

Budget Book



2016/2017

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1 Introduction

- 1.1 In February 2016 the Council approved the budget for 2016/17 and noted the future financial projections for the three year period 2017/18 to 2019/20.
- 1.2 The Medium Term Financial Strategy (MTFS) covering the period 2016/17 to 2019/20 was presented to Members in September 2015. At that time the forecast budget gap over the next four years was in the region of £1.7 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 2019/20 was reduced to £978,000. This position took account of the following assumptions:
- a) Known spending pressures;
 - b) Forecast Revenue Support Grant reductions in the region of 35% per annum over the period 2016/17 to 2019/20;
 - c) Council tax freeze for the period of the strategy;
 - d) Continuation of the New Homes Bonus and using 75% of the Council's allocation of the funding in the base budget;
 - e) A number of work stream savings and additional income including forecast savings from the digital transformation programme to commence from 2016/17;
 - f) No one-off use of reserves were assumed for the period of the MTFS.
- 1.3 Since then the detail of the budget for 2016/17 and projections for the period to 2019/20 was developed by both Officers and Members resulting in the budget approved in February 2016 which reflected the final local government finance settlement figures announced in February 2016.

2 Local Government Finance Settlement (LGFS)

- 2.1 On 17 December 2015 the Local Government Minister, Greg Clark, announced a four year provisional Local Government Finance Settlement (LGFS) for the period 2016/17 to 2019/20, this was later confirmed in early February 2016 which included additional funding for rural services and removal of negative RSG which had been a feature of the provisional settlement.
- 2.2 Some of the key messages from the settlements included the following:
- 2.2.1.1 The settlement covers a four year period 2016/17 to 2019/20, although the acceptance of the four year settlement is dependant upon the production of an efficiency plan.
 - 2.2.1.2 The main change in the settlement this year is that the Revenue Support Grant allocations have taken into account Local Authorities ability to generate resources from Council Tax and those with higher tax bases have seen higher reductions in RSG. Funding from RSG is being phased out over the four years and whilst the 2020/21 financial projections are outside the period covered in this report, the assumption would be that RSG is no longer received beyond 2019/20.
 - 2.2.1.3 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 four year settlement in that headline figures are quoting very little cash reductions in the four years of the 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 higher of 2% or £5 increase for District Councils.
 - 2.2.1.4 New Homes Bonus allocation methodology remains the same for 2016/17 with a consultation issued for changes to the scheme from 2017/18 which allows for £800

million to be top sliced for Social Care and the scheme reduced from a six to four year scheme.

2.3 The following announcements made as part of the settlement have been used to inform the 2016/17 budget and future financial projections, these included:

- a) **Allocations of the 2016/17 NHB funding** - The settlement announced a total provisional amount of £1,461million for the New Homes Bonus (NHB) in 2016/17. This will continue to be funded through £210 million in specific grant with the rest being top-sliced funding, expected to be £1,275 million.
- b) **NHB Changes Consultation 2017/18 Onwards** - As announced in the October 2015 Spending Review, the Government has issued a consultation on delivering savings to the new homes bonus that will come into effect from 2017/18. The settlement includes sums for 2017/18 although these are based on current allocations and reductions in the overall funding available.
- c) **Council Tax Referendum principles** - The proposed principle for Council tax increases for 2016/17 is 2% or £5 for eligible Councils. In addition, social care authorities will be able to increase their council tax by 2% over the existing referendum threshold, with the condition that the additional 2% social care precept is spent on adult social care services. This will have to be separately itemised on council tax bills.
- d) **Rural Services Delivery Grant** – The settlement announced the continuation of government funding through the Rural Services Delivery Grant. The Government will top slice £20 million from Revenue Support Grant in 2016/2017 to pay as a non-ring fenced Section 31 grant to the upper quartile of authorities based on the super-sparsity indicator. This funding will increase to £65 million over the four year period of the Settlement. NNDC is eligible for this funding which was previously included in the settlement within the RSG allocation.

2.4 Within the 2016/17 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. 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 throughout the period to 2019/20.
- 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%) throughout the period to 2019/20, rather than the 2% allowed before triggering a referendum.

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- 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 2016-17, the settlement includes the actual allocations along with returned funding. For 2017/18 onwards the spending power assumes that the total funding (after planned reductions of at least £800million to be released for the improved Better Care Fund) is apportioned to local authorities based on the allocations in 2016/17.
- 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					
	2015/16 Adjusted	2016-17	2017-18	2018-19	2019-20
Settlement Funding Assessment:	£000	£000	£000	£000	£000
Revenue Support Grant		1,575	936	536	88
Baseline Funding Level		2,952	3,010	3,099	3,198
Modified Settlement Funding Assessment (MSFA)	5,297	4,527	3,946	3,634	3,286
Council Tax:	5,176	5,426	5,681	5,940	6,206
Council Tax Requirement excluding parish precepts	5,176	5,305	5,464	5,634	5,814
additional revenue from £5 referendum principle	0	120	216	307	392
New Homes Bonus and returned funding	1,684	2,092	2,104	1,322	1,268
Rural Services Delivery Grant	93	481	388	299	388
Core Spending Power (as per announcement)	12,250	12,526	12,118	11,195	11,148
Reduction £000		276	(408)	(923)	(47)
Reduction %		2.3%	-3.3%	-7.6%	-0.4%
Reduction over period of settlement £ 000					(1,102)
Reduction over period of settlement %					-9.0%

2.7 The Core Spending power assumes that the resources will reduce over the next four years by 9% equating to £1.1 million, although this is based on the assumption that the Council tax band D will increase by £5 each year to generate an additional £1 million in Council Tax over this period and that the NHB is received at the level assumed in the settlement.

- 2.8 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.

Table 2 Settlement Funding Assessment

	2015/16 Adjusted	2016-17	2017-18	2018-19	2019-20
Settlement Funding Assessment:					
Revenue Support Grant £000	2,369	1,575	936	536	88
Baseline Funding Level £000	2,928	2,952	3,010	3,099	3,198
Total Settlement Funding Assessment £000	5,297	4,527	3,946	3,634	3,286
Movement - Year on Year					
Revenue Support Grant £ (Reduction) 000		(794)	(639)	(400)	(447)
Revenue Support Grant % Reduction		-34%	-41%	-43%	-84%
Baseline Funding Level £ Increase 000		24	58	89	99
Baseline Funding Level % Increase		0.804%	1.967%	2.950%	3.196%
Total Settlement Funding Assessment (Reduction) £000		(771)	(581)	(312)	(348)
Total Settlement Funding Assessment (Reduction) %		-14.5%	-12.8%	-7.9%	-9.6%
Reduction over period of settlement £ 000					(2,011)
Reduction over period of settlement %					-38%

- 2.9 The above table illustrates the settlement funding assessment as announced within the provisional settlement. Total funding (excluding the New Homes Bonus) is expected to reduce by 14.5% in 2016/17 (compared to 2015/16) and by 38% over the period of the settlement.
- 2.10 In 2013/14 total funding of £9.5 million for supporting sparsely populated areas was included in the settlement. NNDC's allocation in 2014/15 was £56,738 increasing to £92,574 in 2015/16. The provisional settlement figures announced continue the funding for sparsely populated areas, which is increasing over the period of the settlement. In 2016/17 the grant for NNDC will be £119,450.
- 2.11 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. The percentage shares are 50% central government; 40% NNDC and 10% Norfolk County Council. The Government has confirmed that it continues to fund through a section 31 grant, the impact of the doubling of Small Business Rate Relief which will continue for a further year but that the retail discount will end on 31 March 2016. The multiplier will therefore be 49.7 pence, with the small business multiplier being 48.4 pence. Top-ups and tariffs will be uprated by 0.8% in line with the increase in the September 2015 Retail Price Index.
- 2.12 The amount of the Section 31 grant will not be confirmed until the NNDR returns for 2016/17 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.

- 2.13 For example a surplus or deficit on the 2015/16 business rates collection fund will be taken into account within the 2016/17 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.
- 2.14 The deadline for the NNDR1 form for 2016/17 is 30 January and this will also include an estimate of the surplus/deficit position for the current financial year. The budget position as included within the report makes an assumption of the net amount of retained income for 2016/17 after allowing for the section 31 grant and the payment of the levy. Where applicable this will be updated within the budget report to Full Council on 23 February 2016.

3 New Homes Bonus (NHB)

- 3.1 The New Homes Bonus was introduced in 2011/12 to incentivise and reward Councils and Communities that build new homes in their area. The bonus is paid as an un-ringfenced grant for six years and is paid based on the net additional¹ homes plus an additional supplement of £350 per affordable dwelling. The payment is then split between local authority tiers: 80% to the lower tier and 20% to the upper tier.
- 3.2 The provisional allocation of NHB for 2016/17 for NNDC is £2,085,229 and is based on the council tax data return submitted in October 2015. This represents additions of 397 properties and an increase in empty properties of 44 resulting in a net movement of 353. The bonus also includes an affordable homes premium of £22,120 for 79 properties.
- 3.3 Table 3 provides details of the Council's allocations of NHB to date.

Table 3 – New Homes Bonus – Allocations to date						
Allocation	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£	£	£	£	£	£
2011/12	349,762	349,762	349,762	349,762	349,762	349,762
2012/13		261,916	261,916	261,916	261,916	261,916
2013/14			117,739*	93,857	93,857	93,857
2014/15				571,667**	561,706	561,706
2015/16					416,605***	406,972
2016/17						411,016
Total	349,762	611,678	729,417	1,277,202	1,683,846	2,085,229

* 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

- 3.4 Whilst the NHB is included within the Government's assessment of spending power, the future return and allocation is subject to a consultation which will make changes to the scheme from 2017/18 onwards. The consultation seeks views on a number of factors of the current system including reducing it to a four year system (from the current six years) and allocation being more closely linked to certain areas of planning, including abatements for non-delivery of a local plan and where housing developments are

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.

approved on appeal. The consultation continues with the allocation of funding between two tier levels of local authority.

- 3.5 The provisional settlement for 2017/18 to 2019/20 includes NHB allocations based upon a prorated distribution of forecast reduced funding based on the 2016/17 allocations.
- 3.6 There is currently forecast to be a balance within the New Homes Bonus earmarked reserve of just over £1.4 million at 1 April 2016. 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 2016/17 onwards

- 4.1 The financial strategy as reported to Cabinet in September 2015 outlined a number of work streams and priorities to be delivered over the length of the medium term financial strategy. These essentially focused mainly on income maximisation and efficiency savings. As part of the work on the 2016/17 budget all Heads of Service were asked to put forward savings totalling 10% of their service area for consideration. These were considered by CLT and Cabinet as part of the preparatory work on the 2016/17 budget and those being recommended as part of the budget process are detailed at Appendix C.
- 4.2 A total of £496,722 of savings and additional income has been factored into the budget for 2016/17, increasing to £974,729 in 2017/18 and to £1.1 million by 2019/20. Where applicable the timing of the savings have been profiled over the next four years and some will be subject to more detailed work including project appraisals. The table below summarises the savings included in the budget and projections according to the workstream.
- 4.3 No further growth for New Homes and Business rates has been factored in above the current budget assumptions. This will be reviewed pending the outcome of the NHB consultation.

Theme	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
1. Growth - New Homes and Business Rates	0	0	0	0
2. Digital Transformation/BPR	82	157	193	193
3. Property Investment & Asset Commercialisation	66	187	257	272
4. Shared Services/Selling Services	121	60	60	60
5. Collaboration and Localism	0	0	0	0
6. Maximising Income and Reducing Costs	129	211	216	216
7. Other Efficiencies and Savings	99	360	360	360
Total	497	975	1,086	1,101

5 Revenue Account Base Budget

- 5.1 The detail of the 2016/17 budget is included from page 28 onwards
- 5.2 No growth bids were invited for revenue expenditure in 2016/17. Capital bids were considered, although these were limited to those which addressed health and safety issues, computer system upgrades and enhancements that will deliver efficiency savings, together with Invest to Save projects that support the delivery of the Corporate Plan actions and projects which are supported by third party contributions.

