

Budget



2015/2016

CONTENTS

	Page no.
REVENUE	
Report on General Fund Budget	1-7
General Fund Summary	8-10
Subjective Analysis – Net Cost of Services	11
General Fund Reserve Statement	12-15
Council Tax 2015/16 – Summary	16
Sources of Finance and Spending Graphs	17-18
Council Tax 2015/16 for each Parish	19-23
Employee Numbers and Cost	24
Assets & Leisure	25-35
Community & Development	36-43
Corporate	44-45
Customer Services and ICT	46-50
Planning	51-55
Environmental Health	56-64
Finance	65-70
Organisational Development	71-74
CAPITAL	
Capital Programme	75-88
Capital Bids 2015/16	89-90
FEES AND CHARGES	
Assets & Leisure	91-95
Corporate	96
Customer Services & ICT	97
Planning	98-100
Environmental Health	101-108
Organisational Development	109
GLOSSARY OF TERMS	110-111

1 Introduction

- 1.1 The budget for 2015/16 along with the projections for the following three financial years have been prepared within the context of the current [Corporate Plan](#). The following sections outline the Council's funding forecast and also the context around the detail of the budget and future forecast.
- 1.2 The Financial Strategy covering the period 2015/16 to 2017/18 was presented to Cabinet in September 2014. At that time the forecast budget gap over the next three years was in the region of £1.3 million. This position took account of the following:
- Known spending pressures;
 - Forecast grant reductions in the region of 30% per annum over the period 2015/16 to 2017/18;
 - Council tax freeze for the period of the strategy;
 - Use of 80% of the Council's allocation of New Homes Bonus (NHB) funding in the base budget;
 - A number of work stream savings and additional income including forecast savings from the business transformation programme to commence from 2016/17;
 - The forecast gap was before any assumed use of one-off funding from reserves.
- 1.3 The following commentary present the detail and context within which the budget has been produced. The summary of the budget and service budget details are included from page 27 onwards

2 Local Government Finance Settlement (LGFS)

- 2.1 On 18 December 2014 the Local Government Minister, Kris Hopkins, announced the provisional Local Government Finance Settlement (LGFS) for 2015/16 and launched a consultation on the settlement which ended on 15 January 2015, the position was confirmed in February 2015.
- 2.2 The Government uses a measure of local authority finance called "Revenue Spending Power" which has as its constituent elements the main sources of income (non-service specific) to the Council; i.e. Council tax income, New Homes Bonus and Government Grants. Headline figures for national average changes in revenue spending power compared to 2014/15 are in the region of 1.9%. The comparative figures for NNDC spending power reduction is 4.4%, and for all shire districts is 3.1% reduction. Table 1 below provides a summary of the main elements of Revenue Spending Power.
- 2.3 The key element in terms of external support is the 'Settlement Funding Assessment'. This essentially comprises the Council's Revenue Support Grant (RSG) and the Business Rates baseline funding level (uprated by the Retail Price Index). Table 2 below provides a breakdown of this element.

Table 1 - Revenue Spending Power

Spending Power Components	2014/15 Adjusted £000	2015/16 Provisional £000
Council Tax Requirement (excluding parish)	4,928	4,943
Settlement Funding Assessment	6,273	5,331
Adjustment to reflect Sect'n 31 grants for B Rates Cap	30	43
Community Right to Challenge	8	0
Community Right to Bid	8	0
Indicative Council Tax Freeze Grant 2015/16	0	58
New Homes Bonus	1,267	1,674
New Homes Bonus: returned funding	10	10
Local Council Tax Support & Hsg Benefit Administration Subsidy	583	522
Council Tax Support New Burdens Funding	76	21
Total Estimated 'Revenue Spending Power'	13,183	12,601
Change in estimated 'revenue spending power' 2015/16		(582)
		-4.4%

**Table 2 – Settlement Funding Assessment
(RSG/Baseline funding)**

	2014/15 Actual £000	2015/16 Budget £000
<u>RSG</u>		
Council Tax Freeze Compensation (2011/12)	84	82
Council Tax Support Funding	n/a*	n/a*
Homelessness Prevention Funding	69	68
Efficiency Support for Services in Sparse Areas	57	93
Council Tax Freeze Compensation (2013/14)	58	116
Returned Funding	8	0
	<u>276</u>	<u>359</u>
RSG	3,055	2,045
Total RSG	3,331	2,404
<u>Baseline</u>		
Council Tax Freeze Compensation (2011/12)	58	59
Homelessness Prevention Funding	49	50
	<u>107</u>	<u>109</u>
Baseline	2,765	2,818
Total Baseline	2,872	2,927
TOTAL SETTLEMENT FUNDING		
	6,203	5,331
Year on year reduction £000		(872)
Year on year reduction %		-14.1%

- 2.4 The above table illustrates the settlement funding assessment as announced within the provisional settlement. Total funding (excluding the New Homes Bonus) is expected to reduce by 14% in 2015/16 (compared to 2014/15).
- 2.5 The 2013/14 final settlement introduced total funding of £9.5 million for supporting sparsely populated areas. NNDC's allocation in 2014/15 was £56,738 for both 2014/15 and 2015/16. The provisional settlement figures announced for 2015/16 include an additional £35,835 bringing the total amount for 2015/16 to £92,573.
- 2.6 The LGFS announced that the Council Tax Freeze Grant would be extended for 2015/16 and would be equivalent to a one per cent increase in council tax and for NNDC this equates to £57,912.

2.7 Business Rates Retention – The scheme of Business Rates retention came into operation in April 2013, and no changes to the scheme were announced as part of the 2015/16 settlement. The percentage shares are 50% central government; 40% NNDC and 10% Norfolk County Council. However the income from business rates and the amount retained locally will be affected by the measures announced in the 2014 Autumn statement on 3 December 2014, some of which are a continuation of those provided in the current year:

- 2015/16 Business rate increases will be capped at 2% as opposed to the 2.3% RPI;
- The £1,000 discount for all retail, pubs, cafes (excluding banks and betting offices) with rateable values below £50,000 will be increased to £1,500 for 2015/16;
- Continuation of the doubling of Small Business Rate Relief for a further year (i.e. Until 31 March 2015 properties with a rateable value of £6,000 or less will continue to get 100% relief, as opposed to the usual rate of 50%).

2.8 Local Authorities will be compensated through a section 31 grant for the lost income from the above measures. The amount of the Section 31 grant will not be confirmed until the NNDR returns for 2015/16 have been finalised. The annual National Non-Domestic Rates Return (NNDR1 form) provides an estimate of what the Council will collect in business rate income for the following financial year. The variation between the estimate and the actual is then dealt with through the surplus/deficit on the (business rates) collection fund in the following year, in the similar way to the operation of the Council tax collection fund. The actual position will be influenced by fluctuations in business rate income actually received in the year, for example as a result of appeals and reductions in property rateable value and also new business rate growth. For example a surplus or deficit on the 2014/15 business rates collection fund will be taken into account within the 2015/16 NNDR1 return and determining the respective values of the shares of the business rates income. This will also determine the payment of the levy due from the authority in relation to increases in business rate income compared to the baseline. The future projections for the period 2016/17 to 2018/19 have been informed by the 2015/16 budgeted figures along with annual increases to the baseline funding forecasts.

3 New Homes Bonus (NHB)

3.1 The New Homes Bonus was introduced in 2011/12 to incentivise and reward Councils and Communities that build new homes in their area. The bonus is paid as an un-ringfenced grant for six years and is paid based on the net additional¹ homes plus an additional supplement of £350 per affordable dwelling. The payment is then split between local authority tiers: 80% to the lower tier and 20% to the upper tier.

3.2 The provisional allocation of NHB for 2015/16 for NNDC is £1,683,846 and is based on the council tax data return submitted in October 2014 and represents additions of 236, and a reduction in empty properties of 74. The reduction in empty properties is above the level that was forecast within the projects and has been positively influenced by the proactive work of the Enforcement Board.

3.3 Table 3 below provides details of the Council's allocations of NHB to date.

¹ Net additional homes as recorded on the council tax base return (submitted October annually) takes into growth in property numbers, demolitions and movement in empty properties.

Allocation	2011/12	2012/13	2013/14	2014/15	2015/16
	£	£	£	£	£
2011/12	349,762	349,762	349,762	349,762	349,762
2012/13		261,916	261,916	261,916	261,916
2013/14			117,739*	93,857	93,857
2014/15				571,667**	561,706
2015/16					416,605
Total	349,762	611,678	729,417	1,277,202	1,683,846

* Allocation of £93,857 plus £23,882 one-off reallocation for 2013/14

** Allocation of £561,706 plus £9,961 one-off returned funding for 2014/15

3.4 Whilst the NHB is included within the Government's assessment of spending power, the future return and allocation methods could be subject to change. Including the full amount in the base budget presents a risk in terms of future funding should the scheme be changed or replaced with a different funding mechanism. To mitigate this risk 75% of the funding has been used in the base budget for 2015/16 and this is the assumption that has been made for future years also. The remaining 25% has been transferred to an earmarked reserve for which the balance is just over £1.1 million at 1 April 2015. This has previously been earmarked to support the Council and communities for future growth opportunities and development.

4 Savings and Additional Income 2015/16 onwards

4.1 The financial strategy as reported to Cabinet in September 2014 outlined a number of work streams and priorities to be delivered over the length of the medium term financial strategy. These essentially focused mainly on income maximisation and efficiency savings. The following provides commentary in relation to themes included in the financial strategy and the level of savings included in the budget for 2015/16.

4.2 Income Maximisation:

4.2.1 New Homes - Generating income from the New Homes Bonus (under the current method of allocation) and Council Tax Base growth.

4.2.2 Business Rates Growth - Growth in the business rates base and also maintaining existing business rates base.

4.2.3 Asset Commercialisation – In line with the Council's strategic framework and the Asset Management Plan (AMP) for the period 2014/15 to 2016/17, considering options for the utilisation of the Council's assets to ensure they provide value for money and represent an efficient use of the Council's assets. Consider options and proposals for assets that could generate efficiencies or a return to the Council. No significant income streams or savings have been factored in to the 2015/16 budget or forward projections at this time. As business cases are prepared, these will be brought forward for approval and the financial impact factored into the future financial projections.

4.2.4 Shared Services/Selling Services – Identifying opportunities for creating efficiencies through sharing services that can deliver realistic and achievable benefits and the wider selling of services via Coastshare and legal services. The budget for 2015/16 includes a net additional income of £40,000 in relation to the provision of legal services to another authority which commenced during 2014.

- 4.2.5 **Property Investment** - Consider opportunities for direct or indirect investment in properties to achieve an income stream or improved return on investment. For example, whether as part of the treasury management transactions or as a capital investment as the Local Investment Strategy. The budget for 2015/16 and forward projections reflect a revised forecast of the investment income including the Local Investment Strategy of in the region of £94,000.
- 4.3 **Efficiency Savings** – other efficiencies continue to be identified through the regular budget monitoring process and annual budget process where there is little or no impact on service delivery. Given the annual challenge and consideration of budgets and savings proposals, this does limit the scope for future budget savings and efficiencies to be identified in this way. The main savings factored into the budget from 2015/16 onwards are from a review of a number of corporate budget headings across all services including professional fees (£10,000), training (£19,000), overtime (£7,000) and travel (£25,000) budgets where the budgets are historically underspent.
- 4.4 Other service savings included from 2015/16 onwards include a saving of £76,000 from removing four vacant posts from the establishment. These have been vacant for some time and have therefore now been put forward as a saving. In addition an annual budget for recycling initiatives has been maintained within the base budget; however it is not always required in full and has therefore been reduced by £25,000 from 2015/16 onwards with any initiatives being run on a project basis and funded from the general or earmarked reserves as applicable.
- 4.5 **Business Transformation** – The Council's overall Business Transformation is anticipated to deliver savings from the implementation of new technology and changes in service access and delivery over a number of years. The project is in progress and the business cases for some of the themes, for example, unified communications and web infrastructure projects have been approved. The longer term timescales for the project anticipate savings of £144,000 will be delivered from 2016/17, increasing to £271,000 from 2017/18 and £375,000 from 2018/19 onwards. These forecast savings have now been included within the future financial projections, the detail and the allocation to services is yet to be completed and therefore at this stage remain high level projections.
- 4.6 Where applicable the level of savings to be achieved from the workstreams have been profiled accordingly, for example only a part year saving has been factored into the budget for 2015/16 with a full year saving from 2016/17. The total of savings/additional income that has been factored into the budget for 2015/16 is £222,000; this will increase to £250,000 from 2016/17 onwards.

5 Revenue Account Base Budget

- 5.1 The detail of the revenue budget for 2015/16 is included from page 9 onwards within this document. The budget makes a number of assumptions, the more significant ones are as follows:
- 5.3.1. **Council Tax** – The budget assumes a Council Tax freeze for the district element of Council Tax in 2015/16 and that the tax freeze grant as detailed at 2.7 is received. No future assumptions have been made around annual council tax increases. This means that the district element of the council tax remains at **£138.87** for 2015/16. There are still 10 parish precepts for 2015/16 yet to be received, although these will not impact on the district council tax element. The final figure for the parish precepts will therefore be included in the Council Tax report to Full Council later in the month.
- 5.3.2. **Employee budgets** – The budget assumes a 1% pay award for 2015/16, although a local agreement on pay has yet to be agreed. As a guide a 0.5% sensitivity to the pay award

equates to approximately £45,000 per annum. An allowance has been made to reflect vacancy savings of 2% as in previous years and where annual increments are due these have continued to be factored into the budget. The employer pension contribution rates for the 2015/16 and 2016/17 are based upon the results of the tri-ennial valuation of the pension fund as at 31 March 2013. For 2015/16, the contribution rate will remain unchanged at 14.5% of the payroll plus an additional monetary contribution. These assumptions have been included in the 2015/16 budget and forward projections. The next pension fund valuation is due on 31 March 2016 to take effect from April 2017 and the contribution rate and fixed payment will be adjusted at that point depending on the scheme's position as at 31 March 2016. The financial projections will be updated for any changes following the results of this valuation.

As part of Government reforms, from April 2016 a new Single Tier State Pension Scheme will be introduced. Currently employees can give up entitlement to what is known as the additional State Pension, in return for a broadly similar occupational pension and payment of a lower National Insurance (NI) rate for both the employer and employee. This is called "contracting out" and currently the employee pays Class 1 NICs on relevant earnings at a rate reduced by 1.4%. The employer rate for secondary contributions is reduced by 3.4%. The additional State Pension will end in 2016 when the Single Tier State Pension is implemented. This means contracting out will also end at that point and all employees and employers will pay the same rate of Class 1 National Insurance. This equates to additional expenditure of £112,000 per annum from April 2016.

- 5.3.3. Fees and Charges – The fees and charges for 2015/16 were approved by Full Council in December 2014, the financial impact of these have been factored into the budget for 2015/16. Details of the current fees and charges are included from page 94.
- 5.3.4. Contract inflation – The most significant of the Council's contracts is the waste contract. The new contractor prices have been included in the 2015/16 budget for all waste, cleansing and grounds maintenance services as per the tendered contract.
- 5.3.5. Investment income – A total of £426,390 is anticipated for 2015/16. This includes income derived from the Local Investment Strategy. The primary concern for the Council is the security of the sums invested and this remains the main consideration when selecting counterparties. The average investment rate anticipated in the forward year is 2.2% compared with 1.40% for the current estimates for 2014/15. The income budget assumes the investment portfolio is invested with counterparties and financial institutions as set out in the Treasury strategy, in call accounts and term deposits, and that existing deposits will continue to their maturity date. It also takes account of the £5 million in pooled property funds.
- 5.3.6. Big Society Fund/Second Homes Funding – The budget assumes the continuation of the Big Society Fund and related costs and grant scheme, funded by the second homes income which is returned to the districts. Although these have been revised down in line with the reduction of the County share of the second funding that is returned to the districts (25% of the discretionary element compared to 50% in previous years).

6 Council Tax 2014/15

- 6.1 The table below summarises how the budget for 2015/16 will be financed and the District's net call on the Collection Fund for 2015/16. These figures assume a council tax freeze in the District element of the Council Tax for 2015/16.

Table – Council Tax Summary 2015/16	£
Total District amount to be met from Government Grant & Local Taxation	12,111,804
Less:	
Settlement Funding Assessment	(5,525,399)
New Homes Bonus	(1,683,749)
Council Tax Freeze Grant 2015/16	(57,912)
District call on Collection Fund – excluding Parish Precepts	(5,307,073)
Surplus	(462,329)

6.2 A Council Tax Base of 37,274 (36,769 in 2014/15) Band D equivalent properties was approved by Full Council on 17 December 2014. Based on this figure, and with no increase to the Net District Council Tax level, a Band D property would continue to be £138.87 for 2015/16.

7 Reserves

7.1 The current position and forecast on the General and Earmarked Reserves is shown on pages 13 to 16. The statement provides the latest proposals for use of reserves in the current financial year along with the budgeted movements in 2015/16, and proposed movements in the following three financial years. The current recommended balance on the general reserve is £1.75 million.

7.2 There are three main reasons for holding reserves:

- To provide a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the General Fund Reserve
- A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserve
- As a means of building up funds, referred to as earmarked reserves, to meet known or predicted requirements. Earmarked reserves are accounted for separately but remain legally part of the General Fund. The title of the earmarked reserve generally reflects the purpose for which the balance is being maintained.

7.3 As part of putting the budget together for 2015/16 all reserves have been reviewed along with the current balances. Where balances are no longer required or an allocation can be maintained within the General Reserve for such purposes, it is recommended that balances be reallocated to the General Reserve or another earmarked reserve as appropriate.

7.4 The budgeted surplus for 2015/16 has been allocated to the general reserve and restructuring/invest to save reserves. The balance on the general reserve at 1 April 2015 is forecast to be £1.8 million, allowing for the transfer to the general reserve of part of the 2015/16 surplus, this will increase the balance to £2million which could be used to reduce the forecast deficit in 2016/17.

For further information on the 2015/16 budget and forward projections please contact – accountancy@north-norfolk.gov.uk .

