homes will be delivered through acquiring existing private stock or homes on new developments currently under construction. Whilst these timescales are challenging, it will ensure that the homes can respond to the needs of eligible households.

- 1.9 The homes will be of a type and price to ensure they can be delivered as affordable housing. In order to meet the housing needs of those eligible, the homes should be within the borough's towns. Many of the eligible Afghan households require larger homes. However, data from the Home Office shows that there is also a need for 2 and 3 bedroom homes. It is currently anticipated that the properties will be a mix of 2, 3 and 4 bed homes.
- 1.10 The aspirations of the Fund in relation to future longer-term use of the homes is for them to become part of the wider affordable housing stock. The type and locations therefore need to be suitable to meet the wider housing needs of the borough. Consideration also needs to be given to the condition, ongoing maintenance costs and energy efficiency of properties.
- 1.11 The approach will be to assess the suitability of properties available on the open market taking into account the above factors. This approach will add an additional 7 properties to the affordable housing stock.
- 1.12 Discussions have also been held with Freebridge Community Housing regarding the potential to use the funding to bring a larger long term empty home that they own back into the use. This would enable the delivery of a larger property within the ambitious timescales whilst also achieving good value for money.
- 1.13 In order to accept the funding, the Council is required to sign a Memorandum of Understanding (MOU). DLUHC had originally indicated that the Memorandum of Understanding had to be signed by 14<sup>th</sup> August 2023. However, it has now been confirmed that the full allocation will be made available if the MOU is agreed shortly after the 14<sup>th</sup> August. The 1<sup>st</sup> tranche of funding (30% of the allocation) will be released shortly after entering into the MOU with the remaining allocation paid once 60% of the initial tranche has been spent.

## **2. Tenure**

- 2.1 The homes delivered through this fund will be affordable/low-cost housing to support wider local authority housing and homelessness responsibilities for the remainder of their lifetime.
- 2.2 Tenancies could be either assured (lifetime) tenancies or fixed term tenancies.
- 2.3 Whilst the homes could be delivered as private rented housing at reduced rents, the above requirements are more aligned with social housing and there may be subsidy control issues if the funding is used

by an organisation other than a Registered Provider of Social Housing. Further, if properties are disposed of, the funding will continue to be required to be used for affordable housing.

- 2.4 Whilst the properties will be initially acquired by the Council, the intention is that they will be transferred to West Norfolk Housing Company, the Council's wholly owned Registered Provider of Social Housing at such time as funding arrangements are in place.
- 2.5 West Norfolk Housing Company lease properties that they own to Broadland Housing Association under an agreement that has existed for approximately 5 years. Broadland Housing have agreed that they will lease properties acquired through the scheme from the Council on the same terms as they use with West Norfolk Housing Company. Under these arrangements, Broadland would be the landlord for the properties and would carry out full management and maintenance duties.
- 2.6 In the case of the 1 potential property delivered via Freebridge, they would retain ownership and continue to manage and maintain the property after completion of works. Freebridge would be required to enter into a legal agreement with the Council to ensure that any grant is used in accordance with the funding requirements.
- 2.7 The fund provides the opportunity to deliver additional affordable housing to assist with these potential housing pressures.
- 2.8 Although the properties will have to be used for the defined cohort, in the long run they could be used by the wider community. The funding will increase the stock of affordable housing in the borough.

### **3. Options Considered**

- 3.1 The Council can choose to accept the grant from DLUHC and provide the 7 homes under the terms set out above or reject the grant.
- 3.2 If the Council chose to reject the funding due to the required terms including the timescales, it could endeavour to provide additional accommodation without this funding to respond to the increased housing pressures that are being experienced. This would have capital greater capital funding implications for the Council.

### **4. Policy Implications**

- 4.1 Due to the eligibility criteria for the fund, 6 of the homes must be allocated to eligible homeless Afghan households. On 27<sup>th</sup> June 2023 Cabinet endorsed a Local Lettings Plan to be used to allocate homes

acquired through LAHF Round 1, including 2 homes for Afghan families.

- 4.2 It is proposed to extend this lettings plan to cover the 6 homes for Afghans funded through LAHF Round 2. In accordance with the Council's Social Housing Allocations Policy, this will need to be approved by the West Norfolk Homechoice panel.

