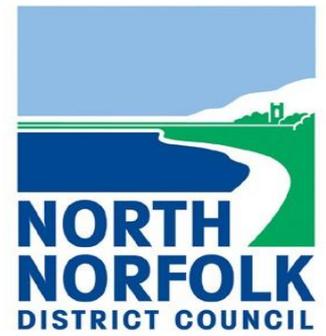


Budget Book



2017/2018

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Introduction

- 1.1 In February 2017 the Council approved the budget for 2017/18 and noted the future financial projections for the three year period 2018/19 to 2019/21.
- 1.2 The Medium Term Financial Strategy (MTFS) covering the period 2017/18 to 2020/21 was presented to Members in September 2016. At that time the forecast budget gap over the next four years was in the region of £2.04 million, before allowing for a number of workstreams that had been identified but where the detailed plans were yet to commence. After allowing for indicative savings targets from these workstreams the forecast funding gap by 2020/21 was reduced to £1.68m. This position took account of the following assumptions:
- a) Known spending pressures;
 - b) Complete removal of the Revenue Support Grant by 2020/21;
 - c) Council tax freeze for the period of the strategy;
 - d) Continuation of the New Homes Bonus and using 100% of the Council's allocation of the funding in the base budget;
 - e) A number of workstream savings and additional income as approved as part of the 2016/17 budget process;
 - f) No one-off uses of reserves were assumed for the period of the MTFS.
- 1.3 Since that time the detail of the budget for 2017/18 and projections for the period to 2020/21 have been developed by both Officers and Members resulting in the budget approved in February 2017.

2 Provisional Local Government Finance Settlement (LGFS)

- 2.1 On 15 December 2016 the Secretary of State for Communities and Local Government Sajid Javid, provided an update in relation to the provisional Local Government Finance Settlement (LGFS) for the period 2017/18 to 2019/20 which was later confirmed in February 2017 and reflected the projections for the final three years of the four year settlement agreement.
- 2.2 Some of the key messages from the settlements included the following:
- 2.2.1.1 The original settlement announced last year covered a four year period from 2016/17 to 2019/20 and was taken up by 97% of Councils, with the Settlement announced confirmed in February 2017 reflecting the final three years of this agreement. It is important to note that, while the four year settlement does aid financial planning, the figures announced are all provisional and potentially subject to change in future years as evidenced this year through the changes to the New Homes Bonus (NHB) allocations discussed in more detail below.
 - 2.2.1.2 Confirmation regarding 100% business rate retention by 2020. A Bill will be introduced this year to provide the framework for this new system, with trials starting at a number of Councils towards the end of the year. Further consultation in relation to the operation of the new scheme is currently open and is due to close at the start of May 2017.
 - 2.2.1.3 Whilst the 2020/21 financial projections are outside the period covered by the current four year settlement, the assumption is that RSG is no longer received beyond 2019/20.
 - 2.2.1.4 The settlement reflects a shift towards generating resources locally, from council tax and business rates, over the period of the settlement. The increasing of Council Tax is a factor that has been assumed in the original four year settlement; this is based on the assumption that local tax is increased in line with the council tax principles

- announced within the settlement, including the Social Care Precept and the £5 increase for District Councils in the lowest quartile for band D.
- 2.2.1.5 Following a period of consultation during 2016 the New Homes Bonus allocation methodology has been adjusted for 2017/18 onwards and this is discussed in more detail below.
- 2.2.1.6 A Fair Funding Review is to be undertaken this year relating to the needs assessment formula which will look at how demographic pressures are affecting different areas in different ways and how in turn this is impacting on costs and service delivery. Officers will be monitoring the progress of this work and will respond to any consultation requests as required.
- 2.2.1.7 Two new business rates reliefs were announced which covered the extension of Rural Rate Relief from 50% to 100% and 100% relief for new fibre broadband to be funded from Section 31 grants.
- 2.3 One of the main announcements as expected related to the New Homes Bonus (NHB) and the redistribution of c. £241m to social care funding in 2017/18. The key issues are as follows;
- New national baseline introduced based on 0.4% of housing growth for 2017/18, below this there will be no New Homes Bonus paid, for NNDC this baseline equates to 190 properties for the next financial year. The aim is to ensure 'additional housing' is rewarded rather than just 'normal growth'.
 - Compared with final settlement figures issued in February 2016 this change has a negative impact of nearly £1/2 million over the next 3 years.
 - The scheme will reduce from 6 to 5 years in 2017/18 and to 4 years from 2018/19. This was anticipated and future models and forecasts had already been based on these assumptions.
 - To encourage more effective local planning central government will consider withholding payments for homes built following an appeal although further consultation is to follow regarding this.
- 2.4 Within the 2017/18 settlement the Government has used a measure of "Core Spending Power (CSP)" which sets out potential income for Local Authorities from a number of sources for the period 2017/18 to 2019/20 (to the end of the current 4 year settlement period). The sources of income are as follows:
- The "Modified Settlement Funding Assessment (MSFA)" – this includes the Revenue Support Grant (RSG) and Business Rates Baseline funding including where necessary tariff and top up adjustments.
 - The council tax requirement (excluding parish precepts) – i.e. income generated locally from Council Tax.
 - New Homes Bonus.
 - Rural Services Delivery Grant.
- 2.5 The settlement makes a number of assumptions within the future years spending power for each of the income sources. These assumptions are outlined below:
- a) MSFA – Annual reductions have been made to the RSG and increases to the business rates baseline.
 - b) Council Tax Base Growth – spending power assumes there will be annual growth in the Council Tax base throughout the period to 2019/20. The level of growth has been based on the average annual growth in the council tax base between 2013/14 and 2015/16.
 - c) Council Tax Increases – the spending power assumes that Local Authorities will increase their Band D council tax in line with the Office for Budget Responsibilities (OBR) forecast for CPI for each year (which is an annual average of 1.75%)

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throughout the period to 2019/20, rather than the 2% allowed before triggering a referendum (except for those in the lower quartile – please see below).

- d) Social Care Precept – the settlement assumes that additional council tax will be generated from the setting of an adult social care precept for those authorities with this responsibility.
- e) Additional council tax available from a £5 cash principle – it has been assumed that all districts within the lower quartile Band D council tax level will increase council tax by £5 where applicable. This has been estimated by assuming that the 51 shire district councils with the lowest Band D council tax in the previous year will increase their Band D council tax by whichever is the greater of £5 or 2%.
- f) New Homes Bonus – for 2017/18 onwards the spending power assumes the introduction of the new ‘baseline’ based on 0.4% of national housing growth with no bonus paid for housing delivery below this baseline position.
- g) Rural Services Delivery Grant - This provides £20 million of funding in 2016/17, rising to £65 million in 2019/20. This funding is distributed to the top-quartile of authorities ranked by super-sparsity, as per the distributional methodology for the Rural Services Delivery Grant indicator in 2015/16.

2.6 The following table summarises the Core Spending Power as announced as part of the provisional settlement.

Table 1 - Core Spending Power Provisional Finance Settlement					
	2016/17 Adjusted	2017-18	2018-19	2019-20	2020-21
Settlement Funding Assessment:	£000	£000	£000	£000	£000
Revenue Support Grant		936	536	88	0
Baseline Funding Level		3,012	3,109	3,219	3,335
Modified Settlement Funding Assessment (MSFA)	4,527	3,948	3,644	3,308	3,335
Council Tax:	5,269	5,534	5,805	6,083	6,367
Council Tax Requirement excluding parish precepts	5,269	5,448	5,634	5,826	6,025
Additional revenue from £5 referendum principle	0	85	171	257	343
New Homes Bonus and returned funding	2,092	1,695	1,290	1,238	904
Rural Services Delivery Grant	481	388	299	388	388
Core Spending Power (as per announcement)	12,368	11,565	11,038	11,017	10,995
Reduction £000		(803)	(527)	(22)	(22)
Reduction %		-6.5%	-4.6%	-0.2%	-0.2%
Reduction over period of settlement £ 000				(1,351)	
Reduction over period of settlement %				-10.9%	
Reduction over 4 year budget projection £ 000					(1,374)
Reduction over 4 year budget projection %					-11.1%

2.7 The table above highlights the provisional figures for the 4 year settlement (16/17 to 19/20) and then provides a further forecast for the 2020/21 financial year. It should however be noted that the projections for 2020/21 are only very high level forecasts at the

present time and not based on central government projections but take forward certain assumptions and trends from the current settlement.

- 2.8 The Core Spending power assumes that the resources will reduce over the four year period covered by the settlement by 10.9% equating to £1.4 million, although this is based on the assumption that the Council tax band D will increase by £5 each year to generate additional Council Tax over this period and that the NHB is received at the level assumed in the settlement taking account of the new baseline.
- 2.9 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 provides a breakdown of this element and the reductions included in the settlement. As with the table above at present the forecasts for 2020/21 are high level forecasts based on various assumptions and trends contained within the provisional settlement.

Table 2 Settlement Funding Assessment	2016/17 Adjusted	2017-18	2018-19	2019-20	2020-21
Settlement Funding Assessment:					
Revenue Support Grant £000	1,575	936	536	88	0
Baseline Funding Level £000	2,952	3,012	3,109	3,219	3,335
Total Settlement Funding Assessment £000	4,527	3,948	3,644	3,308	3,335
Movement - Year on Year					
Revenue Support Grant £ (Reduction) 000		(639)	(400)	(447)	(88)
Revenue Support Grant % Reduction		-41%	-43%	-84%	-100%
Baseline Funding Level £ Increase 000		60	97	111	116
Baseline Funding Level % Increase		2.042%	3.217%	3.557%	3.600%
Total Settlement Funding Assessment (Reduction) £000		(579)	(304)	(337)	28
Total Settlement Funding Assessment (Reduction) %		-12.8%	-7.7%	-9.2%	0.8%
Reduction over period of settlement £ 000				(1,219)	
Reduction over period of settlement %				-27%	
Reduction over 4 year budget projection £ 000					(1,192)
Reduction over 4 year budget projection %					-26%

- 2.10 As with table 1 the above highlights the provisional figures for the 4 year settlement (16/17 to 19/20) and then provides a further forecast for the 2020/21 financial year and shows the settlement funding assessment as announced within the provisional settlement. Total funding (excluding the New Homes Bonus) is expected to reduce by 12.8% in 2017/18 (compared to 2016/17) and by 27% over the final 3 year period of the settlement. When compared to the budget figures for 2015/16 there is a net reduction of £2m over the four year settlement period.
- 2.11 In 2013/14 total funding of £9.5 million for supporting sparsely populated areas was included in the settlement. NNDC's allocation for 2016/17 was £480,785 reducing to £388,212 in 2017/18 and this grant is set to continue for the period of the settlement.
- 2.12 New Homes Bonus – the finance settlement includes announcements on the NHB for 2017/18 and takes account of the introduction of the new baseline and the top slicing of

funding for reallocation for adult social care, further details on this are provided at section 3.

- 2.13 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 settlement apart from to confirm that consultation will be taking place this year in relation to the potential operation of the scheme from 2020 with trials taking place in certain authorities towards the end of the year. The percentage shares are 50% central government; 40% NNDC and 10% Norfolk County Council. The Government has confirmed that the doubling of the Small Business Rate Relief (SBRR) from 50% to 100% will be made permanent from 1 April 2017. The £6,000 and £12,000 thresholds will increase to £12,000 and £15,000 respectively. The Autumn Statement confirmed that the Government will double rural rate relief to 100% from 1 April 2017 and that the intention is to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief. The provisional 2017/18 multipliers will therefore be 47.9 pence, with the small business multiplier being 46.6 pence. Top-ups and tariffs will be uprated by 9% in line with the increase in the September 2016 Retail Price Index and taking into account the April 2017 revaluation.
- 2.14 The amount of the Section 31 grant will not be confirmed until the NNDR returns for 2017/18 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 a 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.
- 2.15 For example a surplus or deficit on the 2016/17 business rates collection fund will be taken into account within the 2017/18 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.
- 2.16 The deadline for the NNDR1 form for 2017/18 is 31 January and this will also include an estimate of the surplus/deficit position for the current financial year. The budget position makes an assumption of the net amount of retained income for 2017/18 after allowing for the Section 31 grant and the payment of the levy.
- 2.17 The last revaluation of business premises was undertaken in 2010, the Valuation Office Agency (VOA) have however undertaken a further revaluation and this will take effect from 1 April 2017.
- 2.18 The VOA have released statistics which provide estimates of the change in the Rateable Value (RV) of non-domestic properties following the recent revaluation, in order to reflect changes in the property market since the previous revaluation in 2010.
- 2.19 The information is presented as part of the wider government picture on changes to business rates. Business rates bills are affected not only by revaluation, but also by the tax rate, known as the multiplier, as well as various reliefs and transitional arrangements. The Department for Local Communities and Government is separately consulting on the transitional arrangements for the 2017 business rates revaluation.
- 2.20 The national increase in total rateable values for England as at 25 September 2016 has been reported as 9.6%. In terms of the local context the district of North Norfolk has seen an overall increase in rateable values of 16.1% which compares favourably with areas of

Cambridgeshire and reflects the highest increase in the eastern region. This is spread over increases in retail (7.5%), industrial (14.4%), office (6.7%) and 'other' (22.6%).

- 2.21 The budget and future years' forecasts have taken account of these movements. Where reliefs have been increased the Government has undertaken to compensate local authorities for the loss of income they suffer as a result of these changes. Compensation will be provided by means of a grant payment to authorities under Section 31 of the Local Government Act 2003. As well as certain reliefs offered, potential increases will also be impacted by things such as successful appeals etc. which is why the Council holds the Business Rates to help mitigate any impacts of the local retention scheme.

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 was originally paid as an un-ring-fenced grant for six years and was 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 However, as already detailed above, the provisional settlement confirmed the introduction of a new baseline to be set at 0.4% of national projected housing growth, below which no bonus will be paid.
- 3.3 The provisional allocation of NHB for 2017/18 for NNDC is £1,694,986 and is based on the council tax data return submitted in October 2016. As per the changes brought forward by the provisional settlement this now includes payments for 5 years from 13/14 to 17/18 as opposed to 6 years as per the original scheme as 17/18 is a transitional year. Payments for 18/19 onwards will only be based on 4 years which forms part of the adjustment and top slicing of the NHB allocations to provide additional money for adult social care funding.
- 3.4 In previous years the 17/18 allocation would have been based on additions of 382 properties and an increase in empty properties of (4) resulting in a net movement of 378, which, when converted to Band D equivalents represents 350 new homes. Under the old allocation system this would have attracted NHB funding of £535,176.
- 3.5 The impact of the introduction of the new baseline for NNDC is that the bonus will not now be paid on the first 190 properties which are considered by central government to represent 'normal growth'. The bonus will therefore only be paid on the additional 160 Band D equivalent properties (350 less 'baseline' of 190) considered to represent 'additional growth' over and above the baseline position.
- 3.6 The 190 property baseline position is calculated by reference to the number of Band D dwellings after discounts and premiums taken from the October 2015 Council Tax Base (CTB) 1 form which totals 47,535, 0.4% of which equates to 190 Band D properties and results in additional funding of £214,069 for 17/18.
- 3.7 The additional allocation for 17/18 financial year as per the provisional settlement is therefore £214,069 which includes an affordable homes premium of £19,320 for 69 properties. In addition to this a small amount of £7,366 is due to be returned as additional one-off funding, which makes the total allocation for 17/18 £221,435. When added to the amounts for the previous 4 years this gives the final provisional allocation for 17/18 of £1,694,986.

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.

- 3.8 Table 3 provides details of the Council's allocations of NHB to date and shows the forecasts for 17/18.

Table 3 – New Homes Bonus – Allocations to date					
Allocation	2013/14	2014/15	2015/16	2016/17	2017/18
	£	£	£	£	£
2013/14	117,739*	93,857	93,857	93,857	93,857
2014/15		571,667**	561,706	561,706	561,706
2015/16			416,605***	406,972	406,972
2016/17				417,835****	411,016
2017/18					221,435*****
Total	729,417	1,277,202	1,683,846	2,092,048	1,694,986

* 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

*** Allocation of £406,972 plus £9,631 one-off returned funding for 2015/16

**** Allocation of £411,016 plus £6,819 one-off returned funding for 2016/17

***** Allocation of £214,096 plus £7,366 one-off returned funding for 2017/18

- 3.9 Following the consultation on the NHB the changes confirmed the reduction from 6 to 5 years in 2017/18 and to 4 years from 2018/19. Further to this to encourage more effective local planning, central government will consider withholding payments for homes built following an appeal, although further consultation is to follow regarding this; however, this will be the subject of further consultation.

- 3.10 The projections of future years funding can be seen within the table below, it should be noted that these are based on NNDC's growth forecasts and do not necessarily represent the provisional settlement figures which seem to reflect unrealistic growth assumptions.

Table 4 – New Homes Bonus – Future Year Forecasts				
		2018/19	2019/20	2020/21
Estimates		1,247,057	1,055,085	859,069

- 3.11 There is currently forecast to be a balance within the New Homes Bonus earmarked reserve of just over £1.8 million at 1 April 2017. This has been earmarked to support the Council and communities for future growth opportunities and development and also to provide one-off funding for the Local Plan work that is currently being undertaken.

4 Savings and Additional Income 2017/18 onwards

- 4.1 The financial strategy as reported to Cabinet in September 2016 provided an update in relation to a number of workstreams and priorities to be delivered over the length of the medium term financial strategy as previously approved as part of the 2016/17 budget process. These essentially focused mainly on income maximisation and efficiency savings and an update can be found within the table below.
- 4.2 No separate savings exercise was undertaken as part of the 2017/18 budget process, however budget managers were asked to review the assumptions incorporated in savings forecasts during the 2016/17 process. As part of the 2016/17 budget process £974,729 of future savings were forecast for 2017/18, following a review of the current position this has decreased to £558,300. This reduction has largely been as a result of changes in

shared services opportunities and slippage relating to the anticipated timing of other planned changes.

- 4.3 The latest 2016/17 budget monitoring undertaken for period 10 highlights actual savings to date of £425,728 compared to the estimate of £496,722 originally included with the 16/17 budget. Total savings and additional income of £558,300 have been factored into the budget for 2017/18, increasing to £804,839 in 2018/19 and to £858,301 from 2019/20 onwards. Where applicable the timing of the savings has been profiled over the next four years and some will be subject to more detailed work including project appraisals. The table below summaries the savings included in the budget and projections according to the workstream.
- 4.4 No further growth for New Homes and Business rates has been factored in above the current budget assumptions.

Table 5 - Savings and Additional Income

Theme	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
1. Growth - New Homes and Business Rates	0	0	0	0
2. Digital Transformation/BPR	135	135	135	135
3. Property Investment & Asset Commercialisation	28	161	214	214
4. Shared Services/Selling Services	27	27	27	27
5. Collaboration and Localism	0	0	0	0
6. Maximising Income and Reducing Costs	88	93	93	93
7. Other Efficiencies and Savings	281	389	389	389
Total	558	805	858	858

5 Revenue Account Base Budget

- 5.1 The detail of the revenue budget is included from page 30 onwards.
- 5.2 No growth bids were invited for revenue expenditure in 2017/18. Capital bids were invited and the capital programme is discussed in detail at section 9 which includes both an update to the current capital programme along with new capital schemes and the financing of the programme.
- 5.3 The revenue budget for 2017/18 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 2017/18 based on the tax base of 38,748 as approved in December 2016. This means that the district element of the council tax remains at **£138.87** for 2017/18.
- 5.3.2. **Employee budgets** – The budget assumes a 1% pay award for 2017/18, 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 £46,000 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.
- 5.3.3. From May 2017, employers with an annual pay bill of more than £3 million will be charged 0.5% of their total pay bill for the apprenticeship levy. This will be offset by a 'levy

allowance' of £15,000 per year. For North Norfolk District Council this will total approximately £31,000.