General Fund Summary

General Fund Summary 2015/16 Base Budget

2013/14 Actual	Service Area	2014/15 Base Budget	2015/16 Base Budget	2016/17 Projection	2017/18 Projection	2018/19 Projection
£		£	£	£	£	£
1,594,483	Assets & Leisure	2,376,094	2,229,553	2,252,481	2,277,102	2,294,790
24	Corporate Leadership Team/Corporate	0	0	0	0	0
771,062	Customer Services and ICT	721,046	612,761	617,397	619,626	623,048
1,807,986	Community & Economic Development	7,932,005	5,676,831	2,592,786	3,694,510	2,648,258
3,895,346	Environmental Health	4,144,772	3,867,714	3,846,185	4,065,783	4,083,090
2,683,977	Finance	3,083,806	3,044,050	3,072,170	3,077,672	3,093,387
878,421	Organisational Development	955,462	948,221	864,209	867,624	871,136
1,114,621	Planning	1,346,891	1,446,866	1,482,714	1,494,616	1,511,913
0	Business Transformation	0	0	(144,000)	(271,000)	(375,000)
12,745,922	Net Cost of Services	20,560,076	17,825,996	14,583,942	15,825,933	14,750,622
1,457,091	Parish Precepts (Estimate from 15/16 onwards)	1,635,884	1,760,520	1,810,000	1,810,000	1,810,000
(1,170,818)	Capital Charges	(2,135,334)	(2,096,742)	(2,342,387)	(2,421,180)	(2,394,001)
(644,703)	Reffcus	(5,564,241)	(3,533,954)	(33,954)	(1,054,890)	0
(354,258)	Interest Receivable	(363,710)	(426,390)	(436,070)	(450,330)	(425,430)
431	External Interest Paid	0	0	0	0	0
0	Minimum Revenue Provision	0	56,000	56,000	56,000	56,000
600,288	Revenue Financing for Capital	420,950	90,800	0	0	0
136,788	IAS 19 Pension Adjustment	265,787	289,815	268,710	268,710	268,710
12,770,737	Net Operating Expenditure	14,819,412	13,966,045	13,906,241	14,034,243	14,065,901

General Fund Summary

2013/14 Actual £		2014/15 Base Budget £	2015/16 Base Budget £	2016/17 Projection £	2017/18 Projection £	2018/19 Projection £
	Contributions to/(from) Earmarked Reserves:					
(181,945)	Capital Projects Reserve	39,658	74,126	0	0	0
(17,291)	Asset Management	0	0	0	0	0
50,000	Benefits	(50,000)	0	0	0	0
427,862	Big Society Fund (BSF)	(332,585)	(10,000)	0	0	0
45,688	Building Control	0	0	0	0	0
327,239	Business Rates	0	(187,855)	0	0	0
(21,180)	Carbon Management	0	0	0	0	0
183,167	Coast Protection	0	0	0	0	0
40,749	Common Training	0	0	0	0	0
(19,000)	Economic Development & Tourism	0	0	0	0	0
45,060	Elections	30,000	(60,000)	30,000	30,000	30,000
146,967	Enforcement Board	(60,000)	(36,516)	0	0	0
33,367	Environmental Health	0	0	0	0	0
189,764	Grants	0	(25,998)	(6,500)	0	0
(142,000)	Housing	0	0	0	0	0
(10,457)	Land Charges	0	0	0	0	0
1,045	Legal	(5,005)	0	0	0	0
(30,949)	Local Strategic Partnership	0	0	0	0	0
675,207	New Homes Bonus Reserve (NHB)	197,651	329,432	445,113	451,613	446,384
37,698	Organisational Development	0	0	0	0	0
(35,000)	Partnership Projects	0	0	0	0	0
(26,050)	Pathfinder	(19,020)		(18,126)	(44,108)	(44,108)
165,596	Planning	(72,839)	(89,340)	(84,263)	0	0
229,225	Restructuring/Invest to save	(115,000)	114,759	0	0	0
5,452	Sports Equipment	0	0	0	0	0
(15,000)	The Pier	0	0	0	0	0
(10,000)	Whistleblowing	0	0	0	0	0
177,694	Contributions to/(from) General Reserve	(39,398)	260,000	0	0	0
15,043,645	Amount to be met from Government Grant and Local Taxpayers	14,392,874	14,334,653	14,272,465	14,471,748	14,498,177

General Fund Summary

2013/14 Actual		2014/15 Base Budget	2015/16 Base Budget	2016/17 Projection	2017/18 Projection	2018/19 Projection
£		£	£	£	£	£
(1,457,091)	Collection Fund – Parishes	(1,635,884)	(1,760,520)	(1,810,000)	(1,810,000)	(1,810,000)
(5,082,610)	Collection Fund – District	(5,205,386)	(5,307,073)	(5,268,094)	(5,265,694)	(5,276,605)
(3,270,753)	Retained Business Rates Baseline	(2,873,112)	(3,121,466)	(3,431,699)	(3,454,510)	(3,627,619)
(4,235,114)	Revenue Support Grant (RSG)	(3,331,376)	(2,403,933)	(1,582,921)	(1,092,215)	(753,629)
(22,740)	LCTS Transitional funding	0	0	0	0	0
(57,760)	Council tax Freeze	0	0	0	0	0
0	Council Tax Freeze (2014/15)	(57,969)	0	0	0	0
0	Council Tax Freeze (2015/16)	0	(57,912)	0	0	0
(143,616)	Storm Damage Support Grant	0	0	0	0	0
(729,418)	New Homes bonus	(1,277,202)	(1,683,749)	(1,915,214)	(1,806,452)	(1,785,536)
(44,544)	Section 31 grant Rural Services	(11,945)	0	0	0	0
(15,043,645)	Income from Government Grant and Taxpayers	14,392,874	14,334,653	14,007,928	13,428,871	13,253,389
0	(Surplus)/Deficit	0	0	264,537	1,042,877	1,244,788

Net Cost of Services – Subjective Analysis

The following details the net cost of services set out according to CIPFAs recommended subjective analysis groupings. The notes below detail what is included within each group.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
9,457,622	Employee	9,567,282	9,585,099	9,759,580
2,699,911	Premises	3,049,682	3,461,210	2,460,095
288,858	Transport	316,116	320,168	295,045
10,028,671	Supplies and Services	10,108,547	10,752,366	9,002,406
28,421,032	Transfer Payments	27,886,386	27,886,386	22,866,376
8,507,592	Support Services - Charges In	8,664,551	8,664,551	8,697,293
(8,717,624)	Support Services - Charges Out	(8,723,517)	(8,723,517)	(8,789,464)
1,815,523	Capital Charges	7,714,575	7,714,575	5,645,696
(39,755,666)	Income (External)	(38,023,546)	(38,492,497)	(32,111,031)
12,745,920	Total Cost of Services	20,560,076	21,168,341	17,825,996

Employees – this includes the cost of employee expenses, both direct, i.e. salaries and pension costs, and indirect, i.e. relocation and training.

Premises – this includes expenses directly related to the running of premises and land, i.e. energy costs, rent and rates.

Transport – this includes all costs associated with the provision, hire or use of transport, including car allowances.

Supplies and Services – this includes all direct supplies and service expenses to the authority, e.g. Services for waste and cleansing, equipment, furniture and printing.

Transfer Payments – this includes the cost of payments to individuals, for which no goods or services are received in return, i.e. housing benefits.

Support Services – this includes charges for services that support the provision of services to the public, i.e. Accountancy and ICT.

Capital Charges – this includes the depreciation and impairment losses charged to the service revenue accounts in relation to Council assets. These costs are reversed out to have no impact on the Council Tax payer.

Income – this includes all income received from external users, i.e. Government Grants, Benefit Subsidy Grant, fees and charges for admissions.

Reserves Statement

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2014	2014/15 Updated Budget Movement	Balance at 01/04/15	2015/16 Budgeted Movement	Balance 01/04/16	2016/17 Budgeted Movement	Balance 01/04/17	Budgeted Movement 2017/18	Balance 01/04/18	Budgeted Movement 2018/19	Balance 01/04/19
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.75 million.	1,923,146	(123,081)	1,800,065	260,000	2,060,065	0	2,060,065	0	2,060,065	0	2,060,065
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	1,881,280	(343,624)	1,537,656	74,126	1,611,782	0	1,611,782	0	1,611,782	0	1,611,782
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	47,427	(14,279)	33,148	0	33,148	0	33,148	0	33,148	0	33,148
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims.	721,792	(50,000)	671,792	0	671,792	0	671,792	0	671,792	0	671,792
Big Society Fund (BSF)	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax.	969,927	(620,119)	349,808	(10,000)	339,808	0	339,808	0	339,808	0	339,808
Broadband	Earmarks £1million for superfast broad band in North Norfolk. (£600k was transferred from the BSF Reserve and £400k from the NHB Reserve)	0	1,000,000	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2014	2014/15 Updated Budget Movement	Balance at 01/04/15	2015/16 Budgeted Movement	Balance 01/04/16	2016/17 Budgeted Movement	Balance 01/04/17	Budgeted Movement 2017/18	Balance 01/04/18	Budgeted Movement 2018/19	Balance 01/04/19
		£	£	£	£	£	£	£	£	£	£	£
Building Control	Building Control surplus	45,688	0	45,688	0	45,688	0	45,688	0	45,688	0	45,688
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	327,239	357,000	684,239	(187,855)	496,384	0	496,384	0	496,384	0	496,384
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	243,167	(243,167)	0	0	0	0	0	0	0	0	0
Common Training	To deliver the corporate training programme. Training and development programmes are sometimes not completed in the year but are committed and therefore funding is carried forward in an earmarked reserve.	77,019	(49,569)	27,450	0	27,450	0	27,450	0	27,450	0	27,450
Economic Development and Tourism	Earmarked from previous underspends within Economic Development and Tourism Budgets along with funding earmarked for Learning for Everyone.	13,248	0	13,248	0	13,248	0	13,248	0	13,248	0	13,248
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	75,060	14,940	90,000	(60,000)	30,000	30,000	60,000	30,000	90,000	30,000	120,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk, pending recovery.	146,967	(4,365)	142,602	(36,516)	106,086	0	106,086	0	106,086	0	106,086

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2014	2014/15 Updated Budget Movement	Balance at 01/04/15	2015/16 Budgeted Movement	Balance 01/04/16	2016/17 Budgeted Movement	Balance 01/04/17	Budgeted Movement 2017/18	Balance 01/04/18	Budgeted Movement 2018/19	Balance 01/04/19
		£	£	£	£	£	£	£	£	£	£	£
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	66,567	(45,000)	21,567	0	21,567	0	21,567	0	21,567	0	21,567
Grants	Revenue Grants received and due to timing issues not used in the year.	237,727	(189,622)	48,105	(25,998)	22,107	(6,500)	15,607	0	15,607	0	15,607
Housing	Previously earmarked for stock condition survey and housing needs assessment.	100,000	(15,000)	85,000	0	85,000	0	85,000	0	85,000	0	85,000
Treasury (Property) Reserve	Property Investment (Treasury), to smooth the impact on the revenue account of interest fluctuations.	66,068	0	66,068	0	66,068	0	66,068	0	66,068	0	66,068
Land Charges	To mitigate the impact of potential income reductions.	39,899	0	39,899	0	39,899	0	39,899	0	39,899	0	39,899
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	48,600	(5,005)	43,595	0	43,595	0	43,595	0	43,595	0	43,595
Local Strategic Partnership	Earmarked underspends on the LSP for outstanding commitments and liabilities.	51,728	0	51,728	0	51,728	0	51,728	0	51,728	0	51,728
LSVT Reserve	To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.	435,000	0	435,000	0	435,000	0	435,000	0	435,000	0	435,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development.*	1,286,885	(186,660)	1,100,225	329,432	1,429,657	445,113	1,874,770	451,613	2,326,383	446,384	2,772,767

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2014	2014/15 Updated Budget Movement	Balance at 01/04/15	2015/16 Budgeted Movement	Balance 01/04/16	2016/17 Budgeted Movement	Balance 01/04/17	Budgeted Movement 2017/18	Balance 01/04/18	Budgeted Movement 2018/19	Balance 01/04/19
		£	£	£	£	£	£	£	£	£	£	£
Organisational Development	To provide funding for organisation development to create capacity within the organisation.	107,695	(81,547)	26,148	0	26,148	0	26,148	0	26,148	0	26,148
Pathfinder	To help Coastal Communities adapt to coastal changes.	239,775	(85,634)	154,141	0	154,141	(18,126)	136,015	(44,108)	91,907	(44,108)	47,799
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	300,550	(102,377)	198,173	(89,340)	108,833	(84,263)	24,570	0	24,570	0	24,570
Regeneration Projects	Carry forward of underspends relating to Regeneration Projects.	37,837	0	37,837	0	37,837	0	37,837	0	37,837	0	37,837
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives including costs in relation to the Business Transformation Project. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	923,299	(198,350)	724,949	114,759	839,708	0	839,708	0	839,708	0	839,708
Sports Hall Equipment & Sports Facilities	To support renewals for sports hall equipment. Amount transferred in the year represents over or under achievement of income target.	30,272	(9,467)	20,805	0	20,805	0	20,805	0	20,805	0	20,805
Total Reserves		10,443,862	(994,926)	9,448,936	368,608	9,817,544	366,224	10,183,768	437,505	10,621,273	432,276	11,053,549

Council Tax 2015/16 – Summary

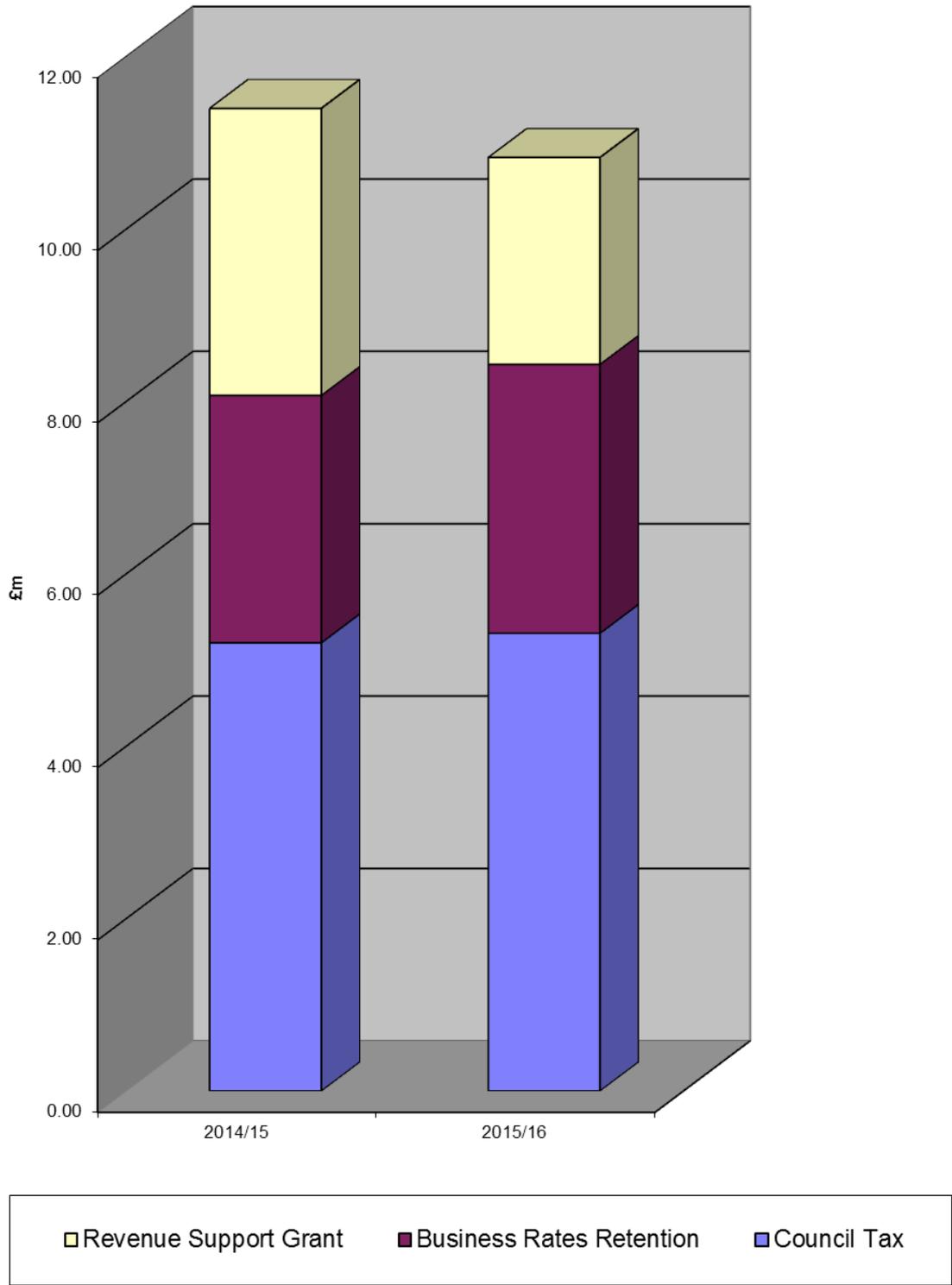
	2014/15	2015/16	Change	
	Base Budget £	Base Budget £	£	%
District Net Call on Collection Fund (excluding Parishes)	5,205,386	5,307,073	101,687	2.0
District Council Level at Band D	141.57	142.38	0.81	
Less Collection Fund Surplus	(2.70)	(3.51)	(0.81)	
Net District Council Tax Level at Band D (District Councils Own Spending)	138.87	138.87	0.00	0.0
Parish and Town Precepts	44.49	47.23	2.74	6.2
Average District Council Tax at Band D (Inclusive of Parish and Town Precepts)	183.36	186.10	2.74	1.5
Norfolk County Council	1,145.07	1,145.07	0.00	0.0
Office of the Police & Crime Commissioner for Norfolk	204.75	208.80	4.05	2.0
Total Average Band D Amount	1,533.18	1,539.97	6.79	0.4
Range of charges at Band D:				
Minimum	1,488.69	1,492.74	4.05	0.3
Maximum	1,578.14	1,581.56	3.42	0.2

Notes:

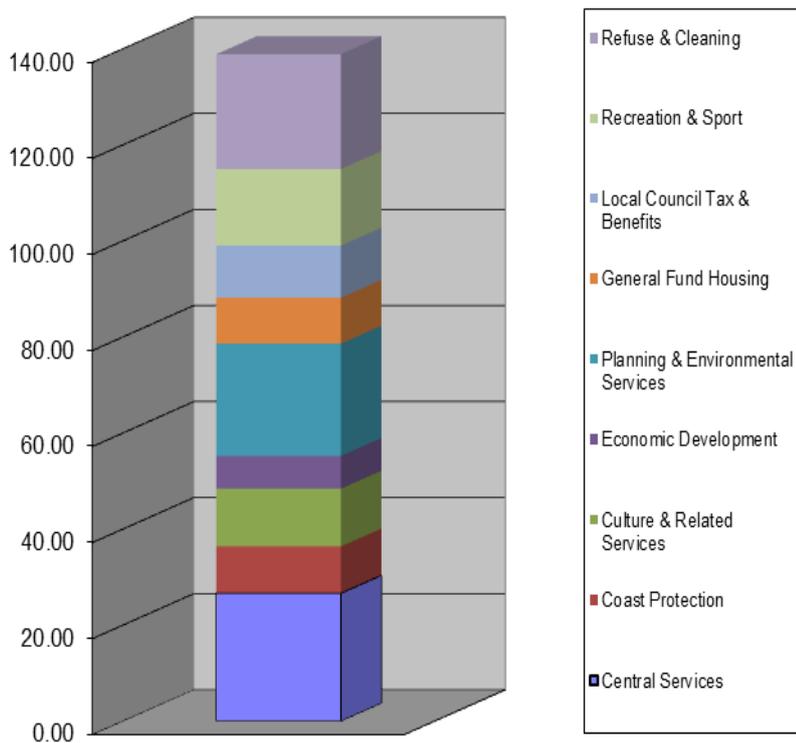
- (1) The average increase in Council Tax at Band D for the District & Parish and Town Council's spending represents an increase of just over 5 pence per week.
- (2) The basic (average) amount of Council Tax represents the District & Parish and Towns spending divided by the Tax Base of 37,274 (as approved by the Council on 17 December 2014). It is the charge for a Band D equivalent dwelling.
- (3) The amount of Council Tax and Band D is shown as required by Central Government. However, 69% of properties are Bands A to C.
- (4) Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk make their own calculations of their precept amounts and inform each District Council of the amount to be included in the total Council Tax.
- (5) The multipliers used for calculations of each Council Tax Band are as follows:
 - A – 6/9 – Up to £40,000
 - B – 7/9 - £40,001 - £52,000
 - C – 8/9 - £52,001 - £68,000
 - D – 9/9 - £68,001 - £88,000
 - E – 11/9 - £88,001 - £120,000
 - F – 13/9 - £120,001 - £160,000
 - G – 15/9 - £160,001 - £320,000
 - H – 18/9 - £320,001 and above
- (6) Parish and Town Council precepts range from nil to £88.82 per Band D equivalent dwelling.

General Fund – Sources of Finance

The main sources of finance for the net General Fund Budget, after taking account of revenue raised by Fees & Charges and specific grants for benefits, etc. is shown below for 2014/15 and 2015/16. The external finance overall has decreased by 11% for 2015/16 over the 2014/15 level, with a decrease of 28% for Revenue Support Grant, and an increase of 9% for Business Rates Retention.



General Fund – Spending
Where does North Norfolk’s £138.87 of Council Tax go?