## **5. Financial Implications**

- 5.1 The grant funding can amount to up to an average of 40% of capital costs plus £20k per property. This means there is a requirement for match funding.
- 5.2 The grant allocation is based on an average costs per property of £260,000 . Based on this average, match funding of £952,000 would be required to provide the 7 homes.
- 5.3 Additional funding is available to local authorities housing eligible homeless Afghan households. Local Authorities can claim up to £7,100 per person through the Flexible Housing Fund. This funding can be used as match funding for the LAHF scheme. It is estimated that this could amount to £177,500. However, the final amount will depend on the size of households accommodated. This would reduce the match funding required by the council to £774,500.
- 5.4 Based on an indicative mix of properties, it is estimated that the 7 homes would have a social housing value of circa £831,400. This broadly represents an amount that the Council could sell the homes to another affordable housing provider. This demonstrates that the scheme will deliver good value for money.
- 5.5 Match funding could also come from various sources including the following
- Borrowing by the Council or West Norfolk Housing Company covered by the rental income from the properties
  - Funding provided by Freebridge Housing to bring the 1 property identified above back into use.
  - Other available sources of capital funding
- 5.6 The Council will also receive an additional £9,150 per eligible Afghan household accepted as homeless.
- 5.7 The 1 property acquired for temporary accommodation will be used by the Council to help meet statutory homelessness duties. This will help reduce the council's need for inappropriate Bed and Breakfast accommodation. An additional unit of temporary accommodation for families would provide more appropriate accommodation for homeless

families and could save the council circa £36,000 per year in bed and breakfast costs.

5.8 An amendment will be made to the council's Capital Programme to reflect the capital requirements of the scheme.

5.9 It is expected that the rental income stream will cover the borrowing requirements for the match funding.

## **6. Personnel Implications**

6.1 None

## **7. Environmental Considerations**

7.1 Due to forthcoming regulations relating to energy efficiency, it is essential that homes acquired either have an EPC rating of C or above or can be brought up to a C rating without significant works.

## **Statutory Considerations**

The fund will provide accommodation which will assist the Council to meet its statutory homelessness duties.

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

(Pre screening report template attached)

Full EIA to Follow

## **9 Risk Management Implications**

The potential risks and implications associated with the grant are discussed below:

- The target date for completion is challenging and failure to deliver homes within the 2023/24 financial year may lead to funding being clawed back. The MOU requires the council to use best endeavours to deliver homes within the timescales. Any clawback would only apply to unspent/uncommitted grant funding. It should be noted that the requirement is to have contracts exchanged by the end of March 2024, properties can be occupied at a later date.

The following associated risks are identified

- Risk of not meeting the housing needs of the funds eligible households and fulfilling statutory functions.



- Risk of not meeting wider housing and homelessness pressures

These associated risks both risk the increasing use of inappropriate and expensive temporary accommodation in particular bed and breakfast.

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

Duncan Hall - Director of West Norfolk Housing Company  
Lorraine Gore – Secretary of West Norfolk Housing Company

## **11                    Background Papers**

Appendix 1 - Draft Memorandum of Understanding  
Appendix 2 - Prospectus for Local Authority Housing Fund Round 2

Available at - <https://www.gov.uk/government/publications/local-authority-housing-fund-round-2/local-authority-housing-fund-round-2-prospectus-and-guidance>

Appendix 3 - Financial Modelling based on indicative property mix (exempt)

(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)

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function					
Is this a new or existing policy/service/function?	New / Existing (delete as appropriate)				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>					
<b>Question</b>	<b>Answer</b>				
<p><b>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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
Other (eg low income)					





# Equality Impact Assessments

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## Full Impact Assessment Form

### 1. What is the service area(s) and who is the lead officer?

Service Area – Strategic Housing  
Assistant Director – Duncan Hall  
Lead Officer – Nikki Patton  
Assisted by – Karl Patterson

### 2. What change are you proposing?

The acceptance of capital grant funding offered to BCKLWN through Round 2 of the Local Authority Housing Fund for the acquisition of 7 new affordable homes. These homes would be to provide longer-term sustainable accommodation for households from Ukraine and Afghanistan who have arrived in the UK via resettlement schemes and are now at risk of homelessness or are currently housed in unsuitable accommodation.

The homes will assist the council to respond to increased pressures from these arrivals on the existing housing and homelessness systems particularly as bridging accommodation arrangements come to an end. The homes will also add to the borough's affordable housing stock and will be used to meet wider housing needs in the longer term.

The decision regarding acceptance of the funding will be made by Council on 24th August and a Memorandum of Understanding with DLUHC must be signed shortly after.