- 5.3.4. The Council has undertaken a review of all its salaries and compared them to market pay averages. This has meant additional staff costs of £237,000. This has largely been offset by savings of £234,000 in other salaries following an officer restructure.
- 5.3.5. The employer pension contribution rates are based upon the results of the triennial valuation of the pension fund as at 31 March 2016. For 2017/18 and future years, the contribution rate will remain unchanged at 14.5% of the payroll plus an additional monetary contribution. The next pension fund valuation is due on 31 March 2019 to take effect from April 2020. The fixed payment has been adjusted to take into account likely movements and has been factored into the budget. For 2017/18 the budget assumes the monetary contribution will increase from £687,000 to £788,000, an increase of £101,000. For 2018/19 it will increase from £788,000 to £876,000 an increase of £88,000. For 2019/20 it will increase from £876,000 to £968,000 an increase of £92,000.
- 5.3.6. **Fees and Charges** – The impact of the fees and charges approved by Full Council in December 2016 as outlined at section 5 have been factored into the budget forecasts now presented for approval.
- 5.3.7. **Contract inflation** – The most significant of the Council's contracts is the waste contract. The new contractor prices have been included in the 2017/18 budget for all waste, cleansing and grounds maintenance services as per the tendered contract. The current car park enforcement arrangements with Kings Lynn and West Norfolk (KL&WN) are due to finish at the end of March 2017. Negotiations have taken place with KL&WN in relation to entering into a new 5 year Service Level Agreement (SLA) with the potential for a further 2 year extension (subject to mutual agreement) for the management and operation of the car park enforcement and cash collection contract which is forecast to save nearly £40,000 per annum compared with the current budget. This will build on the excellent working relationship the Council has developed with KL&WN over the last 6 years. When the Council entered into the previous SLA KL&WN purchased all the vehicles required for the contract and then recharged the Council for this, however to avoid any interest costs it is recommended that the Council purchase the vehicles for the new SLA period direct, thereby avoiding any revenue interest costs and a capital bid has been approved to cover this.
- 5.3.8. **Investment income** – The net interest receivable is currently forecast to be £832,440 in 2017/18. This includes income derived from loans to Housing Associations under the Local Investment Strategy. The primary concern of the Council is the security of the sums invested and this remains the main consideration when selecting counterparties and financial instruments. The average investment rate anticipated in the forward year is 2.6% compared with 1.4% for the current estimates for 2016/17. The income budget assumes the investment portfolio is invested with counterparties and financial institutions as set out in the Treasury Strategy. Investments will predominately be made in pooled funds, on a secured basis in covered bonds and in money market funds for day to day liquidity. Further details of the Council's investment strategy are set out in the Treasury Management Strategy Statement and Investment Strategy 2017/18 to 2019/20.
- 5.3.9. **Big Society Fund/Second Homes Funding** –The budget assumes the continuation of the Big Society Fund (now called the Communities Fund), a grant scheme funded by the second homes income which is returned to districts at the same level as previous years.
- 5.3.10. **Storm surge – January 2017** - Following the recent storm surge encountered over 13th and 14th January 2017, a number of the Council's assets along the coast were damaged, including the pier decking and structure, public conveniences, cafes, sea defences, the promenade, street furniture, handrails and beach huts and chalets. While the damage

was not as extensive as that encountered during the December 2013 surge it will none-the-less require significant work and financial support to rectify. Officers are currently working on assessing the damage and preparing initial cost estimates so that we have a better understanding of the potential financial impact but at present it is anticipated that the costs will be covered by the following sources of funding:

- Bellwin - An application to the Government's Bellwin scheme which is designed to provide emergency financial assistance for uninsured losses to local authorities in England in circumstances such as this. It should however be noted that the scheme is activated at the discretion of the Secretary of State and that there is a cap (£25,418 for NNDC as per the 16/17 limits) below which the authority would need to cover the costs
- Insurance claims – where appropriate claims will be made for insured losses although the Council will need to fund any excess payments
- Revenue budgets – where capacity exists costs can be covered by existing revenue budgets
- Reserves – the Council's General Fund reserve and potentially earmarked reserves can be used to finance any additional expenditure
- Capital funding/grants - depending on the nature of the works any capital costs could be financed through the use of capital funding, ideally provided by the Environment Agency/central Government

5.4 The table below summarises the 2017/18 budget along with the equivalent figures from the 2016/17 budget.

Table 6 – Variance of 2016/17 to 2017/18 Base Budget

	2016/17 Base Budget	2017/18 Base Budget	Variance
	£000	£000	£000
Net cost of services (incl. Parishes)	16,373	17,842	1,469
Non service expenditure/ income	(2,724)	(4,491)	(1,768)
Net budget requirement	13,649	13,351	(298)
Funded by:			
Local Taxpayers - Parishes	(1,888)	(2,016)	(128)
Local Taxpayers - District Council	(5,474)	(5,520)	(47)
Revenue Support Grant & Retained Business Rates	(4,982)	(4,777)	205
Rural Services Delivery Grant	(119)	(388)	(269)
Council Tax Freeze Grant one off (14/15)	0	0	0
New Homes Bonus	(2,085)	(1,695)	390
Total Income	(14,548)	(14,397)	151
(Surplus)/ Deficit	(899)	(1,046)	(147)

5.5 Non-Service Expenditure and Income includes the adjustments for notional items that are required to be charged within Net Cost of Services, for example, International Accounting Standard 19 (IAS19) pension costs and capital charges.

5.6 The table below provides a summary of the main movements in Net Cost of Services across the standard expenditure headings, with notional charges being shown separately.

Table 7 - Variance 2016/17 to 2017/18 Base Budgets (excl. notional charges)

	2016/17 Base Budget	2017/18 Base Budget	Variance	Percentage Movement
	£000	£000	£000	%
Employees/Support Services	10,458	10,769	311	3.0%
Premises	2,388	2,486	98	4.1%
Transport	294	293	(0)	-0.1%
Supplies & Services	8,796	8,911	115	1.3%
Transfer Payments	28,520	27,465	(1,055)	-3.7%
Income (External)	(38,594)	(37,485)	1,108	-2.9%
Total Direct Costs and Income	11,862	12,439	578	4.9%
Notional Charges:				
Capital Charges	2,210	2,692	483	21.8%
IAS19 Notional Charges ²	(264)	(259)	4	-1.7%
Reffcus ²	134	954	820	611.2%
Total Notional Charges	2,080	3,387	1,307	62.8%
Total Net Costs	13,942	15,826	1,884	13.5%

5.7 The significant movement in relation to transfer payments reflects the benefit subsidy payment where income is claimed through the subsidy system.

5.8 The surplus of £1,046k for 2017/18 has been allocated between the Asset Management Reserve (£905k) to support the Council's asset commercialisation agenda and the Enforcement Works reserve (£141k).

6 Council Tax 2017/18

6.1 The following table summarises how the budget for 2017/18 will be financed and the District's net call on the Collection Fund for 2017/18. These figures assume a council tax freeze in the District element of the Council Tax for 2017/18, the Council tax summary is included on page 21. A Council Tax Base of 38,748 Band D equivalent properties was approved by Full Council on 21 December 2016. 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 2017/18.

Table 8 – Council Tax Summary 2017/18

	£000
Total District amount to be met from Government Grant & Local Taxation	11,335
Less:	
Revenue Support Grant	(936)
Business Rates Retained & S31 Grant	(3,841)
New Homes Bonus	(1,695)
Rural Services Delivery Grant	(388)
District call on Collection Fund – excluding Parish Precepts	(5,520)
Surplus	(1,046)

7 Reserves

- 7.1 The current position and forecast on the General and Earmarked Reserves is detailed on pages 17 to 20. The statement provides the latest proposals for use of reserves in the current financial year along with the budgeted movements in 2017/18, and proposed movements in the following three financial years. The current recommended balance on the general reserve is £1.85 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, such as the recent storm surge – 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 considering the budget for 2017/18 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, balances have been reallocated to the General Reserve or another earmarked reserve as appropriate.
- 7.4 The surplus for the year has been allocated between the Asset Management Reserve (£905k) to support the Council's asset commercialisation agenda and the Enforcement Works reserve (£141k). The balance on the General Reserve as at 1 April 2017 is forecast to be £2.4 million.
- 7.5 It should be recognised that the use of reserves is not a long term financial strategy but does allow time for planning further efficiencies and consideration of budget options to inform future budget setting processes and to allow for the smoothing of funding reductions.
- 7.6 A comprehensive statement about the adequacy of the reserves and recommended balance was included within the Chief Financial Officer's report, which forms part of the annual Council Tax and Budget report to Full Council in February.

For further information on the 2017/18 budget and forward projections please contact – accountancy@north-norfolk.gov.uk .

General Fund Summary

General Fund Summary 2017/18 Base Budget

2015/16 Actual	Service Area	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget	2018/19 Projection	2019/20 Projection	2020/21 Projection
£							
446,630	Corporate Leadership Team/Corporate	321,834	325,834	306,315	290,263	413,217	294,907
1,925,566	Customer Services and ICT	2,195,229	2,260,104	2,226,632	2,197,283	2,267,577	2,315,691
3,003,142	Communities & Leisure	3,047,164	3,299,033	3,807,237	3,345,325	3,599,985	3,623,094
3,662,595	Environmental Health	3,717,711	3,832,231	3,914,309	3,851,009	3,930,640	3,968,059
2,695,023	Finance & Assets	2,337,920	2,612,413	2,479,665	2,605,347	2,578,353	2,592,081
609,256	Legal & Democratic Services	664,466	664,466	655,985	661,521	604,627	606,351
1,338,423	Planning	1,657,443	1,646,545	2,113,015	2,077,985	2,057,668	2,075,819
13,680,635	Net Cost of Services	13,941,767	14,640,626	15,503,158	15,028,733	15,452,067	15,476,002
1,760,520	Parish Precepts (Estimate from 16/17 onwards)	1,887,806	1,887,806	2,079,492	2,202,881	2,408,410	2,633,115
(1,825,323)	Capital Charges	(2,209,805)	(2,209,805)	(2,558,242)	(2,886,505)	(2,828,253)	(2,816,926)
(600,206)	Refcus	(134,139)	(134,139)	(1,088,121)	0	0	0
(514,169)	Interest Receivable	(602,000)	(602,000)	(832,440)	(835,040)	(806,440)	(765,540)
0	Minimum Revenue Provision	81,000	81,000	0	0	0	0
970,110	Revenue Financing for Capital	1,161,554	891,080	1,780,776	0	0	0
(120,954)	IAS 19 Pension Adjustment	263,692	263,692	259,287	261,879	264,498	267,143
13,350,623	Net Operating Expenditure	14,389,875	14,818,260	15,143,910	13,771,948	14,490,282	14,793,794

General Fund Summary

2015/16 Actual		2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget	2018/19 Projection	2019/20 Projection	2020/21 Projection
£		£	£	£	£	£	£
	Contributions to/(from) Earmarked Reserves:						
(340,898)	Capital Projects Reserve	3,246	(707,790)	(777,333)	0	0	0
94,499	Asset Management	0	(94,750)	(3,443)	0	0	0
(163,416)	Benefits	0	(31,000)	0	0	0	0
0	Broadband	(1,000,000)	0	(1,000,000)	0	0	0
25,216	Building Control	0	0	0	0	0	0
378,171	Business Rates	500,000	500,000	0	0	0	0
(63,779)	Coast Protection	0	0	0	0	0	0
21,000	Common Training	0	0	0	0	0	0
245,979	Communities	0	(138,000)	317,441	27,196	(242,000)	(242,000)
(1,500)	Economic Development & Tourism	0	0	0	0	0	0
(77,000)	Elections	30,000	30,000	40,000	40,000	(80,000)	40,000
(36,194)	Enforcement Board	0	(5,000)	0	0	0	0
159,000	Environmental Health	0	5,619	(5,619)	0	0	0
83,662	Grants	(25,939)	(44,989)	(24,272)	0	0	0
(26,303)	Housing	0	0	0	0	0	0
126,771	Land Charges	0	0	0	0	0	0
5,474	Legal	(33,347)	(33,347)	0	0	0	0
(51,728)	Local Strategic Partnership	0	0	0	0	0	0
0	LSVT	0	(4,880)	0	0	0	0
301,847	New Homes Bonus Reserve (NHB)	281,512	414,012	(86,692)	(185,944)	(82,944)	0
(73,663)	Organisational Development	0	0	0	0	0	0
18,000	Planning	(127,186)	(220,609)	(122,395)	(31,670)	0	0
628,485	Restructuring/Invest to save	890,984	608,769	(67,356)	(20,117)	0	0
1,865	Sports Equipment	0	0	0	0	0	0
308,737	Contributions to/(from) General Reserve	0	(180,331)	0	0	0	0
14,914,848	Amount to be met from Government Grant and Local Taxpayers	14,909,145	14,915,964	13,414,241	13,601,413	14,085,338	14,591,794

General Fund Summary

2015/16 Actual		2016/17 Base Budget	2016/17 Updated Budget	2017/18 Projection	2018/19 Projection	2019/20 Projection	2020/21 Projection
£		£	£	£	£	£	£
(1,760,520)	Collection Fund – Parishes	(1,887,806)	(1,887,806)	(2,079,492)	(2,202,881)	(2,408,410)	(2,633,115)
(5,307,073)	Collection Fund – District	(5,473,605)	(5,473,605)	(5,520,427)	(5,481,167)	(5,503,604)	(5,525,742)
(3,687,492)	Retained Business Rates Baseline	(3,406,572)	(3,406,572)	(3,841,000)	(3,875,000)	(3,910,000)	(3,910,000)
(2,403,933)	Revenue Support Grant (RSG)	(1,575,147)	(1,575,147)	(936,035)	(535,619)	(88,359)	0
(72,081)	Council Tax Freeze (2015/16)	0	0	0	0	0	0
(1,683,749)	New Homes bonus	(2,085,230)	(2,092,049)	(1,694,986)	(1,247,057)	(1,055,085)	(859,069)
0	Section 31 grant Rural Services	(480,785)	(480,785)	(388,212)	(298,624)	(388,212)	(388,212)
(14,914,848)	Income from Government Grant and Taxpayers	(14,909,145)	(14,915,964)	(14,460,152)	(13,640,348)	(13,353,670)	(13,316,138)
0	(Surplus)/Deficit	0	0	(1,045,911)	(38,935)	731,668	1,275,656

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.

2015/16 Actual		2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
10,075,206	Employee	10,194,414	10,210,190	10,547,250
2,480,426	Premises	2,387,576	2,510,528	2,485,832
283,811	Transport	293,612	298,801	293,300
9,466,457	Supplies and Services	8,795,725	9,435,839	8,911,119
28,158,435	Transfer Payments	28,520,045	28,520,045	27,465,009
9,040,955	Support Services - Charges In	9,183,480	9,085,250	9,649,190
(9,207,067)	Support Services - Charges Out	(9,369,504)	(9,271,274)	(9,871,865)
2,425,519	Capital Charges	2,343,944	2,343,944	3,646,363
(39,043,104)	Income (External)	(38,407,525)	(38,492,697)	(37,623,040)
13,680,635	Total Cost of Services	13,941,767	14,640,626	15,503,158

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 1/4/2016	2016/17 Updated Budget Movement	Balance at 01/04/17	2017/18 Budgeted Movement	Balance 01/04/18	2018/19 Budgeted Movement	Balance 01/04/19	2019/20 Budgeted Movement	Balance 01/04/20	2020/21 Budgeted Movement	Balance 01/04/21
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.75 million.	2,597,761	(187,150)	2,410,611	0	2,410,611	0	2,410,611	0	2,410,611	0	2,410,611
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	2,335,462	(707,790)	1,627,672	(777,333)	850,339	0	850,339	0	850,339	0	850,339
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	154,398	(94,750)	59,648	901,531	961,179	0	961,179	0	961,179	0	961,179
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.	558,376	(31,000)	527,376	0	527,376	0	527,376	0	527,376	0	527,376
Broadband	Earmarks £1million for superfast broad band in North Norfolk. (£600k was transferred from the BSF Reserve and £400k from the NHB Reserve)	1,000,000	0	1,000,000	(1,000,000)	0	0	0	0	0	0	0
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	145,451	0	145,451	0	145,451	0	145,451	0	145,451	0	145,451

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2016	2016/17 Updated Budget Movement	Balance at 01/04/17	2017/18 Budgeted Movement	Balance 01/04/18	2018/19 Budgeted Movement	Balance 01/04/18	2019/20 Budgeted Movement	Balance 01/04/20	2020/21 Budgeted Movement	Balance 01/04/21
		£	£	£	£	£	£	£	£	£	£	£
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.	2,027,045	500,000	2,527,045	0	2,527,045	0	2,527,045	0	2,527,045	0	2,527,045
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	173,516	0	173,516	0	173,516	0	173,516	0	173,516	0	173,516
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.	48,450	0	48,450	0	48,450	0	48,450	0	48,450	0	48,450
Communities	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.	1,032,567	(138,000)	894,567	317,441	1,212,008	27,196	1,239,204	(242,000)	997,204	(242,000)	755,204
Economic Development and Tourism	Earmarked from previous underspends within Economic Development and Tourism Budgets along with funding earmarked for Learning for Everyone.	116,283	0	116,283	0	116,283	0	116,283	0	116,283	0	116,283
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	13,000	30,000	43,000	40,000	83,000	40,000	123,000	(80,000)	43,000	40,000	83,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk, pending recovery.	110,663	(5,000)	105,663	140,937	246,600	0	246,600	0	246,600	0	246,600

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2016	2015/16 Updated Budget Movement	Balance at 01/04/17	2017/18 Budgeted Movement	Balance 01/04/18	2018/19 Budgeted Movement	Balance 01/04/19	2019/20 Budgeted Movement	Balance 01/04/20	2020/21 Budgeted Movement	Balance 01/04/21
		£	£	£	£	£	£	£	£	£	£	£
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	200,287	5,619	205,906	(5,619)	200,287	0	200,287	0	200,287	0	200,287
Grants	Revenue Grants received and due to timing issues not used in the year.	411,403	(44,989)	366,414	(24,272)	342,142	0	342,142	0	342,142	0	342,142
Housing	Previously earmarked for stock condition survey and housing needs assessment.	75,617	0	75,617	0	75,617	0	75,617	0	75,617	0	75,617
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.	215,926	0	215,926	0	215,926	0	215,926	0	215,926	0	215,926
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	79,069	(33,347)	45,722	0	45,722	0	45,722	0	45,722	0	45,722
LSVT Reserve	To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.	435,000	(4,880)	430,120	0	430,120	0	430,120	0	430,120	0	430,120
New Homes Bonus (NHB)	Established for supporting communities with future growth and development.*	1,418,041	414,012	1,832,053	(86,692)	1,745,361	(185,944)	1,559,417	(82,944)	1,476,473	0	1,476,473

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2016	2016/17 Updated Budget Movement	Balance at 01/04/17	2017/18 Budgeted Movement	Balance 01/04/18	2018/19 Budgeted Movement	Balance 01/04/19	2019/20 Budgeted Movement	Balance 01/04/20	2020/21 Budgeted Movement	Balance 01/04/21
		£	£	£	£	£	£	£	£	£	£	£
Organisational Development	To provide funding for organisation development to create capacity within the organisation.	42,728	0	42,728	0	42,728	0	42,728	0	42,728	0	42,728
Pathfinder	To help Coastal Communities adapt to coastal changes.	206,378	0	206,378	0	206,378	0	206,378	0	206,378	0	206,378
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	393,183	(220,609)	172,574	(122,395)	50,179	(31,670)	18,509	0	18,509	0	18,509
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.	1,875,372	608,769	2,484,141	(67,356)	2,416,785	(20,117)	2,396,668	0	2,396,668	0	2,396,668
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.	28,181	0	28,181	0	28,181	0	28,181	0	28,181	0	28,181
Total Reserves		15,760,225	90,885	15,851,110	(683,758)	15,167,352	(170,535)	14,996,817	(404,944)	14,591,873	(202,000)	14,389,873