- 5.3 The revenue budget for 2016/17 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 2016/17 based on the tax base of 37,940 as approved in December 2015. This means that the district element of the council tax remains at **£138.87** for 2016/17.
- 5.3.2. **Employee budgets** – The budget assumes a 1% pay award for 2016/17, 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.
- The employer pension contribution rates are based upon the results of the tri-ennial valuation of the pension fund as at 31 March 2013. For 2016/17 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 2016 to take effect from April 2017. 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 £854,000, an increase of £167,000. For 2018/19 it will increase from £854,000 to £1,032,000 an increase of £178,000 and for 2019/20 it will increase from £1,032,000 to £1,219,000 an increase of £187,000
- 5.3.3. **Fees and Charges** – The impact of the fees and charges as outlined at section 5 have been factored into the position now presented for approval.
- 5.3.4. **Contract inflation** – The most significant of the Council's contracts is the waste contract. The new contractor prices have been included in the 2016/17 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 2016. Negotiations have taken place with KL&WN to extend the original 5 year agreement by a further year to secure a saving of £50,000 on the current budget, this saving will be used to support the new Strategic Property Development Partner contract.
- 5.3.5. **Investment income** – A total of £604,800 is anticipated for 2016/17. This includes income derived from the Local Investment Strategy. The primary concern for the Council is the security of the sums invested and this remains the main consideration when selecting counterparties and financial instruments. The average investment rate anticipated in the forward year is 2.4% compared with 1.6% for the current estimates for 2015/16. The income budget assumes the investment portfolio is invested with counterparties and financial institutions as set out in the Treasury strategy, in call accounts and term deposits, and that existing deposits will continue to their maturity date. It also takes account of the £5 million in pooled property funds.
- 5.3.6. **Big Society Fund/Second Homes Funding** – The budget assumes the continuation of the Big Society Fund and related costs and grant scheme, funded by the second homes income which is returned to the districts as is in the current budget for 2015/16.
- 5.4 The table below summarises the 2016/17 budget along with the equivalent figures from the 2015/16 budget.

Table 5 – Variance of 2015/16 to 2016/17 Base Budget

	2015/16 Base Budget £000	2016/17 Base Budget £000	Variance £000
Net cost of services (incl. Parishes)	19,586	16,373	(3,214)
Non service expenditure/ income	(5,714)	(2,724)	2,990
Net budget requirement	13,872	13,649	(223)
Funded by:			
Local Taxpayers - Parishes	(1,761)	(1,888)	(127)
Local Taxpayers - District Council	(5,307)	(5,474)	(167)
Revenue Support Grant & Retained Business Rates	(5,525)	(4,982)	544
Rural Services Delivery Grant	0	(481)	(481)
Council Tax Freeze Grant one off (14/15)	(58)	0	58
New Homes Bonus	(1,684)	(2,085)	(401)
Total Income	(14,335)	(14,909)	(574)
(Surplus)/ Deficit	(462)	(1,260)	(798)

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 6 - Variance 2015/16 to 2016/17 Base Budgets (excl. notional charges)

	2015/16 Base Budget £000	2016/17 Base Budget £000	Variance £000	Percentage Movement %
Employees/Support Services	10,047	10,428	381	3.8%
Premises	2,454	2,388	(66)	-2.7%
Transport	295	294	(1)	-0.5%
Supplies & Services	9,024	8,771	(252)	-2.8%
Transfer Payments	22,866	28,520	5,654	24.7%
Income (External)	(32,201)	(38,229)	(6,029)	18.7%
Total Direct Costs and Income	12,485	12,171	(314)	-2.5%
Notional Charges:				
Capital Charges	2,097	2,210	113	5.4%
IAS19 Notional Charges ²	(290)	(264)	26	-9.0%
Reffcus ²	3,534	134	(3,400)	-96.2%
Total Notional Charges	5,341	2,080	(3,261)	-61.1%
Total Net Costs	17,826	14,251	(3,575)	-20.1%

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

5.8 The surplus of £899k for 2016/17 has been allocated, £500,000 to the business rates reserve to mitigate further appeals and the impact of new emerging appeals for example NHS and the balance to the restructuring/Invest to save reserve to fund one-off costs in relation to future restructurings and project implementation costs that will deliver future efficiencies and savings.

6 Council Tax 2016/17

6.1 The following table summarises how the budget for 2016/17 will be financed and the District's net call on the Collection Fund for 2016/17. These figures assume a council tax freeze in the District element of the Council Tax for 2016/17, the Council tax summary is included at Appendix E.

6.2 A Council Tax Base of 37,940 Band D equivalent properties was approved by Full Council on 16 December 2015. 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 2016/17.

² International Accounting Standard 19 entries to the accounts are required in relation to post-employment benefits for example retirement benefits. The standard requires that the cost of providing employee benefits should be recognised in the period in which the benefit is earned by the employee, rather than when it is paid or paid.

Revenue expenditure funded from capital under statute - represents expenditure that may be capitalised under statutory provisions but which do not result in the creation of tangible assets.

Table 7 – Council Tax Summary 2016/17	£
Total District amount to be met from Government Grant & Local Taxation	11,761
Less:	
Revenue Support Grant	(1,575)
Business Rates Retained & S31 Grant	(3,407)
New Homes Bonus	(2,085)
Rural Services Delivery Grant	(481)
District call on Collection Fund – excluding Parish Precepts	(5,474)
Surplus	(1,260)

7 Reserves

- 7.1 The current position and forecast on the General and Earmarked Reserves is detailed on pages ## to ##. The statement provides the latest proposals for use of reserves in the current financial year along with the budgeted movements in 2016/17, and proposed movements in the following three financial years. The current recommended balance on the general reserve is £1.75 million.
- 7.2 There are three main reasons for holding reserves:
- To provide a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the General Fund Reserve
 - A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserve
 - As a means of building up funds, referred to as earmarked reserves, to meet known or predicted requirements. Earmarked reserves are accounted for separately but remain legally part of the General Fund. The title of the earmarked reserve generally reflects the purpose for which the balance is being maintained.
- 7.3 As part of considering the budget for 2016/17 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 report is recommending that the surplus in the year is allocated to the restructuring/invest to save reserves as detailed at 6.9. The balance on the general reserve at 1 April 2016 is forecast to be £2.6 million, there is therefore sufficient flexibility within the general reserve for a transfer to be made from the reserve in the short to medium terms to mitigate the impact of the forecast deficit for 2017/18.
- 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 will be 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 2016/17 budget and forward projections please contact – accountancy@north-norfolk.gov.uk .

General Fund Summary

General Fund Summary 2016/17 Base Budget

2014/15 Actual	Service Area	2015/16 Base Budget	2016/17 Base Budget	2017/18 Projection	2018/19 Projection	2019/20 Projection
£		£	£	£	£	£
2,152,634	Assets & Leisure	2,252,321	1,777,329	1,489,198	1,442,356	1,472,502
0	Corporate Leadership Team/Corporate	0	0	0	0	0
575,556	Customer Services and ICT	612,761	626,523	576,930	584,549	589,423
1,234,704	Community & Economic Development	5,676,831	2,176,096	3,722,282	2,612,327	2,641,158
3,903,270	Environmental Health	3,867,714	3,717,711	3,836,074	3,942,071	3,998,087
2,725,992	Finance	3,044,050	2,993,245	2,972,469	3,063,995	3,168,707
836,720	Organisational Development	948,221	986,300	969,430	978,620	990,878
1,086,233	Planning	1,446,866	1,664,563	1,814,129	1,686,241	1,747,747
12,515,109	Net Cost of Services	17,825,996	13,941,767	15,380,512	14,310,159	14,608,502
1,635,884	Parish Precepts (Estimate from 16/17 onwards)	1,760,520	1,887,806	2,019,952	2,161,349	2,312,644
(2,135,364)	Capital Charges	(2,096,742)	(2,209,805)	(2,695,688)	(2,597,795)	(2,588,665)
(236,586)	Refcus	(3,533,954)	(134,139)	(1,069,890)	0	0
(418,400)	Interest Receivable	(426,390)	(602,000)	(579,400)	(571,900)	(576,900)
0	Minimum Revenue Provision	56,000	81,000	150,000	150,000	150,000
367,840	Revenue Financing for Capital	90,800	1,161,554	0	0	0
233,435	IAS 19 Pension Adjustment	289,815	263,692	263,692	263,692	263,692
11,961,918	Net Operating Expenditure	13,966,045	14,389,875	13,469,178	13,715,505	14,169,273

General Fund Summary

2014/15 Actual £		2015/16 Base Budget £	2016/17 Base Budget £	2017/18 Projection £	2018/19 Projection £	2019/20 Projection £
	Contributions to/(from) Earmarked Reserves:					
795,080	Capital Projects Reserve	74,126	3,246	0	0	0
12,472	Asset Management	0	0	0	0	0
0	Benefits	0	0	0	0	0
(183,339)	Big Society Fund (BSF)	(10,000)	0	0	0	0
1,000,000	Broadband	0	(1,000,000)	0	0	0
74,547	Building Control	0	0	0	0	0
1,251,897	Business Rates	(187,855)	500,000	0	0	0
(5,872)	Coast Protection	0	0	0	0	0
(49,569)	Common Training	0	0	0	0	0
66,689	Economic Development & Tourism	0	0	0	0	0
14,940	Elections	(60,000)	30,000	30,000	30,000	30,000
(110)	Enforcement Board	(36,516)	0	0	0	0
(25,280)	Environmental Health	0	0	0	0	0
90,014	Grants	(25,998)	(25,939)	0	0	0
1,920	Housing	0	0	0	0	0
49,256	Land Charges	0	0	0	0	0
24,995	Legal	0	(33,347)	0	0	0
(170,691)	New Homes Bonus Reserve (NHB)	329,432	281,512	(66,694)	(82,944)	0
8,696	Organisational Development	0	0	0	0	0
(33,397)	Pathfinder	0	0	0	0	0
74,633	Planning	(89,340)	(127,186)	(84,891)	(8,835)	0
323,591	Restructuring/Invest to save	114,759	890,984	(33,000)	(12,000)	0
(3,956)	Sports Equipment	0	0	0	0	0
365,878	Contributions to/(from) General Reserve	260,000	0	0	0	0
15,644,321	Amount to be met from Government Grant and Local Taxpayers	14,334,653	14,909,145	13,314,593	13,641,726	14,169,273

General Fund Summary

2014/15 Actual	from Government Grant and Local Taxpayers	2015/16 Base Budget	2016/17 Base Budget	2017/18 Projection	2018/19 Projection	2019/20 Projection
£		£	£	£	£	£
(1,635,884)	Collection Fund – Parishes	(1,760,520)	(1,887,806)	(2,019,952)	(2,161,349)	(2,312,644)
(5,205,386)	Collection Fund – District	(5,307,073)	(5,473,605)	(5,367,748)	(5,390,589)	(5,413,130)
(4,102,679)	Retained Business Rates Baseline	(3,121,466)	(3,406,572)	(3,441,000)	(3,475,000)	(3,510,000)
(3,353,706)	Revenue Support Grant (RSG)	(2,403,933)	(1,575,147)	(936,035)	(535,619)	(88,359)
0	Council Tax Freeze (2015/16)	(57,912)	0	0	0	0
(1,276,973)	New Homes bonus	(1,683,749)	(2,085,230)	(1,806,452)	(1,322,000)	(1,268,103)
(11,945)	Section 31 grant Rural Services	0	(480,785)	(388,212)	(298,624)	(388,212)
(15,644,321)	Income from Government Grant and Taxpayers	(14,334,653)	(14,909,145)	(13,959,399)	(13,183,181)	(12,980,448)
0	(Surplus)/Deficit	0	0	(644,806)	458,545	1,218,825

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
9,152,054	Employee	9,759,581	9,837,717	10,194,414
2,744,374	Premises	2,453,945	2,570,669	2,387,576
281,656	Transport	295,044	296,008	293,612
10,037,432	Supplies and Services	9,008,556	9,194,899	8,795,725
28,040,189	Transfer Payments	22,866,376	22,866,376	28,520,045
8,295,431	Support Services - Charges In	8,800,826	8,790,826	9,138,480
(8,351,242)	Support Services - Charges Out	(9,100,778)	(9,100,778)	(9,476,304)
2,371,950	Capital Charges	5,645,696	5,645,696	2,343,944
(40,056,736)	Income (External)	(31,903,250)	(31,693,397)	(38,300,725)
12,515,109	Total Cost of Services	17,825,996	18,408,016	13,941,767

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 1/4/2015	2015/16 Updated Budget Movement	Balance at 01/04/16	2016/17 Budgeted Movement	Balance 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
		£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.75 million.	2,289,024	331,710	2,620,734	0	2,620,734	0	2,620,734	0	2,060,065	0	2,060,065
Earmarked Reserves:												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	2,676,360	(712,190)	1,964,170	3,246	1,967,416	0	1,967,416	0	1,967,416	0	1,967,416
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	59,899	(16,751)	43,148	0	43,148	0	43,148	0	43,148	0	43,148
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims.	721,792	(184,882))	536,910	0	536,910	0	536,910	0	536,910	0	536,910
Big Society Fund (BSF)	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax.	786,588	(10,000)	776,588	0	776,588	0	776,588	0	776,588	0	776,588
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