**Council Tax 2015/16
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Alby With Thwaite	93.99	2,400.00	25.53	1,492.74	1,518.27
Aldborough and Thurgarton	209.99	6,650.00	31.66	1,492.74	1,524.40
Antingham	116.75	2,088.00	17.88	1,492.74	1,510.62
Ashmanhaugh	65.07	3,500.00	53.78	1,492.74	1,546.52
Aylmerton	195.20	6,049.00	30.98	1,492.74	1,523.72
Baconsthorpe	83.22	1,500.00	18.02	1,492.74	1,510.76
Bacton	470.56	14,391.00	30.58	1,492.74	1,523.32
Barsham	95.28	1,900.00	19.94	1,492.74	1,512.68
Barton Turf	239.15	5,000.00	20.90	1,492.74	1,513.64
Beckham East/West	105.76	2,650.00	25.05	1,492.74	1,517.79
Beeston Regis	371.25	12,059.00	32.48	1,492.74	1,525.22
Binham	165.22	4,500.00	27.23	1,492.74	1,519.97
Blakeney	521.49	33,000.00	63.28	1,492.74	1,556.02
Bodham	158.87	7,500.00	47.20	1,492.74	1,539.94
Briningham	60.14	0.00	0.00	1,492.74	1,492.74
Brinton	120.32	2,000.00	16.62	1,492.74	1,509.36
Briston	804.85	35,288.00	43.84	1,492.74	1,536.58
Brumstead	24.70	0.00	0.00	1,492.74	1,492.74
Catfield	295.35	10,278.00	34.79	1,492.74	1,527.53
Cley	298.75	8,322.00	27.85	1,492.74	1,520.59
Colby	178.85	14,953.00	83.60	1,492.74	1,576.34
Corpusty and Saxthorpe	262.25	15,360.00	58.57	1,492.74	1,551.31
Cromer	2,732.79	212,596.00	77.79	1,492.74	1,570.53
Dilham	130.58	3,982.00	30.49	1,492.74	1,523.23
Dunton	51.52	0.00	0.00	1,492.74	1,492.74
East Ruston	180.57	4,500.00	24.92	1,492.74	1,517.66
Edgefield	176.67	13,900.00	78.67	1,492.74	1,571.41
Erpingham	227.89	7,483.00	32.83	1,492.74	1,525.57
Fakenham	2,339.96	155,972.00	66.65	1,492.74	1,559.39
Felbrigg	67.12	2,709.00	40.36	1,492.74	1,533.10
Felmingham	183.66	1,500.00	8.16	1,492.74	1,500.90
Field Dalling	132.10	2,852.00	21.58	1,492.74	1,514.32
Fulmodestone	175.19	5,345.00	30.50	1,492.74	1,523.24
Gimmingham	139.43	4,790.00	34.35	1,492.74	1,527.09
Great Snoring	77.01	3,000.00	38.95	1,492.74	1,531.69

**Council Tax 2015/16
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Gresham	160.58	5,500.00	34.25	1,492.74	1,526.99
Gunthorpe	143.54	2,500.00	17.41	1,492.74	1,510.15
Hanworth	91.29	1,904.00	20.85	1,492.74	1,513.59
Happisburgh	288.51	0.00	0.00	1,492.74	1,492.74
Helhoughton	117.18	3,588.00	30.61	1,492.74	1,523.35
Hempstead	71.42	1,596.00	22.34	1,492.74	1,515.08
Hempton	175.04	7,303.20	41.72	1,492.74	1,534.46
Hickling	384.67	8,365.00	21.74	1,492.74	1,514.48
High Kelling	266.13	2,000.00	7.51	1,492.74	1,500.25
Hindolveston	196.14	7,000.00	35.68	1,492.74	1,528.42
Hindringham	224.25	7,179.00	32.01	1,492.74	1,524.75
Holkham	84.00	2,500.00	29.76	1,492.74	1,522.50
Holt	1,499.08	81,600.00	54.43	1,492.74	1,547.17
Honing	115.69	2,000.00	17.28	1,492.74	1,510.02
Horning	583.45	14,745.00	25.27	1,492.74	1,518.01
Horsey	28.61	977.00	34.14	1,492.74	1,526.88
Hoveton	759.70	40,216.00	52.93	1,492.74	1,545.67
Ingham	141.42	1,218.00	8.61	1,492.74	1,501.35
Ingworth	41.59	2,390.00	57.46	1,492.74	1,550.20
Itteringham	56.52	2,251.60	39.83	1,492.74	1,532.57
Kelling	84.23	2,842.00	33.74	1,492.74	1,526.48
Kettlestone	86.53	3,500.00	40.44	1,492.74	1,533.18
Knapton	143.30	3,919.00	27.34	1,492.74	1,520.08
Langham	197.26	6,260.00	31.73	1,492.74	1,524.47
Lessingham	215.18	3,143.00	14.60	1,492.74	1,507.34
Letheringsett With Glandford	121.70	2,000.00	16.43	1,492.74	1,509.17
Little Barningham	39.95	797.00	19.94	1,492.74	1,512.68
Little Snoring	205.78	8,000.00	38.87	1,492.74	1,531.61
Ludham	474.80	7,853.00	16.53	1,492.74	1,509.27
Matlaske	59.68	300.00	5.02	1,492.74	1,497.76
Melton Constable	176.93	10,947.00	61.87	1,492.74	1,554.61
Morston	52.46	1,000.00	19.06	1,492.74	1,511.80
Mundesley	1,052.78	53,000.00	50.34	1,492.74	1,543.08
Neatishead	230.95	6,800.00	29.44	1,492.74	1,522.18
North Walsham	3,642.55	170,048.00	46.68	1,492.74	1,539.42

**Council Tax 2015/16
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Northrepps	337.51	13,127.00	38.89	1,492.74	1,531.63
Overstrand	418.85	21,819.00	52.09	1,492.74	1,544.83
Paston	80.28	4,221.00	52.57	1,492.74	1,545.31
Plumstead	47.66	1,650.00	34.62	1,492.74	1,527.36
Potter Heigham	392.98	11,476.00	29.20	1,492.74	1,521.94
Pudding Norton	68.93	3,500.00	50.77	1,492.74	1,543.51
Raynham	125.73	5,545.00	44.10	1,492.74	1,536.84
Roughton	314.39	7,236.00	23.01	1,492.74	1,515.75
Runton	684.33	10,500.00	15.34	1,492.74	1,508.08
Ryburgh	218.83	8,000.00	36.55	1,492.74	1,529.29
Salthouse	108.58	4,250.00	39.14	1,492.74	1,531.88
Scottow	281.23	14,000.00	49.78	1,492.74	1,542.52
Sculthorpe	268.67	6,250.00	23.26	1,492.74	1,516.00
Sea Palling	202.35	10,793.00	53.33	1,492.74	1,546.07
Sheringham	2,940.06	261,159.00	88.82	1,492.74	1,581.56
Sidestrand	43.46	1,242.00	28.57	1,492.74	1,521.31
Skeyton	84.20	1,048.00	12.44	1,492.74	1,505.18
Sloley	88.40	2,262.00	25.58	1,492.74	1,518.32
Smallburgh	175.36	5,476.00	31.22	1,492.74	1,523.96
Southrepps	314.50	11,551.00	36.72	1,492.74	1,529.46
Stalham	972.25	53,000.00	54.51	1,492.74	1,547.25
Stibbard	128.15	5,403.00	42.16	1,492.74	1,534.90
Stiffkey	126.08	4,725.00	37.47	1,492.74	1,530.21
Stody	90.69	2,376.00	26.19	1,492.74	1,518.93
Suffield	51.26	1,500.00	29.26	1,492.74	1,522.00
Sustead	86.30	1,830.00	21.20	1,492.74	1,513.94
Sutton	376.06	11,292.00	30.02	1,492.74	1,522.76
Swafield	109.79	4,534.00	41.29	1,492.74	1,534.03
Swanton Abbott	142.02	5,100.00	35.91	1,492.74	1,528.65
Swanton Novers	75.76	4,000.00	52.79	1,492.74	1,545.53
Tattersett	262.94	3,000.00	11.40	1,492.74	1,504.14
Thornage	89.06	1,530.00	17.17	1,492.74	1,509.91
Thorpe Market	109.12	4,180.00	38.30	1,492.74	1,531.04
Thurning	30.28	0.00	0.00	1,492.74	1,492.74
Thursford	103.45	3,000.00	28.99	1,492.74	1,521.73

**Council Tax 2015/16
Per Band D Dwelling**

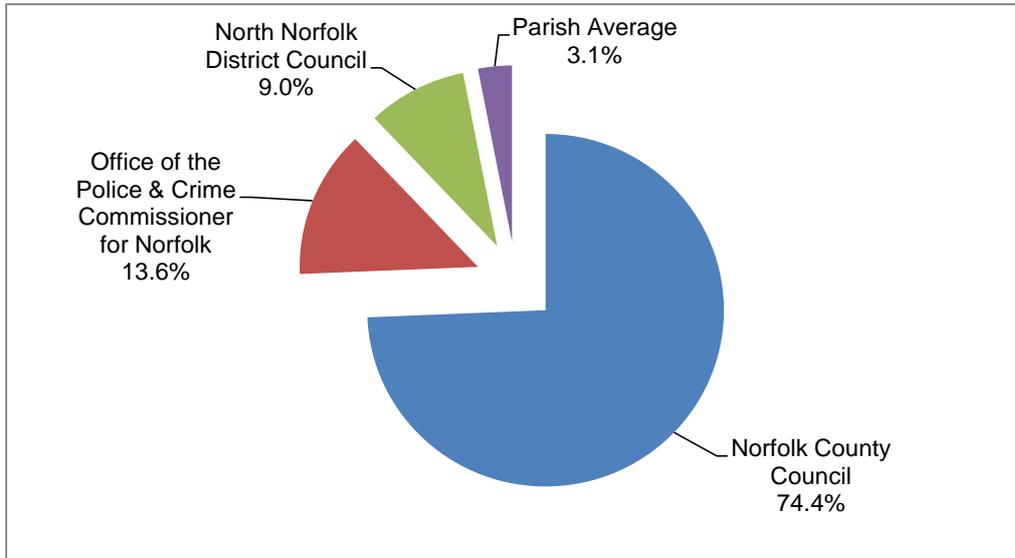
Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Trimingham	135.51	7,797.00	57.53	1,492.74	1,550.27
Trunch	332.13	16,800.00	50.58	1,492.74	1,543.32
Tunstead	252.15	5,816.00	23.06	1,492.74	1,515.80
Upper Sheringham	94.38	5,260.00	55.73	1,492.74	1,548.47
Walcott	201.58	6,580.00	32.64	1,492.74	1,525.38
Walsingham	336.93	19,500.00	57.87	1,492.74	1,550.61
Warham	76.72	5,000.00	65.17	1,492.74	1,557.91
Wells-Next-The-Sea	1,025.70	62,007.00	60.45	1,492.74	1,553.19
Westwick	28.81	0.00	0.00	1,492.74	1,492.74
Weybourne	310.44	15,000.00	48.31	1,492.74	1,541.05
Wickmere	55.48	3,500.00	63.08	1,492.74	1,555.82
Wighton	104.20	3,500.00	33.58	1,492.74	1,526.32
Witton	120.71	978.00	8.10	1,492.74	1,500.84
Wiveton	84.88	4,331.00	51.02	1,492.74	1,543.76
Wood Norton	97.99	2,550.00	26.02	1,492.74	1,518.76
Worstead	302.49	8,067.00	26.66	1,492.74	1,519.40
TOTALS / AVERAGES	37,274	1,760,519.80	47.23	1,492.74	1,539.97

**Council Tax 2015/16
Per Band D Dwelling**

***Other Council Tax**

	£ p
Norfolk County Council	1,145.07
Office of the Police & Crime Commissioner for Norfolk	208.80
North Norfolk District Council	138.87
	1,492.74
Parish Average	47.23
Total Average Band D Amount	1,539.97

2015/16 Council Tax – Where does it go?



Employee Information

Employee Post Numbers - Office Staff

Service Area	2014/15 Updated Budget		2015/16 Base Budget	
	No.	FTE's	No.	FTE's
Assets	17	13.86	17	13.86
Communities	19	18.60	19	18.60
Corporate	19	17.30	19	17.30
Customer Services	48	41.96	48	41.96
Development Management	55	49.88	54	48.88
Environmental Health	42	35.40	42	35.40
Finance	66	61.99	63	58.99
Organisational Development	18	14.75	18	14.75
Total Office Staff	284	253.74	280	249.74

Employee Post Numbers - Outside Staff

Service Area	2014/15 Updated Budget		2015/16 Base Budget	
	No.	FTE's	No.	FTE's
Assets	21	15.39	21	15.39
Communities	4	3.19	4	3.19
Customer Services	8	4.08	8	4.08
Total Office Staff	33	22.66	33	22.66

Employee Costs

Service Area	2014/15 Updated Budget		2015/16 Base Budget	
	Direct Costs £	Indirect Costs £	Direct Costs £	Indirect Costs £
Assets	953,102	24,109	959,617	7,740
CLT/ Corporate	723,286	9,608	848,455	15,110
Customer Services & ICT	1,402,266	1,814	1,420,534	12,270
Community, Econ Dev. & Coast	911,961	3,154	869,524	7,530
Organisational Development	644,025	44,103	573,967	102,450
Environmental Health	1,210,066	26,142	1,232,417	17,900
Finance	2,028,590	18,202	1,980,063	15,625
Planning	1,576,638	8,033	1,674,614	21,764
Employee Costs	9,449,934	135,165	9,559,191	200,389
Total Employee Costs	9,585,099		9,759,580	

Assets & Leisure Service Area

Head of Service: Duncan Ellis

Contacts

Service	Contact	Ext.
Car Parking	Maxine Collis	6256
Markets	Maxine Collis	6256
Industrial Estates	Martin Green	6049
Surveyors Allotments	Martin Green	6049
Handyman	Tony Turner	6196
Parklands	Tony Turner	6196
Administration Buildings Service	Tony Turner	6196
Property Services	Duncan Ellis	6330
Parks & Open Spaces	Paul Ingham	6001
Foreshore	Maxine Collis	6256
Community Centres	Tony Turner	6196
Sports Centres	Karl Read	6002
Leisure Complexes	Karl Read	6002
Other Sports	Karl Read	6002
Recreation Grounds	Paul Ingham	6001
Pier Pavilion	Karl Read	6002
Foreshore (Community)	Karl Read	6002
Woodlands Management	Paul Ingham	6001
Cromer Pier	Karl Read	6002
Public Conveniences	Tony Turner	6196
Investment Properties	Maxine Collis	6256
Leisure	Karl Read	6002
CCTV	Maxine Collis	6256

Net Cost of Service

2013/14 Actual £		2014/15 Base Budget £	2014/15 Updated Budget £	2015/16 Base Budget £
(1,548,978)	Car Parks	(1,309,736)	(1,308,539)	(1,209,785)
65,826	Markets	70,131	70,131	66,301
(223,714)	Industrial Estates	(18,879)	(18,879)	(15,683)
2,932	Surveyors Allotments	3,100	3,100	3,320
(9,416)	Handyman	(17,231)	(17,293)	(5,223)
7,793	Parklands	(1,082)	(1,082)	5,399
117,351	Administrative Buildings	97,908	97,908	107,440
0	Property Services*	0	(296)	0
565,981	Parks & Open Spaces	489,660	483,660	471,746
167,659	Foreshore	241,346	233,228	193,832
8,804	Community Centres	14,935	14,935	20,396
324,998	Sports Centres	301,347	322,933	291,834
208,461	Leisure Complexes	660,292	641,904	650,005
128,498	Other Sports	89,971	141,986	99,721
15,013	Recreation Grounds	11,017	11,017	10,389
108,719	Pier Pavilion	103,417	103,417	103,300
392,675	Foreshore Community	608,979	608,963	400,159
162,020	Woodland Management	168,245	180,149	188,742
47,572	Cromer Pier	39,111	100,918	70,949
556,991	Public Conveniences	608,979	608,963	669,317
302,312	Investment Properties	304,566	441,688	95,726
0	Leisure*	0	(250)	0
192,987	CCTV	112,444	102,125	11,668
1,594,483	Net Cost of Service Area	2,376,094	2,621,373	2,229,553

* The costs of these services are fully recharged to the services they support.

Subjective Analysis

2013/14 Actual £		2014/15 Base Budget £	2014/15 Updated Budget £	2015/16 Base Budget £
1,085,461	Employee	915,849	977,211	967,357
1,958,888	Premises	1,995,355	2,220,956	1,712,000
61,101	Transport	47,680	49,984	46,878
1,864,962	Supplies and Services	1,769,975	1,850,391	1,666,543
0	Third Party Payments	0	0	0
22,500	Transfer Payments	0	0	0
1,368,962	Support Charges In	1,360,650	1,360,650	1,410,580
(1,449,471)	Support Charges Out	(1,321,837)	(1,321,837)	(1,255,081)
(1,507)	Capital Charges	741,696	741,696	822,768
(3,316,413)	Income External	(3,133,274)	(3,257,678)	(3,141,492)
1,594,483	Net Cost of Service	2,376,094	2,621,373	2,229,553

Main Items of Growth and Savings/Income

Growth	Amount £
Car Parking	
£72,776 - Reduction in fee income following revisions to car parking orders and introduction of free spaces. £38,883 - Reduction in Penalty Charge Notice (PCN) charges reflecting reinstatement of free evening parking offset in part by reduced administration costs. (£13,426) - Additional season ticket income based on actual income figures for 2014/15.	98,183
TOTAL GROWTH	<u>98,183</u>
	Amount £
Savings	
Parks & Open Spaces	
Savings in grounds maintenance contract costs. This is partly offset by loss of rechargeable income because the works are no longer to be undertaken.	(32,973)
Foreshore	
Removal of one-off costs relating to the December 2013 storm surge	(42,400)
Investment Properties	
Removal of one-off costs relating to the December 2013 storm surge	(247,100)
CCTV	
One-off decommissioning costs in 2014/15	(110,776)
TOTAL SAVINGS	<u>(433,249)</u>
NET GROWTH/SAVINGS	<u>(335,066)</u>

Service Area Details

R200 - Car Parking

There are 27 'Pay and Display' and 4 'Season Ticket/Permit only' Council run car parks in the District. In addition, there is 1 Season Ticket car park which is for coach/lorry parking only. This service includes all the costs and income (including pay and display fees, season ticket sales and excess charges) associated with maintaining and servicing the Council car parks.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
0	Employee	56	56	0
341,003	Premises	325,076	326,273	326,422
351,976	Supplies and Services	364,226	364,226	352,907
22,500	Transfer Payments	0	0	0
63,591	Support Service Charges In	160,000	160,000	170,860
(56,915)	Capital Charges	29,495	29,495	29,485
(2,271,133)	Income	(2,188,589)	(2,188,589)	(2,089,459)
(1,548,978)		(1,309,736)	(1,308,539)	(1,209,785)

R200A - Markets

This budget covers the provision of markets at Cromer (Friday), Sheringham (Wednesday & Saturday) and Stalham (Tuesday) in order to meet local demands and promote tourism.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
9,659	Employee	12,774	12,774	12,411
35,656	Premises	33,745	33,745	32,723
42,713	Supplies and Services	41,012	41,012	32,412
55,675	Support Service Charges In	56,600	56,600	55,260
(77,877)	Income	(73,000)	(73,000)	(66,505)
65,826		70,131	70,131	66,301

R201 - Industrial Estates

Included within this service are the provision of units at North Walsham, Catfield and Fakenham Industrial Estates.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
25,232	Premises	13,954	13,954	13,868
2,909	Supplies and Services	200	200	200
51,140	Support Service Charges In	53,490	53,490	55,070
(190,604)	Capital Charges	29,903	29,903	36,439
(112,391)	Income	(116,426)	(116,426)	(121,260)
(223,714)		(18,879)	(18,879)	(15,683)

The Capital charges for 2013/14 include the writing back off previous impairments as a result of revaluations carried out

R202 - Surveyors Allotments

This service provides for the management of Surveyors Allotments where this is not undertaken by Parish Councils or other bodies, including periodic inspections to identify Health & Safety risks and action being taken where appropriate.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
3,082	Support Service Charges In	3,150	3,150	3,370
(150)	Income	(50)	(50)	(50)
2,932		3,100	3,100	3,320

R203 - Handyman

This service provides a general repair and maintenance service for works on Council properties mainly within Leisure Services, Admin Buildings and Public Conveniences.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
55,340	Employee	49,116	49,116	52,007
7,400	Transport	5,561	5,561	8,811
1,931	Supplies and Services	2,330	2,268	2,180
39,692	Support Service Charges In	43,000	43,000	35,840
(113,778)	Income	(117,238)	(117,238)	(106,800)
(9,416)		(17,231)	(17,231)	(5,223)

R204 - Parklands

Parklands is a site for mobile homes. It has 38 site plots and is managed by Property Services.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
106	Employee	160	160	100
25,440	Premises	26,130	26,130	26,130
98	Transport	170	170	70
1,656	Supplies and Services	0	0	0
31,225	Support Service Charges In	28,590	28,590	34,120
585	Capital Charges	585	585	1,696
(51,317)	Income	(56,717)	(56,717)	(56,717)
7,793		(1,082)	(1,082)	5,399

R262 - Administration Buildings and Services

This budget provides for the general expenses, including repairs and maintenance, of the main buildings concerned with the running of Council business, including contracts (e.g. Cleaning), Windmill Canteen and energy costs.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
73,360	Employee	69,316	67,688	67,434
441,660	Premises	318,854	318,854	317,197
1,477	Transport	1,950	1,950	1,150
107,034	Supplies and Services	92,356	97,581	94,167
180,325	Support Service Charges In	137,760	137,760	156,930
91,574	Capital Charges	82,976	82,976	78,552
(140,987)	Income	(145,944)	(151,944)	(153,999)
(637,092)	Support Service Charges Out	(459,360)	(459,360)	(453,991)
117,351		97,908	95,505	107,440

R262A - Property Services

This budget includes salary, oncosts and overheads of the Property Services Team and support staff.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
356,607	Employee	339,358	339,358	353,021
0	Premises	73,612	79,972	73,612
12,078	Transport	10,016	10,016	10,016
8,663	Supplies and Services	18,049	18,049	17,449
171,489	Support Service Charges In	159,520	159,520	151,510
0	Capital Charges	15,000	15,000	15,000
(43,380)	Income	(49,490)	(49,490)	(51,070)
(505,457)	Support Service Charges Out	(566,065)	(566,065)	(569,538)
0		0	0	0

R300 - Parks and Open Spaces

This service includes the maintenance of parks and open spaces, including formal gardens, amenity green space, playgrounds, putting and bowling greens, grass verges on an agency basis for Norfolk County Council and certain amenity areas within private housing estates formally adopted from developers.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
318,974	Premises	291,682	297,682	260,190
82,165	Supplies and Services	91,576	94,576	90,065
81,335	Support Service Charges In	87,280	87,280	85,580
110,592	Capital Charges	42,909	42,909	50,501
(27,085)	Income	(23,787)	(38,787)	(14,590)
565,981		489,660	483,660	471,746

R301 - Foreshore

The Council is responsible for the upkeep and maintenance of structures located on the Foreshore, including access points and steps, fixed seating and applications for seaside awards. Public water safety equipment and a lifeguard service are also included within this service.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
11,345	Employee	13,881	12,556	12,468
112,403	Premises	158,164	151,417	114,759
184	Transport	386	386	386
162	Supplies and Services	380	334	270
70,520	Support Service Charges In	55,900	55,900	57,970
(22,711)	Capital Charges	12,635	12,635	35,779
(4,244)	Income	0	0	(16,490)
167,659		241,346	233,228	193,832

R302 - Community Centres

This service provides for the maintenance and management of Community Centres.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
763	Premises	6,136	6,136	6,123
8,028	Support Service Charges In	8,780	8,780	8,930
13	Capital Charges	19	19	5,343
8,804		14,935	14,935	20,396

R303 - Sports Centres

The Council is responsible for the management of community use Sports Centres at Cromer, Stalham and North Walsham. The dual use Sports Centres provide a range of different activities for all ages that aim to cater for the needs of the community. The Council seeks to maximise the range and quality of sports activities available to provide safe, enjoyable and accessible sporting opportunities for all residents and visitors to North Norfolk. The three facilities deliver a wide ranging school holiday programme aimed at introducing young people to sport and providing appropriate pathways for talented youngsters.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
181,067	Employee	187,056	174,872	177,648
127,762	Premises	91,966	104,966	91,980
1,846	Transport	5,060	5,060	2,660
49,008	Supplies and Services	41,162	61,932	41,150
108,127	Support Service Charges In	104,930	104,930	106,030
12,496	Capital Charges	11,295	11,295	12,496
(155,308)	Income	(140,122)	(140,122)	(140,130)
324,998		301,347	322,933	291,834

R304 - Leisure Complexes

This service includes the Victory Swim and Fitness Centre, the Splash Leisure and Fitness Centre and the Fakenham Sports and Fitness Centre. Their objective is the provision of a cost effective quality service, to enhance the health, safety and welfare of residents and to act as major tourist attractions for the District. They are managed on the Council's behalf by a private contractor.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
16,881	Premises	31,583	23,195	31,446
377,491	Supplies and Services	288,869	278,869	284,520
21,676	Support Service Charges In	24,560	24,560	22,420
(207,189)	Capital Charges	315,280	315,280	311,619
(399)	Income	0	0	0
208,460		660,292	641,904	650,005

R305 - Other Sports

This budget includes the promotion of sport and leisure for communities, including the provision of coaching courses through Outreach schemes at various venues and sites in the District, support by grant aid to local sports clubs and organisations for various projects.