Council Tax 2017/18 – Summary

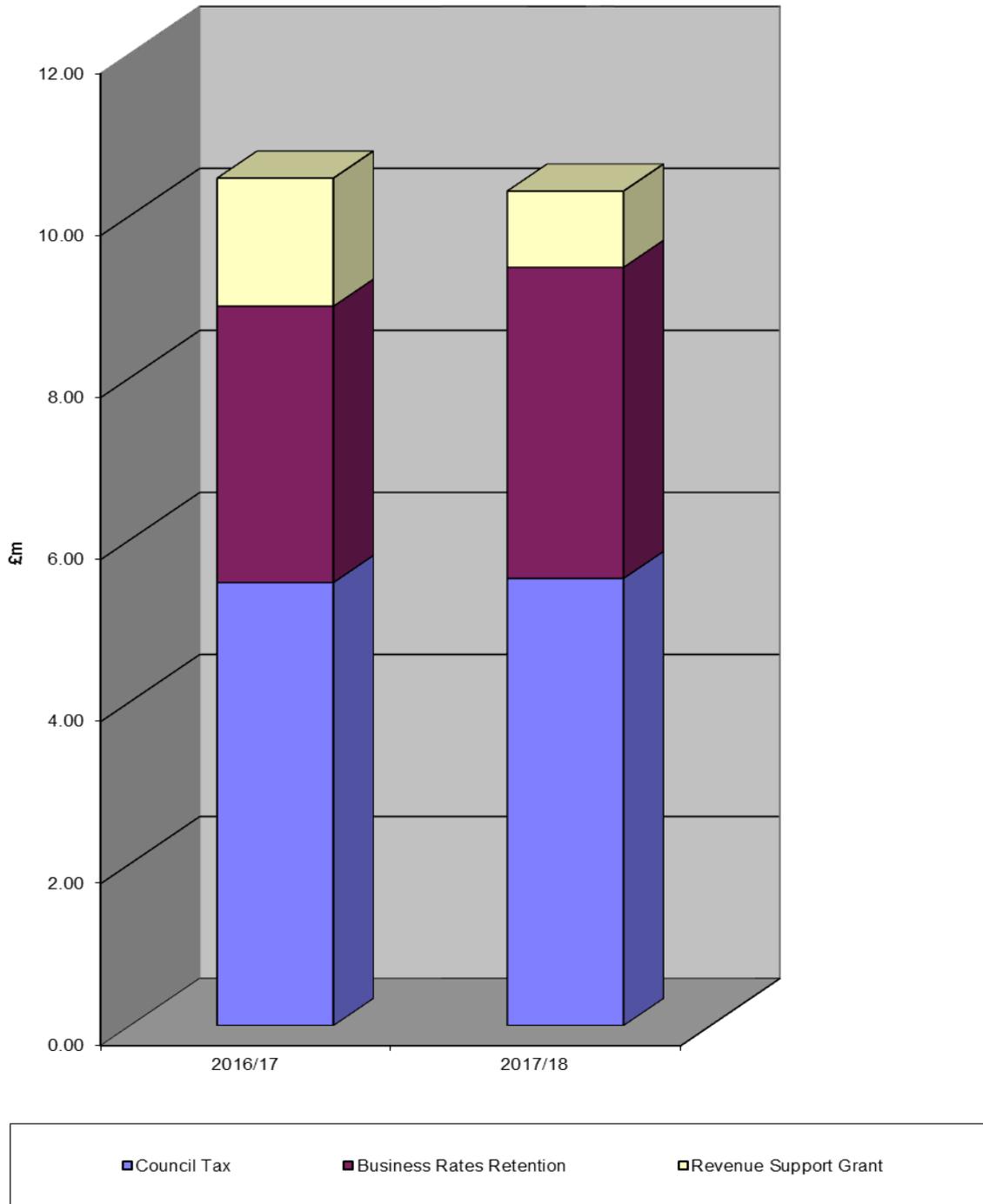
	2016/17	2017/18	Change	
	Base Budget £	Base Budget £	£	%
District Net Call on Collection Fund (excluding Parishes)	5,473,605	5,520,427	46,822	0.9
District Council Level at Band D	144.27	142.47	(1.80)	
Less Collection Fund Surplus	(5.40)	(3.60)	1.80	
Net District Council Tax Level at Band D (District Councils Own Spending)	138.87	138.87	(0.00)	0.00
Parish and Town Precepts	49.76	53.67	3.91	7.9
Average District Council Tax at Band D (Inclusive of Parish and Town Precepts)	188.63	192.54	3.91	2.1
Norfolk County Council	1,190.79	1,247.94	57.15	4.8
Office of the Police & Crime Commissioner for Norfolk	212.94	217.17	4.23	2.0
Total Average Band D Amount	1,592.36	1,657.65	65.29	4.1
Range of charges at Band D:				
Minimum	1,542.60	1,603.98	61.38	4.0
Maximum	1,636.64	1,713.40	76.76	4.7

Notes:

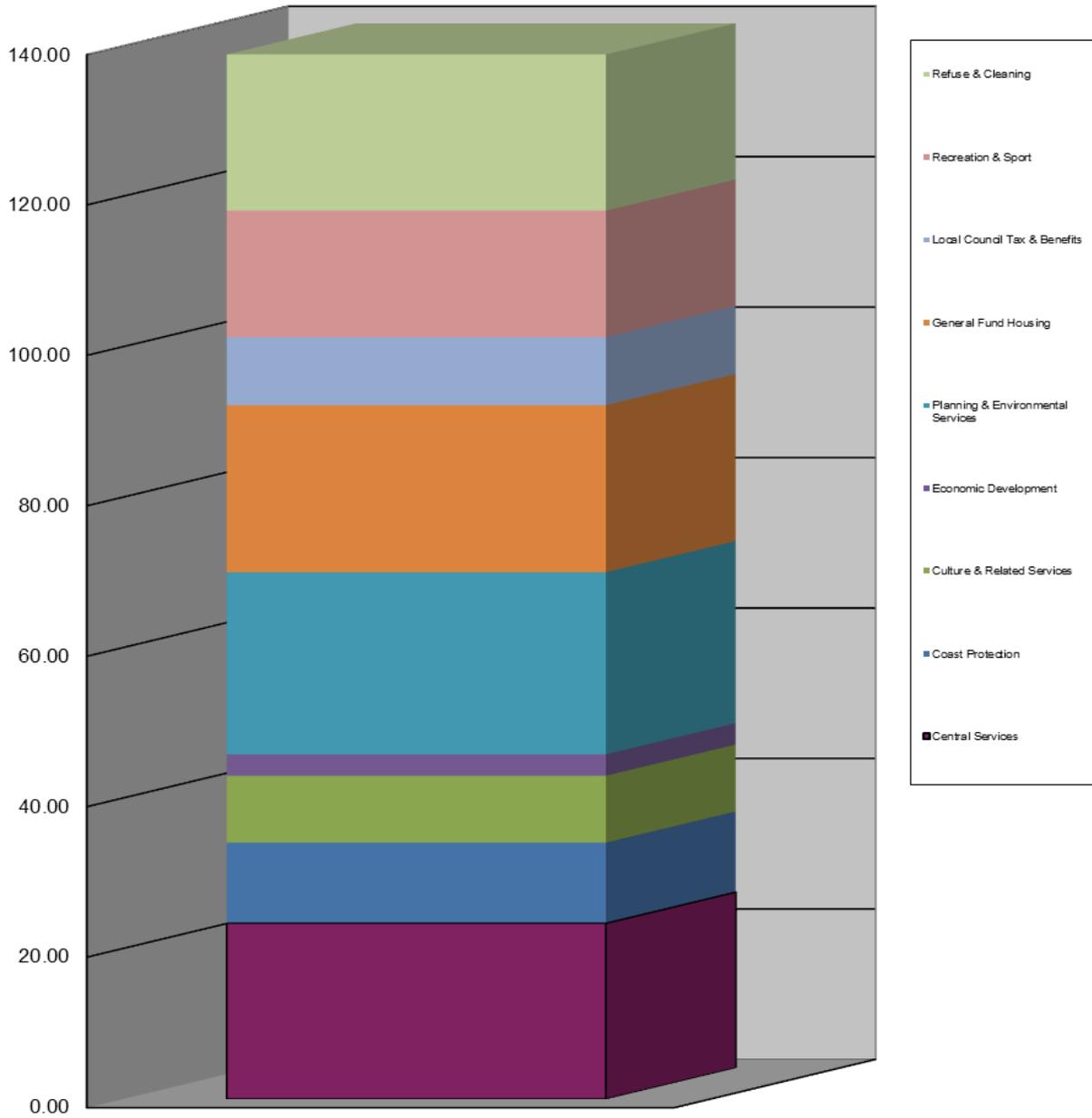
- (1) The average increase in Council Tax at Band D for the District & Parish and Town Council's spending represents an increase of 7 1/2 pence per week.
- (2) The basic (average) amount of Council Tax represents the District & Parish and Towns spending divided by the Tax Base of 38,748 (as approved by the Council on 21 December 2016). 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 (based on the Open Market Value as at 1 April 1991) 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 £109.42 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 2016/17 and 2017/18. The external finance overall has decreased by 4% for 2017/18 over the 2016/17 level, with a decrease of 41% for Revenue Support Grant, and an increase of 13% for Business Rates Retention.



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



**Council Tax 2017/18
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	94.94	2,500.00	26.33	1,603.98	1,630.31
ALDBOROUGH AND THURGARTON	220.29	7,500.00	34.04	1,603.98	1,638.02
ANTINGHAM	117.60	2,375.00	20.19	1,603.98	1,624.17
ASHMANHAUGH	64.91	3,700.00	57.00	1,603.98	1,660.98
AYLMERTON	204.07	7,100.00	34.79	1,603.98	1,638.77
BACONSTHORPE	86.00	3,705.00	43.08	1,603.98	1,647.06
BACTON	486.30	14,909.00	30.65	1,603.98	1,634.63
BARSHAM	98.24	1,900.00	19.34	1,603.98	1,623.32
BARTON TURF	239.89	6,000.00	25.01	1,603.98	1,628.99
BECKHAM EAST/WEST	106.60	3,060.00	28.70	1,603.98	1,632.68
BEESTON REGIS	385.12	11,461.00	29.75	1,603.98	1,633.73
BINHAM	166.12	4,500.00	27.08	1,603.98	1,631.06
BLAKENEY	528.47	37,000.00	70.01	1,603.98	1,673.99
BODHAM	164.85	8,000.00	48.52	1,603.98	1,652.50
BRININGHAM	63.78	0.00	0.00	1,603.98	1,603.98
BRINTON	121.65	2,500.00	20.55	1,603.98	1,624.53
BRISTON	839.90	41,980.00	49.98	1,603.98	1,653.96
BRUMSTEAD	25.96	0.00	0.00	1,603.98	1,603.98
CATFIELD	311.94	11,054.00	35.43	1,603.98	1,639.41
CLEY	307.20	8,000.00	26.04	1,603.98	1,630.02
COLBY	185.22	14,953.00	80.73	1,603.98	1,684.71
CORPUSTY AND SAXTHORPE	269.64	16,500.00	61.19	1,603.98	1,665.17
CROMER	2,901.15	237,797.00	81.96	1,603.98	1,685.94
DILHAM	139.98	2,084.00	14.88	1,603.98	1,618.86
DUNTON	56.44	0.00	0.00	1,603.98	1,603.98
EAST RUSTON	184.67	4,500.00	24.36	1,603.98	1,628.34
EDGEFIELD	176.58	5,000.00	28.31	1,603.98	1,632.29
ERPINGHAM	237.82	7,716.00	32.44	1,603.98	1,636.42
FAKENHAM	2,412.31	163,095.00	67.60	1,603.98	1,671.58
FELBRIGG	68.20	2,900.00	42.52	1,603.98	1,646.50
FELMINGHAM	189.59	1,500.00	7.91	1,603.98	1,611.89
FIELD DALLING	144.69	3,000.00	20.73	1,603.98	1,624.71
FULMODESTON	180.36	5,505.00	30.52	1,603.98	1,634.50
GIMINGHAM	148.91	6,067.00	40.74	1,603.98	1,644.72
GREAT SNORING	78.97	3,400.00	43.05	1,603.98	1,647.03

**Council Tax 2017/18
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
GRESHAM	167.01	6,800.00	40.71	1,603.98	1,644.69
GUNTHORPE	142.76	2,500.00	17.51	1,603.98	1,621.49
HANWORTH	94.35	2,225.00	23.58	1,603.98	1,627.56
HAPPISBURGH	297.15	3,750.00	12.61	1,603.98	1,616.59
HELHOUGHTON	142.07	4,200.00	29.56	1,603.98	1,633.54
HEMPSTEAD	71.49	1,900.00	26.57	1,603.98	1,630.55
HEMPTON	182.77	20,000.00	109.42	1,603.98	1,713.40
HICKLING	402.66	8,533.00	21.19	1,603.98	1,625.17
HIGH KELLING	273.07	9,000.00	32.95	1,603.98	1,636.93
HINDOLVESTON	196.03	7,600.00	38.76	1,603.98	1,642.74
HINDRINGHAM	232.99	7,200.00	30.90	1,603.98	1,634.88
HOLKHAM	84.82	3,000.00	35.36	1,603.98	1,639.34
HOLT	1,531.42	102,000.00	66.60	1,603.98	1,670.58
HONING	116.64	2,000.00	17.14	1,603.98	1,621.12
HORNING	599.20	15,866.00	26.47	1,603.98	1,630.45
HORSEY	28.27	1,012.00	35.79	1,603.98	1,639.77
HOVETON	799.48	44,415.00	55.55	1,603.98	1,659.53
INGHAM	147.04	1,237.00	8.41	1,603.98	1,612.39
INGWORTH	40.24	2,645.00	65.73	1,603.98	1,669.71
ITTERINGHAM	56.94	2,500.00	43.90	1,603.98	1,647.88
KELLING	89.23	3,228.00	36.17	1,603.98	1,640.15
KETTLESTONE	93.94	3,600.00	38.32	1,603.98	1,642.30
KNAPTON	147.19	3,994.00	27.13	1,603.98	1,631.11
LANGHAM	212.63	6,736.00	31.67	1,603.98	1,635.65
LESSINGHAM	218.12	3,223.00	14.77	1,603.98	1,618.75
LEATHERINGSETT WITH GLANDFORD	128.55	2,000.00	15.55	1,603.98	1,619.53
LITTLE BARNINGHAM	41.43	850.00	20.51	1,603.98	1,624.49
LITTLE SNORING	223.86	8,300.00	37.07	1,603.98	1,641.05
LUDHAM	486.45	7,965.00	16.37	1,603.98	1,620.35
MATLASKE	62.65	400.00	6.38	1,603.98	1,610.36
MELTON CONSTABLE	191.56	12,185.00	63.60	1,603.98	1,667.58
MORSTON	54.03	1,000.00	18.50	1,603.98	1,622.48
MUNDESLEY	1,095.69	53,000.00	48.37	1,603.98	1,652.35
NEATISHEAD	236.84	7,650.00	32.30	1,603.98	1,636.28
NORTH WALSHAM	3,777.65	292,005.00	77.29	1,603.98	1,681.27

**Council Tax 2017/18
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
NORTHREPPS	380.40	14,602.00	38.38	1,603.98	1,642.36
OVERSTRAND	428.69	29,000.00	67.64	1,603.98	1,671.62
PASTON	85.60	4,829.00	56.41	1,603.98	1,660.39
PLUMSTEAD	48.88	2,100.00	42.96	1,603.98	1,646.94
POTTER HEIGHAM	406.29	11,884.00	29.25	1,603.98	1,633.23
PUDDING NORTON	70.81	5,000.00	70.61	1,603.98	1,674.59
RAYNHAM	148.21	5,200.00	35.08	1,603.98	1,639.06
ROUGHTON	318.74	7,408.00	23.24	1,603.98	1,627.22
RUNTON	701.64	15,000.00	21.37	1,603.98	1,625.35
RYBURGH	224.53	8,500.00	37.85	1,603.98	1,641.83
SALTHOUSE	111.59	4,750.00	42.56	1,603.98	1,646.54
SCOTTOW	291.38	14,000.00	48.04	1,603.98	1,652.02
SCULTHORPE	269.66	7,095.00	26.31	1,603.98	1,630.29
SEA PALLING	205.90	11,378.00	55.25	1,603.98	1,659.23
SHERINGHAM	3,046.50	288,711.00	94.76	1,603.98	1,698.74
SIDESTRAND	44.46	1,350.00	30.36	1,603.98	1,634.34
SKEYTON	84.91	1,060.00	12.48	1,603.98	1,616.46
SLOLEY	91.71	2,601.00	28.36	1,603.98	1,632.34
SMALLBURGH	184.74	5,476.00	29.64	1,603.98	1,633.62
SOUTHREPPS	316.23	13,265.00	41.94	1,603.98	1,645.92
STALHAM	1,084.50	78,000.00	71.92	1,603.98	1,675.90
STIBBARD	130.81	5,457.00	41.71	1,603.98	1,645.69
STIFFKEY	126.99	4,730.00	37.24	1,603.98	1,641.22
STODY	86.89	2,595.00	29.86	1,603.98	1,633.84
SUFFIELD	55.04	1,306.00	23.72	1,603.98	1,627.70
SUSTEAD	90.51	2,730.00	30.16	1,603.98	1,634.14
SUTTON	384.32	14,452.00	37.60	1,603.98	1,641.58
SWAFIELD	114.94	5,325.00	46.32	1,603.98	1,650.30
SWANTON ABBOTT	141.59	5,350.00	37.78	1,603.98	1,641.76
SWANTON NOVERS	80.58	7,200.00	89.35	1,603.98	1,693.33
TATTERSETT	271.32	3,194.00	11.77	1,603.98	1,615.75
THORNAGE	92.80	1,530.00	16.48	1,603.98	1,620.46
THORPE MARKET	113.06	5,353.00	47.34	1,603.98	1,651.32
THURNING	31.64	0.00	0.00	1,603.98	1,603.98
THURSFORD	105.52	3,000.00	28.43	1,603.98	1,632.41

**Council Tax 2017/18
Per Band D Dwelling**

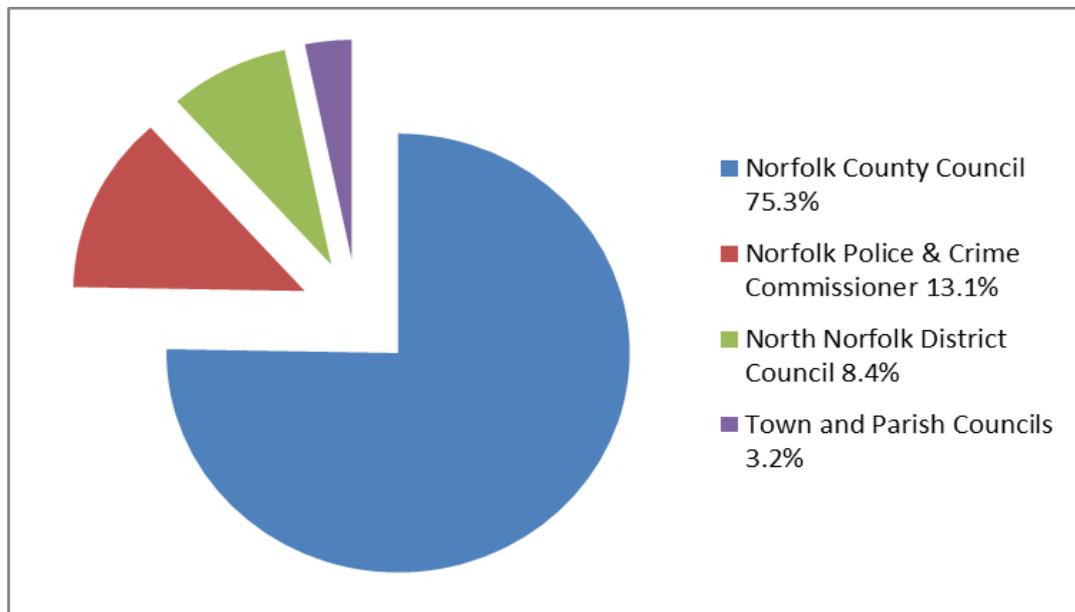
Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
TRIMINGHAM	131.65	7,937.00	60.28	1,603.98	1,664.26
TRUNCH	339.27	17,000.00	50.10	1,603.98	1,654.08
TUNSTEAD	252.63	5,000.00	19.79	1,603.98	1,623.77
UPPER SHERINGHAM	98.46	5,365.00	54.48	1,603.98	1,658.46
WALCOTT	205.67	6,842.00	33.26	1,603.98	1,637.24
WALSINGHAM	342.15	20,600.00	60.20	1,603.98	1,664.18
WARHAM	75.84	5,000.00	65.92	1,603.98	1,669.90
WELLS-NEXT-THE-SEA	1,108.23	73,360.00	66.19	1,603.98	1,670.17
WESTWICK	28.87	0.00	0.00	1,603.98	1,603.98
WEYBOURNE	319.40	15,000.00	46.96	1,603.98	1,650.94
WICKMERE	59.63	3,500.00	58.69	1,603.98	1,662.67
WIGHTON	106.44	4,000.00	37.57	1,603.98	1,641.55
WITTON	128.08	1,694.00	13.22	1,603.98	1,617.20
WIVETON	85.15	4,000.00	46.97	1,603.98	1,650.95
WOOD NORTON	102.22	2,835.00	27.73	1,603.98	1,631.71
WORSTEAD	318.35	8,148.00	25.59	1,603.98	1,629.57
TOTALS / AVERAGES	38,748.00	2,079,492.00	£53.67	£1,603.98	£1,657.65

**Council Tax 2017/18
Per Band D Dwelling**

***Other Council Tax**

	£ p
Norfolk County Council	1,247.94
Office of the Police & Crime Commissioner for Norfolk	217.17
North Norfolk District Council	<u>138.87</u>
	1,603.98
Parish Average	<u>53.67</u>
Total Average Band D Amount	1,657.65

2017/18 Council Tax – Where does it go?