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2015	2015/16 Updated Budget Movement	Balance at 01/04/16	2016/17 Budgeted Movement	Balance 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
		£	£	£	£	£	£	£	£	£	£	£
Building Control	Building Control surplus	120,235	0	120,235	0	120,235	0	120,235	0	120,235	0	120,235
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.	1,579,136	(187,855)	1,391,281	500,000	1,891,281	0	1,891,281	0	1,891,281	0	1,891,281
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	237,295	(194,662)	42,633	0	42,633	0	42,633	0	42,633	0	42,633
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.	27,450	2,000	29,450	0	29,450	0	29,450	0	29,450	0	29,450
Economic Development and Tourism	Earmarked from previous underspends within Economic Development and Tourism Budgets along with funding earmarked for Learning for Everyone.	117,783	(25,000)	92,783	0	92,783	0	92,783	0	92,783	0	92,783
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	90,000	(90,000)	0	30,000	30,000	30,000	60,000	30,000	90,000	30,000	120,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk, pending recovery.	146,967	(91,516)	55,341	0	55,341	0	55,341	0	55,341	0	55,341

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2015	2015/16 Updated Budget Movement	Balance at 01/04/16	2016/17 Budgeted Movement	Balance 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
		£	£	£	£	£	£	£	£	£	£	£
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	41,287	(5,000)	36,287	0	36,287	0	36,287	0	36,287	0	36,287
Grants	Revenue Grants received and due to timing issues not used in the year.	327,741	(88,150)	239,591	(25,939)	213,652	0	213,652	0	213,652	0	213,652
Housing	Previously earmarked for stock condition survey and housing needs assessment.	101,920	(16,920)	85,000	0	85,000	0	85,000	0	85,000	0	85,000
Treasury (Property) Reserve	Property Investment (Treasury), to smooth the impact on the revenue account of interest fluctuations.	66,068	0	66,068	0	66,068	0	66,068	0	66,068	0	66,068
Land Charges	To mitigate the impact of potential income reductions.	89,155	0	89,155	0	89,155	0	89,155	0	89,155	0	89,155
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	73,595	0	73,595	(33,347)	40,248	0	40,248	0	40,248	0	40,248
Local Strategic Partnership	Earmarked underspends on the LSP for outstanding commitments and liabilities.	51,728	(51,728)	0	0	0	0	0	0	0	0	0
LSVT Reserve	To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.	435,000	0	435,000	0	435,000	0	435,000	0	435,000	0	435,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development.*	1,116,194	284,800	1,400,994	281,512	1,682,506	(66,694)	1,615,812	(82,944)	1,532,868	0	1,532,868

Reserves Statement

Reserve	Purpose and Use of Reserve	Balance at 1/4/2015	2015/16 Updated Budget Movement	Balance at 01/04/16	2016/17 Budgeted Movement	Balance 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
		£	£	£	£	£	£	£	£	£	£	£
Organisational Development	To provide funding for organisation development to create capacity within the organisation.	116,391	(76,963)	39,428	0	39,428	0	39,428	0	39,428	0	39,428
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.	375,183	(94,340)	280,843	(127,186)	153,657	(84,891)	68,766	(8,835)	59,931	0	59,931
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.	1,246,890	(60,367)	1,186,523	890,984	2,077,507	(33,000)	2,044,507	(12,000)	2,032,507	0	2,032,507
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.	26,316	0	26,316	0	20,805	0	20,805	0	20,805	0	20,805
Total Reserves		14,126,265	(1,287,814)	12,838,451	519,270	13,357,721	(154,585)	13,203,136	(73,779)	13,129,357	30,000	13,159,357

Council Tax 2016/17 – Summary

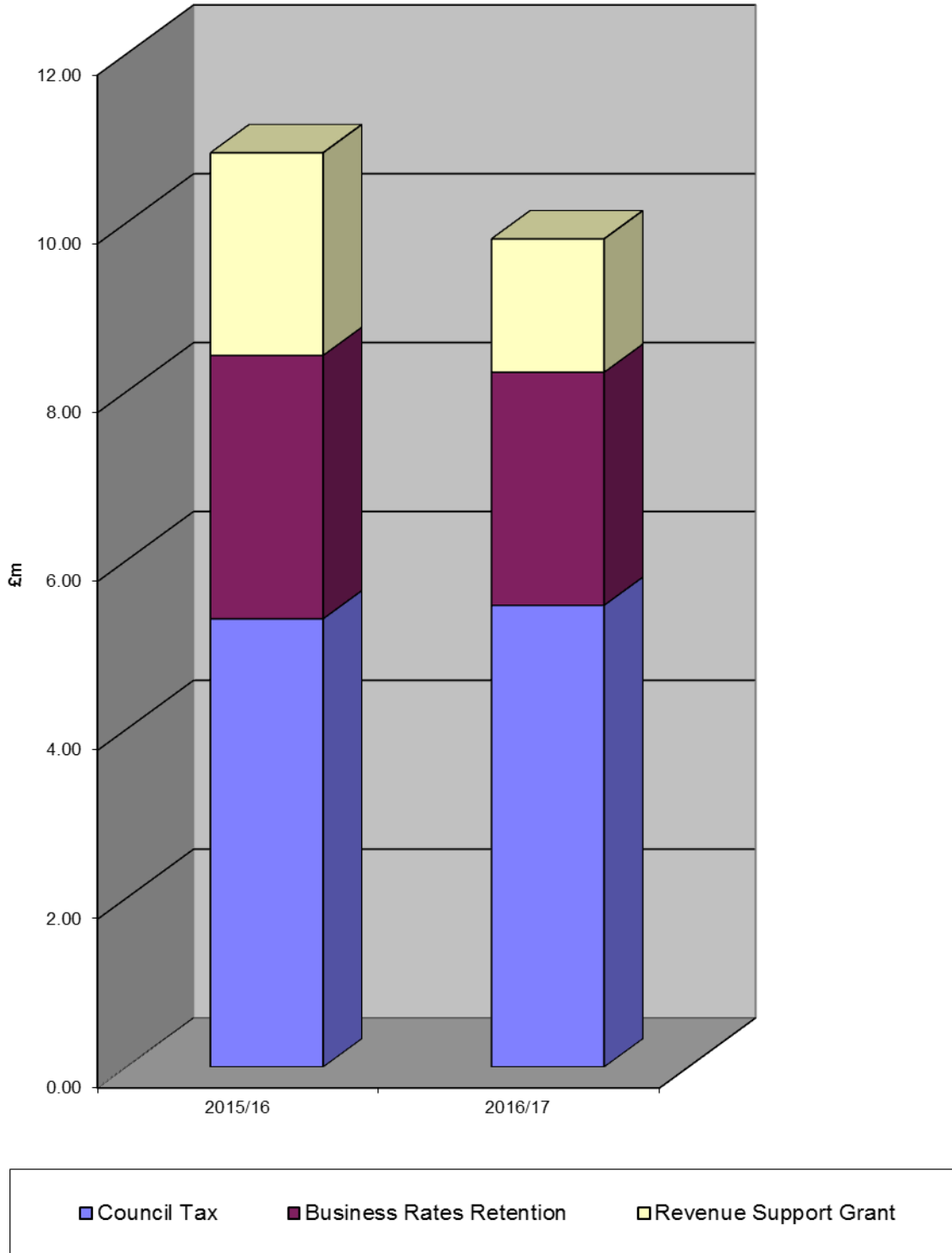
	2015/16	2016/17	Change	
	Base Budget £	Base Budget £	£	%
District Net Call on Collection Fund (excluding Parishes)	5,307,073	5,473,605	166,532	3.1
District Council Level at Band D	142.38	144.27	1.89	
Less Collection Fund Surplus	(3.51)	(5.40)	(1.89)	
Net District Council Tax Level at Band D (District Councils Own Spending)	138.87	138.87	0.00	0.0
Parish and Town Precepts	47.23	49.76	2.53	5.4
Average District Council Tax at Band D (Inclusive of Parish and Town Precepts)	186.10	188.63	2.53	1.4
Norfolk County Council	1,145.07	1,190.79	45.72	4.0
Office of the Police & Crime Commissioner for Norfolk	208.80	212.94	4.14	2.0
Total Average Band D Amount	1,539.97	1,592.36	52.39	3.4
Range of charges at Band D:				
Minimum	1,492.74	1,542.60	49.86	3.3
Maximum	1,581.56	1,636.64	55.08	3.5

Notes:

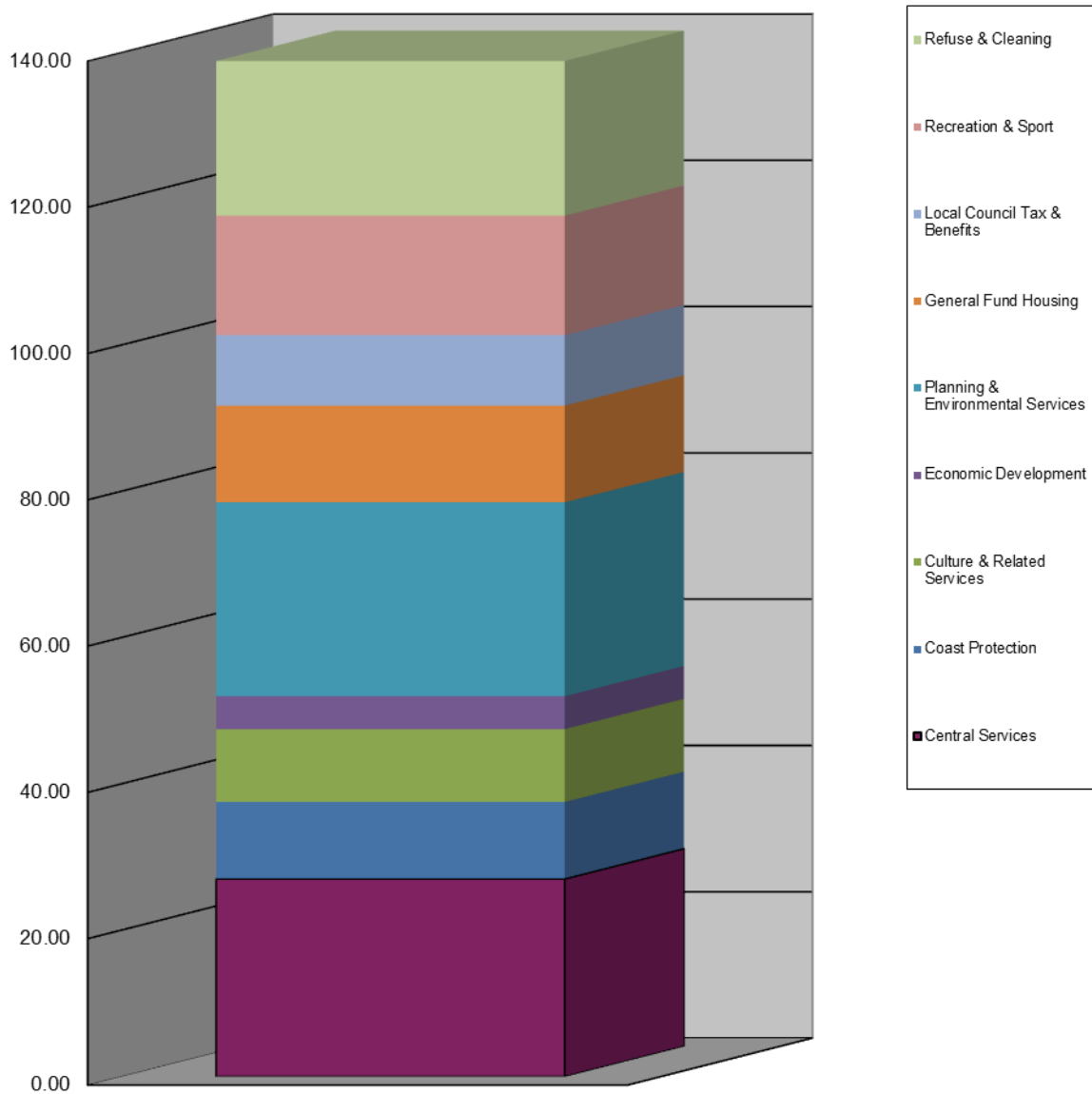
- (1) The average increase in Council Tax at Band D for the District & Parish and Town Council's spending represents an increase of just under 5 pence per week.
- (2) The basic (average) amount of Council Tax represents the District & Parish and Towns spending divided by the Tax Base of 37,940 (as approved by the Council on 16 December 2015). 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 £94.04 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 2015/16 and 2016/17. The external finance overall has decreased by 10% for 2016/17 over the 2015/16 level, with a decrease of 34% for Revenue Support Grant, and an increase of 9% for Business Rates Retention.