Properties will be allocated using the existing Letting Plan which was endorsed by Cabiner on 27th June.

**3. How will this change help the council achieve its corporate business plan objectives (and therefore your Directorate/service objectives)?**

The funding and will enable new affordable housing to be delivered which will help to achieve the following Corporate Business Plan Objectives.

**Continue to deliver all statutory services to an appropriate standard within available resources, whilst also responding to the priorities set out in the Corporate Business Plan.**

- The homes will accommodate those at risk of homelessness thereby assisting the Council to meet its statutory homelessness duties.
- 1 of the homes will be used as temporary accommodation, reducing the need to place homeless families in inappropriate Bed & Breakfast accommodation

**Assist our residents to maximise their opportunities by accessing the support and services they are entitled to**

- The homes will enable those who have already arrived in the UK having fled war torn countries to access longer-term sustainable and appropriate accommodation.

#### 4. What is your evidence of need for change?

- Funding has been allocated by the Department for Levelling Up, Housing and Communities to local authorities and supports the Government's commitment to supporting those who have fled conflict and the need to ensure the effective resettlement and integration of refugees into local communities. The funding available is specifically to address this need – which has been identified nationally.
- The acceptance of the funding is discretionary but comes with specific terms including the use of the homes to accommodate eligible households from Afghanistan. The new homes will respond to increasing pressures on the council's Housing Services resulting from recent arrivals of these households through government resettlement schemes.
- There are around 3,999 people across the UK currently living in Home Office bridging accommodation who are being resettled via the Afghan Relocations and Assistance Policy and the Afghan Citizens Resettlement Scheme. These people have been served notice to leave this accommodation by the end of August 2023. It is likely many of these people will approach local authorities, including BCKLWN for housing assistance.

**5. How will this change deliver improved value for money and/or release efficiency savings?**

- The properties will enable sustainable accommodation to be offered to households at risk of homelessness or currently in unsuitable accommodation. These needs would otherwise have to be met by the existing housing stock. Pressures on the existing housing stock may mean that without these homes, households would have to be placed in inappropriate and relatively expensive temporary accommodation such as bed and breakfast.
- The homes will add to the long-term stock of affordable housing in the borough
- The match funding required is expected to be less than the social housing value of the homes (the amount that the homes could be sold to another provider of social housing).

**6. What geographical area does this proposal cover?**

- Homes are expected to be acquired within the 3 towns, King's Lynn, Downham Market and Hunstanton in order to provide access to services such as schools, GPs, transport links etc
- The exact location of the homes is currently unknown. This will be informed by consultation with the Persons From Abroad team but will also depend on property availability and price
- There are no cross-boundary implications

## 7. What is the impact of your proposal?

- An additional 7 affordable homes will be acquired
- 6 households at risk of homelessness or housed in unsuitable accommodation, who will require housing assistance from the council, will be housed in longer-term sustainable accommodation
- 1 property will be available for use as temporary accommodation, reducing the need for the Council to place homeless households in inappropriate and costly Bed and Breakfast accommodation.
- Wider housing needs will be met by the homes in the longer term

In considering our proposals we have been mindful of our legal responsibilities, as set out in the Equality Act 2010, which seeks to protect the rights of individuals and advance equality of opportunity for all. This particular funding is targeted at specific potentially disadvantaged groups in our local community, and it has therefore been necessary to consider how we fulfil our role with regards equalities, as a community leader and as service provider in west Norfolk.

The Equality Act places a requirement on all Local Authorities to comply with the Public Sector Equality Duty (PSED) in the exercise of their functions, to have due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Having 'due regard' means giving consideration to:

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

There is a risk that this proposal could impact on the relationships between residents who share a protected characteristic and those who do not. However, the proposals have due regard to minimising disadvantage and taking steps to meet the needs of people from protected groups due to the specific circumstances of those who will benefit from them. The risk is greater if the specific purpose and limitations of the funding are not clearly explained and communicated. Therefore, steps to mitigate potential negative impacts are critical.



**8. What data have you used to support your assessment of the impact of your proposal?**

Around 3,999 Afghans are currently in Home Office bridging accommodation such as hotels (Source – Letter from Secretary of State for Defence dated 7<sup>th</sup> July 2023) ). None of these are currently in the borough. of these are currently in the borough. However, they some may approach the council for Housing Assistance.