Contribution is also made to Active Norfolk, a county sports partnership and Government initiative to deliver lottery funds for sports development projects in both the County and District. This contribution levers in additional funding to deliver projects such as Fit Together Walking and subsidised coach education courses across the District.

The Community Sports Network is a partnership that includes various groups and individuals that work towards shared objectives to increase physical activity across the District. The partnership can apply for funding each year from Sport England to fund various activities in response to the Active People Survey.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
48,985	Employee	68	53,494	45,271
4,352	Premises	0	9,400	9,400
8,386	Transport	0	2,304	2,300
47,762	Supplies and Services	35,923	126,212	71,650
52,321	Support Service Charges In	53,980	53,980	53,800
(33,308)	Income	0	(103,404)	(82,700)
128,498		89,971	141,986	99,721

R306 - Recreation Grounds

This service includes the provision of outdoor sporting facilities including playing pitches.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
3,186	Premises	1,904	1,904	1,865
6,650	Supplies and Services	6,678	6,678	6,525
2,672	Support Service Charges In	3,150	3,150	2,920
3,581	Capital Charges	285	285	79
(1,075)	Income	(1,000)	(1,000)	(1,000)
15,014		11,017	11,017	10,389

R309 - Pier Pavilion

This budget covers the management of the Cromer Pier Pavilion Theatre and for a programme of quality entertainment, at affordable prices, for residents and tourists during the season. The day to day operation of the theatre is provided by a private contractor, Openwide International, in partnership with the Council. The theatre is a major publicity vehicle for the District.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
13,731	Premises	7,780	7,780	7,780
87,620	Supplies and Services	82,597	82,597	82,600
11,176	Support Service Charges In	13,040	13,040	12,920
(3,808)	Income	0	0	0
108,719		103,417	103,417	103,300

R310 - Foreshore (Community)

The maintenance and management of foreshore facilities are covered under this service.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
9,006	Premises	10,163	10,163	10,029
351,805	Supplies and Services	359,550	365,050	354,000
32,561	Support Service Charges In	36,840	36,840	36,130
(698)	Income	0	0	0
392,675		406,553	412,053	400,159

R312 - Woodlands Management

This service includes all salary, oncosts and overheads of staff directly involved in the management of the Council's countryside access sites and woodlands.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
77,317	Employee	77,185	77,185	87,181
26,312	Premises	8,147	20,147	8,150
20,038	Transport	11,180	11,180	12,380
25,801	Supplies and Services	9,490	9,394	9,050
79,269	Support Service Charges In	81,790	81,790	90,030
1,498	Capital Charges	6,003	6,003	7,501
(68,215)	Income	(25,550)	(25,550)	(25,550)
162,020		168,245	180,149	188,742

R314 - Cromer Pier

This budget covers the revenue costs for the preservation and maintenance of Cromer Pier.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
59,273	Premises	34,717	96,524	34,720
0	Supplies and Services	4,600	4,600	4,600
17,399	Support Service Charges In	11,050	11,050	12,340
5,232	Capital Charges	5,232	5,232	35,779
(34,331)	Income	(16,488)	(16,488)	(16,490)
47,572		39,111	100,918	188,742

R315 - Public Conveniences

This service aims for an adequate provision of public conveniences within the District to a quality and standard of facility expected by residents and visitors alike. The premises costs include the repairs and maintenance costs and utility costs for maintaining the facilities.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
23,290	Employee	24,915	24,915	22,284
235,133	Premises	224,612	224,612	236,496
2,828	Transport	4,275	4,275	1,025
210,814	Supplies and Services	212,203	212,187	217,288
64,127	Support Service Charges In	49,970	49,970	65,020
29,897	Capital Charges	95,187	95,187	128,567
(9,099)	Income	(2,183)	(2,183)	(1,363)
556,991		608,979	608,979	669,317

R318 - Investment Properties

This budget provides for the maintenance and management of rental properties (mainly in seaside locations), i.e. Beach Hut Sites, Chalets and Wells Sackhouse.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
13,295	Employee	11,232	11,232	11,430
156,736	Premises	337,130	474,252	102,960
22	Transport	0	0	0
2,891	Supplies and Services	3,680	3,680	2,180
150,387	Support Service Charges In	84,780	84,780	104,940
208,777	Capital Charges	83,224	83,224	87,325
(229,796)	Income	(215,480)	(215,480)	(213,109)
302,312		304,566	441,688	95,726

R397 - Leisure

This budget covers the direct management of the Council's Leisure and Cultural Services, and the client management of the grounds maintenance and leisure facilities contracts. All costs are fully recharged mainly to the individual Leisure & Cultural Service headings.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
127,077	Employee	124,956	124,956	126,102
6,728	Transport	9,082	9,082	8,080
5,306	Supplies and Services	10,094	9,844	9,480
73,145	Support Service Charges In	103,490	103,490	88,590
0	Income	0	0	(700)
(212,256)	Support Service Charges Out	(247,622)	(247,622)	(231,552)
0		0	(250)	0

R414 - CCTV

This service formerly provided a monitored CCTV service within the market towns of Cromer, Sheringham, Wells, North Walsham and Fakenham. Following a service review in 2013, the decision was taken to withdraw the service from April 2014. The net costs in 2014/15 largely represent the costs of decommissioning the service.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
108,014	Employee	5,776	28,849	0
5,386	Premises	0	0	0
15	Transport	0	0	0
100,604	Supplies and Services	105,000	71,608	0
11,668	Capital Charges	11,668	11,668	11,668
(32,700)	Income	(10,000)	(10,000)	0
192,987		112,444	102,125	11,668

Community & Economic Development

*Head of Service: Rob Young***Contacts**

Service	Contact	Ext.
Health	Sonia Shuter	6173
Arts & Entertainments	Rob Young	6162
Museums	Rob Young	6162
Economic Growth	Michelle Burdett	6233
Tourism	Rob Young	6233
Coast Protection	Rob Goodliffe	6321
Pathfinder	Rob Goodliffe	6321
Regeneration Management	Rob Young	6162
Head of Economic and Community Development	Rob Young	6162
Housing Health and Wellbeing	Karen Hill	6183
Housing Strategy	Nicola Turner	6222
Community & Localism	Rob Young	6162
Coastal Management	Rob Goodliffe	6321

Net Cost of Service

2013/14 Actual £		2014/15 Base Budget £	2014/15 Updated Budget £	2015/16 Base Budget £
0	Health	0	0	0
200,769	Arts and Entertainment	100,675	100,675	112,981
41,360	Museums	88	20,088	20,000
474,644	Economic Growth	427,352	427,514	418,648
127,787	Tourism	160,318	140,318	124,278
894,697	Coastal Protection	1,446,358	1,674,525	1,123,620
10,266	Pathfinder	0	57,397	0
0	Regeneration Management*	0	(250)	0
0	Community & Economic Dev. Mgt. *	0	(5,000)	0
288,880	Housing (Health & Wellbeing)	2,170,651	2,186,324	256,764
95,625	Housing Strategy	3,505,189	3,625,743	3,482,844
(326,042)	Community and Localism	121,374	(52,900)	137,696
0	Coastal Management*	0	42,389	0
1,807,986	Net Cost of Service Area	7,932,005	8,216,823	5,676,831

* The costs of these services are fully recharged to the services they support.

Subjective Analysis

2013/14 Actual £		2014/15 Base Budget £	2014/15 Updated Budget £	2015/16 Base Budget £
926,779	Employee	844,540	915,115	877,054
252,724	Premises	646,018	831,945	345,005
29,319	Transport	28,152	29,429	28,446
846,122	Supplies and Services	1,340,076	1,476,253	815,866
1,029,653	Support Charges In	1,211,770	1,211,770	1,336,030
(732,955)	Support Charges Out	(956,444)	(956,444)	(1,033,554)
1,242,203	Capital Charges	6,112,057	6,112,057	4,050,445
(1,785,859)	Income External	(1,294,164)	(1,403,302)	(742,461)
1,807,986	Net Cost of Service	7,932,005	8,216,823	5,676,831

Main Items of Growth and Savings/Income

Growth

Amount
£

Housing Strategy

Temporary posts funded from reserves.

33,831

Estimated VAT Shelter Receipts from Victory Housing Association, this income is transferred to the Capital Projects Reserve.

70,655

TOTAL GROWTH

104,486

Savings

Amount
£

General Economic Development

One-off use of reserves in 2014/15

(18,270)

Tourism

Non recurring use of Reserves on DMO (Destination Management Organisation).

(15,000)

Coast Protection

One-off expenditure funded from Reserves for Storm repairs

(301,513)

Community and Localism

Savings in travel, training and contributions.

(13,849)

TOTAL SAVINGS

(348,632)

NET GROWTH/SAVINGS

(244,146)

Service Area Details

R307 - Arts and Entertainments

This service provides support to the arts within the communities of the District. The service provides an enabling role through a range of means including:

- Providing advice, support and information to artists, arts organisations and community groups and supporting the business development of arts organisations to improve their practice and sustainability
- Working with partners to provide a co-ordinated approach to arts development in the District
- Developing or contributing to partnership projects with neighbouring authorities or on countywide initiatives
- Managing Service Level Agreements with key clients
- Raising financial resources for the arts in North Norfolk from external sources
- Advocating the importance of the arts to social wellbeing, cultural tourism and community development
- Raising the profile of the arts in the District through publicity and promotion
- Increasing health and social wellbeing through increased participation in the arts
- Increasing access to the arts to excluded groups within the District
- Planning and delivering high quality arts events in partnership with other agencies
- Engaging young people in the arts and working with partners to deliver public art schemes and contribute to the regeneration of the District

There is also a provision for Sheringham Little Theatre, which is leased to the Sheringham Little Theatre Society. An annual grant is made to the Society.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
41,253	Employee	2,264	2,264	0
226	Premises	210	210	210
1,129	Transport	0	0	0
102,661	Supplies and Services	74,800	97,800	74,800
20,968	Support Service Charges In	23,390	23,390	39,220
61,308	Capital Charges	1,471	1,471	211
(26,776)	Income	(1,460)	(24,460)	(1,460)
200,769		100,675	100,675	112,981

R308 - Museums

This service provides part-funding to the Norfolk Museums Service for the management of Cromer Museum. For 2014/15 funding of £20,000 was provided via an allocation out of 2014/15 second homes funding.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
1,344	Employee	68	68	0
14	Transport	0	0	0
40,002	Supplies and Services	0	20,000	20,000
0	Support Service Charges In	20	20	0
41,360		88	20,088	20,000

R330 – Economic Growth

This service provides support to local business through creating an environment in which businesses can expand and prosper, thereby supporting the creation of employment opportunities for the District's residents. The business environment relates to the physical infrastructure, business support services, training and development of the workforce and the positive image of North Norfolk as a place to do business.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
136,050	Employee	149,965	149,965	137,723
17,552	Premises	18,500	18,500	20,000
6,502	Transport	4,563	4,563	4,563
213,922	Supplies and Services	109,882	152,044	89,788
185,838	Support Service Charges In	240,400	240,400	251,770
63,500	Capital Charges	0	0	0
(148,720)	Income	(95,958)	(137,958)	(85,196)
474,644		427,352	427,514	418,648

R333 - Tourism

This budget supports the promotional activities of the Council in marketing North Norfolk as a tourist destination.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
70,389	Supplies and Services	77,338	57,338	62,338
57,398	Support Service Charges In	82,980	82,980	61,940
127,787		160,318	140,318	124,278

R340 - Coast Protection

This budget includes the management and maintenance of the Council's coast protection assets.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
234,290	Premises	625,308	811,235	323,795
147	Transport	0	0	0
19,587	Supplies and Services	46,480	88,720	46,480
158,819	Support Service Charges In	228,250	228,250	237,090
484,617	Capital Charges	546,345	546,345	516,280
(2,763)	Income	(25)	(25)	(25)
894,697		1,446,358	1,674,525	1,123,620

R341 - Pathfinder

The schemes delivered by Pathfinder were for the most part complete by March 2013. There is some residual expenditure under the schemes, and costs associated with the Integrated Coastal Management Fund are included in this service.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
107	Premises	0	0	0
1,142	Transport	0	0	0
9,050	Supplies and Services	0	57,397	0
(33)	Income	0	0	0
10,266		0	57,397	0

R391 - Regeneration Management

This budget covers the direct management costs of the Council's Regeneration, Economic Development and Tourism Promotion activities. From 2014/15 this budget also includes staff costs relating to localism initiatives, community project development and community engagement. The costs are fully recharged to the services they support.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
215,945	Employee	294,429	294,429	296,562
2,404	Transport	7,537	7,537	7,518
5,227	Supplies and Services	6,055	5,805	4,570
72,537	Support Service Charges In	74,600	74,600	78,340
(296,113)	Support Service Charges Out	(382,621)	(382,621)	(386,990)
0		0	(250)	0

R391B – Community & Economic Development Management

This budget covers the direct costs of the management of Community, Economic Development and Coastal. These costs are fully recharged to the services they support.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
0	Employee	64,639	59,639	60,575
0	Transport	1,044	1,044	1,044
0	Support Service Charges In	0	0	6,320
0	Support Service Charges Out	(65,683)	(65,683)	(67,939)
0		0	(5,000)	0

R398 – Housing Health and Wellbeing

This service is responsible for contributing to the development of housing strategies and policies which support the delivery of housing and services for vulnerable members of our society in particular older people and disabled people. Assisting disabled people in the adaptation of their homes through the provision of Disabled Facilities Grant delivered through the Integrated Housing Adaptations Team and Home Improvement Agency and where this is not the best course of action to assist in finding suitable alternative accommodation. Providing information, advice and support to residents through the Stay Warm and Cosy initiative to improve the energy efficiency of their homes and thus alleviating fuel poverty.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
127,357	Employee	127,621	127,294	129,856
4,594	Transport	5,426	5,426	5,426
20,511	Supplies and Services	13,276	29,276	15,480
250,229	Support Service Charges In	260,700	260,700	287,460
86,599	Capital Charges	1,959,091	1,959,091	33,954
(15,999)	Income	0	0	0
(184,411)	Support Service Charges Out	(195,463)	(195,463)	(215,412)
288,880		2,170,651	2,186,324	256,764

R399 – Housing Strategy

This service is responsible for developing, monitoring and implementing the Housing Strategy. Main workstreams of the team are delivering more affordable housing, reducing the number of empty homes and assessing dwelling condition to ensure that homes across the district are safe and free from hazards including taking enforcement action to secure improvements where needed.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
76,449	Employee	70,744	104,407	108,577
58	Premises	0	0	0
910	Transport	1,000	2,029	1,557
23,205	Supplies and Services	18,394	33,394	18,374
174,265	Support Service Charges In	172,300	172,300	189,650
434,179	Capital Charges	3,605,150	3,605,150	3,500,000
(490,862)	Income	(245,655)	(174,793)	(175,000)
(122,579)	Support Service Charges Out	(116,744)	(116,744)	(160,314)
95,625		3,505,189	3,625,743	3,482,844

R415 - Communities & Localism

This budget covers staff costs and revenue expenditure in support of localism initiatives, community project development, community engagement and administration of the Big Society Fund grant scheme. The income includes the return of a share of Norfolk county Council's second homes income which under an arrangement is returned to the Council.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
248,278	Employee	0	0	0
460	Premises	2,000	2,000	1,000
4,114	Transport	0	0	0
336,482	Supplies and Services	988,950	929,676	480,206
73,237	Support Service Charges In	81,490	81,490	126,590
112,000	Capital Charges	0	0	0
(1,100,613)	Income	(951,066)	(1,066,066)	(470,100)
(326,042)		121,374	(52,900)	137,696

R472 - Coastal Management Service

This budget includes all the salary, oncosts and overheads for staff dealing with the construction and maintenance of the sea defences.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
80,103	Employee	134,810	177,049	143,761
30	Premises	0	0	0
8,360	Transport	8,582	8,830	8,338
5,040	Supplies and Services	4,901	4,803	3,830
36,362	Support Service Charges In	47,640	47,640	57,650
(43)	Income	0	0	(10,680)
<u>(129,852)</u>	Support Service Charges Out	<u>(195,933)</u>	<u>(195,933)</u>	<u>(202,899)</u>
0		0	42,389	0

Corporate Service Area

Contacts

Service	Contact	Ext.
Corporate Leadership Team	Sheila Oxtoby	6000
Legal Services	Emma Duncan	6045

Net Cost Of Service

2013/14 Actual	Service	2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
24	Corporate Leadership Team	0	(5,637)	0
0	Legal Services	0	32,073	0
24		0	26,436	0

Subjective Analysis

2013/14 Actual	Description	2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
787,302	Employee	745,338	732,894	863,565
3,000	Premises	0	0	0
16,826	Transport	13,603	16,198	14,600
102,334	Supplies and Services	94,140	130,425	91,600
206,138	Support Services - Charges In	194,250	194,250	166,060
	Support Services - Charges			
(1,042,866)	Out	(987,281)	(987,281)	(951,995)
(72,710)	Income (External)	(60,050)	(60,050)	(183,830)
24	Total Cost of Services	0	26,436	0

* The costs of these services are fully recharged to the services they support.

Service Area Details

R460A - Corporate Leadership Team

This budget includes all salary, oncosts and overheads for the Corporate Leadership Team and support staff.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
474,537	Employee	469,433	464,433	470,066
11,716	Transport	7,782	7,782	8,780
34,311	Supplies and Services	18,655	18,018	16,120
115,064	Support Service Charges In	110,140	110,140	76,740
(490)	Income	0	0	0
(635,114)	Support Service Charges Out	(606,010)	(606,010)	(571,706)
24		0	(5,637)	0

R481 - Legal Services

This service includes all employee expenses for staff dealing with legal issues on behalf of the Council and its services and any fee income received from external work undertaken by Eastlaw on behalf of external clients.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
312,765	Employee	275,905	268,461	393,499
3,000	Premises	0	0	0
5,110	Transport	5,821	8,416	5,820
68,023	Supplies and Services	75,485	112,407	75,480
91,074	Support Service Charges In	84,110	84,110	89,320
(72,220)	Income	(60,050)	(60,050)	(183,830)
(407,752)	Support Service Charges Out	(381,271)	(381,271)	(380,289)
0		0	32,073	0

Customer Services and ICT Service Area

Head of Service: Sean Kelly

Contacts

Service	Contact	Ext.
IT - Support Services	Helen Mitchell	6118
Tic'S	Jane Wisson	6096
Homelessness	Lisa Grice	6164
Housing Customer Services	Lisa Grice	6164
Transport	David Williams	6907
Graphical Info System	Helen Mitchell	6118
Media & Communications	Luke Munday	6039
Customer Services - Corporate	David Williams	6907

Net Cost of Service

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
0	IT Support Services *	0	57,981	0
369,991	Tourist Information Centres	305,064	297,170	244,510
360,835	Homelessness	375,082	375,113	368,251
0	Customer Services - Housing *	0	0	0
40,326	Transport	40,290	40,290	0
0	Graphical Information System *	0	1,227	0
(90)	Media and Communications *	610	60,019	0
0	Customer Services - Corp *	0	(45,503)	0
771,062	Net Cost of Service Area	721,046	786,297	612,761

Subjective Analysis

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
1,344,963	Employee	1,408,204	1,404,080	1,432,804
28,518	Premises	26,377	26,377	26,360
7,440	Transport	17,301	17,301	11,900
806,285	Supplies and Services	822,675	894,050	816,473
1,057,132	Support Services - Charges In	1,093,051	1,093,051	980,641
(2,548,409)	Support Services - Charges Out	(2,644,111)	(2,644,111)	(2,704,308)
237,902	Capital Charges	141,420	141,420	179,873
(162,769)	Income (External)	(143,871)	(145,871)	(130,982)
771,062	Total Cost of Services	721,046	786,297	612,761

* The costs of these services are fully recharged to the services they support.