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



**Council Tax 2016/17
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	96.34	2,400.00	24.91	1,542.60	1,567.51
Aldborough and Thurgarton	219.27	7,500.00	34.20	1,542.60	1,576.80
Antingham	117.02	2,109.00	18.02	1,542.60	1,560.62
Ashmanhaugh	63.09	3,500.00	55.47	1,542.60	1,598.07
Aylmerton	200.14	7,063.00	35.29	1,542.60	1,577.89
Baconsthorpe	84.46	1,500.00	17.75	1,542.60	1,560.35
Bacton	472.49	14,574.00	30.84	1,542.60	1,573.44
Barsham	97.96	1,900.00	19.39	1,542.60	1,561.99
Barton Turf	239.48	5,000.00	20.87	1,542.60	1,563.47
Beckham East/West	108.29	2,800.00	25.85	1,542.60	1,568.45
Beeston Regis	376.10	12,033.00	31.99	1,542.60	1,574.59
Binham	166.20	4,500.00	27.07	1,542.60	1,569.67
Blakeney	524.51	36,000.00	68.63	1,542.60	1,611.23
Bodham	155.82	7,500.00	48.13	1,542.60	1,590.73
Briningham	62.16	0.00	0.00	1,542.60	1,542.60
Brinton	120.31	2,500.00	20.77	1,542.60	1,563.37
Briston	818.81	34,514.00	42.15	1,542.60	1,584.75
Brumstead	25.29	0.00	0.00	1,542.60	1,542.60
Catfield	302.97	10,937.00	36.09	1,542.60	1,578.69
Cley	307.86	8,000.00	25.98	1,542.60	1,568.58
Colby	181.56	14,953.00	82.35	1,542.60	1,624.95
Corpusty and Saxthorpe	262.61	15,360.00	58.48	1,542.60	1,601.08
Cromer	2,799.07	212,596.00	75.95	1,542.60	1,618.55
Dilham	132.46	3,982.00	30.06	1,542.60	1,572.66
Dunton	53.41	0.00	0.00	1,542.60	1,542.60
East Ruston	181.82	4,500.00	24.74	1,542.60	1,567.34
Edgefield	176.14	1,000.00	5.67	1,542.60	1,548.27
Erpingham	228.78	7,531.00	32.91	1,542.60	1,575.51
Fakenham	2,378.35	159,091.00	66.89	1,542.60	1,609.49
Felbrigg	66.62	2,900.00	43.53	1,542.60	1,586.13
Felmingham	189.27	1,500.00	7.92	1,542.60	1,550.52
Field Dalling	134.26	3,000.00	22.34	1,542.60	1,564.94
Fulmodestone	177.67	5,422.00	30.51	1,542.60	1,573.11
Gimmingham	147.24	5,513.00	37.44	1,542.60	1,580.04
Great Snoring	76.83	3,300.00	42.95	1,542.60	1,585.55

**Council Tax 2016/17
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Gresham	165.40	5,700.00	34.46	1,542.60	1,577.06
Gunthorpe	141.08	2,500.00	17.72	1,542.60	1,560.32
Hanworth	91.38	1,916.00	20.96	1,542.60	1,563.56
Happisburgh	294.95	3,750.00	12.71	1,542.60	1,555.31
Helhoughton	126.36	4,142.00	32.77	1,542.60	1,575.37
Hempstead	71.20	1,900.00	26.68	1,542.60	1,569.28
Hempton	177.55	3,669.86	20.66	1,542.60	1,563.26
Hickling	390.58	8,533.00	21.84	1,542.60	1,564.44
High Kelling	266.90	2,500.00	9.36	1,542.60	1,551.96
Hindolveston	196.77	7,100.00	36.08	1,542.60	1,578.68
Hindringham	227.68	7,200.00	31.62	1,542.60	1,574.22
Holkham	84.22	2,500.00	29.68	1,542.60	1,572.28
Holt	1,525.91	81,600.00	53.47	1,542.60	1,596.07
Honing	116.87	2,000.00	17.11	1,542.60	1,559.71
Horning	589.42	15,866.00	26.91	1,542.60	1,569.51
Horse	29.82	997.00	33.43	1,542.60	1,576.03
Hoveton	813.88	42,300.00	51.97	1,542.60	1,594.57
Ingham	141.64	1,229.00	8.67	1,542.60	1,551.27
Ingworth	41.25	2,390.00	57.93	1,542.60	1,600.53
Itteringham	58.01	2,400.00	41.37	1,542.60	1,583.97
Kelling	87.56	3,123.00	35.66	1,542.60	1,578.26
Kettlestone	92.07	3,500.00	38.01	1,542.60	1,580.61
Knapton	142.98	3,962.00	27.71	1,542.60	1,570.31
Langham	203.39	6,443.00	31.67	1,542.60	1,574.27
Lessingham	214.91	3,189.00	14.83	1,542.60	1,557.43
Letheringsett With Glandford	128.30	2,000.00	15.58	1,542.60	1,558.18
Little Barningham	39.29	850.00	21.63	1,542.60	1,564.23
Little Snoring	211.06	8,200.00	38.85	1,542.60	1,581.45
Ludham	467.73	7,736.00	16.53	1,542.60	1,559.13
Matlaske	62.37	800.00	12.82	1,542.60	1,555.42
Melton Constable	182.46	11,584.00	63.48	1,542.60	1,606.08
Morston	50.09	1,000.00	19.96	1,542.60	1,562.56
Mundesley	1,063.50	53,000.00	49.83	1,542.60	1,592.43
Neatishead	234.22	7,500.00	32.02	1,542.60	1,574.62
North Walsham	3,727.61	248,085.00	66.55	1,542.60	1,609.15

**Council Tax 2016/17
Per Band D Dwelling**

Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Northrepps	352.84	13,300.00	37.69	1,542.60	1,580.29
Overstrand	423.13	25,973.00	61.38	1,542.60	1,603.98
Paston	81.40	4,383.00	53.84	1,542.60	1,596.44
Plumstead	47.32	1,950.00	41.20	1,542.60	1,583.80
Potter Heigham	395.69	11,796.00	29.81	1,542.60	1,572.41
Pudding Norton	72.35	4,000.00	55.28	1,542.60	1,597.88
Raynham	124.13	5,200.00	41.89	1,542.60	1,584.49
Roughton	317.04	7,335.00	23.13	1,542.60	1,565.73
Runton	691.30	11,000.00	15.91	1,542.60	1,558.51
Ryburgh	217.66	8,500.00	39.05	1,542.60	1,581.65
Salthouse	111.15	4,500.00	40.48	1,542.60	1,583.08
Scottow	273.90	14,000.00	51.11	1,542.60	1,593.71
Sculthorpe	265.97	6,600.00	24.81	1,542.60	1,567.41
Sea Palling	205.50	10,818.00	52.64	1,542.60	1,595.24
Sheringham	2,998.38	281,993.00	94.04	1,542.60	1,636.64
Sidestrand	43.41	1,300.00	29.94	1,542.60	1,572.54
Skeyton	85.86	1,055.00	12.28	1,542.60	1,554.88
Soley	89.09	2,360.00	26.49	1,542.60	1,569.09
Smallburgh	181.21	5,476.00	30.21	1,542.60	1,572.81
Southrepps	318.66	12,674.00	39.77	1,542.60	1,582.37
Stalham	1,025.25	60,000.00	58.52	1,542.60	1,601.12
Stibbard	130.48	5,403.00	41.40	1,542.60	1,584.00
Stiffkey	127.45	4,730.00	37.11	1,542.60	1,579.71
Stody	85.09	2,472.00	29.05	1,542.60	1,571.65
Suffield	51.90	1,294.00	24.93	1,542.60	1,567.53
Sustead	88.76	1,830.00	20.61	1,542.60	1,563.21
Sutton	377.97	14,384.00	38.05	1,542.60	1,580.65
Swafield	110.11	4,559.00	41.40	1,542.60	1,584.00
Swanton Abbott	140.77	5,100.00	36.22	1,542.60	1,578.82
Swanton Novers	75.70	6,000.00	79.26	1,542.60	1,621.86
Tattersett	269.86	3,194.00	11.83	1,542.60	1,554.43
Thornage	92.46	1,530.00	16.54	1,542.60	1,559.14
Thorpe Market	111.69	4,722.00	42.27	1,542.60	1,584.87
Thurning	31.64	0.00	0.00	1,542.60	1,542.60
Thursford	104.46	3,000.00	28.71	1,542.60	1,571.31

**Council Tax 2016/17
Per Band D Dwelling**

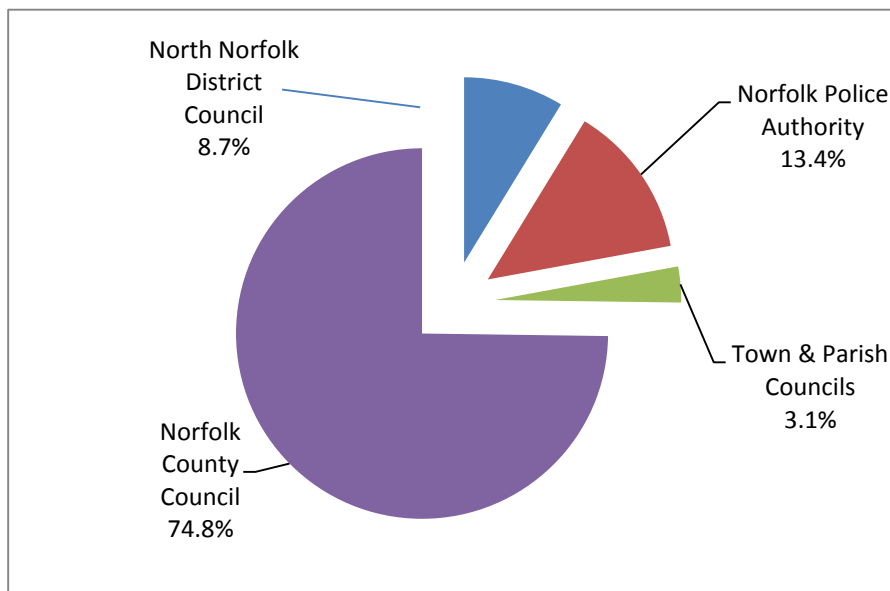
Parish	Tax Base	Parish Precept	Parish Council Tax	Other Council Tax	Total Council Tax
		£ p	£ p	£ p	£ p
Trimingham	132.66	7,805.00	58.83	1,542.60	1,601.43
Trunch	329.46	17,000.00	51.59	1,542.60	1,594.19
Tunstead	245.36	6,341.00	25.84	1,542.60	1,568.44
Upper Sheringham	94.57	5,365.00	56.73	1,542.60	1,599.33
Walcott	205.27	6,731.00	32.79	1,542.60	1,575.39
Walsingham	340.91	20,000.00	58.66	1,542.60	1,601.26
Warham	75.61	5,000.00	66.12	1,542.60	1,608.72
Wells-Next-The-Sea	1,069.17	62,786.00	58.72	1,542.60	1,601.32
Westwick	29.30	0.00	0.00	1,542.60	1,542.60
Weybourne	315.46	15,000.00	47.54	1,542.60	1,590.14
Wickmere	56.40	3,500.00	62.05	1,542.60	1,604.65
Wighton	105.34	3,750.00	35.59	1,542.60	1,578.19
Witton	123.51	1,187.00	9.61	1,542.60	1,552.21
Wiveton	84.17	4,000.00	47.52	1,542.60	1,590.12
Wood Norton	99.80	2,700.00	27.05	1,542.60	1,569.65
Worstead	310.36	8,067.00	25.99	1,542.60	1,568.59
TOTALS	37,940	1,887,805.86			
AVERAGES			£49.76	£1,542.60	£1,592.36

**Council Tax 2016/17
Per Band D Dwelling**

***Other Council Tax**

	£ p
Norfolk County Council	1,190.77
Office of the Police & Crime Commissioner for Norfolk	212.94
North Norfolk District Council	<u>138.87</u>
	1,542.60
Parish Average	<u>49.76</u>
Total Average Band D Amount	1,592.36

2016/17 Council Tax – Where does it go?