Employee Information

Employee Information

Employee Post Numbers - Office Staff

Service Area	2016/17 Updated Budget		2017/18 Base Budget	
	No.	FTE's	No.	FTE's
CLT/Corporate	25	21.69	25	21.69
Customer Services & ICT	54	47.96	51	44.93
Community Economic Dev and Coast	20	19.1	20	19.1
Finance and Assets	78	70.57	77	69.4
Legal and Democratic	15	13.46	15	13.46
Environmental Health	45	39.9	45	39.9
Planning	51	47.67	54	50.26
Total Office Staff	288	260.32	287	258.74

Employee Post Numbers - Outside Staff

Service Area	2016/17 Updated Budget		2017/18 Base Budget	
	No.	FTE's	No.	FTE's
Customer Services	5	2.45	5	2.45
Community Economic Dev and Coast	17	11.37	17	11.37
Finance and Assets	5	4.36	5	4.36
Total Office Staff	27	18.18	27	18.18

Employee Costs

Service Area	2016/17 Updated Budget		2017/18 Base Budget	
	Direct Costs £	Indirect Costs £	Direct Costs £	Indirect Costs £
CLT/ Corporate	1,057,427	79,957	1,017,704	76,952
Customer Services & ICT	2,772,739	21,650	2,756,135	21,650
Community, Econ Dev. & Coast	1,207,804	11,900	1,179,628	11,420
Finance & Assets	1,298,149	43,218	1,343,166	43,066
Legal & Democratic	566,797	12,428	573,199	12,354
Environmental Health	1,289,489	16,100	1,477,494	16,100
Planning	1,787,165	29,591	1,966,454	51,928
Employee Costs	9,979,570	214,844	10,313,780	233,470
Total Employee Costs	10,194,414		10,547,250	

CLT & OTHER CORPORATE SERVICES

Contacts

Service	Contact	Ext.
Corporate Leadership Team	Nick Baker & Steve Blatch	6221 6232
Human Resources & Payroll	Alex Triplow	6352
Performance Management	Helen Thomas	6214
Registration Services	Steve Blatch	6232
Communications	Sue Lawson	6344

Net Cost of Service

2015/16 Actual	Service	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
0	Human Resources & Payroll	0	8,000	0
0	Performance Management	0	(4,000)	0
446,630	Registration Services	321,834	321,834	306,315
0	Corporate Leadership Team	0	0	0
0	Communications	0	0	0
446,630		321,834	325,834	306,315

Subjective Analysis

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,308,659	Employee	1,137,384	1,135,884	1,094,656
21,494	Premises	550	550	550
16,793	Transport	11,040	11,040	9,157
445,652	Supplies and Services	138,170	143,670	138,170
394,633	Support Services - Charges In	424,580	424,580	418,730
(1,390,884)	Support Services - Charges Out	(1,410,270)	(1,410,270)	(1,377,246)
7,000	Capital Financing Costs	60,100	60,100	62,018
(356,717)	Income (External)	(39,720)	(39,720)	(39,720)
446,630	Total Cost of Services	321,834	325,834	306,315

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

Main Items of Growth and Savings/Income

GrowthAmount
£**Personnel & Payroll Support Services**

Employee Inflation

10,570

Corporate Leadership Team

Employee Inflation

14,215

Communications

Employee Inflation

6,979

TOTAL GROWTH31,764**Savings**Amount
£**Personnel & Payroll Support Services**

Savings resulting from new management structure.

(13,802)

Corporate Leadership Team

Savings resulting from new management structure (£49,225) and (£3,853) - Pension funding adjustment.

(53,078)

Communications

(£9,905) - Staff costs transferred to another service area. (£1,606) - Pension funding adjustment. (£3,000) - Staff training costs.

(14,511)

TOTAL SAVINGS(81,391)**NET GROWTH/SAVINGS****(49,627)**

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
403,656	Employee	298,317	298,317	292,887
5,106	Transport	1,630	1,630	690
41,084	Supplies and Services	17,890	25,890	17,890
95,006	Support Service Charges In	109,380	109,380	122,510
(70,278)	Income	(1,000)	(1,000)	(1,000)
(474,574)	Support Service Charges Out	(426,217)	(426,217)	(432,977)
0		0	8,000	0

R263D - Performance Management

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
45,132	Employee	53,961	49,961	56,334
89	Transport	260	260	260
3,179	Supplies and Services	4,020	4,020	4,020
21,976	Support Service Charges In	20,420	20,420	26,960
(70,375)	Support Service Charges Out	(78,661)	(78,661)	(98,574)
0		0	(4,000)	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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
152,287	Employee	121,054	121,054	126,565
21,386	Premises	550	550	550
1,388	Transport	140	140	140
373,792	Supplies and Services	82,920	82,920	82,920
147,035	Support Service Charges In	155,890	155,890	134,860
(249,258)	Income	(38,720)	(38,720)	(38,720)
446,630		321,834	321,834	306,315

R460A - Corporate Leadership Team

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
505,256	Employee	445,574	448,074	407,654
108	Premises	0	0	0
9,540	Transport	8,780	8,780	7,837
14,751	Supplies and Services	16,120	13,620	16,120
75,618	Support Service Charges In	80,910	80,910	84,190
(34,411)	Income	0	0	0
(570,861)	Support Service Charges Out	(551,384)	(551,384)	(515,801)
0		0	0	0

R481E – Communications

This service includes all salary, oncosts and overheads for staff dealing with web services across the Council.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
202,328	Employee	218,478	218,478	211,216
670	Transport	230	230	230
12,847	Supplies and Services	17,220	17,220	17,220
54,998	Support Service Charges In	57,980	57,980	50,210
7,000	Capital Charges	60,100	60,100	62,018
(2,770)	Income	0	0	0
(275,073)	Support Service Charges Out	(354,008)	(354,008)	(340,894)
0		0	0	0

Economic & Community Development & Leisure*Head of Service: Rob Young***Contacts**

Service	Contact	Ext.
Car Parks	Karl Read	6002
Markets	Karl Read	6002
Parks & Open Spaces	Colin Brown	6001
Foreshore	Karl Read	6002
Sports Centres	Colin Brown	6001
Leisure Complexes	Karl Read	6002
Other Sports	Colin Brown	6001
Recreation Grounds	Colin Brown	6001
Arts & Entertainments	Nicola Turner	6222
Pier Pavilion	Karl Read	6002
Foreshore (Community)	Karl Read	6002
Woodlands Management	Colin Brown	6001
Cromer Pier	Karl Read	6002
Beach Huts & Chalets	Karl Read	6002
Economic Growth	Michelle Burdett	6233
Tourism	Michelle Burdett	6233
Coast Protection	Steve Blatch	6232
Economic Growth Management	Michelle Burdett	6233
Community & Economic Development Management	Rob Young	6162
Leisure	Rob Young	6162
IHAT (DFG)	Karen Hill	6183
Wellbeing	Sonia Shuter	6173
Housing Strategy	Nicola Turner	6222
Community Development	Nicola Turner	6222
Coastal Management	Steve Blatch	6232

Net Cost of Service				
5/16 Actual £	Service	2016/17 Base Budget £	2016/17 Updated Budget £	2017/18 Base Budget £
(1,421,876)	Car Parking	(1,606,383)	(1,609,397)	(1,802,768)
59,778	Markets	65,400	65,400	36,869
421,166	Parks & Open Spaces	425,206	399,039	444,481
150,054	Foreshore	238,440	230,440	192,891
296,558	Sports Centres	272,926	272,926	249,870
651,654	Leisure Complexes	641,330	644,283	823,396
135,051	Other Sports	86,979	106,979	83,739
14,208	Recreation Grounds	14,852	14,797	12,634
104,201	Arts and Entertainment	105,921	105,921	107,841
112,511	Pier Pavilion	104,530	104,530	101,997
400,235	Foreshore	391,075	398,214	402,480
207,751	Woodlands Management	182,089	199,064	197,925
38,469	Cromer Pier	59,595	59,595	56,496
(22,402)	Beach Huts and Chalets	(7,131)	(7,131)	(14,217)
492,221	Economic Growth	377,903	375,802	243,092
86,040	Tourism	102,208	102,208	97,268
903,330	Coastal Protection	1,080,719	1,080,719	1,196,848
0	Regeneration Management*	0	87,140	0
0	Economic & Comm Dev. Mgt. *	0	0	0
0	Leisure	0	(1,500)	0
186,332	Housing Health & Wellbeing	239,821	239,821	1,293,521
335,100	Housing Strategy	136,348	156,848	212,430
11,669	CCTV	2,160	2,160	2,160
(158,910)	Community and Localism	133,176	271,176	(131,716)
0	Coastal Management*	0	0	0
3,003,142	Net Cost of Service Area	3,047,164	3,299,033	3,807,237

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

Subjective Analysis

2015/16 Actual £	Description	2016/17 Base Budget £	2016/17 Updated Budget £	2017/18 Base Budget £
1,399,777	Employee	1,219,704	1,255,797	1,191,048
1,202,995	Premises	1,256,172	1,236,912	1,313,450
56,740	Transport	50,769	46,720	48,340
2,058,597	Supplies and Services	2,150,505	2,490,857	1,919,311
2,161,991	Support Charges In	2,098,270	2,098,270	2,080,470
(1,297,279)	Support Charges Out	(1,170,938)	(1,170,938)	(1,284,721)
1,297,266	Capital Financing Costs	1,131,682	1,093,845	2,339,532
(3,876,945)	Income External	(3,689,000)	(3,752,430)	(3,800,193)
3,003,142	Net Cost of Service	3,047,164	3,299,033	3,807,237

Main Items of Growth and Savings/Income

Growth

	Amount £
Car Parking	
Additional lease rental expenditure for Gold Park and Clink Road due to projected increased in fee income	21,990
Inflation on NNDR costs	42,876
Additional credit card charges based on revisions to fee income budgets and greater use of credit cards for fee payments	16,459
Revision of Kier Costs for cleansing of car parks	11,943
Removal of savings identified from savings proposals AL01 from the 2016/17 budget process which are no longer achievable	22,000
Parks & Open Spaces	
Inflation on grounds maintenance contract	10,735
A permanent increase in grounds maintenance contract costs of £20,675 due to operational issues offset by savings of £4,191.	16,484
Sports Centres	
£1,520 - Pay award. £4,732 - Market Pay Review.	6,252
Foreshore (Community)	
Grounds maintenance contract costs.	7,095
Transfer of maintenance costs from Foreshore Furniture and Fixtures.	8,000
Woodlands Management	
£6,724 - Staffing costs following restructure. Other salary increases including £979 pay award, £2,174 - market pay review, £704 new staff in pension scheme and £1,368 pension funding adjustments.	11,949

Housing Strategy and Community Development

Assumption made that there will be no further receipts from Victory Housing Association in respect of the VAT Sharing Agreement; this will be offset by the contribution to the capital reserve. 164,800

TOTAL GROWTH**340,583****Savings****Amount
£****Car Parking**

Reduction in car park contract management fees to reflect the changes to car parking orders between years, and the renegotiation of the car parking contract. (39,056)

Full year effect of changes to car park charges identified for the 2016/17 budget process, implemented part way through the 16/17 financial year (165,035)

Additional penalty charge notice income anticipated in year (9,285)

Inflation on season ticket income resultant from changes in prices (15,644)

Further credit card parking fees representing changes in payment methods (87,399)

Markets

Reduction in Kier contract costs for market cleaning to reflect more accurately where costs are incurred (25,447)

Foreshore

Transfer of memorial seat maintenance to Foreshore (Community) (8,000)

Beach Huts and Chalets

Anticipated rental income following revision to beach huts and chalets pricing structures as part of 2016/17 budget savings AL06, and review of occupancy rates (8,765)

Sports Centres

(£12,440) - Salary and oncosts transferred to another service. (£13,488) - Restructure savings. (£3,400) - Pension funding adjustment (29,328)

Community and Localism

Reduction in grants funded from 2nd homes grant. (164,099)

Increased 2nd homes funding from Norfolk County Council. (104,693)

Economic Growth

Savings identified as part of the 2016/17 budget process, relating to the realignment of budgets with service priorities. This is partially offset by some growth within the staffing budget. (119,081)

Tourism

Savings identified as part of the 2016/17 budget process, savings in software costs (12,000)

Housing Strategy

Non recurring staff costs, end of temporary contract (22,767)

TOTAL SAVINGS**(810,599)****NET GROWTH/SAVINGS****(470,016)**

Service Area Details

R200 - Car Parking

There are 28 'Pay and Display' and 1 'Season Ticket/Permit only' Council run car parks in the District. 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
341,452	Premises	337,680	334,666	396,533
311,619	Supplies and Services	346,772	346,772	338,548
163,166	Support Service Charges In	168,240	168,240	176,740
29,485	Capital Charges	29,485	29,485	29,485
(2,247,330)	Income	(2,468,018)	(2,468,018)	(2,724,456)
(20,268)	Support Service Charges Out	(20,542)	(20,542)	(19,618)
(1,421,876)		(1,606,383)	(1,609,397)	(1,802,768)

R200A - Markets

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
14,274	Employee	11,845	11,845	10,361
30,541	Premises	31,177	31,177	30,972
27,990	Supplies and Services	31,754	31,754	7,996
47,778	Support Service Charges In	52,250	52,250	46,440
(60,804)	Income	(61,626)	(61,626)	(58,900)
59,778		65,400	65,400	36,869

R300 - Parks and Open Spaces

This service includes the maintenance of parks and open spaces, including formal gardens, amenity green space, putting and bowling greens and certain amenity areas within private housing estates formally adopted from developers.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
260,067	Premises	251,257	262,927	276,460
56,899	Supplies and Services	63,253	63,253	65,269
65,195	Support Service Charges In	83,840	83,840	69,860
47,765	Capital Financing Costs	41,446	3,609	47,482
(8,761)	Income	(14,590)	(14,590)	(14,590)
459,676		425,206	399,039	444,481

R301 - Foreshore

The Council is responsible for the upkeep and maintenance of structures located on the Foreshore, including access points, steps and fixed seating.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
15,059	Employee	12,584	12,584	13,837
67,605	Premises	114,762	106,762	106,275
157	Transport	386	386	386
1,219	Supplies and Services	270	270	270
58,035	Support Service Charges In	61,910	61,910	60,180
7,978	Capital Financing Costs	48,528	48,528	11,943
150,054		238,440	230,440	192,891

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
172,211	Employee	163,090	163,090	140,013
80,392	Premises	91,980	91,980	92,150
4,593	Transport	2,660	2,660	2,660
41,417	Supplies and Services	41,150	41,150	40,150
121,442	Support Service Charges In	104,370	104,370	105,220
12,496	Capital Financing Costs	12,496	12,496	12,497
(135,993)	Income	(142,820)	(142,820)	(142,820)
296,558		272,926	272,926	249,870

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, enjoyment and welfare of residents (and visitors). They are managed on the Council's behalf by a private contractor.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
24,601	Premises	26,747	29,700	25,701
282,862	Supplies and Services	287,355	287,355	294,008
36,396	Support Service Charges In	20,230	20,230	15,700
307,796	Capital Financing Costs	306,998	306,998	487,987
(1,092,849)		641,330	644,283	823,396

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 supported 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
54,766	Employee	52,579	52,579	55,592
1,672	Premises	9,400	9,400	9,400
3,295	Transport	2,300	2,300	2,300
74,994	Supplies and Services	64,650	84,650	57,550
60,127	Support Service Charges In	40,750	40,750	37,770
0	Capital Financing Costs	0	0	3,527
(59,802)	Income	(82,700)	(82,700)	(82,700)
135,051		86,979	106,979	83,739

R306 - Recreation Grounds

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,949	Premises	1,792	1,737	1,887
6,973	Supplies and Services	6,371	6,371	6,578
6,495	Support Service Charges In	7,610	7,610	5,090
79	Capital Financing Costs	79	79	79
(1,288)	Income	(1,000)	(1,000)	(1,000)
14,208		14,852	14,797	12,634

R307 - Arts and Entertainments

This service supports arts and culture and in particular:

- Provision of grants which support the delivery of arts and cultural activities and events which support wellbeing.
- Supporting the annual Orchestra's Live events
- Overseeing the Sheringham Little Theatre funding agreement.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
350	Premises	210	210	210
96,552	Supplies and Services	74,800	74,800	74,800
30,189	Support Service Charges In	32,160	32,160	34,080
211	Capital Charges	211	211	211
(23,101)	Income	(1,460)	(1,460)	(1,460)
104,201		105,921	105,921	107,841

R309 - Pier Pavilion

This budget covers the management of the Cromer Pier Pavilion Theatre. The day to day operation of the theatre is provided by a private contractor, Openwide Coastal, in partnership with the Council. The theatre is a major attraction for the District.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
7,887	Premises	7,780	7,780	7,780
83,947	Supplies and Services	82,600	82,600	85,067
23,678	Support Service Charges In	14,150	14,150	9,150
(3,001)	Income	0	0	0
112,511		104,530	104,530	101,997

R310 - Foreshore (Community)

The maintenance and management of foreshore facilities are covered under this service, which include applications for the Blue Flag / seaside awards. Public water safety equipment and a lifeguard service provided by the RNLI Lifeguards are also included within this service.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
6,939	Premises	9,752	8,891	9,403
357,484	Supplies and Services	348,453	356,453	362,897
35,963	Support Service Charges In	32,870	32,870	30,180
(150)	Income	0	0	0
400,235		391,075	389,214	402,480

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
93,462	Employee	88,373	88,373	100,296
6,927	Premises	8,150	11,125	9,693
17,536	Transport	12,380	12,380	12,380
25,872	Supplies and Services	9,050	23,050	9,050
93,188	Support Service Charges In	88,340	88,340	90,710
7,501	Capital Financing Costs	1,346	1,346	1,346
(36,736)	Income	(25,550)	(25,550)	(25,550)
207,751		182,089	199,064	197,925

R314 - Cromer Pier

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
21,682	Premises	34,720	34,720	38,939
0	Supplies and Services	4,600	4,600	4,600
11,312	Support Service Charges In	11,970	11,970	9,950
23,523	Capital Financing Costs	24,795	24,795	23,716
(18,048)	Income	(16,490)	(16,490)	(20,709)
38,469		59,595	59,595	56,496

R318 – Beach Huts and Chalets

This budget provides for the maintenance and management of rental properties (mainly in seaside locations), i.e. beach hut sites and chalets

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
14,473	Employee	11,779	11,779	14,276
7,330	Premises	35,970	35,970	33,252
0	Transport	80	80	0
0	Supplies and Services	2,180	2,180	80
51,829	Support Service Charges In	56,440	56,440	58,340
3,468	Capital Financing Costs	0	0	0
(99,503)	Income	(111,400)	(111,400)	(120,165)
22,402		7,131	7,131	(14,217)

R330 – Economic Growth

This service provides support to individuals looking to start a business through to local business of all sizes through the creation of 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.