Main Items of Growth and Savings/Income
Growth**Amount
£****Media & Communications**

Employee inflation (£7,598) and staff costs funded from reserves (£6,420).	14,018
One-off savings in 2014/15 relating to equipment lease rental.	10,975

Customer Services - Corporate

Employee inflation and other staff costs.	22,238
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TOTAL GROWTH**47,231****Savings****Amount
£****It - Support Services**

One-off use of Business Transformation Reserve in 2014/15	(78,000)
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Customer Services - Corporate

Auto enrolment costs not incurred as anticipated.	(21,321)
Savings in travel, training and overtime.	(8,240)

TOTAL SAVINGS**(107,561)****NET GROWTH/SAVINGS****(60,330)**

Service Area Details

R261 - IT Support Services

This budget includes salary, on-costs and overheads for staff dealing with the provision of Information Technology (IT) support including Application Support, General Computer Services and Telephone Services.

The Network Service includes corporate network infrastructure, security, computer hardware, software, business continuity, telephone switches, line rentals and telephone calls.

The Applications Service includes the licence and maintenance cost of all the authorised Business Applications.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
381,661	Employee	392,348	382,156	421,479
1,854	Transport	3,344	3,344	2,400
468,477	Supplies and Services	495,937	564,110	507,174
91,858	Support Service Charges In	87,950	87,950	74,390
88,312	Capital Charges	76,875	76,875	108,044
(16)	Income	(410)	(410)	(410)
(1,032,146)	Support Service Charges Out	(1,056,044)	(1,056,044)	(1,113,077)
0		0	57,981	0

R311 - Tourist Information Centres

The operation of Tourist Information Centres at Cromer, Sheringham and Holt are provided for by this budget, and include all associated direct costs.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
100,149	Employee	113,140	105,277	101,677
29,501	Premises	26,377	26,377	26,360
321	Transport	1,336	1,336	900
53,579	Supplies and Services	55,736	55,736	52,710
133,680	Support Service Charges In	133,081	133,050	94,100
96,706	Capital Charges	8,105	8,105	6,473
(43,945)	Income	(32,711)	(32,711)	(37,710)
369,991		305,064	297,170	244,510

R372 - Homelessness

This budget includes all costs associated with homelessness, including staff time, bed and breakfast costs, severe weather emergency protocol, homelessness prevention and general advice.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
(1,004)	Premises	0	0	0
84,981	Supplies and Services	55,802	55,802	64,942
329,243	Support Service Charges In	342,150	342,181	352,431
20,130	Capital Charges	24,130	24,130	7,170
(72,515)	Income	(47,000)	(47,000)	(56,292)
360,835		375,082	375,113	368,251

R394 - Customer Services - Housing

This budget includes all the salary, oncosts and overheads for staff dealing with Housing functions. The costs are fully recharged to the services they support.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
224,943	Employee	226,258	226,258	228,812
2,194	Transport	4,300	4,300	4,300
6,514	Supplies and Services	8,861	8,861	7,527
99,428	Support Service Charges In	109,430	109,430	98,640
(248)	Income	0	0	0
(332,831)	Support Service Charges Out	(348,849)	(348,849)	(339,279)
0		0	0	0

R411 - Transport

This service included the checking and issuing of railcards and bus pass applications for the concessionary travel scheme. It is a national concessionary scheme which allows free bus travel nationwide for eligible pass holders (either over 60 or eligible under grounds of disability). We no longer sell rail cards and the bus pass scheme is administered by Norfolk County Council.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
24,003	Supplies and Services	31,500	31,500	0
39,137	Support Service Charges In	41,790	41,790	0
(22,814)	Income	(33,000)	(33,000)	0
40,326		40,290	40,290	0

R481B - Graphical Information System

Included within this service are the costs of licences, improvements and ongoing maintenance for the provision of GIS in the Authority.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
2,700	Employee	0	0	0
18,903	Supplies and Services	26,832	28,059	22,830
51	Support Service Charges In	190	190	620
3,780	Capital Charges	3,780	3,780	0
(25,434)	Support Service Charges Out	(30,802)	(30,802)	(23,450)
0		0	1,227	0

R481C - Media and Communications

This service includes all salary, oncosts and overheads for staff dealing with publicity, graphic design, reprographics, the website and intranet and media support across the Council.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
205,695	Employee	192,620	251,085	264,118
604	Transport	730	1,674	1,670
106,043	Supplies and Services	93,925	95,925	103,600
70,379	Support Service Charges In	100,740	100,740	82,480
0	Capital Charges	0	0	19,500
(8,138)	Income	(7,500)	(9,500)	(7,500)
(374,673)	Support Service Charges Out	(379,905)	(379,905)	(463,868)
(90)		610	60,019	0

R481D - Customer Services

The corporate cashiering function, corporate postal and scanning, corporate complaints, management of the Tourist Information Centres and the provision of Customer Services at Cromer and Fakenham are provided for by this budget and include all salary, oncosts and overheads for associated staff.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
429,816	Employee	483,838	439,304	416,718
20	Premises	0	0	0
2,467	Transport	7,591	6,647	2,630
43,785	Supplies and Services	54,082	54,057	57,690
293,356	Support Service Charges In	277,720	277,720	277,980
28,974	Capital Charges	28,530	28,530	38,686
(15,093)	Income	(23,250)	(23,250)	(29,070)
(783,325)	Support Service Charges Out	(828,511)	(828,511)	(764,634)
0		0	(45,503)	0

Planning Service Area

Head of Service: Nicola Baker Ext 6135

Contacts

Service	Contact	Ext.
Development Management	Andy Mitchell	6158
Planning Policy	Mark Ashwell	6325
Conservation, Design & Landscape	Geoff Lyon	6226
Major Projects Team	Geoff Lyon	6226
Building Control	Stuart Tate	6132
Planning Support	Lorraine Gray	6129
Property Information	Lorraine Gray	6129

Net Cost of Service

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
480,128	Development Management	625,726	613,022	515,034
226,243	Planning Policy	261,986	235,060	251,624
272,392	Conservation, Design & Landscape	290,480	272,972	225,128
0	Major Projects Team	0	0	185,991
34,228	Building Control	78,576	78,526	87,930
0	Planning Support *	0	47,185	0
101,630	Property Information	90,123	103,435	181,159
1,114,621	Net Cost of Service Area	1,346,891	1,350,200	1,446,866

Subjective Analysis

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
1,574,624	Employee	1,631,854	1,584,671	1,696,378
530	Premises	1,000	1,000	1,000
64,978	Transport	68,595	67,415	68,645
275,084	Supplies and Services	201,138	296,510	182,189
71,339	Transfer Payments	71,339	71,339	71,339
1,120,709	Support Services - Charges In	1,094,420	1,094,420	971,327
(582,864)	Support Services - Charges Out	(459,335)	(459,335)	(368,378)
41,017	Capital Charges	42,517	42,517	23,031
(1,450,796)	Income (External)	(1,304,637)	(1,348,337)	(1,198,665)
1,114,621	Total Cost of Services	1,346,891	1,350,200	1,446,866

* The costs of these services are fully recharged to the services they support.

Main Items of Growth and Savings/Income**Growth****Amount
£****Property Information**

£75,000 Anticipated part year loss of income when Land Registry take over part of service. (£5,000) Fees earned from Street naming and numbering services.

70,000

TOTAL GROWTH

70,000**Savings****Amount
£****Development Management**

Additional income from Planning fees, this has been used to fund additional staffing resources resulting from planning restructuring.

(50,000)

TOTAL SAVINGS

(50,000)**NET GROWTH/SAVINGS**

20,000

Service Area Details

R100 - Development Management

This service is responsible for determining applications for planning permission, listed buildings, conservation areas, advertisement consent and consents under related legislation. It also handles appeals to the Department for Communities and Local Government (DCLG) on behalf of the Council. It enforces planning and related controls. In addition, it provides advice to the public and other parties in relation to development proposals, appeals and enforcements.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
652,058	Employee	638,463	636,083	669,332
34,144	Transport	31,421	31,256	26,191
81,308	Supplies and Services	47,135	85,676	39,910
509,707	Support Service Charges In	504,810	504,810	455,190
41,108	Capital Charges	42,517	42,517	23,031
(838,108)	Income	(648,620)	(687,320)	(698,620)
480,128		625,726	613,292	515,034

R101 - Planning Policy

The Planning Policy Service exists to meet the Council's statutory duty as a local planning authority, to prepare, monitor and review a Local Plan for North Norfolk. The LDF gives spatial expression to the Corporate Plan and Community Strategy by taking forward the corporate objectives through a Core Strategy, Site Specific Proposals and other related development plan and supplementary planning documents. It also provides planning policy advice and information to the Council, businesses and the public, and comments on consultations from other organisations.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
186,348	Employee	219,821	193,648	188,893
3,859	Transport	4,378	3,670	3,442
36,968	Supplies and Services	36,420	41,375	36,302
91,296	Support Service Charges In	65,620	65,620	22,987
(92,228)	Income	(50)	(50)	0
226,243		261,986	235,060	251,624

R102 – Conservation, Design & Landscape

The Conservation Design and Landscape Team is responsible for the provision of a quality service to the community with regard to the conservation of historic buildings and their settings, and the enhancement of conservation areas. It provides advice on all aspects of design in relation to new buildings.

This service also provides advice on countryside matters and undertakes the Council's statutory responsibilities that help to protect, conserve and enhance the countryside of North Norfolk for the benefit of the community. It handles statutory procedures in relation to tree preservation orders, tree work in conservation areas and Hedgerows Regulations 1997 and gives advice in relation to landscape, arboriculture and biodiversity within the planning system. It also deals with arboriculture matters on behalf of the Broads Authority. The service encourages and promotes countryside management through various initiatives including the Norfolk Biodiversity Partnership and the Wash and North Norfolk Special Area of Conservation Management Board. It also gives advice on agri-environment schemes and administers the Council's amenity tree planting scheme.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
88,488	Employee	93,092	76,126	61,576
530	Premises	1,000	1,000	1,000
6,012	Transport	6,463	6,156	5,897
36,153	Supplies and Services	40,461	62,491	21,845
142,209	Support Service Charges In	146,450	146,450	135,810
(1,000)	Income	(1,000)	(1,000)	(1,000)
272,392		286,466	291,223	225,128

R104B – Major Projects Team

The Major Projects team is responsible for dealing with major residential and commercial development, ensuring smooth transition between site allocation, planning applications and implementation. Key to this process is early engagement within developers, communities and members. This team has been separately identified for the first time as part of the 2015/16 budget.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
0	Employee	0	0	162,456
0	Transport	0	0	7,965
0	Support Service Charges In	0	0	15,570
0		0	0	185,991

R121 - Building Control

The Building Control Service determines applications for Building Regulation Approval. The service checks plans and specifications of building work for compliance with the Regulations, it then inspects the work at various stages, ensuring that the construction and materials used are such that minimum standards for health, safety, welfare, access, energy efficiency and sustainability are provided. It enforces Building Regulations and gives advice to the public in relation to Building Control Matters.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
206,483	Employee	244,089	221,904	278,938
19,603	Transport	24,890	24,890	22,807
26,902	Supplies and Services	13,561	35,696	14,760
157,007	Support Service Charges In	150,830	150,830	132,470
(375,766)	Income	(354,794)	(354,794)	(361,045)
34,228		78,576	78,526	87,930

R150 - Planning Support

This budget includes the management, administration and support costs of the Planning and Building Control Services that are not charged direct to the separate service headings.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
342,542	Employee	326,572	357,093	218,645
1,038	Transport	1,443	1,443	2,343
4,014	Supplies and Services	14,160	30,824	21,210
122,097	Support Service Charges In	117,160	117,160	126,180
(469,691)	Support Service Charges Out	(459,335)	(459,335)	(368,378)
0		0	47,185	0

R402 - Property Information

This section provides services including Land Charges and Property Searches, Street Naming and Numbering, and Geographical Information Systems (G.I.S). Key areas of responsibility are the maintenance of the statutory Land Charge Register and completion of Property Searches, maintenance of the Local Land and Property Gazetteer (LLPG), and the development and management of the Councils' electronic mapping and associated data systems.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
98,704	Employee	99,817	99,817	116,538
322	Transport	0	0	0
89,739	Supplies and Services	45,337	45,337	48,162
71,339	Transfer Payments	71,339	71,339	71,339
98,393	Support Service Charges In	81,630	81,630	83,120
(256,867)	Income	(208,000)	(208,000)	(138,000)
101,630		90,123	103,435	181,159

Environmental Health Service Area

Head of Service: Steve Hems

Contacts

Service	Contact	Ext.
Commercial Services	Alan Dixon	6292
Rural Sewerage Schemes	Steve Hems	6182
Travellers	James Wilson	6274
Public Protection	Gemma Faircloth	6139
Street Signs	Scott Martin	6341
Pest Control	James Wilson	6274
Environmental Protection	James Wilson	6274
Dog Control	James Wilson	6274
Environmental Health - Service Management	Steve Hems	6182
Waste Collection & Disposal	Scott Martin	6341
Cleansing	Scott Martin	6341
Community Safety	Steve Hems	6182
Environmental Strategy	Steve Hems	6182
Civil Contingencies	Richard Cook	6269

Net Cost of Service

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
495,087	Commercial Team	470,848	498,058	519,556
353,298	Rural Sewerage Schemes	361,164	361,164	370,675
96,255	Travellers	99,100	99,100	99,960
20,049	Public Protection	52,644	100,881	42,403
26,800	Street Signage	35,807	35,807	33,562
13,807	Pest Control	15,590	15,590	16,572
604,639	Environmental Protection	672,668	550,717	549,803
58,332	Dog Control	58,464	60,964	60,304
0	Env Health - Service Mgmt. *	0	3,304	0
1,316,125	Waste Collection & Disposal	1,504,552	1,5220,652	1,345,462
729,593	Cleansing	682,018	699,018	632,412
43,961	Environmental Strategy	29,667	40,067	29,147
8,473	Community Safety	22,570	22,570	21,973
128,927	Civil Contingencies	139,680	142,680	145,885
3,895,346	Net Cost of Service Area	4,144,772	4,150,572	3,867,714

2013/14 Actual £		2014/15 Base Budget £	2014/15 Updated Budget £	2015/16 Base Budget £
1,167,651	Employee	1,193,265	1,236,208	1,250,317
371,266	Premises	380,343	380,343	375,140
50,906	Transport	66,184	66,817	59,394
4,733,487	Supplies and Services	4,638,425	4,713,284	4,214,962
785,544	Support Services - Charges In	813,160	813,160	777,070
(190,590)	Support Services - Charges Out	(213,771)	(213,771)	(192,414)
259,856	Capital Charges	559,217	559,217	465,871
(3,282,774)	Income (External)	(3,292,051)	(3,404,686)	(3,082,626)
3,895,346	Total Cost of Services	4,144,772	4,150,572	3,867,714

* The costs of these services are fully recharged to the services they support.

Main Items of Growth and Savings/Income

Growth	Amount £
Waste Collection and Disposal	
Profit share scheme changed for new recycling contract. Partly offset by lower costs as detailed in the Savings identified below	215,176
TOTAL GROWTH	215,176
Savings	Amount £
Environmental Protection	
One-off use of Reserves for Enforcement Board works in 2014/15	(55,000)
Waste Collection and Disposal	
On-going efficiency savings on the Waste contract	(61,234)
Reduction in budget for recycling initiatives	(25,000)
Savings associated with the new joint venture recycling contract	(139,822)
Budget deleted for Community Recycling	(28,963)
Lower commercial disposal costs due to reduced tonnage.	(19,706)
Cleansing	
On-going efficiency savings on the Waste contract.	(44,728)
TOTAL SAVINGS	(374,453)
NET GROWTH/SAVINGS	(159,277)

Service Area Details

R111A - Commercial Team

This budget includes the Commercial Team of Environmental Health, and covers the following:

- Food Safety - to ensure the effective performance of the food safety, food hygiene and other regulatory enforcement duties placed on the Council.
- Health & Safety Enforcement - to ensure the effective performance of the health, safety and other regulatory enforcement duties placed on the Council.
- The implementation and enforcement of the Private Water Supplies Regulations 2009.
- Investigation of cases of various infectious diseases.

It also includes the promotion of good practices in health, safety and hygiene. Courses are organised and provided for businesses and members of the general public for food hygiene.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
340,334	Employee	321,953	349,162	372,380
526	Premises	0	0	0
17,528	Transport	19,970	20,131	18,576
11,767	Supplies and Services	10,939	10,939	9,935
143,313	Support Service Charges In	142,420	142,260	141,100
(18,381)	Income	(24,434)	(24,434)	(22,435)
495,087		470,848	498,058	519,556

R114 - Rural Sewerage Schemes

This budget provides for the payment of levies due to the two Internal Drainage Boards which operate in the District.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
352,923	Premises	360,164	360,844	370,315
375	Support Service Charges In	320	320	360
353,298		361,164	361,164	370,675

R115 - Travellers

This budget provides for the Temporary Stopping Places at Cromer and Fakenham. It includes the annual lease costs and the provision of facilities and services to the site when occupied. The income budget allows for the recovery of costs through the collection of contributions from the occupiers.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
3,188	Premises	2,900	2,900	2,900
(5,020)	Supplies and Services	1,100	1,100	1,100
1,775	Support Service Charges In	1,300	1,300	2,160
97,800	Capital Charges	97,800	97,800	97,800
(1,488)	Income	(4,000)	(4,000)	(4,000)
96,255		99,100	99,100	99,960

R117 – Public Protection

This service deals with the regulation of a range of establishments and activities, through the issue of licences, permits and health and safety advice and enforcement. Additionally the service deals with corporate health and safety for the Authority

Licensing - The service undertakes monitoring and enforcement to secure compliance with the relevant legislation and licensing conditions and works in partnership with other agencies. This service covers animal establishments, alcohol sales, entertainment venues, collections, street trading, scrap metal, gambling and taxis.

Health & Safety Enforcement - to ensure the effective performance of the health, safety and other regulatory enforcement duties placed on the Council. It also includes the promotion of good practices in health, safety and hygiene .

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
92,625	Employee	93,832	141,597	95,903
1,298	Transport	1,595	2,067	2,065
19,438	Supplies and Services	20,040	20,040	21,400
99,261	Support Service Charges In	107,360	107,360	94,580
(4)	Capital Charges	0	0	0
(192,570)	Income	(170,183)	(170,183)	(171,185)
20,049		52,644	100,881	42,403

R117B - Street Signage

This service deals with the Council function of providing and repairing street name plates

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
6,366	Employee	9,637	9,637	9,957
100	Premises	1,000	1,000	1,000
1,315	Transport	2,352	2,352	2,370
10,591	Supplies and Services	13,903	13,903	11,470
990	Support Service Charges In	1,350	1,350	1,200
7,569	Capital Charges	7,565	7,565	7,565
(131)	Income	0	0	0
26,800		35,807	35,807	33,562

R118 - Pest Control

This service aims to prevent the build-up of infestations of key pests through advice and enforcement.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
10,133	Employee	9,817	9,817	9,922
0		90	90	90
1,529	Transport	1,028	1,028	1,040
1,060	Supplies and Services	3,400	3,400	4,400
4,542	Support Service Charges In	5,200	5,200	5,020
0	Capital Charges	0	0	1,045
(3,457)	Income	(3,945)	(3,945)	(4,945)
13,807		15,590	15,590	16,572

R119A - Environmental Protection

The Environmental Protection team provides reactive response to complaints and programmed monitoring schemes.