Employee Information

Employee Post Numbers - Office Staff

Service Area	2015/16 Updated Budget		2016/17 Base Budget	
	No.	FTE's	No.	FTE's
Assets	20	16.66	20	16.66
Communities	18	18.00	18	18.00
Corporate	19	17.38	19	17.38
Customer Services	45	38.83	45	38.83
Environmental Health	41	35.60	41	35.60
Finance	67	62.95	64	59.95
Organisational Development	24	20.78	24	20.78
Planning	54	49.39	53	48.07
Total Office Staff	288	259.59	284	255.27

Employee Post Numbers - Outside Staff

Service Area	2015/16 Updated Budget		2016/17 Base Budget	
	No.	FTE's	No.	FTE's
Assets	20	14.39	20	14.39
Communities	4	3.19	4	3.19
Customer Services	5	2.45	5	2.45
Total Office Staff	29	20.03	29	20.03

Employee Costs

Service Area	2015/16 Updated Budget		2016/17 Base Budget	
	Direct Costs £	Indirect Costs £	Direct Costs £	Indirect Costs £
Assets	959,617	7,740	1,028,788	7,740
CLT/ Corporate	818,455	15,110	893,105	14,978
Customer Services & ICT	1,242,245	10,920	1,314,892	10,920
Community, Econ Dev. & Coast	891,942	7,530	795,271	7,430
Organisational Development	778,243	147,073	740,355	113,730
Environmental Health	1,232,418	17,900	1,289,489	16,100
Finance	2,018,508	15,625	2,130,505	14,355
Planning	1,652,627	21,764	1,787,165	29,591
Employee Costs	9,594,055	243,662	9,979,570	214,844
Total Employee Costs	9,837,717		10,194,414	

Assets & Leisure Service Area

Head of Service: Duncan Ellis

Contacts

Service	Contact	Ext.
Car Parking	Karl Read	6002
Markets	Karl Read	6002
Industrial Estates	Duncan Ellis	6330
Surveyors Allotments	Duncan Ellis	6330
Handyman	Russell Tanner	6210
Parklands	Russell Tanner	6210
Administration Buildings Service	Russell Tanner	6210
Property Services	Duncan Ellis	6330
Parks & Open Spaces	Paul Ingham	6001
Foreshore	Karl Read	6002
Community Centres	Russell Tanner	6210
Sports Centres	Karl Read	6002
Leisure Complexes	Karl Read	6002
Other Sports	Karl Read	6002
Recreation Grounds	Paul Ingham	6001
Pier Pavilion	Karl Read	6002
Foreshore (Community)	Karl Read	6002
Woodlands Management	Paul Ingham	6001
Cromer Pier	Karl Read	6002
Public Conveniences	Russell Tanner	6210
Investment Properties	Duncan Ellis	6330
Leisure	Karl Read	6002

Net Cost of Service

2014/15 Actual £		2015/16 Base Budget £	2015/16 Updated Budget £	2016/17 Base Budget £
(1,476,401)	Car Parks	(1,209,835)	(1,209,835)	(1,606,383)
68,148	Markets	66,301	66,301	65,400
(33,321)	Industrial Estates	(15,683)	(15,683)	2,570
3,401	Surveyors Allotments	3,320	3,320	3,650
11,808	Handyman	(5,223)	(5,223)	13,352
6,262	Parklands	5,399	5,399	13,629
108,386	Administrative Buildings	107,490	107,490	86,056
0	Property Services*	0	12,768	0
473,764	Parks & Open Spaces	471,746	461,746	481,286
187,774	Foreshore	193,832	193,832	238,440
16,874	Community Centres	20,396	20,396	23,141
356,854	Sports Centres	291,834	291,834	272,926
624,523	Leisure Complexes	650,005	647,427	641,330
99,364	Other Sports	99,721	112,299	86,979
10,559	Recreation Grounds	10,389	10,389	14,852
108,240	Pier Pavilion	103,300	103,300	104,530
421,639	Foreshore Community	400,159	400,159	391,175
199,580	Woodland Management	188,742	198,742	182,089
384,911	Cromer Pier	70,949	70,949	59,595
536,353	Public Conveniences	669,317	669,317	623,381
233,550	Investment Properties	95,726	95,726	77,271
0	Leisure*	0	0	0
71,092	CCTV	11,668	11,668	2,160
2,413,360	Net Cost of Service Area	2,229,553	2,252,321	1,777,329

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

Subjective Analysis

2014/15 Actual £		2015/16 Base Budget £	2015/16 Updated Budget £	2016/17 Base Budget £
978,691	Employee	967,357	967,357	1,036,528
1,870,160	Premises	1,705,850	1,703,272	1,689,564
52,048	Transport	46,878	46,878	46,878
1,772,400	Supplies and Services	1,672,693	1,699,539	1,630,462
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,408,348	Support Charges In	1,410,580	1,410,580	1,443,770
(1,441,522)	Support Charges Out	(1,436,482)	(1,436,482)	(1,447,077)
979,719	Capital Charges	822,768	822,768	847,402
(3,206,484)	Income External	(2,960,091)	(2,961,591)	(3,470,198)
2,413,360	Net Cost of Service	2,229,553	2,252,321	1,777,329

Main Items of Growth and Savings/Income		Amount £
Growth		
Foreshore		
Additional capital depreciation charges following capital expenditure in previous years on Sheringham Promenade Lighting and Cromer West Promenade Refurbishment works.		£40,550
Public Conveniences		
Additional capital depreciation charges following capital expenditure in previous years on public convenience improvements.		£15,756
TOTAL GROWTH		£56,306
Savings		Amount £
Car Parking		
Additional income anticipated as a result of introduction of savings bids for North Lodge Park and Fakenham Community Centre offset by additional repairs and maintenance costs.		(£31,270)
(£50,000) Growth in relation to car parking income based on actual usage and demand in 2015/16. (£333,965) Additional part year effect of increase in car parking fees implemented from July 2016 onwards partly offset by £10,537 Reduction in Penalty Charge Notice Income.		(£373,428)
Admin Buildings		
Increase in service charge and rental income following Department of Work and Pensions and Early Help Hubs occupation of Cromer and Fakenham Connect office buildings.		(£94,865)
Investment Properties		
£11,175 Additional costs of insurance in relation to the Rocket House. (£15,205) Reduction in capital depreciation in relation to Chalet premises.		(£4,030)
Public Conveniences		
Savings bid relating to the review of public conveniences.		(£35,020)
Investment Properties		
(£7,500) Additional beach hut and chalet rental income. (£13,450) Additional rental income from review and redevelopment of council properties.		(£20,950)
TOTAL SAVINGS		(£559,563)
NET GROWTH/SAVINGS		(£503,257)

Service Area Details**R200 - Car Parking**

There are 27 '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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
344,806	Premises	326,422	326,422	337,680
8	Transport	0	0	0
335,896	Supplies and Services	352,907	352,907	346,772
142,928	Support Service Charges In	148,642	148,642	147,698
(50,720)	Capital Charges	29,485	29,485	29,485
(2,249,319)	Income	(2,067,291)	(2,067,291)	(2,468,018)
(1,476,401)		(1,209,835)	(1,209,835)	(1,606,383)

R200A - Markets

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
12,092	Employee	12,411	12,411	11,845
30,261	Premises	32,723	32,723	31,177
31,509	Supplies and Services	32,412	32,412	31,754
54,418	Support Service Charges In	55,260	55,260	52,250
(60,132)	Income	(66,505)	(66,505)	(61,626)
68,148		66,301	66,301	65,400

R201 - Industrial Estates

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

2014/14 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
15,442	Premises	13,868	13,868	19,916
605	Supplies and Services	200	200	200
55,262	Support Service Charges In	55,070	55,070	64,250
9,799	Capital Charges	36,439	36,439	46,239
(114,429)	Income	(121,260)	(121,260)	(128,035)
(33,321)		(15,683)	(15,683)	2,570

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
3,401	Support Service Charges In	3,370	3,370	3,700
0	Income	(50)	(50)	(50)
3,401		3,320	3,320	3,650

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
55,278	Employee	52,007	52,007	51,097
4,585	Transport	8,811	8,811	9,836
1,867	Supplies and Services	2,180	2,180	2,180
35,800	Support Service Charges In	35,840	35,840	54,300
2,739	Capital Financing Costs	2,739	2,739	2,739
(88,461)	Income	(106,800)	(106,800)	(106,800)
11,808		(5,223)	(5,223)	13,352

R204 - Parklands

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
0	Employee	100	100	(60)
23,096	Premises	26,130	26,130	26,130
0	Transport	70	70	70
669	Supplies and Services	0	0	0
33,239	Support Service Charges In	34,120	34,120	42,160
585	Capital Financing Costs	1,696	1,696	1,709
(51,327)	Income	(56,717)	(56,717)	(56,380)
6,262		5,399	5,399	13,629

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
73,225	Employee	67,434	67,434	69,034
342,011	Premises	317,197	317,197	318,122
1,092	Transport	1,150	1,150	1,150
111,681	Supplies and Services	94,167	94,167	92,248
151,274	Support Service Charges In	156,980	156,980	148,140
75,253	Capital Financing Costs	78,552	78,552	87,379
(148,676)	Income	(153,999)	(153,999)	(247,530)
(497,474)	Support Service Charges Out	(453,991)	(453,991)	(382,487)
108,386		107,490	107,490	86,056

R262A - Property Services

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
332,209	Employee	353,021	353,021	497,581
96,380	Premises	73,612	73,612	71,660
8,784	Transport	10,016	10,016	10,960
21,391	Supplies and Services	17,449	30,217	12,757
144,874	Support Service Charges In	151,510	151,510	163,060
0	Capital Financing Costs	15,000	15,000	27,638
(16,407)	Income	0	0	0
(587,231)	Support Service Charges Out	(620,608)	(620,608)	(783,656)
0		0	12,768	0

R300 - Parks and Open Spaces

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
303,840	Premises	260,190	260,190	256,617
108,867	Supplies and Services	90,065	80,065	88,563
87,002	Support Service Charges In	85,580	85,580	109,250
32,340	Capital Financing Costs	50,501	50,501	41,446
(58,285)	Income	(14,590)	(14,590)	(14,590)
473,764		471,746	461,746	481,286

R301 - Foreshore

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

2014/14 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
11,916	Employee	12,468	12,468	12,584
109,827	Premises	114,759	114,759	114,762
156	Transport	386	386	386
9,079	Supplies and Services	270	270	270
56,669	Support Service Charges In	57,970	57,970	61,910
10,153	Capital Financing Costs	7,979	7,979	48,528
(10,026)	Income	0	0	0
187,774		193,832	193,832	238,440

R302 - Community Centres

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
2,473	Premises	6,123	6,123	6,099
9,058	Support Service Charges In	8,930	8,930	11,700
5,343	Capital Financing Costs	5,343	5,343	5,342
16,874		20,396	20,396	23,141

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
179,812	Employee	177,648	177,648	163,090
139,012	Premises	91,980	91,980	91,980
5,338	Transport	2,660	2,660	2,660
50,841	Supplies and Services	41,150	41,150	41,150
114,663	Support Service Charges In	106,030	106,030	104,370
12,496	Capital Financing Costs	12,496	12,496	12,496
(145,308)	Income	(140,130)	(140,130)	(142,820)
356,854		291,834	291,834	272,926

R304 - Leisure Complexes

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
14,593	Premises	31,446	28,868	26,747
277,681	Supplies and Services	284,520	284,520	287,355
24,454	Support Service Charges In	22,420	22,420	20,230
307,795	Capital Financing Costs	311,619	311,619	306,998
624,523		650,005	647,427	641,330

R305 - Other Sports

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

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

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
49,827	Employee	45,271	45,271	52,579
1,134	Premises	9,400	9,400	9,400
6,642	Transport	2,300	2,300	2,300
70,318	Supplies and Services	71,650	85,728	64,650
53,205	Support Service Charges In	53,800	53,800	40,750
(81,762)	Income	(82,700)	(84,200)	(82,700)
99,364		99,721	112,299	86,979

R306 - Recreation Grounds

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
2,085	Premises	1,865	1,865	1,792
6,650	Supplies and Services	6,525	6,525	6,371
3,033	Support Service Charges In	2,920	2,920	7,610
79	Capital Financing Costs	79	79	79
(1,288)	Income	(1,000)	(1,000)	(1,000)
10,559		10,389	10,389	14,852