This service also provides support to schools looking to connect with businesses, whilst supporting the employability skills of young people. This helps to maintain a skilled workforce in the District by helping school leavers to be better equipped for the workplace.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
143,208	Employee	144,218	93,334	2,054
18,910	Premises	20,000	72	0
4,916	Transport	4,563	351	0
170,000	Supplies and Services	79,788	67,514	42,238
202,173	Support Service Charges In	214,530	214,530	198,800
90,753	Capital Charges	0	0	0
(137,739)	Income	(85,196)	0	0
492,221		377,903	375,802	243,092

R333 - Tourism

This budget supports the promotional activities, campaigns and specific initiatives aimed at developing and marketing North Norfolk as a tourist destination.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
38,659	Supplies and Services	52,338	52,338	40,338
47,381	Support Service Charges In	49,870	49,870	56,930
86,040		102,208	102,208	97,268

R340 - Coast Protection

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
318,410	Premises	273,795	273,795	273,795
947	Transport	700	700	0
55,573	Supplies and Services	46,480	46,480	47,180
222,130	Support Service Charges In	229,770	229,770	244,920
350,909	Capital Charges	529,999	529,999	630,978
(44,640)	Income	(25)	(25)	(25)
903,330		1,080,719	1,080,719	1,196,848

R391 – Economic Growth Management

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
187,688	Employee	194,483	281,460	237,929
2,549	Transport	6,074	6,237	7,962
1,673	Supplies and Services	4,420	4,420	4,420
87,286	Support Service Charges In	89,210	89,210	91,210
(278,896)	Support Service Charges Out	(294,187)	(294,187)	(341,521)
(300)	Income	0	0	0
0		0	87,140	0

R391B – Economic & Community Development Management

This budget covers the direct costs of the management of the following teams: Economic Growth; Strategic Housing & Community Support, and Leisure and Locality Services. These costs are fully recharged to the services they support.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
66,235	Employee	65,671	65,671	76,136
60	Premises	0	0	0
1,829	Transport	1,544	1,544	1,544
769	Supplies and Services	150	150	150
7,711	Support Service Charges In	7,790	7,790	8,580
(76,604)	Support Service Charges Out	(75,155)	(75,155)	(86,410)
0		0	0	0

R397 - Leisure

This budget covers the direct management of the Council's Leisure Services, and leisure facilities contract. All costs are fully recharged mainly to the individual Leisure Service headings.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
133,402	Employee	76,753	76,753	74,171
6,460	Transport	7,136	7,136	7,138
9,618	Supplies and Services	9,480	7,980	9,480
57,382	Support Service Charges In	59,560	59,560	48,750
0	Income	(700)	(700)	(700)
(206,863)	Support Service Charges Out	(152,229)	(152,229)	(138,839)
0		0	(1,500)	0

R398 – IHAT / WELLBEING

This service is responsible for supporting initiatives and schemes which enable vulnerable members of our society in particular older people and disabled people to live independently and well. Assisting disabled people in the adaptation of their homes through the provision of Disabled Facilities Grants delivered through the Integrated Housing Adaptations Team Providing information, advice and support to residents on energy efficiency and fuel poverty related initiatives.

This service also includes the Council's safeguarding responsibilities and activities which support wellbeing and in particular the development and operation of the multi-agency Early Help Hub.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
130,783	Employee	127,010	127,010	169,199
4,070	Transport	4,388	4,388	5,332
5,523	Supplies and Services	16,830	16,830	16,830
237,409	Support Service Charges In	257,220	257,220	249,130
0	Capital Charges	33,231	33,231	1,088,121
(6,052)	Income	0	0	0
(185,402)	Support Service Charges Out	(198,858)	(198,858)	(235,091)
186,332		239,821	239,821	1,293,521

R399 – Housing Strategy

This service is responsible for developing, monitoring and implementing the Housing Strategy in order to ensure that the objective that both new housing and existing housing provision across the district supports thriving residents, communities and businesses is achieved. The team also has responsibility for the Housing Allocations Scheme. Focus is on supporting delivery of homes including affordable housing to meet housing needs in the District and supporting funding initiatives such as the Community Housing Fund.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
236,754	Employee	135,877	135,877	149,142
4,137	Transport	1,000	1,000	1,000
49,175	Supplies and Services	43,500	64,000	39,550
333,810	Support Service Charges In	258,010	258,010	269,360
403,634	Capital Charges	100,908	100,908	0
(356,974)	Income	(175,000)	(175,000)	0
(335,436)	Support Service Charges Out	(227,947)	(227,947)	(246,622)
335,100		136,348	156,848	212,430

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 Capital Charges remaining represent depreciation on the equipment.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
11,669	Capital Charges	2,160	2,160	2,160
11,669		2,160	2,160	2,160

R415 – Communities

This budget covers staff costs and revenue expenditure in support of community development initiatives including the administration of the Big Society Fund grant scheme and Community Transport grants. Funding for these grants is from the return to the Council of a share of second homes Council tax income from Norfolk County Council.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
6,101	Premises	1,000	1,000	1,000
0	Transport	0	0	0
337,158	Supplies and Services	532,531	792,879	368,432
110,834	Support Service Charges In	102,070	102,070	105,970
0	Capital Charges	0	0	0
(633,002)	Income	(502,425)	(624,773)	(607,118)
(178,910)		133,176	271,176	(131,716)

R472 - Coastal Management Service

This budget includes all the associated costs for the construction, repair and maintenance of the sea defences for the District's coast protection frontage (Kelling Hard to Cart Gap).

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
137,460	Employee	135,442	135,442	147,742
120	Premises	0	0	0
6,249	Transport	7,638	7,638	7,638
2,371	Supplies and Services	3,830	3,830	3,830
51,082	Support Service Charges In	55,110	55,110	57,410
(3,471)	Income	0	0	0
(193,811)	Support Service Charges Out	(202,020)	(202,020)	(216,620)
0		0	0	0

Customer Services & ICT Service Area

Head of Service: Sean Kelly

Contacts

Service	Contact	Ext.
Local Taxation	Sean Knight	6347
Benefits Administration	Liz Codling	6061
IT – Network Services	Kate Wilson	6118
IT – Applications Support	Clare Chenery	6320
Tourist Information Centres	Jane Wisson	6096
Homelessness	Lisa Grice	6164
Customer Services Housing	Lisa Grice	6164
Digital Transformation	Sean Kelly	6276
Reprographics	David Williams	6907
Customer Services - Corporate	David Williams	6907

Net Cost of Service

2015/16 Actual	Service	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
551,472	Local Taxation	538,074	521,008	587,058
622,864	Benefits Administration	1,023,512	1,023,512	958,946
0	Benefits & Revenues Management	0	0	0
39,030	IT Support Services *	7,120	23,620	6,110
353,569	Tourist Information Centres	221,803	221,803	237,538
358,631	Homelessness	404,720	404,720	436,980
0	Customer Services - Housing *	0	0	0
0	Digital Transformation	0	84,588	0
0	Reprographics *	0	0	0
0	Customer Services - Corp *	0	(19,147)	0
1,925,566	Net Cost of Service Area	2,195,229	2,260,104	2,226,632

Subjective Analysis

2015/16 Actual £	Description	2016/17 Base Budget £	2016/17 Updated Budget £	2017/18 Base Budget £
2,525,956	Employee	2,794,389	2,789,298	2,777,785
29,055	Premises	19,990	19,990	21,322
14,377	Transport	22,754	20,610	18,612
1,002,011	Supplies and Services	935,017	1,038,869	915,883
2,266,558	Support Services - Charges In	2,439,310	2,439,310	2,693,670
(3,001,306)	Support Services - Charges Out	(3,288,766)	(3,288,766)	(3,457,369)
293,481	Capital Charges	254,567	254,567	283,995
(1,204,566)	Income (External)	(982,032)	(1,013,774)	(1,027,266)
1,925,566	Total Cost of Services	2,195,229	2,260,104	2,226,632

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

Main Items of Growth and Savings/Income

Growth

	Amount £
Local Taxation	
Employee inflation	18,756
Benefits	
Employee inflation	26,935
Homelessness	
Increased costs of Homelessness Accommodation, this is offset by housing benefit and Individual contributions.	15,000
IT – Support Services	
£7,889 - Pay award. £11,963 - Market Pay Review. £5,958 - Pension fund adjustments.	25,810
New staffing structure costs.	57,025
£4,910 - Increased costs of software licences. £8,964 - New computer maintenance contracts.	13,874
Digital Transformation	
£5,496 - Pension funding adjustment. £2,685 - Market pay review.	8,181
Customer Services – Corporate	
£12,982 - Pay award. £12,958 - Market pay review. £6,481 - Pension funding adjustment.	32,421
Customer Services Housing	
Employee inflation	10,921
TOTAL GROWTH	208,923

Savings	Amount £
ICT - Support Services	
Savings in telephone calls and rentals.	(11,000)
Digital Transformation	
Fixed term contracts ceasing.	(55,390)
Reprographics	
Restructure savings	(22,288)
Savings as a result of renegotiating the contract for printers.	(33,648)
Customer Services – Corporate	
(£19,147) - Fixed term contracts ceasing. (£9,529) - Other staff savings.	(28,676)
Benefits	
Savings identified as part of the 2016/17 Budget process, relating to the rationalisation of vacant posts	(34,364)
Higher level of Administration subsidy	(39,094)
Benefits and Revenues Management	
Savings identified as part of the 2016/17 Budget process, vacant management post not refilled.	(47,495)
Homelessness	
Housing Benefit and Individuals contributions on homelessness accommodation	(15,000)
TOTAL SAVINGS	<u>(286,955)</u>
NET GROWTH/SAVINGS	<u>(78,032)</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 as the billing authority on behalf of NNDC, Norfolk County Council, Parish Councils and the Police and Crime Commissioner. Also included in this service are the costs of collecting Business Rates as part of the Business Rates Retention Scheme.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
500,550	Employee	475,023	451,051	472,381
1,824	Transport	3,202	1,058	1,000
121,517	Supplies and Services	88,450	97,500	88,308
356,496	Support Service Charges In	402,180	402,180	453,000
(428,916)	Income	(430,781)	(430,781)	(427,631)
551,472		538,074	521,008	587,058

R211A – Benefits Administration

This service brings together the cost of staff and support service charges relating to the administration and management of all types of benefits and Council Tax support. The Council is continuing to work on reducing erroneous and fraudulent benefit payments with its involvement in benefit verification work.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
629,775	Employee	764,722	764,722	763,515
5,004	Transport	6,588	6,588	6,588
62,733	Supplies and Services	27,830	59,572	27,830
466,248	Support Service Charges In	506,020	506,020	490,020
17,497	Capital Charges	118,371	118,371	110,106
(558,393)	Income	(400,019)	(431,761)	(439,113)
622,864		1,023,512	1,023,512	958,946

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,282	Employee	45,301	45,301	0
0	Transport	1,444	1,444	0
2,680	Supplies and Services	750	750	0
5,907	Support Service Charges In	7,150	7,150	0
(9,869)	Support Service Charges Out	(54,645)	(54,645)	0
0		0	0	0

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, desktop software, business continuity, communications systems, line rentals, mobile data and telephone call charges.

The Applications Service includes the licencing, support and maintenance costs of all the authorised Service Business Support Applications.

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
414,941	Employee	465,604	465,604	545,126
2,220	Transport	2,400	2,400	2,400
508,523	Supplies and Services	532,130	548,630	536,333
127,682	Support Service Charges In	134,850	134,850	177,240
140,237	Capital Charges	92,912	92,912	134,491
(16,148)	Income	(410)	(410)	(410)
(1,138,426)	Support Service Charges Out	(1,220,366)	(1,220,366)	(1,389,070)
39,030		7,120	23,620	6,110

R311 - Tourist Information Centres

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
97,461	Employee	64,870	64,870	68,409
29,055	Premises	19,990	19,990	21,322
104	Transport	750	750	750
33,060	Supplies and Services	43,640	43,640	41,010
117,958	Support Service Charges In	121,290	121,290	129,360
112,292	Capital Charges	6,473	6,473	6,187
(36,362)	Income	(35,210)	(35,210)	(29,500)
353,569		221,803	221,803	237,538

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
99,468	Supplies and Services	87,692	87,692	102,692
379,194	Support Service Charges In	389,440	389,440	421,700
7,170	Capital Charges	6,630	6,630	6,630
(127,201)	Income	(79,042)	(79,042)	(94,042)
358,631		404,720	404,720	436,980

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
236,641	Employee	228,411	228,411	241,737
1,487	Transport	4,300	4,300	3,800
2,806	Supplies and Services	7,527	7,527	6,360
110,360	Support Service Charges In	122,670	122,670	128,210
(794)	Income	0	0	0
(350,500)	Support Service Charges Out	(362,908)	(362,908)	(380,107)
0		0	0	0

R450C – Digital Transformation

This service includes the management of Digital Transformation which is responsible for the delivery of improvements and efficiency savings by implementing technology which allows more flexible and efficient working for staff, automated processes to improve efficiency and online transactional services to allow Customers to access Council services in a manner and at a time suitable to them.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
136,691	Employee	183,531	221,559	136,851
1,360	Transport	940	940	944
48,733	Supplies and Services	0	46,560	0
380,494	Support Service Charges In	404,650	404,650	494,810
(567,278)	Support Service Charges Out	(589,121)	(589,121)	(632,605)
0		0	84,588	0

R481C- Reprographics

This service includes all salary, costs and overheads for staff dealing with printing and copying services across the Council.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
74,366	Employee	59,880	59,880	38,974
235	Transport	500	500	500
74,836	Supplies and Services	89,308	89,308	55,660
19,741	Support Service Charges In	20,060	20,060	12,350
10,720	Capital Charges	12,000	12,000	12,603
(10,495)	Income	(174,248)	(174,248)	(112,587)
(169,403)	Support Service Charges Out	(7,500)	(7,500)	(7,500)
0		0	0	0

R481D - Customer Services

The corporate cashier function, corporate postal and scanning, corporate complaints, handling 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.

2015/16 Actual		2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
434,249	Employee	507,047	487,900	510,792
2,142	Transport	2,630	2,630	2,630
47,653	Supplies and Services	57,690	57,690	57,690
302,478	Support Service Charges In	331,000	331,000	386,980
5,565	Capital Charges	18,181	18,181	13,978
(26,257)	Income	(29,070)	(29,070)	(29,070)
(765,830)	Support Service Charges Out	(887,478)	(887,478)	(943,000)
0		0	(19,147)	0

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
Environmental Protection	James Wilson	6274
Environmental Health - Service Management	Steve Hems	6182
Corporate Enforcement	William Abe	6080
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

2015/16 Actual	Services	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
483,050	Commercial Team	497,472	497,472	487,075
365,778	Rural Sewerage Schemes	376,944	376,944	374,474
96,983	Travellers	100,585	100,585	100,618
71,677	Public Protection	111,400	111,400	162,651
20,635	Street Signage	32,516	32,516	50,076
671,526	Environmental Protection	671,879	671,879	663,939
0	Env Health - Service Mgmt. *	0	(5,619)	0
0	Corporate Enforcement	0	120,139	0
1,154,214	Waste Collection & Disposal	1,137,112	1,132,112	1,242,919
628,039	Cleansing	604,129	609,129	651,036
26,871	Environmental Strategy	14,760	14,760	10,520
19,506	Community Safety	22,599	22,599	33,585
124,316	Civil Contingencies	148,315	148,315	137,416
3,662,595		3,717,711	3,832,231	3,914,309

Net Cost of Service Area

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,300,498	Employee	1,305,589	1,414,777	1,493,594
368,983	Premises	381,329	381,239	380,577
58,691	Transport	59,877	73,209	68,445
4,104,961	Supplies and Services	3,958,039	3,946,039	4,238,418
731,614	Support Services - Charges In	815,070	815,070	849,500
(180,779)	Support Services - Charges Out	(222,765)	(222,765)	(403,766)
459,095	Capital Charges	462,081	462,081	457,072
(3,180,468)	Income (External)	(3,041,509)	(3,037,509)	(3,169,531)
3,662,595	Total Cost of Services	3,717,711	3,832,231	3,914,309

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

Main Items of Growth and Savings/Income

Growth	Amount £
Inflation, Market Pay Review and growth on staffing costs across the department	75,726
Pension Deficit Funding	28,323
Budget transfers for Corporate Enforcement Team and Contracts officer	108,895
Waste Collection and Disposal	
Inflation on the Kier contract	115,069
Higher commercial waste disposal costs	17,200
NEWS – Changes to agreement resulting in an increased gate fee which now encompasses the contamination charge	45,500
Kier contract costs associated with an additional vehicle for trade waste and composting (offset by savings slipped from 2016/17) and additional costs for garden waste treatment	64,121
Reduced recycling credit income due to lower tonnage from mixed recyclables	15,558
Contribution to Norfolk Waste Partnership	8,500
Cleansing	
Inflation and on-going efficiency savings on the Kier contract	28,644
TOTAL GROWTH	507,536
Savings	Amount £
Waste Collection and Disposal	
Additional income from garden bin collections and recycling credits	(84,618)
Additional income from trade waste collections	(55,000)
TOTAL SAVINGS	(139,618)
NET GROWTH/SAVINGS	367,918

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 support the Public Protection team 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 2016.
- The implementation of the council's responsibilities in the investigation of cases of various infectious diseases and associated public health legislation.

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
339,465	Employee	337,335	337,335	347,318
18,208	Transport	16,537	16,537	16,537
14,981	Supplies and Services	9,535	9,535	11,545
144,247	Support Service Charges In	156,500	156,500	136,110
(33,850)	Income	(22,435)	(22,435)	(24,435)
483,050		497,472	497,472	487,075

R114 - Rural Sewerage Schemes

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
365,537	Premises	376,504	376,504	374,254
241	Support Service Charges In	360	360	220
365,778		376,944	376,944	274,474

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.

2015/16 Actual	Description	2016/7 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,193	Premises	2,900	2,900	4,398
(1,813)	Supplies and Services	2,455	2,455	1,100
1,343	Support Service Charges In	1,430	1,430	1,320
97,800	Capital Charges	97,800	97,800	97,800
(1,540)	Income	(4,000)	(4,000)	(4,000)
96,983		100,585	100,585	100,618

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 .

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
151,130	Employee	149,502	149,502	174,833
4,462	Transport	4,103	4,103	4,703
15,196	Supplies and Services	10,940	10,940	10,900
103,354	Support Service Charges In	108,040	108,040	133,400
(202,465)	Income	(161,185)	(161,185)	(161,185)
71,677		111,400	111,400	162,651

R117B - Street Signage

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
6,100	Employee	9,501	9,501	27,131
0	Premises	1,000	1,000	1,000
2,436	Transport	2,370	2,370	2,370
3,970	Supplies and Services	11,470	11,470	11,470
564	Support Service Charges In	610	610	540
7,565	Capital Charges	7,565	7,565	7,565
20,635		32,516	32,516	50,076

R119A - Environmental Protection

This budget includes all aspects of work of the Environmental Protection team, which provides reactive response to complaints and programmed inspections/monitoring in relation to a wide range of environmental and pollution related matters.

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, smoke, light and flies
- Assisted Burials - which finances burials where there are no relatives or monies for burial.
- Drainage - investigation of land drainage and flooding issues
- Travellers - including time spent on tackling illegal encampments of gypsies and travellers
- Pest Control – Enforcement of pest legislation and infestation, with some contract management.
- Dog Control – Management of lost and found dogs and dangerous dogs.
- Anti-social Behaviour – Coordination and partnership working tackling ASB

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
423,457	Employee	417,677	417,677	414,267
264	Premises	100	100	100
19,376	Transport	21,530	21,530	19,530
69,807	Supplies and Services	52,900	52,900	56,590
180,417	Support Service Charges In	197,760	197,760	190,540
6,212	Capital Charges	2,612	2,612	2,612
(22,397)	Income	(16,000)	(16,000)	(15,000)
(5,610)	Support Service Charges Out	(4,700)	(4,700)	(4,700)
671,526		671,879	671,879	663,939

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
95,468	Employee	98,496	92,877	103,319
4,047	Transport	3,019	3,019	3,319
31,714	Supplies and Services	37,035	37,035	36,685
39,500	Support Service Charges In	46,130	46,130	44,970
4,440	Capital Charges	33,385	33,385	20,181
(175,169)	Support Service Charges Out	(218,065)	(218,065)	(208,474)
0		0	(5,619)	0

R151B – Corporate Enforcement Team

This unit includes all salary, oncosts and overheads for staff within the Corporate Enforcement Team providing an integrated approach to planning enforcement cases, long term empty properties and council tax/ business rate issues.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
0	Employee	0	114,807	116,484
0	Transport	0	5,332	8,068
0	Supplies and Services	0	0	650
0	Support Service Charges In	0	0	65,390
0	Support Service Charges Out	0	0	(190,592)
0		0	120,139	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).