Formula

Forma

**9. What consultation has been undertaken/will need to be undertaken with stakeholders/ groups directly or indirectly impacted by the proposals and how do you intend to use this information to inform the decision?**

Persons from Abroad team at NCC will be consulted in relation to the type and location of homes to be acquired.

Ward members will be notified if homes are acquired in their areas via member briefings.

Wider services such as Police and other statutory services will be made aware of the scheme at a strategic level via the Persons From Abroad Strategic Meetings

Wider consultation with relevant parties will be undertaken when formulating policies for allocation of the homes.

**10. Are there any implications for other service areas?**

Implications of the scheme on other services will be minimal except for the following teams

- New homes will help to relieve pressures on the Housing Needs service area.
- Allocation of homes to Afghan households may increase perception that Allocations Policy is unfair. This may impact on the Housing Needs team and CIC in terms of enquiries.
- Communications team are aware of the scheme and will be kept up to date with any developments to enable proactive communications
- Property Services will assist with the acquisition of homes for the scheme
-

**11. What impact (either positive or negative) will this change have on different groups of the population?**

It should be noted that the Council will have the responsibility for addressing the housing needs of any eligible Afghan households approaching the Council, with or without the additional funding. Accessing the additional funding therefore enables existing funding to address other housing pressures within the wider community

- Positive impact based on Race/Nationality – The new homes will increase access to sustainable housing for eligible Afghan households at risk of homelessness.
- These households are disadvantaged by barriers to accessing private rented accommodation due to requirements for references, credit checks and guarantors that they may be unable to provide due to their recent arrival in the UK.
- If perceptions that these households are gaining favourable treatment ahead of existing communities are allowed to develop, this may lead to increased community tensions. It is possible that this could result in hate crimes against Afghan households.
- The allocation of the new homes to eligible households from Afghanistan is a requirement of the grant funding which will be used to acquire the homes.
- Without the new affordable homes, the housing needs of these households would have to be met in other ways. This is likely to be through the existing affordable housing stock. This would increase pressures on the existing stock and disadvantage existing communities.
- Longer term, the additional housing will become available to support the wider community, increasing the stock of affordable housing in the borough, supporting local families on low income.
- This policy will not impact significantly on the general local housing market
- The policy will not negatively impact on local services as these households are already within the community
- Norfolk County Council will provide wrap around support to Afghan households accommodated through the scheme

**12. What actions could be taken to mitigate the adverse impacts identified in question 11? Please clearly state if any actions cannot be mitigated.**

Effective Communications regarding the scheme to highlight benefits to the wider population of additional affordable housing stock and dispel perceptions of negative effect on existing communities could help to minimise any increase in community tensions.

The communications team will play a key role and does this by supporting the dissemination of positive stories about how new communities are settling in. For example, how they are supporting themselves, getting jobs, contributing to society. Continuing to highlight the plight that these communities may face in the countries from which they have come can help to foster a sense of community spirit and duty towards new communities. In the case of the LAHF, the communications team is not seeking to publicise the scheme, only to be prepared to answer questions about it as they arise

The Communications team will also monitor social media to gather intelligence on public perceptions

**13. How will you monitor the impact of this change?**

The Strategic Housing Team will complete monitoring returns bimonthly for DLUHC. These can also be used to monitor the impact internally; this is likely to include

- Offers accepted, including bedroom size.
- Number of properties where contracts exchanged, including bedroom size; •
- Number of properties occupied, including bedroom size; •
- Number of families housed, including which resettlement programme they belong to; •
- Number of individuals housed, including which resettlement programme they belong to.
- Total expenditure (including grant and other funding).
- Total committed spend (including grant and other funding); #
- Government grant used

**14. Other Staff Involved in Assessment (including Corporate Equality Group Representatives), and comments from Equality Work Group Reps**

This equality impact assessment is a further development of the assessments previously undertaken to support the first round of the Local Authority Housing Fund process. Equality working group members were fully consulted on and contributed to the development of the initial EIA's and this further development of the assessment reflects the specifics of the Round 2 application process. The EWG chair has reviewed these further revisions and had the opportunity to add further comments if required.