R309 - Pier Pavilion

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
16,342	Premises	7,780	7,780	7,780
82,597	Supplies and Services	82,600	82,600	82,600
12,994	Support Service Charges In	12,920	12,920	14,150
(3,693)	Income	0	0	0
108,240		103,300	103,300	104,530

R310 - Foreshore (Community)

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
7,250	Premises	10,029	10,029	9,752
378,445	Supplies and Services	354,000	354,000	348,453
37,528	Support Service Charges In	36,130	36,130	32,870
(1,584)	Income	0	0	0
421,639		400,159	400,159	391,075

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
83,417	Employee	87,181	87,181	88,373
26,837	Premises	8,150	8,150	8,150
16,320	Transport	12,380	12,380	12,380
22,714	Supplies and Services	9,050	19,050	9,050
88,624	Support Service Charges In	90,030	90,030	88,340
7,502	Capital Financing Costs	7,501	7,501	1,346
(45,834)	Income	(25,550)	(25,550)	(25,550)
199,580		188,742	198,742	182,089

R314 - Cromer Pier

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
20,803	Premises	34,720	34,720	34,720
243	Supplies and Services	4,600	4,600	4,600
12,676	Support Service Charges In	12,340	12,340	11,970
372,445	Capital Financing Costs	35,779	35,779	24,795
(21,256)	Income	(16,490)	(16,490)	(16,490)
384,911		70,949	70,949	59,595

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
12,764	Employee	22,284	22,284	1,873
259,705	Premises	236,496	236,496	212,549
2,335	Transport	1,025	1,025	0
215,486	Supplies and Services	217,288	217,288	199,829
60,858	Support Service Charges In	63,657	63,657	64,807
(6,198)	Capital Financing Costs	128,567	128,567	144,323
(8,597)	Income	0	0	0
536,353		669,317	669,317	623,381

R318 - Investment Properties

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
13,422	Employee	11,430	11,430	11,779
113,609	Premises	102,960	102,960	104,531
6	Transport	0	0	0
4,570	Supplies and Services	2,180	2,180	2,180
101,998	Support Service Charges In	104,940	104,940	118,790
188,439	Capital Financing Costs	87,325	87,325	64,700
(188,494)	Income	(213,109)	(213,109)	(224,709)
233,550		95,726	95,726	77,271

R397 - Leisure

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
127,734	Employee	126,102	126,102	76,753
6,781	Transport	8,080	8,080	7,136
9,451	Supplies and Services	9,480	9,480	9,480
99,998	Support Service Charges In	88,590	88,590	59,560
0	Income	(700)	(700)	(700)
(243,964)	Support Service Charges Out	(231,552)	(231,552)	(152,229)
0		0	0	0

R414 - CCTV

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
26,996	Employee	0	0	0
655	Premises	0	0	0
31,839	Supplies and Services	0	0	0
11,668	Capital Financing Costs	11,668	11,668	2,160
(66)	Income	0	0	0
71,092		11,668	11,668	2,160

Economic & Community Development

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

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

Net Cost of Service

2014/15 Actual £		2015/16 Base Budget £	2015/16 Updated Budget £	2016/17 Base Budget £
64	Health	0	0	0
69,986	Arts and Entertainment	112,981	112,981	105,921
462,249	Economic Growth	418,648	443,648	377,903
127,232	Tourism	124,278	124,278	102,208
1,134,563	Coastal Protection	1,123,600	1,198,262	1,080,719
5,469	Pathfinder	0	0	0
0	Regeneration Management*	0	(107,584)	0
0	Community & Economic Dev. Mgt. *	0	0	0
269,495	Housing (Health & Wellbeing)	256,784	256,784	239,821
(519,052)	Housing Strategy	3,482,844	3,626,243	136,348
(386,190)	Community and Localism	157,696	157,696	133,176
0	Coastal Management*	0	4,487	0
1,163,816	Net Cost of Service Area	5,676,831	5,816,795	2,176,096

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

Subjective Analysis

2014/15 Actual £		2015/16 Base Budget £	2015/16 Updated Budget £	2016/17 Base Budget £
851,933	Employee	877,054	899,472	802,701
463,069	Premises	345,005	464,307	295,005
26,978	Transport	28,446	29,410	25,907
979,685	Supplies and Services	815,866	912,357	854,667
1,115,008	Support Charges In	1,336,030	1,336,030	1,295,740
(932,282)	Support Charges Out	(1,044,234)	(1,044,234)	(998,167)
713,522	Capital Financing Costs	4,050,445	4,050,445	664,349
(2,054,097)	Income External	(731,781)	(830,992)	(764,106)
1,163,816	Net Cost of Service	5,676,831	5,816,795	2,176,096

Main Items of Growth and Savings/Income

Growth

Amount
£

Housing Strategy and Community Development

Viability Consultant funded from New Homes Bonus reserve

25,000

TOTAL GROWTH

25,000

Savings

Amount
£

Marketing North Norfolk

One-off use of reserves in 2015/16

(10,000)

Regeneration Management

Temporary Staff contracts funded from reserves now come to an end

(45,924)

Housing Strategy and Community Development

Temporary Staff contracts funded from reserves now come to an end

(33,012)

Coast Protection/Management

Coastal Management Revenue Works

(50,000)

Transfer of staff costs as a result of Assets and Leisure restructure offset by inflation on salary and oncosts

(9,983)

TOTAL SAVINGS

(123,919)

NET GROWTH/SAVINGS

(44,983)

Service Area Details

R307 - Arts and Entertainments

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

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

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
100	Premises	210	210	210
88,765	Supplies and Services	74,800	74,800	74,800
11,885	Support Service Charges In	39,220	39,220	32,160
211	Capital Charges	211	211	211
(30,975)	Income	(1,460)	(1,460)	(1,460)
69,986		112,981	112,981	105,921

R330 – Economic Growth

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
139,463	Employee	137,723	137,723	144,218
18,908	Premises	20,000	20,000	20,000
4,336	Transport	4,563	4,563	4,563
150,484	Supplies and Services	89,788	114,788	79,788
234,804	Support Service Charges In	251,770	251,770	214,530
35,454	Capital Charges	0	0	0
(121,200)	Income	(85,196)	(85,196)	(85,196)
462,249		418,648	443,648	377,903

R333 - Tourism

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
2	Employee	0	0	0
52,834	Supplies and Services	62,338	62,338	52,338
74,396	Support Service Charges In	61,940	61,940	49,870
127,232		124,278	124,278	102,208

R340 - Coast Protection

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
443,267	Premises	323,795	443,097	273,795
2,195	Transport	0	0	700
65,892	Supplies and Services	46,480	46,480	46,480
228,332	Support Service Charges In	237,070	237,070	229,770
476,725	Capital Charges	516,280	516,280	529,999
(81,848)	Income	(25)	(44,665)	(25)
1,134,563		1,123,600	1,198,262	1,080,719

R341 - Pathfinder

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
309	Premises	0	0	0
5,160	Supplies and Services	0	0	0
5,469		0	0	0

R391 - Regeneration Management

This budget covers the direct management costs of the Council's Regeneration, Economic Development and Tourism Promotion activities. From 2014/15 this budget 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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
256,809	Employee	296,562	189,922	194,483
3,478	Transport	7,518	6,574	6,074
1,544	Supplies and Services	4,570	4,570	4,420
80,027	Support Service Charges In	78,340	78,340	89,210
(341,546)	Support Service Charges Out	(386,990)	(386,990)	(294,187)
(312)	Income	0	0	0
0		0	(107,584)	0

R391B – Community & Economic Development Management

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
60,526	Employee	60,575	60,575	65,671
1,379	Transport	1,044	1,044	1,544
980	Supplies and Services	0	0	150
5,059	Support Service Charges In	6,320	6,320	7,790
(67,944)	Support Service Charges Out	(67,939)	(67,939)	(75,155)
0		0	0	0

R398 – Housing Health and Wellbeing

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
128,319	Employee	129,856	129,856	127,010
4,174	Transport	5,426	5,426	4,388
9,253	Supplies and Services	15,480	15,480	16,830
244,477	Support Service Charges In	287,480	287,480	257,220
68,632	Capital Charges	33,954	33,954	33,231
(578)	Income	0	0	0
(184,782)	Support Service Charges Out	(215,412)	(215,412)	(198,858)
269,495		256,784	256,784	239,821

R399 – Housing Strategy

This service is responsible for developing, monitoring and implementing the Housing Strategy. Main workstreams of the team have related to enabling a suitable supply of affordable housing to meet housing needs in the District, as well as reducing the number of empty homes.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
102,490	Employee	108,577	233,148	135,877
1,853	Transport	1,557	3,465	1,000
48,439	Supplies and Services	18,374	35,294	43,500
139,065	Support Service Charges In	189,650	189,650	258,010
0	Capital Charges	3,500,000	3,500,000	100,908
(701,984)	Income	(175,000)	(175,000)	(175,000)
(108,915)	Support Service Charges Out	(160,314)	(160,314)	(227,947)
(519,052)		3,482,844	3,626,243	136,348

R415 - Communities & Localism

This budget covers staff costs and revenue expenditure in support of localism initiatives, community project development, community engagement and administration of the Big Society Fund grant scheme. The income includes the return to the Council of a share of second homes Council tax income from Norfolk County Council.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
304	Employee	0	0	0
385	Premises	1,000	1,000	1,000
339	Transport	0	0	0
553,575	Supplies and Services	500,206	554,777	532,531
43,844	Support Service Charges In	126,590	126,590	102,070
132,500	Capital Charges	0	0	0
<u>(1,117,137)</u>	Income	<u>(470,100)</u>	<u>(524,671)</u>	<u>(502,425)</u>
<u>(386,190)</u>		<u>157,696</u>	<u>157,696</u>	<u>133,176</u>

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).

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
164,020	Employee	143,761	148,248	135,442
100	Premises	0	0	0
9,224	Transport	8,338	8,338	7,638
2,632	Supplies and Services	3,830	3,830	3,830
53,119	Support Service Charges In	57,650	57,650	55,110
<u>(229,095)</u>	Support Service Charges Out	<u>(213,579)</u>	<u>(213,579)</u>	<u>(202,020)</u>
<u>0</u>		<u>0</u>	<u>4,487</u>	<u>0</u>

Corporate Service Area

Contacts

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

Net Cost of Service

2014/15 Actual	Service	2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
0	Corporate Leadership Team	0	0	0
0	Legal Services	0	0	0
0		0	0	0

Subjective Analysis

2014/15 Actual	Description	2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
734,067	Employee	863,565	833,565	908,083
110	Premises	0	0	0
22,164	Transport	14,600	14,600	18,374
128,989	Supplies and Services	91,600	121,600	91,600
166,089	Support Services - Charges In	166,060	166,060	201,870
	Support Services - Charges			
(842,343)	Out	(951,995)	(951,995)	(967,297)
(209,076)	Income (External)	(183,830)	(183,830)	(252,630)
0	Total Cost of Services	0	0	0

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

Main Items of Growth and Savings/Income
Growth**Amount
£****Corporate Leadership Team**

Employee Inflation

10,463

Legal Services

Savings bid, staff costs offset by income

42,000

TOTAL GROWTH**52,463****Savings****Amount
£****Corporate Leadership Team**

Agreed savings bid

(40,000)

Legal Services

Savings bid for additional external income

(68,800)

TOTAL SAVINGS**(108,800)****NET GROWTH/SAVINGS****(56,337)**

Service Area Details

R460A - Corporate Leadership Team

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
455,175	Employee	470,066	470,066	445,574
110	Premises	0	0	0
10,410	Transport	8,780	8,780	8,780
17,715	Supplies and Services	16,120	16,120	16,120
88,169	Support Service Charges In	76,740	76,740	80,910
(866)	Income	0	0	0
(570,713)	Support Service Charges Out	(571,706)	(571,706)	(551,384)
0		0	0	0

R481 - Legal Services

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
278,892	Employee	393,499	363,499	462,509
11,754	Transport	5,820	5,820	9,594
111,274	Supplies and Services	75,480	105,480	75,480
77,920	Support Service Charges In	89,320	89,320	120,960
(208,210)	Income	(183,830)	(183,830)	(252,630)
(271,630)	Support Service Charges Out	(380,289)	(380,289)	(415,913)
0		0	0	0

Customer Services and ICT Service Area

Head of Service: Sean Kelly

Contacts

Service	Contact	Ext.
IT - Support Services	Kate Wilson	6118
IT – Applications Support	Clare Baker	6320
Tic'S	Jane Wisson	6096
Homelessness	Lisa Grice	6164
Housing Customer Services	Lisa Grice	6164
Graphical Info System	Clare Baker	6118
Customer Services - Corporate	David Williams	6907
Reprographics	David Williams	6907