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
123,535	Employee	136,984	136,984	138,244
0	Premises	500	500	500
4,435	Transport	7,896	7,896	8,830
3,304,859	Supplies and Services	3,228,498	3,219,498	3,478,438
197,178	Support Service Charges In	229,100	229,100	193,980
335,362	Capital Charges	316,061	316,061	328,914
(2,811,155)	Income	(2,781,927)	(2,777,927)	(2,905,987)
867,357		1,137,112	1,132,112	1,242,919

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 and fly tipping removal. This service is operated by Kier Environmental Services Ltd.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
52,326	Employee	54,299	54,299	64,776
118	Premises	125	125	125
1,570	Transport	1,278	9,278	1,244
612,517	Supplies and Services	573,671	570,671	602,225
12,762	Support Service Charges In	15,060	15,060	29,090
0	Capital Charges	4,658	4,658	0
(51,253)	Income	(44,962)	(44,962)	(46,424)
628,039		604,129	609,129	651,036

R412 – Environmental Strategy

This provides the funding for the annual Green Build event which promotes sustainable living, renewable technologies and provides a showcase for North Norfolk businesses as well as promoting Council services.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
7,563	Employee	0	0	0
1,742	Premises	0	0	0
26,298	Supplies and Services	19,000	19,000	17,500
5,608	Support Service Charges In	6,760	6,760	5,520
7,716	Capital Charges	0	0	0
(22,055)	Income	(11,000)	(11,000)	(12,500)
26,871		14,760	14,760	10,520

R413 - Community Safety

This unit provides the funding of the ASB coordinator post working with North Norfolk Operational Partnership Team, the early help hub and other partner agencies whose aim is to reduce crime, disorder and anti-social behaviour across the District. The coordinator post activities discharge the Councils statutory responsibilities under the Crime & Disorder Act 1998.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
18,082	Employee	21,729	21,729	23,675
1,203	Transport	500	500	1,000
10,040	Supplies & Services			50
181	Support Service Charges In	370	370	8,860
(10,000)	Income	0	0	0
19,506		22,599	22,599	33,585

R420 - Civil Contingencies

This service enables the Council to meet its obligations under the Civil Contingencies Act 2004: The Authority has a duty to respond and plan for major incidents and emergencies to protect the public. The Act 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.

This service provides facilities to aid the reduction/mitigation and recovery of the effects of emergency incidents such as flooding. Ensuring that support with 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
83,374	Employee	80,066	80,066	83,547
130	Premises	200	200	200
2,953	Transport	2,644	2,644	2,844
17,393	Supplies and Services	12,535	12,535	11,265
46,219	Support Service Charges In	52,870	52,870	39,560
(25,752)	Income	0	0	0
124,316		148,315	148,315	137,416

Finance & Assets Service Area*Head of Service: Duncan Ellis*

Contacts Service	Contact	Ext.
Industrial Estates	Renata Garfoot	6086
Surveyors Allotments	Renata Garfoot	6086
Handyman	Russell Tanner	6210
Parklands	Russell Tanner	6210
Benefits Subsidy	Liz Codling	6061
Treasury Management	Tony Brown	6126
Discretionary Payments	Duncan Ellis	6330
Non Distributed Costs	Duncan Ellis	6330
Administration Building Services	Russell Tanner	6210
Property Services	Duncan Ellis	6330
Head of Finance & Assets	Duncan Ellis	6330
Corporate Finance	Duncan Ellis	6330
Insurance & Risk Management	Duncan Ellis	6330
Internal Audit	Duncan Ellis	6330
Playgrounds	Russell Tanner	6210
Community Centres	Russell Tanner	6210
Public Conveniences	Russell Tanner	6210
Investment Properties	Renata Garfoot	6086
Central Costs	Duncan Ellis	6330
Corporate & Democratic Core	Duncan Ellis	6330

Net Cost of Service

2015/16 Actual	Service	2016/17 Base Budget	2016/17 Updated Budget	2017/8 Base Budget
£		£	£	£
10,720	Industrial Estates	2,570	2,181	8,140
(4,290)	Surveyors Allotments	3,650	3,650	5,140
20,328	Handyman	13,352	13,352	21,200
6,874	Parklands	13,629	13,629	13,370
266,871	Benefits Subsidy	1,280	19,280	0
94,322	Discretionary Payments	82,388	82,388	73,548
14,251	Non Distributed Costs	260	67,444	0
101,717	Administration Building Services	86,086	229,008	100,527
0	Property Services	0	15,910	0
0	Head of Finance & Assets	0	0	0
0	Corporate Finance *	0	0	0
0	Insurance & Risk Management	0	(4,000)	0
0	Internal Audit	0	0	0
34,531	Playgrounds	56,080	93,917	54,145
19,970	Community Centres	23,141	22,946	16,108
669,211	Public Conveniences	623,381	623,225	666,603
139,602	Investment Properties	84,402	84,402	175,391
0	Central Costs *	0	0	0
1,320,916	Corporate & Democratic Core	1,347,731	1,345,081	1,345,493
2,695,023	Net Cost of Service Area	2,337,920	2,612,413	2,479,665

Subjective Analysis

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,159,715	Employee	1,341,367	1,373,054	1,386,232
856,752	Premises	728,535	870,747	768,933
35,740	Transport	45,984	45,331	44,660
1,037,307	Supplies and Services	872,615	930,025	877,086
28,087,095	Transfer Payments	28,494,345	28,494,345	27,439,309
2,099,058	Support Services - Charges In	2,065,640	2,065,640	2,199,610
(2,405,028)	Support Services - Charges Out	(2,500,967)	(2,500,967)	(2,676,282)
340,992	Capital Charges	390,970	428,807	462,525
(28,516,608)	Income (External)	(29,100,569)	(29,094,569)	(28,022,408)
2,695,023	Total Cost of Services	2,337,920	2,612,413	2,479,665

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

Main Items of Growth and Savings/Income

Growth	Amount £
Admin Buildings	
Additional rental expenditure for Kings Arms St following relocation of occupants of North Walsham Offices which are to be disposed of.	7,500
Additional depreciation based on capital expenditure incurred in relation to Cromer and Fakenham office accommodation in prior years	28,077
Property Services	
Inflation relating to 2017/18 market pay review and additional pension funding adjustments	15,886
Head of Finance and Assets	
Transfer of salaries budget from Property Services	68,932
Transfer of salary supplements and pension funding adjustment	15,529
Corporate Finance	
Employee Inflation including Market pay review	24,906
Public Conveniences	
Removal of savings AL05 from redevelopment and re-provision of public conveniences for 16/17 onwards, following re-profiling of schemes	35,020
Amendments to Kier Street Services contract	7,986
Investment Properties	
Removal of rental income in relation to Grove Lane Depot, following disposal	14,500
Removal of AL05 savings bid income from 2016/17 as public convenience redevelopments included in the 2017/18 base have been re-profiled for future years	13,450
Central Costs	
27,428 - Apprenticeship Levy. £4,828 - Pension funding adjustment	32,256
Corporate & Democratic Core	
Free banking period ended.	10,916
£19,292 - Staff transferred from another service area. £3,646 - Pension funding adjustment.	22,938
TOTAL GROWTH	<u>297,896</u>

Savings	Amount £
Discretionary Rate Relief	
Reduction in Grants paid to parishes in line with reduced contributions from Central Government.	(12,323)
Property Services	
Transfer of salaries budget to Head of Assets and Finance separate cost centre	(68,932)
Reduction in intangible amortisation costs resultant from incomplete capital schemes	(15,000)
Corporate Finance	
Staff savings following management restructure	(61,949)
Investment Properties	
Additional income from Other Lettings following new and revised leased being signed	(7,750)
Corporate & Democratic Core	
Saving in the cost of the Monitoring Officer contract as a result of the new management structure.	(20,000)
TOTAL SAVINGS	<u>(185,954)</u>
NET GROWTH/SAVINGS	<u><u>111,942</u></u>

Service Area Details

R201 - Industrial Estates

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
15,881	Premises	19,916	19,527	21,466
2,765	Supplies and Services	200	200	200
58,838	Support Service Charges In	64,250	64,250	72,650
46,239	Capital Charges	46,239	46,239	46,239
(113,003)	Income	(128,035)	(128,035)	(132,415)
10,720		2,570	2,181	8,140

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
354	Premises			
3,406	Support Service Charges In	3,700	3,700	0
(8,050)	Income	(50)	(50)	5,190
				(50)
(4,290)		3,650	3,650	5,140

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
63,704	Employee	51,097	51,097	54,795
6,182	Transport	9,836	9,836	9,836
2,735	Supplies and Services	2,180	2,180	2,180
50,517	Support Service Charges In	54,300	54,300	58,450
2,739	Capital Financing Costs	2,739	2,739	2,739
(105,549)	Income	(106,800)	(106,800)	(106,800)
20,328		13,352	13,352	21,200

R204 - Parklands

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
0	Employee	(60)	(60)	0
19,187	Premises	26,130	26,130	26,130
0	Transport	70	70	0
41	Supplies and Services	0	0	0
38,477	Support Service Charges In	42,160	42,160	41,700
585	Capital Financing Costs	1,709	1,709	2,750
(51,416)	Income	(56,380)	(56,380)	(57,210)
6,874		13,629	13,629	13,370

R211 – Benefits Subsidy

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% subject to a local scheme.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
162,860	Supplies and Services	0	0	0
28,040,559	Transfer Payments	28,447,815	28,447,815	27,392,779
0	Support Service Charges In	1,280	1,280	0
(27,936,547)	Income	(28,447,815)	(28,429,815)	(27,392,779)
266,871		1,280	19,280	0

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. 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
92,122	Supplies and Services	80,148	80,148	70,798
2,200	Support Service Charges In	2,240	2,240	2,750
94,322		82,388	82,388	73,548

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 and the benefits have accrued. 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
14,000	Employee	0	67,184	0
251	Support Service Charges In	260	260	0
14,251		260	67,444	0

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), and energy costs.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
80,494	Employee	69,034	69,034	72,178
372,878	Premises	318,122	461,074	332,156
1,857	Transport	1,150	1,150	1,150
108,554	Supplies and Services	92,248	92,248	94,064
141,972	Support Service Charges In	148,140	148,140	152,850
76,293	Capital Financing Costs	87,379	87,379	115,217
(184,499)	Income	(247,530)	(247,530)	(239,528)
(495,831)	Support Service Charges Out	(382,487)	(382,487)	(427,560)
101,717		86,056	229,008	100,527

R262A - Property Services

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
368,224	Employee	497,581	478,081	449,195
67,121	Premises	71,660	71,660	76,748
7,446	Transport	10,960	10,960	10,016
41,960	Supplies and Services	12,757	48,167	11,743
168,775	Support Service Charges In	163,060	163,060	195,710
12,638	Capital Financing Costs	27,638	27,638	12,773
(666,165)	Support Service Charges Out	(783,656)	(783,656)	(756,185)
0		0	15,910	0

R262B – Head of Assets and 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
0	Employee	0	0	85,165
0	Transport	0	0	944
0	Support Service Charges Out	0	0	(86,109)
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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
421,857	Employee	472,568	472,568	423,773
2,635	Transport	2,514	2,514	1,570
32,631	Supplies and Services	21,741	21,741	22,241
128,365	Support Service Charges In	127,250	127,250	129,850
5,371	Capital Charges	10,901	10,901	4,491
(20,415)	Income	0	0	0
(570,443)	Support Service Charges Out	(634,974)	(634,974)	(581,925)
0		0	0	0

R263B – Insurance & Risk Management

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
34,496	Employee	45,559	41,559	45,433
919	Premises	138	138	276
10,105	Transport	12,820	12,820	12,750
103,911	Supplies and Services	120,360	120,360	118,208
14,378	Support Service Charges In	16,530	16,530	14,700
0	Capital Charges	0	0	0
(224)	Income	(650)	(650)	(650)
(163,585)	Support Service Charges Out	(194,757)	(194,757)	(190,717)
0		0	(4,000)	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 TIAA Ltd are contracted to undertake the audits within the annual audit plan.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
58,292	Supplies and Services	94,000	94,000	94,000
7,428	Support Service Charges In	8,380	8,380	11,720
(65,720)	Support Service Charges Out	(102,380)	(102,380)	(105,720)
0		0	0	0

R300A - Playgrounds

This service includes the maintenance and management of the Council's playground equipment.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
16,528	Premises	5,360	5,360	5,685
7,581	Supplies and Services	25,310	37,310	25,310
19,352	Support Service Charges In	25,410	25,410	23,150
0	Capital Financing Costs	0	37,837	0
(8,929)	Income	0	(12,000)	0
34,531		56,080	93,917	54,145

R302 - Community Centres

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
3,840	Premises	6,099	5,904	5,938
10,788	Support Service Charges In	11,700	11,700	10,170
(5,342)	Capital Financing Costs	5,342	5,342	0
19,970		23,141	22,946	16,108

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
442	Employee	1,873	1,873	0
257,320	Premises	212,549	212,393	234,966
415	Transport	0	0	0
216,911	Supplies and Services	199,829	199,829	222,413
60,738	Support Service Charges In	66,170	66,170	68,670
140,823	Capital Financing Costs	144,323	144,323	141,917
(6,075)	Income	0	0	0
(1,363)	Support Service Charges Out	(1,363)	(1,363)	(1,363)
669,211		623,381	623,225	666,603

R318B - Investment Properties

This budget provides for the maintenance and management of rental properties including Grove Lane Holt, the Rocket House, Cromer and Other Lettings.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
102,725	Premises	68,561	68,561	65,568
1,905	Supplies and Services	2,100	2,100	1,000
55,795	Support Service Charges In	62,350	62,350	65,400
50,962	Capital Financing Costs	64,700	64,700	136,399
(71,785)	Income	(113,309)	(113,309)	(92,976)
139,602		84,402	84,402	175,391

R450 - Central Costs

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

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
42,349	Employee	46,870	46,870	75,953
2,461	Transport	2,510	2,510	2,510
5,461	Supplies and Services	5,580	5,580	5,580
391,650	Support Service Charges In	346,390	346,390	442,660
(441,921)	Support Service Charges Out	(401,350)	(401,350)	(526,703)
0		0	0	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 from 2016/17 is conducted by EY.

This service includes the Treasury 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
134,149	Employee	156,845	144,848	179,740
4,639	Transport	6,124	5,471	5,884
199,579	Supplies and Services	216,162	226,162	209,349
46,536	Transfer Payments	46,530	46,530	46,530
946,128	Support Service Charges In	922,070	922,070	903,990
(10,115)	Income	0	0	0
1,320,916		1,347,731	1,345,081	1,345,493

LEGAL & DEMOCRATIC SERVICES

Contacts

Service	Contact	Ext.
Members Services	Emma Denny	6010
Legal Services	Emma Duncan	6045

Net Cost of Service

2015/16 Actual	Service	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
609,256	Member Services	664,466	664,466	655,985
0	Legal Services	0	0	0
609,256		664,466	664,466	655,985

Subjective Analysis

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
546,509	Employee	579,225	524,255	585,553
299	Premises	0	0	0
41,212	Transport	32,114	32,114	32,114
452,182	Supplies and Services	442,000	497,000	427,080
270,351	Support Services - Charges In	277,570	277,050	273,140
(449,017)	Support Services - Charges Out	(415,913)	(415,913)	(397,681)
2,500	Capital Financing Costs	2,500	2,500	2,500
(254,780)	Income (External)	(253,030)	(253,030)	(266,721)
609,256	Total Cost of Services	664,466	664,466	655,985

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

Main Items of Growth and Savings/Income

Growth

	Amount £
Members Services	
Salary and on cost increases of £6,970 including pay award of £1,974, market pay review £3,628 and pension funding adjustment of £1,368.	6,970
Inflation on Members basic allowances.	3,119
Legal Services	
£2,652 - Pay award. £7,550 - Market pay review. £13,855 - Management structure changes. £8,721 - Pension funding adjustment	32,778
TOTAL GROWTH	<u>42,867</u>
Savings	Amount £
Members Services	
Financial impact of new Members allowances is lower than anticipated - ongoing from 2016/17.	(18,000)
Legal Services	
Use of reserve to fund staffing in 2016/17 not required in 2017/18.	(33,347)
Additional fee income.	(13,691)
TOTAL SAVINGS	<u>(65,038)</u>
NET GROWTH/SAVINGS	<u>(22,171)</u>

Service Area Details

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
119,214	Employee	116,716	116,716	123,725
299	Premises	0	0	0
24,107	Transport	22,520	22,520	22,520
304,429	Supplies and Services	366,520	366,520	351,600
159,803	Support Service Charges In	156,610	156,610	156,040
2,500	Capital Charges	2,500	2,500	2,500
(1,096)	Income	(400)	(400)	(400)
609,256		664,466	664,466	655,985

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
427,295	Employee	462,509	407,509	461,828
17,105	Transport	9,594	9,594	9,594
147,753	Supplies and Services	75,480	130,480	75,480
110,548	Support Service Charges In	120,960	120,960	117,100
(253,684)	Income	(252,630)	(252,630)	(266,321)
(449,017)	Support Service Charges Out	(415,913)	(415,913)	(397,681)
0		0	0	0

Planning Service Area

Head of Service: Nicola Baker Ext 6135

Contacts

Service	Contact	Ext.
Development Management	Sarah Ashurst	6144
Major Projects Team	Geoff Lyon	6226
Planning Policy	Mark Ashwell	6325
Conservation, Design & Landscape	Geoff Lyon	6226
Building Control	Stuart Tate	6132
Head of Planning	Nicola Baker	6135
Property Information	Rachel Parkin	6013

Net Cost of Service

2015/16 Actual	Service	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
594,368	Development Management	545,994	650,551	716,469
267,897	Planning Policy	490,586	371,310	674,898
213,673	Conservation, Design & Landscape	201,329	174,989	168,931
254,057	Major Projects Team	256,426	293,391	347,025
68,937	Building Control	103,628	81,676	117,078
0	Head of Planning	0	16,052	0
(60,509)	Property Information	59,480	58,576	88,614
1,338,423	Net Cost of Service Area	1,657,443	1,646,545	2,113,015

Subjective Analysis

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
1,834,093	Employee	1,816,756	1,717,155	2,018,382
847	Premises	1,000	1,000	1,000
60,259	Transport	71,074	69,777	71,972
365,746	Supplies and Services	299,379	389,379	395,171
71,340	Transfer Payments	25,700	25,700	25,700
1,116,750	Support Services - Charges In	1,063,040	964,810	1,134,070
(482,774)	Support Services - Charges Out	(359,885)	(261,655)	(274,800)
25,184	Capital Charges	42,044	42,044	38,721
(1,653,022)	Income (External)	(1,301,665)	(1,301,665)	(1,297,201)
1,338,423	Total Cost of Services	1,657,443	1,646,545	2,113,015

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

Main Items of Growth and Savings/Income
Growth

	Amount £
Development Management	
Employee Inflation including Market pay review	35,509
Additional Staffing	37,155
Major Development	
Employee Inflation including Market pay review	24,909
Additional Staffing	33,571
Planning Policy	
Employee Inflation including Market pay review	30,334
Additional Staffing	39,579
External Professional fees relating to Local Plan Review, these are funded from the New Homes Bonus Reserve.	100,000
Conservation, Design and Landscape	
Employee Inflation including Market pay review	14,693
Building Control	
Employee Inflation including Market pay review	14,920
Head of Planning	
Employee inflation including Market Pay review	11,934
Property Information	
Anticipated reduction in fee income following transfer of functions to land Registry	16,000
TOTAL GROWTH	<u>358,604</u>

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 Planning Inspectorate on behalf of the Council. We work alongside the Combined Enforcement team to enforce breaches in planning legislation. In addition, it provides advice to the public and other parties in relation to development proposals and the need for planning permission.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
736,972	Employee	737,120	691,364	762,096
847	Premises	0	0	0
27,816	Transport	26,820	25,823	25,902
225,754	Supplies and Services	39,910	193,775	42,320
512,843	Support Service Charges In	475,720	473,165	623,050
25,184	Capital Charges	42,044	42,044	38,721
(915,044)	Income	(755,620)	(755,620)	(755,620)
(20,000)	Support Service Charges Out	(20,000)	(20,000)	(20,000)
594,368		545,994	650,551	716,469

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 Local Plan 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
207,929	Employee	282,594	217,542	363,702
5,131	Transport	6,574	6,574	7,518
15,822	Supplies and Services	136,302	91,302	236,302
131,213	Support Service Charges In	111,650	102,426	113,910
(92,172)	Support Service Charges Out	(46,534)	(46,534)	(46,534)
(25)	Income	0	0	0
267,897		490,586	371,310	674,898

R102 – Conservation, Design & Landscape

The Conservation Design and Landscape Team are responsible for 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 Councils 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. 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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
67,891	Employee	64,727	65,571	77,519
0	Premises	1,000	1,000	1,000
5,939	Transport	5,897	6,297	5,902
14,923	Supplies and Services	17,845	17,845	17,840
125,917	Support Service Charges In	112,860	85,276	67,670
(996)	Support Service Charges Out	(1,000)	(1,000)	(1,000)
0	Income	0	0	0
213,674		201,329	174,989	168,931

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 2016/17 budget.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
188,284	Employee	194,083	194,479	238,829
6,340	Transport	6,633	6,933	7,626
2,746	Supplies & Services	0	545	250
56,687	Support Service Charges In	55,710	91,434	100,320
254,057		256,426	293,391	347,025

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
289,981	Employee	294,006	294,006	329,868
13,954	Transport	22,807	22,807	22,811
11,169	Supplies and Services	14,760	14,760	14,760
124,088	Support Service Charges In	133,100	111,148	122,220
(370,254)	Income	(361,045)	(361,045)	(372,581)
68,937		103,628	81,676	117,078

R152 – Head of Planning

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.