**Assessment Completed By:**

**Job Title:**

**Date:**

# MEMORANDUM OF UNDERSTANDING

*Between*

**Department for Levelling Up, Housing and Communities**

*-and-*

**Kings Lynn and West Norfolk Borough Council**

## **1. Purpose**

- 1.1. This Memorandum of Understanding ('MOU') sets out the agreed working relationship between the Department for Levelling Up, Housing and Communities ('DLUHC') and Kings Lynn and West Norfolk Borough Council ('the Council') regarding the administration and delivery of the Local Authority Housing Fund - second funding round ('LAHF R2').
- 1.2. This MOU will be for the period Q1-Q4 2023/24. It will be reviewed and updated only where either of the signatories deem it necessary, in which case it will require joint agreement. Further detail on changing the MOU is set out in Paragraph 5.4.
- 1.3. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in Section 3 of this agreement.

## **2. Background**

- 2.1. LAHF R2 was launched on 07 June 2023. The details of the fund were shared on that date with the Council in the document 'Local Authority Housing Fund - second funding round Prospectus and Guidance' ('the Prospectus').
- 2.2. LAHF R2 is a £250m capital grant fund to:
  - provide sustainable housing for those on Afghan resettlement schemes (ARAP/ACRS) who currently reside or formerly resided in bridging accommodation
  - ease wider homelessness pressures.
- 2.3. The objectives of LAHF R2 are to:
  - Provide sustainable housing to those on Afghan resettlement schemes at risk of homelessness so that they can build new lives in the UK, find employment and integrate into communities.

- Reduce local housing pressures beyond those on Afghan resettlement schemes by providing better quality temporary accommodation to families owed homelessness duties by LAs.
  - Reduce emergency, temporary and bridging accommodation costs.
  - Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.
- 2.4. DLUHC has accepted the Council’s plan to provide 7 homes (‘the delivery target’) under LAHF R2, and DLUHC will provide a grant of £868,000 (‘the total allocation’). The Council agrees the following targets to deliver at least:
- 6 properties for households that meet the resettlement scheme element eligibility criteria outlined in section 3.2 of the Prospectus;
  - 1 properties to be allocated to households that meet the TA element eligibility criteria outlined in section 3.2 of the Prospectus.
- 2.5. This MOU covers the funding commitments from DLUHC and the delivery, financial expenditure, agreed milestones, reporting and evaluation, and communications between the Parties. It also sets out the steps DLUHC could take in the event of underperformance if required.

### **3. Purpose of the Funding**

- 3.1. LAHF R2 funding has been provided specifically for spending on LAHF R2 priorities and the Council agrees to spend LAHF R2 funding on activity set out in this MOU as agreed by DLUHC or subsequently agreed by DLUHC as per Paragraph 4.4.
- 3.2. DLUHC will part fund the cost of the Council obtaining properties for use by households that meet the eligibility criteria. The Council will use its best endeavours to meet the delivery target and to achieve value for money. DLUHC’s contributory share of funding (‘the average grant rate per unit’) should not exceed the maximum described below but the grant per unit for individual properties can be higher.
- 3.3. The maximum average grant rate per unit (for the portfolio of all properties, not individual purchases) is calculated as 40% of the costs of acquisition or refurbishment that the council charges to its capital budget plus £20,000 per property. Eligible costs funded by the 40% and the £20,000 per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.

- 3.4. The Council can determine how it uses the £20,000 per property and can choose how much of the grant is to be spent on each individual property.
- 3.5. The Council or its delivery partner(s) will fund the outstanding share for each property.
- 3.6. The funding will be provided by DLUHC in two tranches. The 'Tranche 1 allocation' is 30% of the total allocation. The 'Tranche 2 allocation' is 70% of the total allocation. Both are set out in Table 1.

*Table 1 – Funding allocation*

	<b>Tranche 1 allocation</b>	<b>Tranche 2 allocation</b>	<b>Total allocation</b>
<b>Total funding</b>	£260,400	£607,600	£868,000

#### **4. Delivery Profile**

- 4.1. Delivery of the fund will be measured on the basis of exchange of contracts, or equivalent milestone where exchange of contract will not occur, and the number of resettlement scheme households housed. Any variations to this, and necessary changes to the MOU, will need to be agreed by the parties and an amendment to this MOU made.
- 4.2. Funding outlined in Table 1 above is provided to deliver the delivery target. The Council agrees to make best endeavours to meet the delivery target by 29 March 2024.
- 4.3. This MOU is for the full term of the total allocation unless signatories agree to change as per Paragraph 4.4. A further Grant Determination Letter (GDL) will be provided following confirmation of each tranche payment.
- 4.4. DLUHC and the Council both have the right to request a change to the MOU. With regards to changing the target number of units, the Council may ask for either a higher or lower target. Any proposed change will impact the amount of funding received (as set out in the Prospectus) unless the Council is seeking to deliver more units for the same amount of money. Requests will be considered based on the progress of the reallocations process as outlined in Section 5.1 of the Prospectus and confirmed in writing.