Net Cost of Service

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
45,153	IT Support Services *	26,987	38,987	7,120
230,440	Tourist Information Centres	244,510	244,510	221,803
346,117	Homelessness	368,251	368,251	404,720
0	Customer Services - Housing *	0	0	0
0	Graphical Info Systems	0	0	0
0	Reprographics *	0	0	0
0	Customer Services - Corp *	0	0	0
621,710	Net Cost of Service Area	639,748	651,748	633,643

Subjective Analysis

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£				
1,173,557	Employee	1,253,165	1,253,165	1,325,812
28,189	Premises	26,360	26,360	19,990
7,023	Transport	10,730	10,730	10,580
792,022	Supplies and Services	799,253	811,253	817,987
806,326	Support Services - Charges In	918,081	908,081	1,119,310
(2,182,057)	Support Services - Charges Out	(2,399,232)	(2,409,232)	(2,645,000)
151,173	Capital Charges	172,373	172,373	136,196
(154,523)	Income (External)	(140,982)	(120,982)	(151,232)
621,710	Total Cost of Services	639,748	651,748	633,643

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

Main Items of Growth and Savings/Income
Growth

	Amount £
Homelessness	
Increased costs of Homelessness Accommodation, this is offset by housing benefit and Individual contributions.	22,750
IT – Support Services	
Employee Inflation	11,826
Website integration software costs, funded from the Business Transformation Reserve.	12,000
Customer Services – Corporate	
Employee Inflation	21,828
Staffing costs funded from reserves as part of Business Transformation	19,147
TOTAL GROWTH	<u>87,551</u>

Savings

	Amount £
Tourist Information Centres	
Savings bid	(11,000)
Transfer of Sheringham TIC to North Norfolk Railway (£38,123), partially offset by loss of income of £5,790.	(32,333)
Homelessness	
Housing Benefit and Individuals contributions on homelessness accommodation	(22,750)
TOTAL SAVINGS	<u>(66,083)</u>
NET GROWTH/SAVINGS	<u>21,468</u>

Service Area Details

R261 - IT Support Services

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

The Network Service includes corporate network infrastructure, security, computer hardware, software, business continuity, communications systems, line rentals, mobile data and telephone call charges.

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

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
394,037	Employee	448,466	448,466	465,604
3,195	Transport	2,400	2,400	2,400
505,852	Supplies and Services	530,004	542,004	532,130
77,369	Support Service Charges In	75,010	75,010	134,850
84,392	Capital Charges	108,044	108,044	92,912
(8,133)	Income	(410)	(410)	(410)
(1,011,559)	Support Service Charges Out	(1,136,527)	(1,136,527)	(1,220,366)
45,153		26,987	38,987	7,120

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
97,370	Employee	101,677	101,677	64,870
28,189	Premises	26,360	26,360	19,990
461	Transport	900	900	750
45,968	Supplies and Services	52,710	52,710	43,640
89,057	Support Service Charges In	94,100	94,100	121,290
6,473	Capital Charges	6,473	6,473	6,473
(37,078)	Income	(37,710)	(37,710)	(35,210)
230,440		244,510	244,510	221,803

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
78,073	Supplies and Services	64,942	64,942	87,692
312,484	Support Service Charges In	352,431	352,431	389,440
26,760	Capital Charges	7,170	7,170	6,630
(71,200)	Income	(56,292)	(56,292)	(79,042)
346,117		368,251	368,251	404,720

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
227,684	Employee	228,812	228,812	228,411
1,587	Transport	4,300	4,300	4,300
2,514	Supplies and Services	7,527	7,527	7,527
88,370	Support Service Charges In	98,640	88,640	122,670
(110)	Income	(10,000)	0	0
(320,045)	Support Service Charges Out	(329,279)	(329,279)	(362,908)
0		0	0	0

R481C- Reprographics

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
58,197	Employee	57,492	57,492	59,880
(9)	Transport	500	500	500
67,802	Supplies and Services	86,380	86,380	89,308
18,737	Support Service Charges In	19,920	19,920	20,060
0	Capital Charges	12,000	12,000	12,000
(12,060)	Income	(168,792)	(168,792)	(174,248)
(132,666)	Support Service Charges Out	(7,500)	(7,500)	(7,500)
0		0	0	0

R481D - Customer Services

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
395,670	Employee	416,718	416,718	507,047
1,789	Transport	2,630	2,630	2,630
70,033	Supplies and Services	57,690	57,690	57,690
220,241	Support Service Charges In	277,980	277,980	331,000
29,773	Capital Charges	38,686	38,686	18,181
(25,941)	Income	(29,070)	(29,070)	(29,070)
(691,565)	Support Service Charges Out	(764,634)	(764,634)	(887,478)
0		0	0	0

Planning Service Area

Head of Service: Nicola Baker Ext 6135

Contacts

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

Net Cost of Service

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
502,721	Development Management	515,124	518,124	545,994
173,553	Planning Policy	251,624	266,624	490,586
232,027	Conservation, Design & Landscape	225,038	225,038	201,329
0	Major Projects Team	185,991	185,991	256,426
8,411	Building Control	87,930	87,930	103,628
0	Planning Support *	0	2,000	0
131,680	Property Information	154,172	154,172	59,480
1,048,392	Net Cost of Service Area	1,419,879	1,439,879	1,657,443

Subjective Analysis

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
1,565,199	Employee	1,669,391	1,674,391	1,816,756
0	Premises	1,000	1,000	1,000
57,373	Transport	68,645	68,645	71,074
379,991	Supplies and Services	182,189	209,007	299,379
71,460	Transfer Payments	71,339	71,339	25,700
1,070,589	Support Services - Charges In	1,063,500	1,063,500	1,063,040
(609,295)	Support Services - Charges Out	(481,551)	(481,551)	(359,885)
49,829	Capital Charges	23,031	23,031	42,044
(1,536,754)	Income (External)	(1,177,665)	(1,189,483)	(1,301,665)
1,048,392	Total Cost of Services	1,419,879	1,439,879	1,657,443

* 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	19,295
Major Development	
Employee Inflation	18,819
Planning Policy	
Employee Inflation	10,753
Additional Planning Officers for undertaking the Local Plan Review, this is funded from the New Homes Bonus Reserve.	82,944
External Professional fees relating to Local Plan Review, these are funded from the New Homes Bonus Reserve.	100,000
Building Control	
Employee Inflation	13,881
TOTAL GROWTH	<u>245,692</u>

Savings

	Amount £
Development Management	
Additional income from Planning fees, this has been used to fund additional staffing resources resulting from planning restructuring.	(77,000)
Planning Management and Support	
Net staff savings following a review of the planning support services	(80,393)
Property Information	
Staff costs transferred to ICT.	(26,987)
Land Charges income updated to reflect a delayed transfer date to Land Registry of 2017/18	(47,000)
TOTAL SAVINGS	(231,380)
NET GROWTH/SAVINGS	<u>14,312</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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
661,327	Employee	669,332	672,332	737,120
32,716	Transport	26,191	26,191	26,820
98,067	Supplies and Services	39,910	51,728	39,910
510,117	Support Service Charges In	435,280	435,280	455,720
49,829	Capital Charges	23,031	23,031	42,044
(849,335)	Income	(678,620)	(690,438)	(755,620)
502,721		515,124	518,124	545,994

R101 - Planning Policy

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
157,041	Employee	188,893	188,893	282,594
4,220	Transport	3,442	3,442	6,574
31,277	Supplies and Services	36,302	51,302	136,302
88,197	Support Service Charges In	115,160	115,160	111,650
(92,172)	Support Service Charges Out	(92,173)	(92,173)	(46,534)
(15,010)	Income	0	0	0
173,553		251,624	266,624	490,586

R102 – Conservation, Design & Landscape

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

This service also provides advice on countryside matters and undertakes the 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. It also deals with arboriculture matters on behalf of the Broads Authority. The service encourages and promotes countryside management through various initiatives including the Norfolk Biodiversity Partnership and the Wash and North Norfolk Special Area of Conservation Management Board.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
71,460	Employee	61,576	61,576	64,727
0	Premises	1,000	1,000	1,000
5,161	Transport	5,897	5,897	5,897
26,669	Supplies and Services	21,845	21,845	17,845
129,733	Support Service Charges In	135,720	135,720	112,860
(996)	Income	(1,000)	(1,000)	(1,000)
232,027		225,038	225,038	201,329

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
0	Employee	162,456	162,456	194,083
0	Transport	7,965	7,965	6,633
0	Support Service Charges In	15,570	15,570	55,710
0		185,991	185,991	256,426

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
223,732	Employee	278,938	278,938	294,006
13,742	Transport	22,807	22,807	22,807
33,353	Supplies and Services	14,760	14,760	14,760
148,099	Support Service Charges In	132,470	132,470	133,100
(410,515)	Income	(361,045)	(361,045)	(361,045)
8,411		87,930	87,930	103,628

R150 - Planning Management

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
369,354	Employee	218,645	220,645	148,688
1,104	Transport	2,343	2,343	2,343
24,772	Supplies and Services	21,210	21,210	20,920
100,893	Support Service Charges In	126,180	126,180	120,400
(496,123)	Support Service Charges Out	(368,378)	(368,378)	(292,351)
0		0	2,000	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), and the development and management of the Councils' electronic mapping and associated data systems.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
82,285	Employee	89,551	89,551	95,538
432	Transport	0	0	0
165,852	Supplies and Services	48,162	48,162	69,642
71,460	Transfer Payments	71,339	71,339	25,700
73,546	Support Service Charges In	83,120	83,120	53,600
(261,895)	Income	(138,000)	(138,000)	(185,000)
131,680		154,172	154,172	59,480

Environmental Health Service Area

Head of Service: Steve Hems

Contacts

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

Net Cost of Service

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
489,831	Commercial Team	471,640	471,640	497,472
361,211	Rural Sewerage Schemes	370,675	370,675	376,944
98,591	Travellers	99,960	99,960	100,585
48,367	Public Protection	90,319	90,319	111,400
25,533	Street Signage	33,562	33,562	32,516
15,168	Pest Control	16,572	16,572	18,300
494,754	Environmental Protection	549,803	549,803	586,702
56,725	Dog Control	60,304	60,304	66,877
0	Env Health - Service Mgmt. *	0	0	0
1,162,798	Waste Collection & Disposal	1,345,462	1,349,151	1,137,112
672,983	Cleansing	632,412	638,723	604,129
38,520	Environmental Strategy	29,147	29,147	14,760
(9,837)	Community Safety	21,973	21,973	22,599
158,731	Civil Contingencies	145,885	145,885	148,315
3,613,375	Net Cost of Service Area	3,867,714	3,877,714	3,717,711

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
1,229,177	Employee	1,250,318	1,250,318	1,305,589
380,227	Premises	375,140	375,140	381,329
58,663	Transport	59,393	59,393	59,877
4,569,787	Supplies and Services	4,214,962	4,097,462	3,958,039
727,026	Support Services - Charges In	777,070	777,070	815,070
(193,362)	Support Services - Charges Out	(197,114)	(197,114)	(222,765)
268,218	Capital Charges	465,871	465,871	462,081
(3,426,361)	Income (External)	(3,077,926)	(2,950,426)	(3,041,509)
3,613,375	Total Cost of Services	3,867,714	3,877,714	3,717,711

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

Main Items of Growth and Savings/Income

Growth	Amount £
Inflation and growth on staffing costs across the department	54,589
Inflation on Internal Drainage Boards (IDB) rates and levies	6,189
Waste Collection and Disposal	
Inflation and additional processing costs for recyclable waste	58,500
Higher commercial waste disposal costs	10,100
Loss of income from transfer recharge	160,000
Contribution to Norfolk Waste Partnership	7,500
TOTAL GROWTH	296,878
Savings	Amount £
Waste Collection and Disposal	
On-going efficiency savings on the Waste contract	(79,372)
Amendment to the Kier contract for the loss of the transfer station	(150,000)
Service review	(123,340)
Additional income from recycling credits and sales of textiles	(55,092)
Additional income from bulky waste and garden bin collections	(22,890)
Cleansing	
On-going efficiency savings on the Waste contract.	(14,326)
Night Soil Collections – Service review and transfer to domestic waste	(11,495)
TOTAL SAVINGS	(456,515)
NET GROWTH/SAVINGS	(159,637)

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 2009.
- To implement 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. Courses are organised and provided for businesses and members of the general public for food hygiene.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
348,558	Employee	325,503	325,503	337,335
100	Premises	0	0	0
17,982	Transport	17,537	17,537	16,537
11,356	Supplies and Services	9,935	9,935	9,535
132,953	Support Service Charges In	141,100	141,100	156,500
(21,118)	Income	(22,435)	(22,435)	(22,435)
489,831		471,640	471,640	497,472

R114 - Rural Sewerage Schemes

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
360,844	Premises	370,315	370,315	376,504
367	Support Service Charges In	360	360	440
361,211		370,675	370,675	376,944

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
3,828	Premises	2,900	2,900	2,900
(1,306)	Supplies and Services	1,100	1,100	2,455
2,087	Support Service Charges In	2,160	2,160	1,430
97,800	Capital Charges	97,800	97,800	97,800
(3,818)	Income	(4,000)	(4,000)	(4,000)
98,591		99,960	99,960	100,585

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 .