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
244,423	Employee	148,688	158,655	150,905
963	Transport	2,343	1,343	2,213
9,009	Supplies and Services	20,920	1,510	14,138
115,207	Support Service Charges In	120,400	48,665	40,010
(369,603)	Support Service Charges Out	(292,351)	(194,121)	(207,266)
0		0	16,052	0

R402 - Property Information

This section provides services including Land Charges and Property Searches, Street Naming and Numbering. 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).

2015/16 Actual	Description	2016/17 Base Budget	2016/17 Updated Budget	2017/18 Base Budget
£		£	£	£
98,614	Employee	95,538	95,538	95,463
116	Transport	0	0	0
86,324	Supplies and Services	69,642	69,642	69,561
71,340	Transfer Payments	25,700	25,700	25,700
50,795	Support Service Charges In	53,600	52,696	66,890
(367,698)	Income	(185,000)	(185,000)	(169,000)
(60,509)		59,480	58,576	88,614

GENERAL FUND CAPITAL PROGRAMME - 2017/18

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. Where this has occurred, the budget provision will have been slipped to 2017/18.

The General Fund Capital Programme assumes the continuation of the Disabled Facilities Grants Scheme, and provision of affordable housing through support for Housing Associations.

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

Scheme	NNDC Contribution £	Total Scheme Value £
<i>Jobs and the Economy</i>		
North Norfolk Enterprise Innovation Centre	50,000	50,000
Rocket House	77,084	77,084
North Norfolk Enterprise and Start Up Grants	135,000	135,000
Public Convenience Water Heater Improvements	11,837	11,837
Egmore Business Zone	995,000	1,445,000
Better Broadband for Norfolk	1,000,000	1,000,000
Public Conveniences - Review, Reprovision and Redevelopment	450,000	450,000
Car Park Refurbishment 2016/17	112,827	112,827
North Lodge Park	197,000	197,000
North Norfolk Railway	155,819	155,819
North Walsham Regeneration Scheme	159,910	159,910
Office Improvements Kings Arms St	30,000	30,000
<i>Housing and Infrastructure</i>		
Disabled Facilities Grants	Annual programme	Annual programme
Housing Associations	Annual programme	Annual programme
Housing Loans to Registered Providers	3,500,000	3,500,000
Parkland Improvements	100,000	100,000

Scheme	NNDC Contribution	Total Scheme Value
	£	£
Compulsory Purchase of Long Term Empty Properties	630,000	630,000
Felbrigg Junction Improvement Scheme	29,000	29,000
Shannoeks Hotel	490,000	490,000
Laundry Loke - Victory Housing	100,000	100,000
Temporary Accommodation for Homeless Households	180,000	180,000
Community Housing Fund	0	2,436,942
<i>Coast and Countryside</i>		
Gypsy and Traveller Short Stay Stopping Facilities	1,409,000	1,409,000
Sheringham Beach Handrails	40,023	40,023
Cromer Pier Structural Works - Phase 2	1,378,549	1,378,549
Sheringham Promenade Lighting	42,498	72,307
Cromer Pier and West Prom Refurbishment Project	1,065,000	1,465,000
Refurbishment Works to the Seaside Shelters	149,500	149,500
Cromer Coast Protection Scheme 982 and SEA	0	8,822,000
Pathfinder Project	0	1,967,015
Coastal Erosion Assistance	0	90,000
Storm Surge	135,000	1,176,000
Sheringham West Prom	315,000	804,000
Mundesley - Refurbishment of Coastal Defences	307,000	2,221,000
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	55,000
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	275,000	275,000
Sheringham Gangway	0	201,514
Vale Road Beach Access	18,600	18,600
Bacton and Walcott Coastal Management Scheme	500,000	500,000

Scheme	NNDC Contribution £	Total Scheme Value £
<i>Health and Well Being</i>		
Victory Swim and Fitness Centre	16,351	16,351
Splash Roof Repairs	33,120	63,120
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	27,500
Fakenham Gym	62,500	62,500
Splash Pool - Steelworks	35,000	35,000
Cromer Sports Pitch	50,000	50,000
Cabbell Park Sport Changing Facilities	30,000	30,000
Cabbell Park	4,002	5,269
<i>Service Excellence</i>		
Trade Waste Bins/ Waste Vehicle	194,784	272,700
Personal Computer Replacement Fund	205,583	205,583
Asset Management Computer System	75,000	75,000
Procurement for Upgrade of Civica System	233,553	317,312
e-Financials Financial Management System Software Upgrade	47,506	47,506
Administrative Buildings	250,570	250,570
Planning System (Scanning of Old Files) - Business Transformation Programme	100,000	100,000
Telephony Procurement	90,000	90,000
Council Chamber and Committee Room Improvements	89,000	89,000
Environmental Health IT System Procurement	150,000	150,000
Stonehill Way Fire and Security System	15,000	15,000
Document and Records Management System	60,000	60,000
Web Content Management System	44,000	44,000
Access Control Systems	17,000	17,000
Log Solution to Satisfy PSN Code of Connection	41,365	41,365

CAPITAL

	NNDC Contribution	Total Scheme Value
	£	£
Purchase of Bins	120,000	120,000
Customer Contact Centre	60,000	60,000
Total	16,145,481	34,179,703

GENERAL FUND CAPITAL PROGRAMME - 2017/18

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/16 Actual Expenditure	Current Budget 2016/17	Updated Budget 2017/18	Updated Budget 2018/19
	£	£	£	£	£
Jobs and the Economy					
North Norfolk Enterprise Innovation Centre	50,000	10,295	39,705	0	0
Rocket House	77,084	37,334	39,750	0	0
North Norfolk Enterprise and Start Up Grants	135,000	126,207	8,793	0	0
Public Convenience Water Heater Improvements	11,837	849	10,988	0	0
Egmere Business Zone	1,445,000	0	763,013	681,987	0
Better Broadband for Norfolk	1,000,000	0	0	1,000,000	0
Public Conveniences - Review, Reprovision and Redevelopment	450,000	0	0	450,000	0
Car Park Refurbishment 2016/17	112,827	0	72,833	39,994	0
North Lodge Park	197,000	732	39,427	156,841	0
North Norfolk Railway	155,819	105,819	50,000	0	0
North Walsham Regeneration Scheme	159,910	102,229	57,681	0	0
Office Improvements Kings Arms St	30,000	0	30,000	0	0
	3,824,477	383,465	1,112,190	2,328,822	0

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
Housing and Infrastructure					
Disabled Facilities Grants	Annual programme	0	953,786	1,246,051	0
Housing Associations	Annual programme	0	100,909	0	0
Housing Loans to Registered Providers	3,500,000	0	750,000	2,750,000	0
Parkland Improvements	100,000	11,599	0	88,401	0
Compulsory Purchase of Long Term Empty Properties	630,000	0	290,000	340,000	0
Felbrigg Junction Improvement Scheme	29,000	0	29,000	0	0
Shannoeks Hotel	490,000	0	490,000	0	0
Laundry Loke - Victory Housing	100,000	0	0	80,000	20,000
Temporary Accommodation for Homeless Households	180,000	0	180,000	0	0
Community Housing Fund	2,436,942	0	400,000	2,036,942	0
	7,465,942	11,599	3,193,695	6,541,394	20,000

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
Coast and Countryside					
Gypsy and Traveller Short Stay Stopping Facilities	1,409,000	1,226,710	35,707	42,000	104,583
Sheringham Beach Handrails	40,023	37,671	2,352	0	0
Cromer Pier Structural Works-Phase 2	1,378,549	1,321,572	20,597	36,380	0
Sheringham Promenade Lighting	72,307	70,200	2,107	0	0
Cromer Pier and West Prom Refurbishment Project	1,465,000	215,478	699,522	550,000	0
Refurbishment Works to the Seaside Shelters	149,500	118,769	30,731	0	0
Cromer Coast Protection Scheme 982 and SEA	8,822,000	4,802,386	534,720	3,484,894	0
Pathfinder Project	1,967,015	1,683,217	140,000	143,798	0
Coastal Erosion Assistance	90,000	16,678	5,000	68,322	0
Storm Surge	1,176,000	1,012,760	163,240	0	0
Sheringham West Prom	804,000	495,202	308,798	0	0
Mundesley - Refurbishment of Coastal Defences	2,221,000	963	0	2,220,037	0

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	219	0	54,781	0
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	275,000	989	0	274,011	0
Sheringham Gangway	201,514	113,966	40,247	47,301	0
Vale Road Beach Access	18,600	0	18,600	0	0
Bacton and Walcott Coastal Management Scheme	500,000	0	0	500,000	0
	20,644,508	11,116,780	2,001,621	7,421,524	104,583
Health and Well Being					
Victory Swim and Fitness Centre	16,351	16,351	0	0	0
Splash Roof Repairs	63,120	9,866	53,254	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	0	27,467	0
Holt Country Park	0	0	0	0	0
Fakenham Gym	62,500	0	0	45,000	17,500
Splash Pool - Steelworks	35,000	0	0	35,000	0
Cromer Sports Pitch	50,000	0	50,000	0	0

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
Cabbell Park Sport Changing Facilities	30,000	0	30,000	0	0
Cabbell Park	5,269	0	5,269	0	0
	289,740	26,250	138,523	107,467	17,500
Service Excellence					
Trade Waste Bins/ Waste Vehicle	272,700	258,213	14,487	0	0
Personal Computer Replacement Fund	205,583	180,861	24,722	0	0
Asset Management Computer System	75,000	63,730	0	11,270	0
Procurement for Upgrade of Civica System	317,312	198,214	119,098	0	0
e-Financials Financial Management System Software Upgrade	47,506	21,506	0	26,000	0
Administrative Buildings	250,570	180,523	45,047	25,000	0
Planning System (Scanning of Old Files) - Business Transformation Programme	100,000	18,474	62,224	19,302	0
Telephony Procurement	90,000	78,440	11,560	0	0
Council Chamber and Committee Room Improvements	89,000	0	89,000	0	0

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
Environmental Health IT System Procurement	150,000	907	100,000	49,093	0
Stonehill Way Fire and Security System	15,000	0	0	15,000	0
Document and Records Management System	60,000	4,703	55,297	0	0
Web Content Management System	44,000	18,850	25,150	0	0
Access Control Systems	17,000	0	17,000	0	0
Log Solution to Satisfy PSN Code of Connection	41,365	0	41,365	0	0
Purchase of Bins	120,000	0	40,000	40,000	40,000
Customer Contact Centre	60,000	0	60,000	0	0
	1,955,036	1,024,421	704,950	185,665	40,000
	34,179,703	12,562,515	7,150,979	16,584,872	182,083

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Current Budget 2016/17 £	Updated Budget 2017/18 £	Updated Budget 2018/19 £
<u>Capital Programme Financing</u>					
Grants			2,231,498	7,894,224	104,583
Other Contributions			833,374	0	0
Asset Management Reserve			0	3,443	0
Capital Project Reserve			862,080	777,333	0
Invest to Save Reserve / Broadband Reserve			29,000	1,000,000	0
Capital Receipts			2,445,027	4,159,872	77,500
Internal / External Borrowing			750,000	2,750,000	0
TOTAL FINANCING			7,150,979	16,584,872	182,083

Capital Bids 2017/18

In addition to the capital programme, a number of new capital projects have been put forward for approval as part of the 2017/18 budget process.

Bid Title	Total Estimated Costs	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
	£	£	£	£	£
Fakenham Community Centre - Window Replacement	30,000	30,000	-	-	-
Purchase of Vehicles for use on Car Park Contract	60,000	60,000	-	-	-
User IT Hardware Refresh	220,000	55,000	55,000	55,000	55,000
Provision of Temporary Accommodation - 4 Flats	610,000	488,000	122,000	-	-
Goat Livestock Grazing Project	17,000	17,000	-	-	-
Replacement Environmental Protection Vehicle	21,935	21,935	-	-	-
Upgrades to Acolaid and Idox Software	10,000	10,000	-	-	-
Back Scanning of Historic Planning and Building Control Files	200,000	150,000	50,000	-	-
Total Capital Project Bids	1,168,935	831,935	227,000	55,000	55,000

<u>Corporate Leadership Team / Corporate Service Area</u>	V	2016/17	2017/18
	A	Charge	Charge
	T	£ : p	£ : p
ELECTIONS			
Statutory Charges			
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per <u>first</u> 1,000 names, or part thereof)	O	15.00	15.00
Printed copy as above, extra 1,000 names or part thereof	O	5.00	5.00
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 part thereof)	O	21.50	21.50
Data form as above, extra 1,000 names or part thereof	O	1.50	1.50
Supply of Full Register and monthly updates (to credit reference agencies and departments) - Printed Copy - Basic Charge (per <u>first</u> 1,000 names or part Printed copy as above, extra 1,000 names or part thereof	O	15.00	15.00
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)	O	5.00	5.00
Data Form as above, extra 1,000 names or part thereof	O	21.50	21.50
Sale of Marked Registers - Printed Copy - Basic Charge	O	1.50	1.50
Printed copy of Marked Registers - 1,000 names or part thereof	O	10.00	10.00
Data form of Marked Registers - 1,000 names or part thereof	O	2.00	2.00
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 thereof)	O	1.00	1.00
Printed copy as above, extra 100 names or part thereof	O	15.00	15.00
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names thereof)	O	5.00	5.00
Data form as above, extra 100 names or part thereof	O	21.50	21.50
Non Statutory Charges			
Certificate of Registration	O	1.50	1.50
		12.50	12.50

Customer Services & ICT Service Area	V	2016/17	2017/18
	A	Charge	Charge
	T	£ : p	£ : p
TOURIST INFORMATION CENTRES			
Concessionary Fares			
Application processing	T	£7.00	£7.00
Renewals (Lost)	T	£10.00	£10.00
FILMING*			
TV drama/advertisements/feature films			
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation. Prices quoted exclude VAT.</i>			
Per Day	T	£1,500.00	£1,550.00
Per Hour	T	£250.00	£250.00
Documentaries and charities (depending on nature of organisation, subject and crew size)			
Per Day	T	£500.00	From £500.00
Per Hour	T	£100.00	From £100.00
Administration Charge (only charged where a fee and/or contract is appropriate)			
Standard	T	£35.00	£36.00
Less than 7 day's notice	T	£85.00	£87.00
Stills (specifically commercial advertising with props, etc.)	T	£100 - £500	£100 - £500
Education/news/weather/student/individual photographers or 'in the interest of the district'	T	Discretionary	Discretionary
Parking (if required)	T	£10 - £15	£15.00
PHOTOCOPYING			
A4 and below - black and white	T	£0.07	£0.12
A4 and below - colour	T	£0.61	£0.18
A3 - black and white	T		£0.30
A3 - colour	T	£1.21	£0.60
Colour Copying - Staff (A4)	T	£0.61	£0.60
Colour Copying - Staff (A3)	T	£1.21	£0.60
A2 - black and white	T	-	£0.60
A2 - colour	T	-	£1.20
A1 - black and white	T	-	£1.20
A1 - colour	T	-	£2.40
A0 - black and white	T	-	£2.10
A0 - colour	T	-	£3.60

Economic & Community Development & Leisure Service Area			2016/17	2017/18
			Charge	Charge
			£ : p	£ : p
CAR PARKING				
Other Charges				
Coach Parking (where permitted)	- Half day (up to 4 hours)	T	£5.00	£5.00
	- All day ticket	T	£10.00	£10.00
Carnival Day (Runton Road)	- Per Car, Per Entry	T	£6.00	£7.00
	- Per Motorcycle, Per Entry	T	£3.00	£4.00
Weekly Permit		T	£27.50	£28.00
Annual Permit	- 3 hour permit	T	£55.00	£56.00
	- 24 hour permit	T	£200.00	£204.00
Half Year Permit	- 3 hour permit	T	£30.00	£31.00
	- 24 hour permit	T	£120.00	£122.00
Quarter Year Permit	- 3 hour permit	T	£16.00	£16.00
	- 24 hour permit	T	£65.00	£66.00
Penalty Charge Notice	- Full	T	£50.00	£50.00
	- Prompt Payment	T	£25.00	£25.00
All prices include VAT				

Economic & Community Development & Leisure Service Area			2016/17	2017/18
			Charge	Charge
MARKETS			£ : p	£ : p
Site = 4m Frontage x 5m Depth				
Cromer, Stalham and Sheringham (Weds) - Per Site				
Weekly	- April, May, June, Oct, Nov, D	T	£18.00	£19.00
	- July, August, Sept	T	£27.00	£28.00
	- Jan, Feb, March	T	£15.00	£15.00
Quarterly	- April - June	T	£135.00	£138.00
	- July - September	T	£220.00	£224.00
	- October - December	T	£100.00	£102.00
	- January - March	T	£80.00	£82.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£250.00	£255.00
	- October - March	T	£130.00	£133.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£200.00	£204.00
	- October - March	T	£100.00	£102.00
Sheringham (Saturday) - Per Site				
Weekly	- April, May, June, Nov, Dec	T	£30.00	£31.00
	- July, August, Sept, Oct	T	£40.00	£41.00
	- Jan, Feb, March	T	£22.00	£22.00
Quarterly	- April - June	T	£300.00	£306.00
	- July - September	T	£460.00	£469.00
	- October - December	T	£220.00	£224.00
	- January - March	T	£175.00	£179.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£580.00	£592.00
	- October - March	T	£300.00	£306.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£440.00	£449.00
	- October - March	T	£225.00	£230.00
Yearly			£855.00	£872.00
Other Charges				
Full Annual Payment in Advance		T		10% discount
Refunds - Administration Fee		T	£15.00	£15.00
New Traders Discount (conditions apply)		T		25% discount

Economic & Community Development & Leisure Service Area			2016/17	2017/18
			Charge	Charge
CHALETs & BEACH HUTS			£ : p	£ : p
Chalets				
<i>Sheringham</i>				
Old Chalets		T	£465.00	£485.00
New Chalets (inc. electricity)		T	£575.00	£595.00
<i>Cromer</i>				
West Beach		T	£560.00	£580.00
East Beach		T	£610.00	£630.00
<i>Weekly Lets - Cromer & Sheringham</i>				
Low Season		T	£65.00	£75.00
High Season		T	£150.00	£180.00
<i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i>				
Low Season		T	£85.00	£90.00
High Season		T	£180.00	£220.00
<i>Winter Lets</i>				
Per Month		T	£65.00	£65.00
Per Week		T	£21.00	£21.00
40 Week Lets (October - July)	Cromer West	T	£505.00	£520.00
40 Week Lets (October - July)	Cromer East	T	£555.00	£570.00
Hut Sites				
<i>Cromer, Overstrand & Sheringham</i>				
One Year (Excluding Rates)		T	£250.00	£300.00
Mundesley		T	£240.00	£290.00
Huts				
<i>Weekly Lets</i>				
Low Season		T	£50.00	£60.00
High Season		T	£135.00	£165.00
Mundesley - Seasonal Let		T	£560.00	£575.00
Termination of Licence (early - mid-term)	Admin Fee	T	£35.00	£40.00

Economic & Community Development & Leisure Service Area			2016/17	2017/18
			Charge	Charge
HOLT COUNTRY PARK			£ : p	£ : p
School visits where Ranger's assistance required (Per Person)		E		
Car Park				
Per car per occasion		T	£1.50	£2.00
Annual Permit		T	£30.00	£31.00
(NNDC Standard Car Park Season Tickets are also valid)				