## 5. Financial Arrangements

- 5.1. The agreed funds will be issued to the Council as grant payments under section 31 of the Local Government Act 2003. The Council may pass on the funding to a third party (e.g. Registered Providers) as appropriate to deliver the delivery target, complying with the Subsidy Control Act 2022.
- 5.2. Table 2 sets out the timetable for payments to be made to the Council. Payment for Tranche 1 allocation will be made in July 2023 or August 2023. The Tranche 2 allocation will be paid once the Council has demonstrated that at least 60% of the Tranche 1 allocation has been committed ('the spend requirement') via a Section 151 officer Statement of Grant Usage. This will be paid in line with timings outlined in Table 2.
- 5.3. Should the Council not meet the spend requirement for Tranche 2 payments by the dates set out in Table 2 below, DLUHC will consider putting in place further payment dates.
- 5.4. The Council may wish to return unspent monies to the Department.

Table 2 – Payments timetable

Payment milestone	Requirements for payment milestone	Payment by
<b>Tranche 1 payment (30% of total allocation)</b>	<b>EITHER</b> Signing of this MOU by 14 July 2023	Last working day of July 2023
	<b>OR</b> Signing of this MOU by 14 August 2023	Last working day of August 2023
<b>Tranche 2 payment (70% of total allocation)</b>	<b>EITHER</b> Submission of Statement of Grant Usage (demonstrating 60% of the first tranche has been committed) by 9 October 2023  Relevant monitoring information as outlined in section 8 submitted by 9 October 2023	Last working day of October 2023
	<b>OR</b> Submission of Statement of Grant Usage (demonstrating 60% of the first tranche has been committed) by 24 November 2023  Relevant monitoring information as outlined in section 8 submitted by 24 November 2023	Mid-December 2023



## 6. Charging Affordable Rents for LAHF funded homes

- 6.1. The LAHF Prospectus specified “It is up to local authorities to determine the precise rent level and tenure of homes in line with the fund objectives. This could include...Affordable Rent.”
- 6.2. The Rent Standard <https://www.gov.uk/government/publications/rent-standard/rent-standard-april-2023-accessible-version> provides that Affordable Rents may be charged only in limited circumstances.
- 6.3. This MOU records the agreement between the Secretary of State and the Council that relevant accommodation, provided by the Council or a partner Registered Provider pursuant to LAHF grant funding, is permitted to be let at an Affordable Rent, and that accordingly that an Affordable Rent may be charged for such accommodation in accordance with paragraph 3.8b of the Rent Standard - April 2023.
- 6.4. In Paragraph 6.3, “relevant accommodation” means accommodation:
  - in the Council area;
  - which is being used to further the LAHF objectives set out at paragraph 2.3 of the MOU;
  - which has never been let at a social rent; and
  - where the accommodation is provided by a partner Registered Provider, for which the Council has agreed that the partner Registered Provider may charge affordable rent.

## 7. Roles and Responsibilities

### DLUHC Responsibilities

- 7.1. DLUHC is responsible for setting national housing policy, providing grant(s) to the Council and monitoring the delivery of homes.

### Council Responsibilities (fund delivery)

- 7.2. The Council will make housing investment decisions, review existing housing policies and products, maximise leverage of this public sector investment and ensure that funds provide value for money and are deliverable within the timescale of the fund. The Council may work in partnership with private Registered Providers, local authority housing companies or other bodies to deliver homes. The Council will also report on the fund by providing Management Information (MI) as set out in **Annex A** of this MOU and will work with DLUHC to ensure they have the capability to deliver the fund and provide MI within the set timescales.

7.3. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely:

- **subsidy control**, at all levels e.g. the funding the Council allocates to project deliverers and subsidies that project deliverers provide to third parties.
- **equalities duties**, the Council must ensure that all LAHF funded activity is delivered in accordance with its obligations under the public sector equality duty (PSED)
- **procurement**, the Council must ensure that the allocation of funding to project deliverers that constitutes a procurement is managed in compliance with the public contract regulations
- **fraud**, the Council must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have robust fraud risk management process and paying particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses.