This service includes the following:

- Air Quality Management - including Environmental Permitting
- Contaminated Land - inspection and enforcement of contaminated land sites
- Environ-crimes - including abandoned vehicles, fly-tipping, littering and dog fouling
- Nuisance Investigations - noise, odour and smoke
- Assisted Burials - which finances burials of those where no other arrangements are being made
- Drainage - investigation of land drainage and flooding issues
- Travellers - which includes time spent by officers on the implementation of Council policies with regard to gypsies and travellers

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
370,238	Employee	420,815	380,839	369,723
17,149	Transport	22,603	22,603	18,715
122,449	Supplies and Services	77,714	79,214	27,710
154,476	Support Service Charges In	158,690	158,850	145,810
3,600	Capital Charges	3,600	3,600	3,600
(63,274)	Income	(10,754)	(94,389)	(15,755)
604,639		672,668	550,717	549,803

R120 - Dog Control

This service aims to achieve effective implementation of current legislation relating to dog control and stray dogs. Advice on responsible dog ownership is also provided.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
15,101	Employee	14,726	14,726	14,882
0	Premises	10	10	10
2,498	Transport	1,765	1,765	1,775
20,515	Supplies and Services	21,793	24,293	21,790
21,440	Support Service Charges In	21,170	21,170	21,280
0	Capital Charges	0	0	1,567
(1,221)	Income	(1,000)	(1,000)	(1,000)
58,332		58,464	60,964	60,304

R151 - Environmental Health - Service Management

This unit includes all salary, oncosts and overheads for staff within the Environmental Health Service Area. The costs are fully recharged to the individual service headings that it supports.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
89,907	Employee	95,150	101,095	95,101
180	Premises	0	0	0
1,496	Transport	4,219	4,219	3,019
36,424	Supplies and Services	44,096	41,455	37,825
56,632	Support Service Charges In	63,540	63,540	50,410
6,317	Capital Charges	7,416	7,416	6,709
(365)	Income	(650)	(650)	(650)
(190,590)	Support Service Charges Out	(213,771)	(213,771)	(192,414)
0		0	3,304	0

R316 - Waste Collection and Disposal

This service ensures that all municipal waste handled by the Council is effectively collected and transported to appropriate sites for disposal or recycling. Embraced under this heading are household and commercial refuse and recycling collections and garden waste (for composting). This service is delivered by a number of contractors, the largest being Kier Environmental Services Ltd (collection and composting services) and Norse Environmental Waste Services Ltd (NEWS) (recycling services).

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
105,828	Employee	101,478	101,478	129,134
3,748	Premises	5,179	5,179	500
4,219	Transport	9,199	9,199	7,910
3,780,123	Supplies and Services	3,745,008	3,790,108	3,446,865
223,795	Support Service Charges In	233,650	233,650	231,090
136,858	Capital Charges	435,119	435,119	339,868
(2,938,446)	Income	(3,025,081)	(3,054,081)	(2,809,905)
1,316,125		1,504,552	1,520,652	1,345,462

R317 - Cleansing

This service aims to ensure that the District is cleaned to acceptable standards and that all litter is effectively collected and transported to appropriate sites for disposal or recycling. Embraced under this heading are street litter collections (including the emptying of litter and dog waste bins), road sweeping, fly tipping removal and night soil collection. This service is operated by Kier Environmental Services Ltd.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
49,112	Employee	48,405	48,405	54,146
10,113	Premises	10,120	10,120	125
1,428	Transport	800	800	1,280
696,723	Supplies and Services	647,097	664,097	599,492
181,110	Support Service Charges In	17,600	17,600	20,120
(45,896)	Income	(42,004)	(42,004)	(42,751)
729,593		682,018	699,018	632,412

R412 – Environmental Strategy

This service ensures that the Council acts in an environmentally sustainable way when carrying out its activities and function. Similarly, it enables and encourages the implementation of environmental sustainability within the community itself.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
14,620	Employee	2,150	2,150	0
344	Premises	0	0	0
147	Transport	0	0	0
22,773	Supplies and Services	20,000	30,400	20,000
12,281	Support Service Charges In	9,800	9,800	11,430
7,716	Capital Charges	7,717	7,717	7,717
(13,920)	Income	(10,000)	(10,000)	(10,000)
43,961		29,667	40,067	29,147

R413 - Community Safety

This unit provides the funding towards the North Norfolk Operational Partnership Team whose aim is to reduce crime, disorder and anti-social behaviour across the District. The OPT coordinates partner activities and discharges the Councils statutory responsibilities under the Crime & Disorder Act 1998.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
424	Employee	0	0	21,403
6,219	Supplies and Services	20,000	20,000	0
1,830	Support Service Charges In	2,570	2,570	570
8,473		22,570	22,570	21,973

R420 - Civil Contingencies

This service provides facilities to aid the reduction/mitigation of the effects of flooding incidents and ensures that equipment, expertise, labour, etc. are available in readiness for all emergencies that require a local authority response. It also covers the protection of the public's health and safety before, during and after such incidents, in both the response and recovery phase. This service also enables the Council to meet its obligations in the event of a major incident/Emergency. The Civil Contingencies Act 2004 also details the need for Local Authorities to put in place Business Continuity measures to ensure the Authority can function in the event of internal/external events affecting the Council.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
72,964	Employee	75,302	77,302	77,766
145	Premises	200	200	200
2,298	Transport	2,653	2,653	2,644
10,424	Supplies and Services	13,335	14,335	13,335
46,724	Support Service Charges In	48,190	48,190	51,940
(3,628)	Income	0	0	0
128,927		139,680	142,680	145,885

Finance Service Area

Head of Service: Karen Sly

Contacts

Service	Contact	Ext.
Local Taxation	Sean Knight	6347
Benefits	Liz Codling	6061
Treasury Management	Tony Brown	6126
Discretionary Payments	Karen Sly	6243
Non Distributed Costs	Karen Sly	6243
Benefits & Revenues Management	Karen Sly	6243
Corporate Finance	Karen Sly	6243
Internal Audit	Karen Sly	6243
Central Costs	Karen Sly	6243
Corporate & Democratic Core	Karen Sly	6243

Net Cost of Service

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
456,384	Local Taxation	495,405	547,315	549,929
829,895	Benefits	1,021,252	1,018,294	1,030,227
165,917	Discretionary Payments	201,831	108,788	95,051
23,000	Non Distributed Costs	0	15,069	290
0	Benefits & Revenues Management *	0	0	0
0	Corporate Finance *	0	(3,000)	0
0	Internal Audit *	0	3,600	0
0	Central Costs *	0	(8,085)	0
1,208,781	Corporate & Democratic Core	1,365,318	1,380,137	1,368,553
2,683,977	Net Cost of Service Area	3,083,806	3,062,118	3,044,050

Subjective Analysis

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
1,937,168	Employee	2,109,694	2,053,292	1,995,688
594	Premises	0	0	0
21,959	Transport	30,867	30,234	23,052
908,576	Supplies and Services	750,557	785,904	618,953
28,327,193	Transfer Payments	27,815,047	27,815,047	22,795,037
2,448,058	Support Services - Charges In	2,400,300	2,400,300	2,644,495
(1,359,909)	Support Services - Charges Out	(1,380,400)	(1,380,400)	(1,544,178)
36,052	Capital Charges	114,468	114,468	101,208
(29,635,714)	Income (External)	(28,756,727)	(28,756,727)	(23,590,205)
2,683,977	Total Cost of Services	3,083,806	3,062,118	3,044,050

* The costs of these services are fully recharged to the services they support.

Main Items of Growth and Savings/Income

Growth	Amount £
Local Taxation	
Temporary posts funded from Local Council Tax Support Grant.	25,998
Benefits	
Employee inflation	12,739
Subsidy on lower volume of payments.	4,970,000
Reduced level of Administration support from DWP.	59,675
A further adjustment has been anticipated due to the implementation of SFIS	77,520
Non Distributed Costs	
Actuarial Strain costs.	21,105
Corporate & Democratic Core	
Employee Inflation and Pension Fund adjustments.	16,546
TOTAL GROWTH	<u>5,183,583</u>
Savings	Amount £
Local Taxation	
One-off expenditure funded from Reserves in 2014/15	(41,152)
Benefits	
Estimated value of benefit payments based on current levels, this is offset by reduced Department for Work and Pensions (DWP) subsidy.	(5,000,000)
Approved Savings	(82,997)
Superannuation costs not incurred as anticipated	(22,265)
To reflect changes to the Fraud service through the implementation of Single Fraud Investigation Service (SFIS)	(77,520)
Discretionary Rate Relief	
Non recurring expenditure previously funded from Second Homes	(68,000)
Local Council Tax Support grants.	(41,360)
Corporate & Democratic Core	
One-off costs funded from the Business Transformation Reserve.	(77,000)
TOTAL SAVINGS	<u>(5,410,294)</u>
NET GROWTH/SAVINGS	<u>(226,711)</u>

Service Area Details

R210 - Local Taxation

This budget includes salary, oncosts and overheads for staff responsible for Council Tax Registration and Recovery.

Local Taxation also brings together the costs of collecting the Council Tax to provide funding for NNDC, Norfolk County Council, Parish Councils, Drainage Boards and the Police Authority. Also included in this service are the costs of collecting Business Rates as part of the Business Rates Retention Scheme.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
450,316	Employee	424,187	488,315	453,647
4,339	Transport	4,206	4,206	3,404
184,366	Supplies and Services	129,673	117,394	88,110
386,072	Support Service Charges In	347,069	347,130	417,000
0	Capital Charges	15,000	15,000	15,000
(568,709)	Income	(424,730)	(424,730)	(427,232)
456,384		495,405	547,315	549,929

R211 - Benefits

The Council is responsible for the administration of Housing Benefits to private tenants and Council Tax support. The Department for Works and Pensions (DWP) pays up to 100% of each benefit payment in the form of a grant to the Council to fund the service. From April 2013 the new scheme of Local Council Tax Support came into operation whereby the minimum amount of Council Tax claimants are required to pay is 8.5%. This service brings together the cost of staff and support service charges relating to the calculation of all types of benefits and Council Tax support. The Council is continuing to work on reducing fraudulent benefit payments with its involvement in benefit verification work.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
818,906	Employee	928,381	855,634	770,967
594	Premises	0	0	0
8,422	Transport	15,164	15,164	6,588
190,795	Supplies and Services	29,432	99,221	24,830
28,280,659	Transfer Payments	27,768,513	27,768,513	22,748,507
564,057	Support Service Charges In	522,450	522,450	563,580
31,058	Capital Charges	89,309	89,309	78,728
(29,064,596)	Income	(28,331,997)	(28,331,997)	(23,162,973)
829,895		1,021,252	1,018,294	1,030,227

R214 - Discretionary Payments

Discretionary Rate Relief can be granted to organisations run on a non-profit making basis; this rate is granted at 80%. Discretionary relief can also be given as a top up to mandatory relief and is awarded to village shops and registered charities. Top up relief rates range from 20% to 50%. The grants paid to parish councils in respect of the Local Council Tax Support Scheme are also included and account for the increase from 2013/14. The reductions given to tax payers under the scheme reduces the tax base, and the grant helps to off-set the impact of this on the parish charge.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
163,539	Supplies and Services	201,831	108,788	92,471
2,378	Support Service Charges In	0	0	2,580
165,917		201,831	108,788	95,051

R219 - Non Distributed Costs

This includes elements of the overall cost of retirement benefits that cannot be charged to individual services and include past service costs, settlements and curtailments. The treatment of these costs in accordance with International Accounting Standards 19 (IAS19) requires that the cost of a pension decision is reflected in the year the decision is made and not over a number of years. Therefore, ongoing added years and actuarial strain costs are replaced with settlements and curtailments as calculated by the actuary at the year end. This treatment requires an adjustment to be made to the net cost of services with a compensating entry within the net operating expenditure shown within the General Fund Summary. Pension costs are recharged to services.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
23,000	Employee	0	15,069	0
0	Support Service Charges In	0	0	290
23,000		0	15,069	290

R251 - Benefits and Revenues Management

This service includes the salary, oncosts and overheads of staff involved in the management and supervision of the Council Tax and Benefit sections.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
70,941	Employee	69,074	69,074	69,503
1,553	Transport	1,463	1,463	1,444
1,456	Supplies and Services	3,274	3,274	3,250
18,186	Support Service Charges In	18,470	18,470	7,950
(92,136)	Support Service Charges Out	(92,281)	(92,281)	(82,147)
0		0	0	0

R263 - Corporate Finance

Included within this budget are salary, oncosts and overheads for staff dealing with the Financial Services function including Accountancy, Creditors, Sundry Debtors and Treasury Management.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
432,748	Employee	464,920	459,100	456,173
2,826	Transport	3,094	3,094	2,183
42,807	Supplies and Services	22,254	25,074	22,041
266,495	Support Service Charges In	242,530	242,530	237,810
4,994	Capital Charges	10,159	10,159	7,480
(749,870)	Support Service Charges Out	(742,957)	(742,957)	(725,687)
0		0	(3,000)	0

R263C - Internal Audit

This budget reflects the costs of the internal audit function. NNDC is part of an internal audit consortium with four other Norfolk District Councils (South Norfolk, Broadland, Breckland and Great Yarmouth) and the Broads Authority. The audit contract is managed by South Norfolk Council and Mazars Internal Audit Ltd are contracted to undertake the audits within the annual audit plan.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
85,630	Supplies and Services	103,613	107,213	94,000
10,616	Support Service Charges In	11,140	11,140	8,590
(96,246)	Support Service Charges Out	(114,753)	(114,753)	(102,590)
0		0	3,600	0

R450 - Central Costs

This budget includes the cost of officer time spent on authority-wide issues and projects.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
30,569	Employee	35,551	28,099	33,189
1,146	Transport	2,195	1,562	2,510
5,126	Supplies and Services	5,583	5,583	5,580
384,825	Support Service Charges In	387,080	387,080	289,980
(9)	Income	0	0	0
(421,657)	Support Service Charges Out	(430,409)	(430,409)	(331,259)
0		0	(8,085)	0

R450A - Corporate and Democratic Core

This budget includes the cost of maintaining statutory registers; officer time spent providing information required by the general public and completing corporate returns. Also included are the fees incurred for the external audit, which is currently undertaken by PWC. From 2015/16 the external audit will be conducted by EY.

From 2014/15 this service includes the management of the Council's investments and cash flows together with its banking, money market and capital market transactions. It includes the effective control of the risks associated with these activities, and the pursuit of optimum performance consistent with those risks. The Council's primary objective in relation to its investment activities complies with the DCLG Guidance on Local Government Investments, and it remains the security of the sum invested. The liquidity or accessibility of the investments followed by the interest earned remain important but are secondary considerations.

From 2015/16 this service also includes the management of Business Transformation which aims to make process improvements and efficiency savings by implementing technology which allows more flexible working and automated processes to allow Customers to transact online at a time suitable to them.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
110,687	Employee	187,581	138,001	212,209
3,673	Transport	4,745	4,745	6,923
234,858	Supplies and Services	254,897	319,357	288,671
46,534	Transfer Payments	46,534	46,534	46,530
815,429	Support Service Charges In	871,561	871,500	1,116,715
0	Support Service Charges Out	0	0	(302,495)
(2,400)	Income	0	0	0
1,208,781		1,365,318	1,380,137	1,368,553

Organisational Development Service Area

Head of Service: Julie Cooke

Contacts

Service	Contact	Ext.
Human Resources & Payroll	Julie Cooke	6040
Insurance & Risk Management	Julie Cooke	6040
Performance Management	Helen Thomas	6214
Registration Services	Suzanne Taylor	6046
Member Services	Emma Denny	6010

Net Cost of Service

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
0	Human Resources & Payroll *	0	24,034	0
0	Insurance & Risk Management *	0	5,077	0
0	Performance Management *	0	(67)	0
299,087	Registration Services	322,389	336,939	403,712
579,334	Members Services	633,073	588,539	544,509
878,421	Net Cost of Service Area	955,462	954,522	948,221

Subjective Analysis

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
633,675	Employee	718,538	681,628	676,417
84,390	Premises	589	589	590
36,330	Transport	43,734	42,790	42,130
491,821	Supplies and Services	491,561	605,549	595,820
491,396	Support Services - Charges In	496,950	496,950	411,090
(810,560)	Support Services - Charges Out	(760,338)	(760,338)	(739,556)
0	Capital Charges	3,200	3,200	2,500
(48,631)	Income (External)	(38,772)	(115,846)	(40,770)
878,421	Total Cost of Services	955,462	954,522	948,221

* The costs of these services are fully recharged to the services they support.

Main Items of Growth and Savings/Income

Growth	Amount £
Insurance & Risk Management	
Increased costs relating to new Insurance tender.	23,000
Registration Services	
Costs relating to the conduct of the District Council election in May 2015. This is funded from an earmarked reserve.	90,000
TOTAL GROWTH	<u>113,000</u>
NET GROWTH/SAVINGS	<u>113,000</u>

Service Area Details

R260 - Human Resources and Payroll

Included here are the salary, oncosts and overheads for staff dealing with recruitment, learning and development, processing payroll, employee relations and employee welfare. Also included within this service is the Common Training Budget, which deals with the Council's corporate training needs.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
297,356	Employee	335,767	354,801	333,108
1,178	Transport	1,884	1,884	1,630
35,675	Supplies and Services	15,897	20,897	15,890
119,245	Support Service Charges In	129,380	129,380	111,810
(3,696)	Income	(1,000)	(1,000)	(1,000)
(449,758)	Support Service Charges Out	(481,928)	(481,928)	(461,438)
<u>0</u>		<u>0</u>	<u>24,034</u>	<u>0</u>

R263B - Insurance and Risk Management

This budget includes the payment of Council's various insurance premiums, salaries and oncosts of staff dealing with the administration of the Council's insurance policies, claims and corporate risk assessment.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
45,392	Employee	54,559	49,448	49,078
82,593	Premises	39	39	40
11,174	Transport	17,896	17,896	17,580
113,026	Supplies and Services	92,585	102,773	112,760
19,453	Support Service Charges In	22,460	22,460	16,160
(88)	Income	(650)	(650)	(650)
(271,550)	Support Service Charges Out	(186,889)	(186,889)	(194,968)
0		0	5,077	0

R263D - Performance Management

Included within this service are the salary and oncosts for staff dealing with Organisational Performance Management and Policy Co-ordination.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
48,209	Employee	51,450	51,450	52,060
35	Transport	465	465	260
2,605	Supplies and Services	5,366	5,299	4,020
38,403	Support Service Charges In	34,240	34,240	26,810
(89,252)	Support Service Charges Out	(91,521)	(91,521)	(83,150)
0		0	(67)	0

R400 - Registration Services

This service includes the cost of administering and holding all Parliamentary, European, District, Town and Parish elections along with the cost of producing the annual revised Register of Electors and monthly updates.

2013/14 Actual		2014/15 Base Budget	2014/15 Updated Budget	2015/16 Base Budget
£		£	£	£
122,094	Employee	112,798	112,798	130,742
1,509	Premises	550	550	550
1,311	Transport	30	30	140
57,413	Supplies and Services	86,833	178,467	172,920
161,379	Support Service Charges In	158,900	158,890	138,080
(44,619)	Income	(36,722)	(113,796)	(38,720)
299,087		322,389	336,939	403,712

R450B - Members Services

This service includes salary, oncosts and overheads for staff supporting Members and Committee administration. It also includes the cost of Members Allowances.

2013/14		2014/15	2014/15	2015/16
Actual		Base	Updated	Base
£		Budget	Budget	Budget
£		£	£	£
120,623	Employee	163,964	113,131	111,429
288	Premises	0	0	0
22,632	Transport	23,459	22,515	22,520
283,103	Supplies and Services	290,880	298,113	290,230
152,916	Support Service Charges In	151,970	151,980	118,230
0	Capital Charges	3,200	3,200	2,500
(228)	Income	(400)	(400)	(400)
579,334		633,073	588,539	544,509

General Fund Capital Programme

As part of the budget process, the Council's General Fund Capital Programme has been reviewed and updated accordingly. The main changes to the capital programme have come about from the submission and inclusion of successful capital bids, and the re-profiling of schemes which have not progressed as originally planned, and where this has occurred, the budget provision has been slipped to 2015/16. Some of the schemes below are as a result of the December 2013 Tidal Surge and are yet to be completed.

The General Fund Capital Programme assumes the continuation of the housing schemes in relation to disabled facility grants, and provision of affordable housing through support for Housing Associations. In addition to this there is the new capital scheme for Housing Loans to Registered Providers, together with direct improvements to the Parklands Caravan Site.

The General Fund Capital Programme is summarised below showing the total value of each scheme and the NNDC contribution.