SPORTS CLUBS AND HUBS				
Price per session		E	£1.00	£1.00

Environmental Health		V A T	2016/17 Charge £ : p	2017/18 Charge £ : p
WASTE COLLECTION SERVICES				
Clinical Waste - Commercial & Prescribed				Charges set separately under Delegated Power
Commercial Waste Bins - Collection & Hire				
Commercial Recycling Bins - Collection & Hire				
Sacks - Commercial & Prescribed				
Bulky Items - Commercial, Prescribed & Household				
Garden Bin Collection - Per Annum				
EDUCATION & PROMOTION				
(CIEH) Foundation Certificate in Food Hygiene				
Resident or employed in North Norfolk		E	£54.00	£55.00
Other		E	£69.00	£70.00
Specially arranged courses for businesses - held at business premises for their staff only	for up to 15 candidates per additional candidate up to maximum of 18	E	£660.00	£675.00
		E	£44.00	£45.00
COMMERCIAL SERVICES				
Food Inspections				
Unfit food inspections		O	£39.00	£40.00
Food export certificates		O	£30.00	£31.00
Officer time per hour (plus VAT)		T	£35.00	£36.00
Sunday Trading Application for loading consent		O	£90.00	£92.00
Registration of Food Premises				
Charge for copies of Register (or parts of)	- Single Entry	O	£16.00	£16.00
	- Part of Register	O	£431.00	£440.00
	- Complete Register	O	£914.00	£932.00
Private Water Supplies Sampling Regulations				
Laboratory Analysis of a sample	"Regulation 10 - Single Private Dwelling - Maximum	O	£25.00	£25.00
	Regulation 9 "Check Monitoring" - Maximum	O	£100.00	£100.00
	Regulation 9 " Audit Monitoring" - Maximum	O	£500.00	£500.00
Sampling - per visit		O	£53.00	£54.00
Other Investigations (e.g. Investigating failure)		O	£100.00	£100.00
Granting an authorisation to depart from the standard authorisation		O	£100.00	£100.00

Environmental Health		V	2016/17	2017/18
		A	Charge	Charge
		T	£ : p	£ : p
WASTE COLLECTION SERVICES				
Clinical Waste - Commercial & Prescribed				Charges set separately under Delegated Power
Commercial Waste Bins - Collection & Hire				
Commercial Recycling Bins - Collection & Hire				
Sacks - Commercial & Prescribed				
Bulky Items - Commercial, Prescribed & Household				
Garden Bin Collection - Per Annum				
EDUCATION & PROMOTION				
(CIEH) Foundation Certificate in Food Hygiene				
Resident or employed in North Norfolk		E	£54.00	£55.00
Other		E	£69.00	£70.00
Specially arranged courses for businesses - held at business premises for their staff only	for up to 15 candidates	E	£660.00	£675.00
	per additional candidate up to maximum of 18	E	£44.00	£45.00
COMMERCIAL SERVICES				
Food Inspections				
Unfit food inspections		O	£39.00	£40.00
Food export certificates		O	£30.00	£31.00
Officer time per hour (plus VAT)		T	£35.00	£36.00
Sunday Trading Application for loading consent		O	£90.00	£92.00
Registration of Food Premises				
Charge for copies of Register (or parts of)	- Single Entry	O	£16.00	£16.00
	- Part of Register	O	£431.00	£440.00
	- Complete Register	O	£914.00	£932.00
Private Water Supplies Sampling Regulations				
Laboratory Analysis of a sample	"Regulation 10 - Single Private Dwelling - Maximum	O	£25.00	£25.00
	Regulation 9 "Check Monitoring" - Maximum	O	£100.00	£100.00
	Regulation 9 " Audit Monitoring" - Maximum	O	£500.00	£500.00
Sampling - per visit		O	£53.00	£54.00
Other Investigations (e.g. Investigating failure)		O	£100.00	£100.00
Granting an authorisation to depart from the standard authorisation		O	£100.00	£100.00

<u>Environmental Health</u>			2016/17	2017/18
			Charge	Charge
TAXI LICENCE FEES			£ : p	£ : p
Taxi Licences				
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	○	£170.00	£173.00
	- New Licence valid for 3 years	○	£170.00	£173.00
Licence to Drive Hackney Carriages or Private Hire Vehicles	- Renewal valid for 1 year	○	£170.00	£173.00
	- Renewal valid for 3 years	○	£170.00	£173.00
Hackney Carriage Vehicle Licence	- New or Renewal valid for 1	○	£146.00	£149.00
Private Hire Vehicle Licence	- New or Renewal valid for 1	○	£146.00	£149.00
Private Hire Operators Licence	- New or Renewal valid for 5 years	○	£150.00	£153.00
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	£2.00
Replacement plate for vehicle		○	£38.00	£39.00

<u>Environmental Health</u>			2016/17	2017/18
			Charge	Charge
OTHER LICENSING			£ : p	£ : p
Premises Licence Fees - Gambling Act 2005				
Betting Premises (excluding tracks)	- New Application	O	£2,737.00	£2,800.00
	- Annual Fee	O	£548.00	£560.00
	- Application to Vary	O	£1,368.00	£1,400.00
	- Application to Transfer	O	£1,107.00	£1,130.00
	- Application to Reinstatement	O	£1,107.00	£1,130.00
	- Application for Prov.	O	£2,737.00	£2,800.00
	- Application (Prov. State	O	£1,107.00	£1,130.00
	- Copy Licence	O	£25.00	£25.00
	- Notification of Change	O	£50.00	£50.00
Tracks	- New Application	O	£1,368.00	£1,400.00
	- Annual Fee	O	£912.00	£930.00
	- Application to Vary	O	£1,128.00	£1,150.00
	- Application to Transfer	O	£861.00	£880.00
	- Application to Reinstatement	O	£861.00	£880.00
	- Application for Prov.	O	£2,276.00	£2,300.00
	- Application (Prov. State			
	- Copy Licence	O	£25.00	£25.00
	- Notification of Change	O	£50.00	£50.00
Family Entertainment Centres	- New Application	O	£1,845.00	£1,900.00
	- Annual Fee	O	£687.00	£700.00
	- Application to Vary	O	£917.00	£935.00
	- Application to Transfer	O	£861.00	£880.00
	- Application to Reinstatement	O	£861.00	£880.00
	- Application for Prov.	O	£1,840.00	£1,900.00
	- Application (Prov. State	O	£861.00	£880.00
	- Copy Licence	O	£25.00	£25.00
	- Notification of Change	O	£50.00	£50.00

Environmental Health			2016/17	2017/18
			Charge	Charge
OTHER LICENSING CONTINUED			£ : p	£ : p
Adult Gaming Centre	- New Application	O	£1,845.00	£1,900.00
	- Annual Fee	O	£917.00	£935.00
	- Application to Vary	O	£917.00	£935.00
	- Application to Transfer	O	£1,107.00	£1,130.00
	- Application to Reinstatement	O	£1,107.00	£1,130.00
	- Application for Prov.	O	£1,845.00	£1,900.00
	- Application (Prov. State	O	£1,107.00	£1,130.00
	- Copy Licence	O	£25.00	£25.00
	- Notification of Change	O	£50.00	£50.00
Bingo	- New Application	O	£2,988.00	£3,000.00
	- Annual Fee	O	£917.00	£935.00
	- Application to Vary	O	£1,599.00	£1,630.00
	- Application to Transfer	O	£1,107.00	£1,130.00
	- Application to Reinstatement	O	£1,107.00	£1,130.00
	- Application for Prov.	O	£2,988.00	£3,000.00
	- Application (Prov. State	O	£1,107.00	£1,130.00
	- Copy Licence	O	£25.00	£25.00
	- Notification of Change	O	£50.00	£50.00
Permits				
Family Entertainment Centres	- Application Fee	O	£300.00	£300.00
	- Change of Name	O	£25.00	£25.00
	- Copy of Permit	O	£15.00	£15.00
Prize Gaming	- Application Fee	O	£300.00	£300.00
	- Annual Fee	O	£300.00	£300.00
	- Change of Name	O	£25.00	£25.00
	- Copy of Permit	O	£15.00	£15.00
				£0.00
Small Lottery Society	- Application Fee	O	£40.00	£40.00
	- Annual Fee	O	£20.00	£20.00
	- Change of Name	O	£25.00	£25.00
	- Copy of Permit	O	£15.00	£15.00

<u>Environmental Health</u>			2016/17	2017/18
			Charge	Charge
OTHER LICENSING CONTINUED			£ : p	£ : p
Club Gaming	- Application Fee Gaming Permit	O	£200.00	£200.00
	- Application Fee Machine Permit	O	£200.00	£200.00
	- Annual Fee	O	£50.00	£50.00
	- Change of Name	O	£25.00	£25.00
	- Copy of Permit	O	£15.00	£15.00
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00	£50.00
	- Application Fee (3 or more)	O	£150.00	£150.00
	- Annual Fee	O	£50.00	£50.00
	- Change of Name	O	£25.00	£25.00
	- Copy of Permit	O	£15.00	£15.00
	- Variation	O	£100.00	£100.00
	- Transfer	O	£25.00	£25.00
Licences and certificates of suitability				
Skin piercing premises	- Registration (one-off)	O	£230.00	£235.00
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£30.00	£31.00
Scrap Metal Dealer	New/Renewal (3 years)	O	£410.00	£420.00
Scrap Metal Dealer	Variation	O	£308.00	£315.00
Scrap Metal Collector	New/Renewal (3 years)	O	£103.00	£105.00
Scrap Metal Collector	Variation	O	£77.00	£80.00
Sex Shop or sex cinema		O	£1,845.00	£1,900.00
Sexual Entertainment Venue		O	£2,737.00	£2,800.00
Street Trading Consents	- Non profit	O	Free	Free
	- Commercial	O	£72.00	£73.00
Animal Boarding	- New/Renewal	O	£126.00	£130.00
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£163.00	£170.00
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£126.00	£130.00
Pet Shop	- New/Renewal	O	£126.00	£130.00
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£215.00	£220.00
	- Variation	O	£173.00	£180.00
Zoo (and vet fees where appropriate)	- New/Renewal	O	£215.00	£220.00
Provision of non-statutory service advice or activity		O	£35.00	£36.00

<u>Environmental Health</u>			2016/17	2017/18
			Charge	Charge
OTHER LICENSING CONTINUED			£ : p	£ : p
Premises Licences (Alcohol)				
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.				
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:				
Band	Non-domestic rateable value			
A	£0 - £4,300	O	£100.00	£100.00
B	£4,301 - £33,000	O	£190.00	£190.00
C	£33,001 - £87,000	O	£315.00	£315.00
D	£87,001 - £125,000	O	£450.00	£450.00
E	£125,001 and over	O	£635.00	£635.00
Annual charges relating to the above are:				
Band	Non-domestic rateable value			
A	£0 - £4,300	O	£70.00	£70.00
B	£4,301 - £33,000	O	£180.00	£180.00
C	£33,001 - £87,000	O	£295.00	£295.00
D	£87,001 - £125,000	O	£320.00	£320.00
E	£125,001 and over	O	£350.00	£350.00
Personal Licence	- Initial Fee	O	£37.00	£37.00

<u>Environmental Health</u>			2016/17 Charge £ : p	2017/18 Charge £ : p
OTHER LICENSING CONTINUED				
Additional Fees and Charges				
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				
Notification of change of name or address (holder of premises licence)		O	£10.50	£10.50
Application to vary to specify individual as premises supervisor		O	£23.00	£23.00
Application to transfer premises licence		O	£23.00	£23.00
Interim authority notice		O	£23.00	£23.00
Application for making of a provisional statement		O	£315.00	£315.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary		O	£10.50	£10.50
Notification of change of name or alteration of club rules		O	£10.50	£10.50
Change of relevant registered address of club		O	£10.50	£10.50
Temporary event notices		O	£21.00	£21.00
Application for copy of notice on theft, loss etc. of temporary notice		O	£10.50	£10.50
Application for copy of notice on theft, loss etc. of personal licence		O	£10.50	£10.50
Notification of change of name or address (personal licence)		O	£10.50	£10.50
Notice of interest in any premises		O	£21.00	£21.00
Application for a minor variation to a premises licence or club premises licence		O	£89.00	£89.00
Mobile Home Act 2013 (MHA 2013)				
New Park Home Licence	Units - 1-5	O	210.00	£215.00
New Park Home Licence	Units - 6-24	O	225.00	£230.00
New Park Home Licence	Units - 25-29	O	240.00	£245.00
New Park Home Licence	Units - 100 plus	O	270.00	£275.00
Annual Licence Fee	1-3	O	0.00	
Annual Licence Fee	4-5	O	120.00	£122.00
Annual Licence Fee	6-24	O	180.00	£185.00
Annual Licence Fee	25-29	O	240.00	£245.00
Annual Licence Fee	100 plus	O	270.00	£275.00
Licence Transfer	n/a	O	97.50	£100.00
Licence Variation	n/a	O	97.50	£100.00
Deposit of Site Rules	n/a	O	45.00	£46.00

Finance & Assets Service Area			2016/17	2017/18
			Charge	Charge
PARKLANDS CARAVAN SITE			£ : p	£ : p
Site Per Year	Increased by RPI as under Mobile Homes Act.	T		

<u>Legal & Democratic Service Area</u>		V	2016/17	2017/18
		A	Charge	Charge
		T	£ : p	£ : p
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption		T	At Solicitors Hourly Rate	At Solicitors Hourly Rate
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				

Planning Service Area		V	2016/17	2017/18
		A	Charge	Charge
		T	£ : p	£ : p
LAND CHARGES				
LLC1				
Official Search of - One Part		T	£2.50	£0.00
Official Search of - Whole	- Paper Search	E	£28.00	£28.00
	- Electronic Search	E	£24.00	£24.00
	- Additional Parcel	E	£2.00	£2.00
CON 29 Enquiries				
One Parcel	- Paper Search	T	£92.40	£92.00
	- Electronic Search	T	£79.20	£79.00
	- Additional Parcel	T	£66.00	£17.50
Optional Enquiries				
Printed		T	£18.00	£18.00
Additional		E	£20.00	£20.00
Other Fees relating to Local Land Charges				
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)		E	£74.00	£74.00
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)		E	£7.00	£7.00
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977		E	£3.00	£3.00
Inspection of documents filed under Rule 10 in respect of each parcel of land		E	£3.00	£3.00
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)		E	£5.00	£0.00

<u>Planning Service Area</u>			2016/17 Charge £ : p	2017/18 Charge £ : p
PLANNING				
Pre-Application Service				
These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note.				
<u>Outline Applications</u>				
Site area up to 2.5 ha.	Per 0.1 ha	T	£120.00	£120.00
Site area over 2.5 ha.		T	£3,600.00	£3,000.00
	Plus £36 per additional 0.1 ha (Maximum £36,000)			
<u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings)				
Up to 50 dwellings	Per dwelling	T	£120.00	£120.00
Over 50 dwellings	Plus £36 per additional dwelling (Maximum £72,000)	T	£6,000.00	£6,000.00
<u>Erection of Buildings (Non-residential)</u>				
Floor space 0 - 40 sq.m.				
Floor space 40 - 3,750 sq.m.	Per 75 sq.m.	T	£60.00	£60.00
Floor space over 3,750 sq..m.	Plus £36 per additional 75 sq.m. (Maximum £36,000)	T	£120.00 £6,000.00	£120.00 £6,000.00
<u>Erection of Agricultural Buildings</u>				
Floor space 0 - 465 sq.m.		T	£60.00	£60.00
Floor space 465 - 4,215 sq.m.	For 1st 540 sq.m.	T	£120.00	£120.00
	For each additional 75 sq.m.	T	£120.00	£120.00
Floor space over 4,215 sq.m.	Plus £36 per additional 75 sq.m. (Maximum £72,000)	T	£6,000.00	£6,000.00
<u>Erection of Glasshouses</u>				
Floor space 0 - 465 sq.m.		T	£60.00	£60.00

<u>Planning Service Area</u>			2016/17 Charge £ : p	2017/18 Charge £ : p
<u>Erection, Alteration or Replacement of Plant or Machinery</u>				
Site area up to 5 ha.	Per 0.1 ha.	T	£120.00	£120.00
Site area over 5 ha.	Plus £36 per additional 0.1 ha. (Maximum £72,000)	T	£60,000.00	£6,000.00
<u>Engineering or Other Operations</u>				
	Per 0.1 ha. (Maximum £600)	T	£60.00	£60.00
<u>Householder Applications - (Extensions, Garages, Sheds, Fences etc.)</u>				
1 dwelling		T	£60.00	£60.00
2 or more dwellings		T	£120.00	£120.00
<u>Car Parks and Service Roads for existing uses</u>				
		T	£60.00	£60.00
<u>Change of Use of Land or Building to Dwellings</u>				
Up to 50	Per new dwelling created	T	£120.00	£120.00
Over 50	Plus £36 per dwelling (Maximum £72,000)			
<u>Other Changes of Use</u>				
**		T	£120.00	£120.00
<u>Bronze</u>				
Householder - up to 50 sq. metres				£114.00
1-9 dwellings - up to 999 sq. metres				£114.00
10-49 dwellings - up to 2,500 sq. metres				n/a
50+ dwellings - over 2,500 sq. metres				n/a
Other (listed building, tree advice, advert, agricultural, telecoms)				n/a
<u>Silver</u>				
Householder - up to 50 sq. metres				£234.00
1-9 dwellings - up to 999 sq. metres				n/a
10-49 dwellings - up to 2,500 sq. metres				n/a
50+ dwellings - over 2,500 sq. metres				n/a
Other (listed building, tree advice, advert, agricultural, telecoms)				£234.00

<u>Planning Service Area</u>			2016/17 Charge £ : p	2017/18 Charge £ : p
<u>Gold</u>				
Householder - up to 50 sq. metres				n/a
1-9 dwellings - up to 999 sq. metres				£594.00
10-49 dwellings - up to 2,500 sq. metres			20% planning fee	
50+ dwellings - over 2,500 sq. metres			20% planning fee	
Other (listed building, tree advice, advert, agricultural, telecoms)				£594.00
<u>Platinum</u>				
Householder - up to 50 sq. metres				n/a
1-9 dwellings - up to 999 sq. metres			Case by case	
10-49 dwellings - up to 2,500 sq. metres			Case by case	
50+ dwellings - over 2,500 sq. metres			Case by case	
Other (listed building, tree advice, advert, agricultural, telecoms)			Case by case	
<u>Extras:</u>				
<u>Additional Plans</u>				
Householder - up to 50 sq. metres				£114.00
1-9 dwellings - up to 999 sq. metres				£114.00
10-49 dwellings - up to 2,500 sq. metres				£114.00
50+ dwellings - over 2,500 sq. metres				£114.00
Other (listed building, tree advice, advert, agricultural, telecoms)				£114.00
<u>Additional Meeting</u>				
Householder - up to 50 sq. metres				n/a
1-9 dwellings - up to 999 sq. metres				£114.00
10-49 dwellings - up to 2,500 sq. metres				Minimum
50+ dwellings - over 2,500 sq. metres				cost £114
Other (listed building, tree advice, advert, agricultural, telecoms)				per officer
Weekly list Planning Applications per annum		T	£385.20	£392.40
Discharging of conditions	- Non householder permission	T		Statutory
	- Householder permission	T		Statutory
Building Control Fees	Hourly rate included within calculated fee.	T	£66.00	£66.00

Planning Service Area			2016/17	2017/18
			Charge	Charge
PLANNING - MISCELLANEOUS			£ : p	£ : p
High Hedges Complaint		T	£436.00	£445.00
Supply of Information on Permitted Use/History				
Administrative Staff - per hour		T	£47.00	£48.00
Professional Staff - per hour		T	£92.00	£94.00
Check compliance with Conditions (for Solicitors, Agents)				
Administrative Staff - per hour		T	£47.00	£48.00
Professional Staff - per hour		T	£92.00	£94.00
General Research				
Administrative Staff - per hour		T	£47.00	£48.00
Professional Staff - per hour		T	£92.00	£94.00
Naming of new street, consultation process and notifi	Single Street	T	£125.00	£125.00
	2-5 Streets	T	£250.00	£250.00
	5+ Streets	T	£500.00	£500.00
Street numbering Schemes	1-5 Plots	T	£80.00	£80.00
	6-10 Plots	T	£70.00	£70.00
	11-50 Plots	T	£60.00	£60.00
	50+ Plots	T	£50.00	£50.00
Change of property name		T	£26.00	£27.00

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 retention system.

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 assets, construction or enhancement of a car park, implementation of new IT systems.

Capital Receipts

Money received 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 Council Tax and Business Rates together with the payments to this Council, Norfolk County Council and Norfolk Police & Crime Commissioner and to Central Government 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, car parking.

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 to the revenue account. 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, New Homes Bonus allocations and other specific grants, for example Rural Services Delivery Funding.

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 repayment of credit liabilities for example borrowing.

New Homes Bonus (NHB)

The New Homes Bonus is a grant currently 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. The scheme is due to be changed to a four year scheme from 2017/18 along with changes to the entries of grant allocation.

Precepts

The amount which Norfolk County Council and Norfolk Police & Crime Commissioner 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 Book



2017/2018

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