7.4. The Council's Section 151 Officer is expected to ensure that these legal duties and all other relevant duties are considered and that delivery of LAHF investment is carried out with propriety, regularity and value for money.

#### Council Responsibilities (Affordable Rents – where required by LAs)

7.5. The Council should note (and remind partner Registered Providers) that conversion of social rent properties to affordable rent is not permitted pursuant to paragraph 3.15 of the Rent Standard other than in the circumstances set out in chapter 2 of the Rent Policy Statement.

7.6. Where the Council has agreed that a partner Registered Provider may charge affordable rent, the Council will confirm to the Registered Provider that the Registered Provider may charge affordable rent in accordance with Paragraph 6.3 of this MOU.

7.7. The Council will require partner Registered Providers to provide details to the Council of any accommodation provided pursuant to LAHF grant funding for which Affordable Rent is charged.

7.8. The Council will maintain a register of any accommodation provided pursuant to LAHF grant funding for which it or a partner Registered Provider is charging Affordable Rent. This register should be available for inspection upon request by either DLUHC or the Regulator for Social

Housing. The fields of information required in register are specified in **Annex C**.

## **8. Monitoring Arrangements and Accountability**

- 8.1. The Council will put in place appropriate governance and oversight arrangements to ensure that delivery of housing is on track and that plans remain ambitious and provide value for money.

### Reporting Arrangements

- 8.2. The Council has agreed to provide reporting information to DLUHC on fund allocations and delivery. The Council will be asked to provide a mix of quantitative and qualitative summary updates to DLUHC; a full list of MI can be found in **Annex A**.
- 8.3. The first report will be due in October 2023 and then every two months thereafter, until the Council's programme has completed. The schedule for monitoring reports is outlined in **Annex B**.
- 8.4. Spend outturn and forecast should be signed off by the Section 151 officer or deputy Section 151 officer.
- 8.5. A Statement of Grant Usage Section 151 officer or deputy Section 151 officer should be submitted when at least 60% of the Tranche 1 allocation has been committed
- 8.6. The Council also agrees to work with the department to provide any reasonable additional MI as and when requested by the DLUHC Senior Reporting Officer (SRO). DLUHC will provide an appropriate amount of time to return any additional MI requests.
- 8.7. The Council agrees to work collaboratively with any requests from DLUHC to support any retrospective assessment or evaluation as to the impact or value for money of LAHF. As a minimum, the Council is expected to monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

## **9. Governance & Assurance**

- 9.1. The Council is expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties, procurement, health and safety, and fraud prevention. The Council has prerogative to establish internal governance and assurance arrangements as they see fit to achieve this.

- 9.2. The Council will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities in relation to LAHF – including, but not limited to, property contracts, professional services contracts, construction contracts and lease agreements:

“Data may be shared with other enforcement agencies for the prevention and detection of crime.”

**Signed for and on behalf of DLUHC**

Signature:

Name:

Position:

Date:

**Signed for and on behalf of Kings Lynn and West Norfolk Borough Council**

Signature:

Name:

Position:

Date:

## **Annex A – Reporting and Monitoring Arrangements**

### **Scope and Purpose**

1. This annex sets out the agreed reporting and monitoring arrangements for LAHF, including the expected frequency and content of the regular reports that the Council will provide to DLUHC.

### **DLUHC Role**

2. DLUHC will support the running of the fund and maintain a national picture of delivery by putting in place a proportionate monitoring and governance framework. This will include a fund governance board(s) attended by the DLUHC Senior Reporting Officer (SRO) and other relevant stakeholders. Wherever possible DLUHC will avoid duplication of requests towards the Council.

### **Council Role**

3. Day-to-day project monitoring and delivery responsibilities will be delegated to the Council. The Council will submit reports to DLUHC in accordance with the agreed timescales and frequency set out in the MoU. The Council will also work with DLUHC to provide any reasonable additional MI required as and when requested by the DLUHC Senior Reporting Officer. DLUHC will provide an appropriate amount of time to return any additional MI requests.

### **Management Information (MI)**

4. The list of MI is split between operational data – required for monitoring the ongoing fund delivery (Table 3) and evaluation data (Table 4) required to assess the strategy-level success of the fund and inform future policy development. Tables 4 and 5 present the required routine MI and is subject to change, with agreement by DLUHC and the Council. For MI purposes, “committed spend” is considered funding which has been allocated to a property where there has been an exchange of contracts or equivalent milestone where exchange of contract will not occur.