Scheme Non Housing	NNDC Contribution £	Total Scheme Value £
North Norfolk Enterprise Innovation Centre	50,000	50,000
Rocket House	77,084	77,084
Carbon Reduction Scheme	73,379	73,379
Public Conveniences (Plumbing and Drainage)	15,000	15,000
Council Car Park Improvements	110,000	110,000
Mundesley Road car park Resurfacing	70,000	70,000
Gypsy and Traveller Short Stay Facilities	0	1,409,000
Sheringham Beach Handrails	40,023	40,023
Cromer Pier Structural Works Phase 2	1,418,631	1,418,631
Sheringham Promenade Lighting	46,500	79,500
Cromer Pier and West Prom Refurbishment	200,000	200,000
Refurbishment Works to Seaside Shelters	153,500	153,500
Mundesley Café – Storm Surge Works	0	75,000
Mundesley Public Convenience – Storm Surge Works	4,000	50,000
Cromer Pier Restaurant and Shop – Storm Surge Works	0	200,000
Chalets rebuilding – Storm Surge Works	53,000	160,000
Cromer Pier Decking – Storm Surge Works	0	250,000
Sheringham West Prom Café – Storm Surge Works	28,000	120,000
Pier Roof Full Repair Refurbishment	78,000	78,000
Pier Public Conveniences	45,000	45,000
North Lodge Park	197,000	197,000
Big Society Fund	507,000	507,000
North Walsham Regeneration Scheme	70,000	82,045
Victory Swim and Fitness Centre	54,370	54,370
Play Areas	100,000	100,000
Splash Roof Repairs	43,630	73,630
Steelwork Protection to Victory Pool	30,000	30,000
Cabbell Park	64,000	64,000

CAPITAL

Scheme Non Housing	NNDC Contribution £	Total Scheme Value £
Trade Waste Bins	194,784	272,700
Personal Computer Replacement	205,583	205,583
Waste Management and EH IT System	131,514	232,427
Asset Management Computer System	75,000	75,000
Procurement for Civica Upgrade	210,947	306,156
e-Financials Upgrade	33,000	33,000
Administrative Buildings	250,570	250,570
Replacement of Planning Printer and Scanner	15,398	15,398
Committee Management Information System	12,500	12,500
Cash Receipting System Upgrade	10,000	10,000
Planning Probass 4	32,787	32,787
Planning System (Scanning of Old Files)	60,000	60,000
IT Network Switches	91,286	91,286
Dell Equallogic Systems	38,089	38,089
Telephony Procurement	90,000	90,000
Web Infrastructure Upgrade	37,500	37,500
New Print Solution – Multi Function Devices	60,000	60,000
Website Integration Software	34,000	34,000
Sub Total Non-Housing Capital Programme	5,111,075	7,639,158

Coastal Schemes	NNDC Contribution £	Total Scheme Value £
Cromer Coast Protection Scheme 982 and SEA	0	10,400,000
Pathfinder Project	0	1,967,015
Cromer to Winterton Scheme	0	122,000
Coastal Erosion Assistance	0	90,000
Storm Surge	0	1,041,000
Sheringham West Prom	315,000	804,000
Mundesley Refurbishment of Coastal Defences	307,000	2,221,000
Sheringham Gangway	40,000	136,737
Total Coastal Management Schemes	662,000	16,781,752

Housing Schemes	NNDC Contribution £	Total Scheme Value £
Disabled Facilities Grants	Annual Programme	
Housing Associations	Annual Programme	
Housing Loans to Registered Providers	3,500,000	3,500,000
Parkland Improvements	100,000	100,000
	3,600,000	3,600,000

General Fund Capital Programme 2015/16

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Jobs and the Local Economy					
North Norfolk Enterprise Innovation Centre	50,000	10,295	39,705	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>50,000</i>				
Rocket House	77,084	32,168	44,916	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>77,084</i>				
Carbon Reduction Scheme	73,379	68,379	5,000	0	0
<i>Financed by;</i>					
<i>NNDC (Cap Receipts - Carbon Reduction Fund)</i>	<i>73,379</i>				
Public Conveniences (Plumbing and Drainage)	15,000	310	14,690	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>15,000</i>				
Council Car Park Improvements 2014/15	110,000	0	110,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>110,000</i>				
Mundesley Road Car Park Resurfacing	70,000	0	70,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>70,000</i>				
	395,463	111,152	284,311	0	0

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Housing and Infrastructure					
Disabled Facilities Grants	Annual Programme	0	500,000	500,000	500,000
<i>Financed by;</i>					
<i>Specified Capital Grant</i>					
<i>NNDC (Capital Receipts)</i>					
Housing Associations	Annual Programme	0	500,543	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>					
<i>NNDC (Capital Projects Reserve)</i>					
<i>Affordable Housing Contributions</i>					
Housing Loans to Registered Providers	3,500,000	0	0	3,500,000	0
<i>Financed by;</i>					
<i>Capital Receipts</i>	2,484,769				
<i>Capital Projects Reserve</i>	90,800				
<i>Internal/External Borrowing</i>	924,431				
Parkland Improvements	100,000	0	100,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	100,000				
	3,600,000	0	1,100,543	4,000,000	500,000

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Coast, Countryside and Built Heritage					
Gypsy and Traveller Short Stay Stopping Facilities	1,409,000	1,148,885	40,115	220,000	0
<i>Financed by:</i>					
Grant	1,409,000				
Sheringham Beach Handrails	40,023	37,671	2,352	0	0
<i>Financed by;</i>					
NNDC (Capital Projects Reserve)	5,023				
NNDC (Capital Receipts)	35,000				
Cromer Pier Structural Works - Phase 2	1,418,631	1,280,688	21,994	115,949	0
<i>Financed by;</i>					
NNDC (Capital Receipts)	1,418,631				
Sheringham Promenade Lighting	79,500	67,727	11,773	0	0
<i>Financed by;</i>					
NNDC (Capital Receipts)	46,500				
Other Contributions	33,000				
Cromer Pier and West Prom Refurbishment Project	200,000	1,301	98,699	100,000	0
<i>Financed by:</i>					
NNDC (Capital Receipts)	200,000				
Refurbishment Works to the Seaside Shelters	153,500	41,306	40,194	72,000	0
<i>Financed by:</i>					
NNDC (Capital Receipts)	153,500				

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Coast, Countryside and Built Heritage Continued					
Cromer Coast Protection Scheme 982 and SEA	10,400,000	1,670,701	3,829,299	4,900,000	0
<i>Financed by:</i>					
<i>Environment Agency Grant</i>	<i>10,400,000</i>				
Pathfinder Project	1,967,015	1,667,657	299,358	0	0
<i>Financed by:</i>					
<i>DEFRA Grant</i>	<i>1,967,015</i>				
Cromer to Winterton Scheme	122,000	78,083	43,917	0	0
<i>Financed by:</i>					
<i>Environment Agency Grant</i>	<i>110,000</i>				
<i>External Contributions</i>	<i>12,000</i>				
Coastal Erosion Assistance	90,000	12,228	77,772	0	0
<i>Financed by:</i>					
<i>Government Grant</i>	<i>90,000</i>				
Storm Surge	1,041,000	698,382	342,618	0	0
<i>Financed by;</i>					
<i>Environment Agency Grant</i>	<i>1,041,000</i>				
Sheringham West Prom	804,000	0	804,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>215,000</i>				
<i>RCCO</i>	<i>100,000</i>				
<i>Other - Local Levy</i>	<i>70,000</i>				
<i>Environment Agency Grant</i>	<i>419,000</i>				

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Coast, Countryside and Built Heritage Continued					
Mundesley - Refurbishment of Coastal Defences	2,221,000	0	70,000	0	2,151,000
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>307,000</i>				
<i>Environment Agency Grant</i>	<i>1,914,000</i>				
Sheringham Gangway	136,737	0	136,737	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>40,000</i>				
<i>Marine Management Organisation Grant</i>	<i>48,369</i>				
<i>European Fisheries Fund Grant</i>	<i>48,368</i>				
Mundesley Café - Storm Surge Works	75,000	0	75,000	0	0
<i>Financed by;</i>					
<i>Insurance Claim</i>	<i>75,000</i>				
Mundesley Public Convenience - Storm Surge Works	50,000	0	50,000	0	0
<i>Financed by;</i>					
<i>Insurance Claim</i>	<i>46,000</i>				
<i>RCCO - Excess over Insurance Claim</i>	<i>4,000</i>				
Cromer Pier Restaurant and Shop - Storm Surge Works	200,000	0	200,000	0	0
<i>Financed by;</i>					
<i>Insurance Claim</i>	<i>200,000</i>				

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Coast, Countryside and Built Heritage Continued					
Chalets Rebuilding - Storm Surge Works	160,000	58,200	101,800	0	0
<i>Financed by;</i>					
<i>Insurance Claim</i>	107,000				
<i>RCCO - Excess over Insurance claim</i>	53,000				
Cromer Pier Decking - Storm Surge Works	250,000	88,676	161,324	0	0
<i>Financed by;</i>					
<i>Insurance Claim</i>	250,000				
Sheringham West Prom Café - Storm Surge Works	120,000	0	120,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	28,000				
<i>Insurance Claim</i>	92,000				
Repairs and Renewals Grants - Flood Protection Works	0	0	0	0	0
<i>Financed by;</i>					
<i>DEFRA</i>	0				
Pier Roof Full Repair / Refurbishment	78,000	0	78,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	78,000				
Pier Public Conveniences	45,000	0	45,000	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	45,000				
	21,060,406	6,851,505	6,649,952	5,407,949	2,151,000

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Localism					
North Lodge Park	197,000	732	0	196,268	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>197,000</i>				
Big Society Fund	507,000	394,000	113,000	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>482,000</i>				
<i>RCCO</i>	<i>25,000</i>				
North Walsham Regeneration Schemes (Including Market St North Walsham)	82,045	17,045	65,000	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>82,045</i>				
Victory Swim and Fitness Centre	54,370	0	54,370	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>54,370</i>				
Play Areas	100,000	9,191	90,809	0	0
<i>Financed by;</i>					
<i>NNDC(Capital Receipts)</i>	<i>100,000</i>				
Splash Roof Repairs	73,630	0	73,630	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>43,630</i>				
<i>Other Contributions</i>	<i>30,000</i>				

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Localism Continued					
Steelwork Protection to Victory Pool and Fakenham Gym	30,000	0	30,000	0	0
<i>Financed by;</i>					
<i>NNDC(Capital Receipts)</i>	<i>30,000</i>				
Cabbell Park	64,000	0	64,000	0	0
<i>Financed by;</i>					
<i>NNDC (Future Capital Receipts)</i>	<i>64,000</i>				
	1,108,045	420,968	490,809	196,268	0

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Delivering the Vision					
Trade Waste Bins/ Waste Vehicle	272,700	192,817	79,883	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	194,784				
<i>LPSA Grant</i>	77,916				
Personal Computer Replacement Fund	205,583	162,603	22,980	20,000	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	161,322				
<i>NNDC (RCCO)</i>	43,636				
Waste Management & Environmental Health IT System	232,427	221,082	11,345	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	131,514				
<i>WPEG Grant</i>	83,486				
<i>DEFRA Grant</i>	17,427				
Asset Management Computer System	75,000	63,190	11,810	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Projects Reserve)</i>	60,000				
<i>NNDC (Asset Management Reserve)</i>	15,000				

CAPITAL

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Delivering the Vision Continued					
Procurement for Upgrade of Civica System	306,156	187,058	119,098	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>210,947</i>				
<i>Other Grants (RIEP)</i>	<i>53,800</i>				
<i>DWP Performance Standards Fund</i>	<i>41,409</i>				
e-Financials Financial Management System Software Upgrade	33,000	21,506	0	11,494	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>33,000</i>				
Administrative Buildings	250,570	124,060	126,510	0	0
<i>Financed by;</i>					
<i>NNDC (Capital Receipts)</i>	<i>250,570</i>				
Replacement of Planning Printer and Scanner	15,398	98	15,300	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>21,000</i>				
Committee Management Information System	12,500	12,500	0	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>12,500</i>				
Cash Receipting System Upgrade	10,000	0	10,000	0	0
<i>Financed by:</i>					
<i>NNDC (Capital Receipts)</i>	<i>10,000</i>				

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/14 Actual Expenditure	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£	£	£
Delivering the Vision Continued					
Planning Probass 4	32,787	0	16,397	16,390	0
Financed by:					
NNDC (Capital Receipts)	32,787				
Planning System (Scanning of Old Files)	60,000	0	0	60,000	0
Financed by:					
NNDC (Capital Receipts)	60,000				
IT Network Switches	91,286	0	91,286	0	0
Financed by:					
NNDC (Capital Receipts)	91,286				
Replacement of Dell Equallogic Systems	38,089	0	38,089	0	0
Financed by:					
NNDC (Capital Receipts)	38,089				
Telephony Procurement	90,000	0	90,000	0	0
Financed by:					
NNDC (Capital Receipts)	90,000				
Web Infrastructure Upgrade	37,500	0	37,500	0	0
Financed by:					
Invest to Save Reserve	37,500				
New Print Solution - Multi Function Devices	60,000	0	60,000	0	0
Financed by:					
Business Transformation Reserve	60,000				
Website Integration Software	34,000	0	34,000	0	0
Financed by:					
Business Transformation Reserve	34,000				
	1,856,996	984,914	764,198	107,884	0
	28,020,910	8,368,539	9,289,813	9,712,101	2,651,000

CAPITAL

	Updated Budget 2014/15	Budget 2015/16	Budget 2016/17
	£	£	£
Capital Programme Financing			
Environment Agency Grant	4,770,606	4,900,000	1,844,000
DEFRA Grant	339,473	220,000	0
Disabled Facilities Grants	466,046	466,046	466,046
Other Grants	166,737	0	0
Other Contributions	49,771	0	0
Asset Management Reserve	3,983	0	0
Revenue Contribution to Capital (RCCO)	157,000	0	0
Capital Project Reserve	508,370	90,800	0
Invest to Save Reserve	37,500	0	0
Capital Receipts	2,167,203	3,110,824	340,954
Internal / External Borrowing	0	924,431	0
Insurance Claims	623,124	0	0
TOTAL FINANCING	9,289,813	9,712,101	2,651,000

Capital Bids 2015/16

In addition to the capital programme, a number of new capital projects have been put forward for approval as part of the 2015/16 budget process.

Bid Title	Total Estimated Costs £	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £	2018/19 Onwards £
Holt Country Park and Wells Public Convenience Development Options	10,000	10,000	0	0	0
Asset Management Plan Bids:					
Council Main Offices	918,500	133,500	85,000	298,000	402,000
Fakenham Connect	30,000	20,000	10,000	0	0
Stonehill Way Cromer	15,000	0	0	15,000	0
Cornish Way North Walsham Industrial Site	150,000	0	150,000	0	0
Catfield Industrial Site	150,000	0	150,000	0	0
Holt Country Park	12,500	12,500	0	0	0
Cromer Pier	20,000	0	0	20,000	0
Victory Sports and Leisure Centre	27,500	15,000	0	12,500	0
Fakenham Gym	62,500	15,000	30,000	0	17,500
Splash Pool	35,000	0	0	35,000	0
Public Conveniences Cromer Melbourne Slope	75,000	75,000	0	0	0
Public Conveniences Sheringham Lushers Passage	50,000	0	50,000	0	0
Public Convenience Improvements	10,000	10,000	0	0	0
Grove Land Holt	75,500	75,500	0	0	0
Cromer West Promenade Infrastructure Regeneration*	804,253	804,253	0	0	0
Car Park Refurbishment	60,000	60,000	0	0	0

CAPITAL

Bid Title	Total Estimated Costs £	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £	2018/19 Onwards £
Fakenham Connect and Cromer Office works *	126,000	126,000	0	0	0
ICT Server Replacement	100,000	100,000	0	0	0
GIS/ Web Based Solution	20,000	20,000	0	0	0
Recording and Audio Equipment	20,000	20,000	0	0	0
Scanning of Planning Documentation	40,000	40,000	0	0	0
Updates to Accolade and Idox Planning Systems	25,000	25,000	0	0	0
Ostend Targeted Rock Placement and Coastal	55,000	55,000	0	0	0
Steps Trafalgar Court Beach Access*	150,000	150,000	0	0	0
Egmere Business Zone*	1,500,000	1,000,000	500,000	0	0
Surface Water Drainage Constraint Trailers Site, Cromer Rd, North Walsham*	150,000	150,000	0	0	0
Purchase of Redundant Wheeled Bins (Kier)	66,750	66,750	0	0	0
Purchase of New and Replacement Wheeled Bins	40,000	40,000	0	0	0
Total Capital Project Bids	4,798,503	3,023,503	975,000	380,500	419,500

* These schemes are dependent upon and subject to confirmation of third part funding/contributions.

<u>Assets & Leisure Service Area</u>		2014/15 Charge £ : p	2015/16 Charge £ : p
CAR PARKING			
Pay & Display Car Parks between 08:00 - 18:00			
<i>Coastal Car Parks</i>			
Cromer	- Runtun Road		
East Runtun	- Beach Road		
Happisburgh	- Cart Gap		
Mundesley	- Beach Road	50p for 30 minutes	50p for 30 minutes
Overstrand	- Pauls Lane	only, £1.20 per	only, £1.20 per
Sea Palling	- Clink Road	hour thereafter	hour thereafter
Sheringham	- Beach Road		
	- Station Road		
Wells	- Stearmans Yard		
Weybourne	- Beach Road		
	All day ticket for above		
<i>Other Car Parks</i>			
Cromer	- Cadogan Road		
	- Meadow		
	- Promenade (Disabled only)	50p for 30 minutes	50p for 30 minutes
Holt	- Albert Street	only, £1.00 for the	only, £1.00 for the
	- Station Road	first hour, 70p per	first hour, 70p per
Sheringham	- Chequers	hour thereafter	hour thereafter
	- Morris Street		
Wells	- Staithe Street		
Fakenham	- Bridge Street		
	- The Limes		
	- Queens Road	50p for 30 minutes	50p for 30 minutes
North Walsham	- Bank Loke	only, £1.00 for 2	only, £1.00 for 2
	- New Road	hours, 70p per hour	hours, 70p per hour
	- Vicarage Street	thereafter	thereafter
	Mundesley Road		
Stalham	- High Street		
All P&D Car Parks (Coastal Car Park tickets transferable)	- All day ticket	£5.00	£5.00

Assets & Leisure Service Area

		2014/15 Charge £ : p	2015/16 Charge £ : p
Other Charges			
Coach Parking (where permitted)	- Half day (up to 4 hours)	£5.00	£5.00
	- All day ticket	£10.00	£10.00
Carnival Day (Runton Road)	- Per Car, Per Entry	£6.00	£6.00
	- Per Motorcycle, Per Entry	£3.00	£3.00
Weekly Permit		£27.50	£27.50
Annual Permit	- 3 hour permit	£55.00	£55.00
	- 24 hour permit	£200.00	£200.00
Half Year Permit	- 3 hour permit	£30.00	£30.00
	- 24 hour permit	£120.00	£120.00
Quarter Year Permit	- 3 hour permit	£16.00	£16.00
	- 24 hour permit	£65.00	£65.00
Penalty Charge Notice	- Full	£50.00	£50.00
	- Prompt Payment	£25.00	£25.00

<u>Assets & Leisure Service Area</u>		2014/15 Charge £ : p	2015/16 Charge £ : p
MARKETS			
Site = 4m Frontage x 5m Depth			
Cromer, Stalham and Sheringham (Weds) - Per Site			
Weekly	- April, May, June, Oct, Nov, Dec	£18.00	£18.00
	- July, August, Sept	£27.00	£27.00
	- Jan, Feb, March	£15.00	£15.00
Quarterly	- April - June	£135.00	£135.00
	- July - September	£220.00	£220.00
	- October - December	£100.00	£100.00
	- January - March	£80.00	£80.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	£250.00	£250.00
	- October - March	£130.00	£130.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	£200.00	£200.00
	- October - March	£100.00	£100.00
Sheringham (Saturday) - Per Site			
Weekly	- April, May, June, Nov, Dec	£30.00	£30.00
	- July, August, Sept, Oct	£40.00	£40.00
	- Jan, Feb, March	£22.00	£22.00
Quarterly	- April - June	£300.00	£300.00
	- July - September	£460.00	£460.00
	- October - December	£220.00	£220.00
	- January - March	£175.00	£175.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	£580.00	£580.00
	- October - March	£300.00	£300.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	£440.00	£440.00
	- October - March	£225.00	£225.00
Yearly		£855.00	£855.00
Other Charges			
Full Annual Payment in Advance		10% discount	
Refunds - Administration Fee		£15.00	£15.00
New Traders Discount (conditions apply)		25% discount	
<u>Assets & Leisure Service Area</u>		2014/15	2015/16

		Charge £ : p	Charge £ : p
CHALETS & BEACH HUTS			
Chalets			
<i>Sheringham</i>			
Old Chalets		£690.00	£690.00
New Chalets (incl electricity)		£830.00	£830.00
<i>Cromer</i>			
West Beach		£640.00	£640.00
East Beach		£690.00	£690.00
<i>Weekly Lets - Cromer & Sheringham</i>			
Low Season		£62.50	£62.50
High Season		£120.00	£120.00
<i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i>			
Low Season		£78.00	£78.00
High Season		£142.00	£142.00
<i>Winter Lets</i>			
Per Month		£65.00	£65.00
Per Week		£21.00	£21.00
40 Week Lets (October - July)	Cromer West	£490.00	£490.00
40 Week Lets (October - July)	Cromer East	£540.00	£540.00
Hut Sites			
<i>Cromer, Overstrand & Sheringham</i>			
One Year (Excluding Rates)		£220.00	£220.00
Mundesley		£210.00	£210.00
Huts			
<i>Weekly Lets</i>			
Low Season		£47.50	£47.50
High Season		£105.00	£105.00
Mundesley - Seasonal Let		£540.00	£540.00
Termination of Licence (early - mid-term)	Admin Fee	£30.00	£30.00