*Table 3 – Monitoring Data*

<b>Item</b>	<b>Frequency</b>
Number of properties where contracts exchanged, including: <ul style="list-style-type: none"> <li>• bedroom size</li> <li>• whether located in another borough area</li> <li>• who will own the dwellings</li> <li>• how properties obtained</li> </ul>	Every 2 months
Number of properties occupied/ ready to let, including bedroom size	Every 2 months
Number of resettlement scheme households housed	Every 2 months
Number of pending resettlement scheme properties pre-matched to current/ former bridging hotel households	Every 2 months
Total expenditure (incl grant and other funding)	Every 2 months
Total committed spend (incl grant and other funding)	Every 2 months
DLUHC grant used	Every 2 months
Overall assessment (RAG rated) of whether delivery is on track as determined by the responsible Council officer	Every 2 months

*Table 4 – Evaluation Data*

<b>Item</b>	<b>Frequency</b>
How properties have been sourced (e.g. through stock acquisition or another delivery route)	In April 2024 and thereafter upon request to aid with evaluation of the fund
How the Council has funded its contributory share	
Breakdown of resettlement scheme households housed by previous housing situation, e.g. in bridging hotel, in LA emergency accommodation/temporary accommodation	
Tenancy duration	
Rent levels	
Number of properties obtained outside the local authority's area, if applicable, and where these are located.	

5. In addition, to enable the assessment of relative value for money and to assist with future spending reviews, we may occasionally ask for additional information including details of how the fund is delivered and housing market conditions. This will provide important data to support future policy developments and will also support engagement with HM Treasury. This information will be provided to agreed timeframes when requested by DLUHC.

6. Should the Council wish to amend and/or not collect any of these proposed data points, they should submit a proposal to DLUHC for agreement.

### **Frequency of Reporting**

7. The Council will be asked to provide reports every two months. The schedule for monitoring reports is outlined in Annex B.

### **Data Consistency**

8. DLUHC and the Council have a shared commitment to ensure that, for clarity and transparency purposes, consistent methods of recording outputs are maintained. It is expected that the provided reporting will be robust, accurate and quality assured to a high standard. As such minimal revisions would be expected – although, where these are required, DLUHC should be advised as soon as practical.

### **Use of Material Provided**

9. DLUHC will use the provided material to monitor delivery nationally.

## Annex B – Monitoring Milestones

1. The Council is requested to submit the monitoring information summarised in **Annex A** via a Microsoft Form every two months by 5pm on the dates outlined below. DLUHC will provide the link to the form directly to the Council well in advance of each touchpoint date.
2. In order to demonstrate that the spend requirement has been met to enable a Year 2 payment, the Council will also need to submit a Section 151 Officer Statement of Grant Usage to [LAHF@levellingup.gov.uk](mailto:LAHF@levellingup.gov.uk) in addition to submitting the form by 5pm on the dates outlined below.
3. The Section 151 Officer Statement of Grant Usage only needs to be submitted when the Council wishes to demonstrate the spend requirement has been met, and also at the end of the programme. It does not need to be submitted at every monitoring touchpoint.
4. The Microsoft Form needs to be submitted at every monitoring touchpoint. DLUHC will provide full guidance for submitting the form directly well in advance of each touchpoint date.

*Table 5 – Monitoring Touchpoint Dates*

<b>Monitoring touchpoint</b>	<b>Microsoft Form to be submitted by 5pm on the following dates</b>	<b>Section 151 Officer Statement of Grant Usage required?</b>
Touchpoint 1	9 October 2023	Yes, if LA wishes to enable Tranche 2 payment in October 2023
Touchpoint 2*	24 November 2023	Yes, if LA wishes to enable Tranche 2 payment in December 2023
Touchpoint 3	8 February 2023	N/A
Touchpoint 4	8 April 2023	N/A
Evaluation	April 2024 onwards	N/A

\*this touchpoint has been brought forward slightly earlier than the 2-month mark to account for the holiday period in December



### **Annex C – Register of LAHF accommodation for which an Affordable Rent is charged**

This annex sets out the agreed information which will be contained in the Council’s Register of LAHF accommodation for which an Affordable Rent is charged.

This register should be available for inspection upon request by either DLUHC or the Regulator for Social Housing.

Property address			
Completion date			
Name of Registered Provider			
Registration Code			

(Note: The Council is not required to submit this information as part of regular delivery monitoring submissions.)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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