<u>Assets & Leisure Service Area</u>	2014/15 Charge £ : p	2015/16 Charge £ : p
PARKLANDS CARAVAN SITE		
Site Per Year	£1,023.00	Increased by RPI as under Mobile Homes Act.
HOLT COUNTRY PARK		
School visits where Ranger's assistance required (Per Person)	£3.30	£3.40
Car Park		
Per car per occasion	£1.50	£1.50
Annual Permit (NNDC Standard Car Park Season Tickets are also valid)	£20.00	£20.00
MOBILE GYM		
Fees for the use of the facility per session	£3.00	£1.00
Concessionary price per session	£2.50	£1.00

Corporate Service Area

2014/15
Charge
£ : p

2015/16
Charge
£ : p

LEGAL SERVICES**Legal Work (exclusive of VAT charged)**

Mortgage Redemption

Preparation of a new lease

Sale of land

Preparation of License

Private Mortgage

Quest re: second Mortgage

Agreement - section 18 Public Health Act 1936

Legal Work in connection with release of covenant

At Solicitors
Hourly Rate

At Solicitors
Hourly Rate

<u>Customer Services and ICT</u>	2014/15 Charge £ : p	2015/16 Charge £ : p
TOURIST INFORMATION CENTRES		
Concessionary Fares		
Application processing	£7.00	£7.00
Renewals (lost)	£10.00	£10.00
FILMING*		
TV drama/advertisements/feature films		
*These figures are for guidance only and any enquiries could be subject to further negotiation.		
Per Day	£540.00	£1,000.00
Per Hour	£90.00	£165.00
Documentaries and charities (depending on nature of organisation, subject and crew Size)		
Per Day	£330.00	£450.00
Per Hour	£57.00	£80.00
Administration Charge (only charged where a fee and/or contract is appropriate)		
Standard	£26.00	£30.00
Less than 7 days notice	£57.00	£80.00
Stills (specifically commercial advertising with props, etc.)	£100 - £500	£100 - £500
Education/news/weather/student/individual photographers or 'in the interest of the district'		
Parking (if required)	£10 - £15	£10 - £15
PHOTOCOPYING		
Per Copy	£0.07	£0.07
Per Copy - Staff	£0.07	£0.07
Colour Copying (A4)	£0.61	£0.61
Colour Copying (A3)	£1.21	£1.21
Colour Copying - Staff (A4)	£0.61	£0.61
Colour Copying - Staff (A3)	£1.21	£1.21

Planning Service Area

	2014/15 Charge £ : p	2015/16 Charge £ : p
Other Publications and Background Studies (Cont'd)		
Settlement Planning - colour	£25.00	£26.00
Rural Economy - b/w	£12.50	£13.00
Rural Economy - colour	£60.00	£62.00
Open Space Study - Volume 1	£10.00	£10.00
Open Space Study - Volume 2	£12.00	£12.00
Open Space Study - Volume 3	£21.00	£22.00
Open Space Study - Volume 4	£7.00	£7.00
Open Space Study - Complete	£55.00	£56.00
LAND CHARGES		
Official Search of - One Part	£2.50	£2.50
Official Search of - Whole		
- Paper Search	£29.00	£29.00
- Electronic Search	£25.00	£25.00
- Additional Parcel	£2.00	£2.00
Part 1 Enquiries		
Non National Land Information Service Search	£77.00	£77.00
One Parcel	£77.00	£77.00
National Land Information Service	£77.00	£77.00
First Parcel	£66.00	£66.00
Additional Parcels	£15.00	£15.00
Optional Enquiries		
Printed	£15.00	£15.00
Additional	£21.00	£21.00
Enquiry 22	£27.00	£27.00

Planning Service Area

2014/15 Charge £ : p	2015/16 Charge £ : p
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Other Fees relating to Local Land Charges

Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	£72.00	£72.00
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)	£7.00	£7.00
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	£2.50	£2.50
Inspection of documents filed under Rule 10 in respect of each parcel of land	£2.50	£2.50
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	£5.00	£5.00

PLANNING

Weekly list Planning Applications per annum	£305.00	£313.00
Preparation of Section 106 Agreement (simple)	£333.00	£341.00
Discharging of conditions	£87.00	Statutory
	£26.00	Statutory
Building Control Chargeable Hourly Rate	£50.00	£55.00
	Part of Building Control Charging Regime.	

PLANNING - MISCELLANEOUS**Misc. Photocopies (per copy)**

A4 copies - per sheet	£0.10	£0.10
A3 copies - per sheet	£0.20	£0.20
Large documents - subject to negotiation		
High Hedges Complaint	£415.00	£425.00
Architects Plans A1 & A2 Sheets (per copy)	£2.70	£3.00

Planning Service Area

		2014/15 Charge £ : p	2015/16 Charge £ : p
Supply of Information on Permitted Use/History			
Administrative Staff - per hour		£45.00	£46.00
Professional Staff - per hour		£88.00	£90.00
Check compliance with Conditions (for Solicitors, Agents)			
Administrative Staff - per hour		£45.00	£46.00
Professional Staff - per hour		£88.00	£90.00
General Research			
Administrative Staff - per hour		£45.00	£46.00
Professional Staff - per hour		£88.00	£90.00
Naming of new street, consultation process and notification of decision	Single Street	£128.00	£131.00
	2-5 Streets	£256.00	£262.00
	5+ Streets	£513.00	£526.00
Street numbering Schemes	1-5 Plots	£82.00	£84.00
	6-10 Plots	£72.00	£74.00
	11-50 Plots	£62.00	£64.00
	50+ Plots	£51.00	£52.00
Change of property name		£26.00	£27.00

FEES AND CHARGES

ENVIRONMENTAL HEALTH

Environmental Health

2014/15
Charge
£ : p

2015/16
Charge
£ : p

WASTE COLLECTION SERVICES

Clinical Waste - Commercial & Prescribed
Commercial Waste Bins - Collection & Hire
Commercial Recycling Bins - Collection & Hire
Prescribed Waste Bins - Collection & Hire
Prescribed Recycling Bins - Collection & Hire
Sacks - Commercial & Prescribed
Bulky Items - Commercial, Prescribed & Household

Prices on Application

Prices on Application

Garden Bin Collection - Per Annum

£42.12

£42.64

EDUCATION & PROMOTION

(CIEH) Foundation Certificate in Food Hygiene

Resident or employed in North Norfolk

£52.00

£53.00

Other

£65.00

£67.00

for up to 15 candidates

£630.00

Specially arranged courses for businesses - held at
business premises for their staff only

per additional candidate up to maximum of 18

Prices on Application

£42.00

COMMERCIAL SERVICES

Food Inspections

Unfit food inspections

£37.00

£38.00

Food export certificates

£28.00

£29.00

Officer time per hour

£40.00

£40.00

Sunday Trading Application for loading consent

£86.00

£88.00

Environmental Health

2014/15 Charge £ : p	2015/16 Charge £ : p
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COMMERCIAL SERVICES (Cont'd)

Sampling - per visit	£51.00	£52.00
Other Investigations (e.g. Investigating failure)	£100.00	£100.00
Granting an authorisation to depart from the standard authorisation	£100.00	£100.00

Registration of Food Premises

Charge for copies of Register (or parts of)	- Single Entry	£16.00	£16.00
	- Part of Register	£410.00	£420.00
	- Complete Register	£870.00	£892.00

Private Water Supplies Sampling Regulations**Laboratory Analysis of a sample**

"Regulation 10 - Single Private Dwelling - Maximum	£25.00	£25.00
Regulation 9 "Check Monitoring" - Maximum	£100.00	£100.00
Regulation 9 " Audit Monitoring" - Maximum	£500.00	£500.00

Risk Assessments

- Single Private Dwelling	£100.00	£100.00
- Small Domestic Supplies	£100.00	£100.00
- Large Domestic Supplies	£200.00	£200.00
- Commercial or Public Small	£200.00	£200.00
- Commercial or Public Medium	£300.00	£300.00
- Commercial or Public Large	£500.00	£500.00
- Commercial or Public Very Large	£500.00	£500.00

Environmental Health

**2014/15
Charge
£ : p**

**2015/16
Charge
£ : p**

COMMERCIAL SERVICES (Cont'd)

HOUSING ACT NOTICES

Hazard Awareness Notice		No Charge
Improvement / Suspended Improvement Notice (Section 11 & 12)		£350.00
Prohibition/Suspended Prohibition Order		£350.00
Emergency Remedial Action	Notice with up to 3 hazards identified	£350.00
Emergency Prohibition Order		£50.00
Demolition Order	For each additional hazard included in Notice	£50.00
Service of second and subsequent HA2004 Statutory Notices (inc Schedule 3 Notices for works in default)		£70.00
Review of suspended HA 2004 Statutory Notices		£70.00

ENVIRONMENTAL PROTECTION SERVICES

Register of Authorised Processes	Set on cost recovery basis	
Statutory release fee - Dogs		£25.00
Land Enquiry		£35.00+VAT

Environmental Health

2014/15
Charge
£ : p

2015/16
Charge
£ : p

TAXI LICENCE FEES**Taxi Licences**

Licence to Drive Hackney Carriages or Private Hire Vehicles

- New Licence valid for 1 year
- New Licence valid for 3 years

£170.00
£170.00

£170.00
£170.00

Licence to Drive Hackney Carriages or Private Hire Vehicles

- Renewal valid for 1 year
- Renewal valid for 3 years

£170.00
£170.00

£170.00
£170.00

Hackney Carriage Vehicle Licence

- New or Renewal valid for 1 year

£190.00

£190.00

Private Hire Vehicle Licence

- New or Renewal valid for 1 year

£190.00

£190.00

Private Hire Operators Licence

- New or Renewal valid for 5 years

£150.00

£150.00

Taxi Licence Charges

Replacement badge (including name or address change)

£20.00

£20.00

Replacement drivers badge holder with lanyard

£3.00

£3.00

Windscreen pouches (additional or replacement)

£1.50

£1.50

Replacement plate for vehicle

£38.00

£38.00

Vehicle Inspection full initial test (if undertaken other than at a time of licensing or relicensing vehicle)

£52.80

£52.80

Vehicle Inspection re-test following failure of initial test

£12.00

£12.00

Meter test or retest undertaken separate to full vehicle inspection

£24.00

£24.00

Environmental Health2014/15
Charge
£ : p2015/16
Charge
£ : p**OTHER LICENSING**

Permits for Goods and Amenities on the Highway

- Application Fee

Premises Licence Fees - Gambling Act 2005

Betting Premises (excluding tracks)

- New Application

£2,670.00

£2,670.00

- Annual Fee

£535.00

£535.00

- Application to Vary

£1,335.00

£1,335.00

- Application to Transfer

£1,080.00

£1,080.00

- Application to Reinstatement

£1,080.00

£1,080.00

- Application for Prov. Statement

£2,670.00

£2,670.00

- Application (Prov. State Holders)

£1,080.00

£1,080.00

- Copy Licence

£25.00

£25.00

- Notification of Change

£50.00

£50.00

Tracks

- New Application

£1,335.00

£1,335.00

- Annual Fee

£890.00

£890.00

- Application to Vary

£1,100.00

£1,100.00

- Application to Transfer

£840.00

£840.00

- Application to Reinstatement

£840.00

£840.00

- Application for Prov. Statement

£2,220.00

£2,220.00

- Application (Prov. State Holders)

£25.00

£25.00

- Copy Licence

£25.00

£25.00

- Notification of Change

£50.00

£50.00

Environmental Health2014/15
Charge
£ : p2015/16
Charge
£ : p**OTHER LICENSING (Cont'd)**

Family Entertainment Centres	- New Application	£1,800.00	£1,800.00
	- Annual Fee	£670.00	£670.00
	- Application to Vary	£895.00	£895.00
	- Application to Transfer	£840.00	£840.00
	- Application to Reinstatement	£840.00	£840.00
	- Application for Prov. Statement	£1,795.00	£1,795.00
	- Application (Prov. State Holders)	£840.00	£840.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00
Adult Gaming Centre	- New Application	£1,800.00	£1,800.00
	- Annual Fee	£895.00	£895.00
	- Application to Vary	£895.00	£895.00
	- Application to Transfer	£1,080.00	£1,080.00
	- Application to Reinstatement	£1,080.00	£1,080.00
	- Application for Prov. Statement	£1,800.00	£1,800.00
	- Application (Prov. State Holders)	£1,080.00	£1,080.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00

Environmental Health2014/15
Charge
£ : p2015/16
Charge
£ : p**OTHER LICENSING (Cont'd)****Permits**

Family Entertainment Centres	- Application Fee	£300.00	£300.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
Prize Gaming	- Application Fee	£300.00	£300.00
	- Annual Fee	£300.00	£300.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
Small Lottery Society	- Application Fee	£40.00	£40.00
	- Annual Fee	£20.00	£20.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
Club Gaming	- Application Fee Gaming Permit	£200.00	£200.00
	- Application Fee Machine Permit	£200.00	£200.00
	- Annual Fee	£50.00	£50.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
License Premises Gaming Machine Permit	- Application Fee (2 or less)	£50.00	£50.00
	- Application Fee (3 or more)	£150.00	£150.00
	- Annual Fee	£50.00	£50.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
	- Variation	£100.00	£100.00
	- Transfer	£25.00	£25.00

Environmental Health2014/15
Charge
£ : p2015/16
Charge
£ : p**OTHER LICENSING (Cont'd)****Licences and certificates of suitability**

Skin piercing premises	- Registration (one-off)	£230.00	£230.00
Skin piercing each additional operative at same premises	- Registration (one-off)	£30.00	£30.00
Goods & Amenities on the Highway		n/a	
Scrap Metal Dealer	New/Renewal (3 years)	£400.00	£400.00
Scrap Metal Dealer	Variation	£300.00	£300.00
Scrap Metal Collector	New/Renewal (3 years)	£100.00	£100.00
Scrap Metal Collector	Variation	£75.00	£75.00
Sex Shop or sex cinema		£1,800.00	£1,800.00
Sexual Entertainment Venue		£2,670.00	£2,670.00
Street Trading Consents	- Non profit	Free	Free
	- Commercial	£68.00	£70.00
Animal Boarding	- New/Renewal	£120.00	£123.00
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	£155.00	£159.00
Dog Breeding (and vet fees where appropriate)	- New/Renewal	£120.00	£123.00
Pet Shop	- New/Renewal	£120.00	£123.00
Riding Establishment (and vet fees where appropriate)	- New/Renewal	£205.00	£210.00
	- Variation	£165.00	£169.00
Zoo (and vet fees where appropriate)	- New/Renewal	£205.00	£210.00

Organisational Development Service Area

ELECTIONS	Charge 2014/15 £ : p	Charge 2015/16 £ : p
Statutory Charges		
Sale of open Register of Electors - Printed Copy - Basic Charge (per <u>first</u> 1,000 names, or part thereof)	£15.00	£15.00
Printed copy as above, extra 1,000 names or part thereof	£5.00	£5.00
Sale of open Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£21.50	£21.50
Data form as above, extra 1,000 names or part thereof	£1.50	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£15.00	£15.00
Printed copy as above, extra 1,000 names or part thereof	£5.00	£5.00
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£21.50	£21.50
Data Form as above, extra 1,000 names or part thereof	£1.50	£1.50
Sale of Marked Registers - Printed Copy - Basic Charge	£10.00	£10.00
Printed copy of Marked Registers - 1,000 names or part thereof	£2.00	£2.00
Data form of Marked Registers - 1,000 names or part thereof	£1.00	£1.00
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof)	£15.00	£15.00
Printed copy as above, extra 100 names or part thereof	£5.00	£5.00
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof)	£21.50	£21.50
Data form as above, extra 100 names or part thereof	£1.50	£1.50
Non Statutory Charges		
Certificate of Registration	£12.00	£12.00

Glossary of Terms

Budget Requirement

The estimated revenue budget on general fund services that is financed from Council Tax after deducting income from fees and charges, specific grants and funding from reserves.

Business Rates (Retention)

Often referred to as National Non-Domestic Rates (NNDR), these are collected from occupiers of business properties based upon a rateable value and a nationally set rate. The money collected is allocated to NNDC (40%), NCC (10%) and Government (50%) per the business rates system of funding.

Capital Expenditure

Spending on the purchase or enhancement of significant assets which have an expected life of over a year – for example major improvements to council housing or construction of a car park.

Capital Receipts

Money recovered from the sale of assets. This can be used to finance capital expenditure or repay debt.

Collection Fund

The account which contains all the transactions relating to Community Charge, Council Tax and Business Rates together with the payments to this Council, Norfolk County Council and Norfolk Police Authority to meet their requirements.

Depreciation

A measure of the financial effect of wearing out, consumption or other reduction in the useful life of a fixed asset.

Fees and Charges

Income raised by charging users of services for the facilities. For example, local authorities usually make charges for the use of their leisure facilities, the collection of trade refuse, etc.

International Accounting Standard 19 (IAS19)

The requirement for Local Authorities to include the forecast cost of future pensions in the accounts on a notional basis.

General Fund

The main revenue fund of a billing authority. Day-to-day spending on services is met from the fund.

Leasing

A method of acquiring items such as vehicles and computer equipment by payment of a lease charge over a period of years. A primary lease period is the period for which the lease is originally taken out and a secondary period relates to any extension. There are two types of lease:

- ◆ A finance lease is where the Council effectively pays for the cost of an asset (it counts as capital expenditure for control purposes and is included on our Balance Sheet)
- ◆ An operating lease (a long-term hire) is subject to strict criteria and the cost can be charged as a running expense. The item leased must be worth at least 10% of its original value at the end of the lease and does not appear on the Balance Sheet.

Local Government Finance Settlement (LGFS)

The annual determination of funding to local government. The provisional announcement is normally made in December for the following financial year and is then confirmed early February. The determination includes announcements on revenue support grant, business rates retention and New Homes Bonus allocations.

Minimum Revenue Provision

The minimum amount which must be charged to the revenue account each year and set aside as a provision to meet the rest of credit liabilities for example borrowing.

New Homes Bonus (NHB)

The New Homes Bonus is a grant paid by central government to local authorities for increasing the number of homes and their use. The bonus is paid each year for 6 years and is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use.

The allocation of funding also includes an extra payment for providing affordable homes. The grant is allocated 80% to districts and 20% to County Councils.

Precepts

The amount which Norfolk County Council and Norfolk Police Authority require us to collect, as part of the Council Tax to pay for their services is called a precept. Town and Parish Councils also precept on the District Council to pay for their expenses.

Precepting Authorities

Those authorities which are not billing authorities i.e. do not collect the Council Tax and Non-Domestic Rates. County councils, police authorities and joint authorities are "major precepting authorities" and parish, community and town councils are "local precepting authorities".

Preserved Right to Buy Receipts (PRTB)

Preserved Right to Buy Receipts arise following a housing stock transfer where the Local Authority and the Registered Social Landlord (RSL) entered into a sharing agreement whereby the proceeds from the Preserved Right to Buy sales are split between the Authority and the RSL.

Prudential Code

Professional Code of Practice developed by CIPFA which came into effect from 1 April 2004 to ensure Local Authorities capital investment plans are affordable, prudent and sustainable. The code allows authorities to undertake borrowing to finance capital expenditure as long as they can demonstrate affordability.

Revenue Expenditure Funded from Capital Under Statute (REFFCUS)

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a fixed asset has been charged as expenditure to the relevant service revenue account in the year.

Reserves

Accumulated balances built up from excess of income over expenditure or sums that have been specifically identified for a particular purpose which are known as earmarked reserves.

Revenue Contribution to Capital (RCCO or Direct Revenue Financing)

Use of revenue resources to fund capital expenditure.

Revenue Expenditure

The day to day running expenses on the services provided.

Revenue Income

Amounts receivable for such items as rents and charges for services and facilities.

Revenue Support Grant (RSG)

Grant paid by central government to aid local authority services in general as opposed to specific grants which may only be used for a specific purpose.

Temporary Loans

Money borrowed on a short-term basis as part of the overall borrowing strategy.

VAT Shelter

A procedure agreed by DCLG and HM Revenues and Customs to ensure that following a housing stock transfer there is no impact on taxation. Had the Council retained the housing stock and carried out the necessary works on the properties, the VAT would have been reclaimed by the Council, however the Housing Trust are unable to recover the VAT and the VAT Shelter arrangement allows the VAT to be recovered and shared between the Council and Victory Housing Trust.

Budget



2015/2016

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