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
125,465	Employee	142,781	142,781	149,502
3,320	Transport	3,103	3,103	4,103
21,259	Supplies and Services	21,040	21,040	10,940
90,207	Support Service Charges In	94,580	94,580	108,040
(191,884)	Income	(171,185)	(171,185)	(161,185)
48,367		90,319	90,319	111,400

R117B - Street Signage

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
8,709	Employee	9,957	9,957	9,501
0	Premises	1,000	1,000	1,000
2,250	Transport	2,370	2,370	2,370
5,890	Supplies and Services	11,470	11,470	11,470
1,119	Support Service Charges In	1,200	1,200	610
7,565	Capital Charges	7,565	7,565	7,565
25,533		33,562	33,562	32,516

R118 - Pest Control

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
10,122	Employee	9,922	9,922	10,389
2,024	Premises	90	90	90
1,141	Transport	1,040	1,040	1,040
8,941	Supplies and Services	4,400	4,400	4,400
5,222	Support Service Charges In	5,020	5,020	6,020
1,045	Capital Charges	1,045	1,045	1,306
(13,327)	Income	(4,945)	(4,945)	(4,945)
15,168		16,572	16,572	18,300

R119A - Environmental Protection

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

This service includes the following:

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
378,022	Employee	369,723	369,723	391,702
18,143	Transport	18,715	18,715	18,715
116,393	Supplies and Services	27,710	30,210	26,710
128,576	Support Service Charges In	141,110	141,110	159,630
3,600	Capital Charges	3,600	3,600	0
(149,980)	Income	(11,055)	(13,555)	(10,055)
494,754		549,803	549,803	586,702

R120 - Dog Control

This service aims to achieve effective implementation of current legislation relating to dog control and stray dogs. Advice on responsible dog ownership is also provided as well as tackling dog fouling across North Norfolk

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
15,185	Employee	14,882	14,882	15,586
0	Premises	10	10	10
1,628	Transport	1,775	1,775	1,775
16,102	Supplies and Services	21,790	21,790	21,790
22,993	Support Service Charges In	21,280	21,280	27,410
1,567	Capital Charges	1,567	1,567	1,306
(750)	Income	(1,000)	(1,000)	(1,000)
56,725		60,304	60,304	66,877

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
102,444	Employee	95,101	95,101	98,496
61	Premises	0	0	0
4,229	Transport	3,019	3,019	3,019
33,892	Supplies and Services	37,825	37,825	37,035
41,781	Support Service Charges In	50,410	50,410	46,130
6,317	Capital Charges	6,709	6,709	33,385
(66)	Income	(650)	(650)	0
(188,658)	Support Service Charges Out	(192,414)	(192,414)	(218,065)
0		0	0	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).

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
96,811	Employee	129,134	122,823	136,984
2,453	Premises	500	500	500
3,270	Transport	7,910	7,910	7,896
3,616,931	Supplies and Services	3,446,865	3,321,865	3,228,498
217,653	Support Service Charges In	231,090	231,090	229,100
142,608	Capital Charges	339,868	339,868	316,061
(2,916,928)	Income	(2,809,905)	(2,674,905)	(2,781,927)
1,162,798		1,345,462	1,349,151	1,137,112

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
41,685	Employee	54,146	60,457	54,299
9,759	Premises	125	125	125
1,131	Transport	1,280	1,280	1,278
650,416	Supplies and Services	599,492	599,492	573,671
16,166	Support Service Charges In	20,120	20,120	15,060
0	Capital Charges	0	0	4,658
(46,174)	Income	(42,751)	(42,751)	(44,962)
672,983		632,412	638,723	604,129

R412 – Environmental Strategy

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
2,984	Employee	0	0	0
576	Premises	0	0	0
29,940	Supplies and Services	20,000	25,000	19,000
10,611	Support Service Charges In	11,430	11,430	6,760
7,717	Capital Charges	7,717	7,717	0
(13,308)	Income	(10,000)	(15,000)	(11,000)
38,520		29,147	29,147	14,760

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
512	Employee	21,403	21,403	21,729
0	Transport	0	0	500
1,371	Support Service Charges In	570	570	370
(11,720)	Income	0	0	0
(9,837)		21,973	21,973	22,599

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
98,680	Employee	77,766	77,766	80,066
581	Premises	200	200	200
5,567	Transport	2,644	2,644	2,644
59,975	Supplies and Services	13,335	13,335	12,535
51,216	Support Service Charges In	51,940	51,940	52,870
(57,288)	Income	0	0	0
158,731		145,885	145,885	148,315

Finance Service Area

Head of Service: Karen Sly

Contacts

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

Net Cost of Service

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
447,322	Local Taxation	549,929	593,599	538,074
767,282	Benefits	1,030,227	1,215,109	1,024,792
111,100	Discretionary Payments	95,051	95,051	82,388
5,278	Non Distributed Costs	290	290	260
0	Benefits & Revenues Management *	0	0	0
0	Corporate Finance *	0	0	0
0	Internal Audit *	0	6,000	0
0	Central Costs *	0	0	0
1,312,106	Corporate & Democratic Core	1,368,553	1,388,553	1,347,731
2,643,088	Net Cost of Service Area	3,044,050	3,298,602	2,993,245

Subjective Analysis

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
1,822,421	Employee	1,995,688	2,034,133	2,144,860
20,519	Transport	23,052	23,052	23,322
793,799	Supplies and Services	618,953	650,178	534,661
27,968,729	Transfer Payments	22,795,037	22,795,037	28,494,345
2,526,038	Support Services - Charges In	2,655,855	2,655,855	2,727,870
(1,434,312)	Support Services - Charges Out	(1,555,538)	(1,555,538)	(1,782,470)
31,638	Capital Charges	101,208	101,208	129,272
(29,085,744)	Income (External)	(23,590,205)	(23,405,323)	(29,278,615)
2,643,088	Total Cost of Services	3,044,050	3,298,602	2,993,245

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

Main Items of Growth and Savings/Income

Growth	Amount £
Benefits	
Employee Inflation	30,413
Corporate Finance	
Employee Inflation	11,437
Central Costs	
Employee inflation	13,440
Corporate & Democratic Core	
Expenditure relating to Business Transformation, funded from earmarked reserves.	72,750
TOTAL GROWTH	<u>128,040</u>
Savings	Amount £
Benefits	
Employee efficiency savings agreed in previous year	(20,000)
Benefits and Revenues Management	
Staff savings following a review of the service	(25,000)
Discretionary Rate Relief	
Reduction in Grants paid to parishes in line with reduced contributions from Central Government.	(12,323)
Non Distributed Costs	
Removal of one-off actuarial strain costs in 2015/16.	(21,105)
Corporate & Democratic Core	
Bank Charges.	(25,805)
External audit fees.	(11,000)
TOTAL SAVINGS	<u>(115,233)</u>
NET GROWTH/SAVINGS	<u>12,807</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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
486,734	Employee	453,647	492,092	475,023
4,260	Transport	3,404	3,404	3,202
107,564	Supplies and Services	88,110	93,335	88,450
386,635	Support Service Charges In	417,000	417,000	402,180
0	Capital Charges	15,000	15,000	0
(537,871)	Income	(427,232)	(427,232)	(430,781)
447,322		549,929	593,599	538,074

R211 - Benefits

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
677,182	Employee	770,967	770,967	764,722
7,244	Transport	6,588	6,588	6,588
153,973	Supplies and Services	24,830	24,830	27,830
27,922,194	Transfer Payments	22,748,507	22,748,507	28,447,815
523,896	Support Service Charges In	563,580	563,580	507,300
28,078	Capital Charges	78,728	78,728	118,371
(28,545,285)	Income	(23,162,973)	(22,978,091)	(28,847,834)
767,282		1,030,227	1,215,109	1,024,792

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
108,788	Supplies and Services	92,471	92,471	80,148
2,312	Support Service Charges In	2,580	2,580	2,240
111,100		95,051	95,051	82,388

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
5,000	Employee	0	0	0
278	Support Service Charges In	290	290	260
5,278		290	290	260

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
30,509	Employee	69,503	69,503	45,301
321	Transport	1,444	1,444	1,444
2,674	Supplies and Services	3,250	3,250	750
17,682	Support Service Charges In	7,950	7,950	7,150
(51,186)	Support Service Charges Out	(82,147)	(82,147)	(54,645)
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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
443,603	Employee	456,173	456,173	472,568
2,834	Transport	2,183	2,183	2,514
22,735	Supplies and Services	22,041	22,041	21,741
218,912	Support Service Charges In	249,110	249,110	127,250
3,560	Capital Charges	7,480	7,480	10,901
(691,644)	Support Service Charges Out	(736,987)	(736,987)	(634,974)
0		0	0	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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
87,343	Supplies and Services	94,000	100,000	94,000
8,861	Support Service Charges In	8,590	8,590	8,380
(96,204)	Support Service Charges Out	(102,590)	(102,590)	(102,380)
0		0	6,000	0

R450 - Central Costs

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
39,915	Employee	33,189	33,189	46,870
1,527	Transport	2,510	2,510	2,510
4,469	Supplies and Services	5,580	5,580	5,580
279,861	Support Service Charges In	290,040	290,040	346,390
(325,772)	Support Service Charges Out	(331,319)	(331,319)	(401,350)
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 management of the Council's investments and cash flows together with its banking, money market and capital market transactions. It includes the effective control of the risks associated with these activities, and the pursuit of optimum performance consistent with those risks. The Council's primary objective in relation to its investment activities complies with the DCLG Guidance on Local Government Investments, and it remains the security of the sum invested. The liquidity or accessibility of the investments followed by the interest earned remain important but are secondary considerations.

From 2016/17 this service also includes the management of Business Transformation which aims to make process improvements and efficiency savings by implementing technology which allows more flexible working and automated processes to allow Customers to transact online at a time suitable to them.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
139,478	Employee	212,209	212,209	340,376
4,333	Transport	6,923	6,923	7,064
306,253	Supplies and Services	288,671	308,671	216,162
46,536	Transfer Payments	46,530	46,530	46,530
1,087,601	Support Service Charges In	1,116,715	1,116,715	1,326,720
(269,507)	Support Service Charges Out	(302,495)	(302,495)	(589,121)
(2,588)	Income	0	0	0
1,312,106		1,368,553	1,388,553	1,347,731

Organisational Development Service Area

Head of Service: Julie Cooke

Contacts

Service	Contact	Ext.
Human Resources & Payroll	Julie Cooke	6040
Insurance	Julie Cooke	6040
Performance Management	Helen Thomas	6214
Registration Services	Julie Cooke	6040
Member Services	Emma Denny	6010
Communications	Sue Lawson	6344

Net Cost of Service

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
0	Human Resources & Payroll *	0	60,273	0
0	Insurance & Risk Management *	0	0	0
0	Performance Management *	0	0	0
290,787	Registration Services	403,722	433,722	321,834
545,229	Members Services	544,499	556,962	664,466
0	Web Team	0	0	0
836,016	Net Cost of Service Area	948,221	1,050,957	986,300

Subjective Analysis

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
797,009	Employee	883,043	925,316	854,085
2,619	Premises	590	590	688
36,889	Transport	43,300	43,300	37,600
620,758	Supplies and Services	613,040	673,503	608,930
476,007	Support Services - Charges In	473,650	473,650	516,810
(946,917)	Support Services - Charges Out	(1,034,632)	(1,034,632)	(1,053,643)
2,500	Capital Charges	10,000	10,000	62,600
(152,849)	Income (External)	(40,770)	(40,770)	(40,770)
836,016	Total Cost of Services	948,221	1,050,957	986,300

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

Main Items of Growth and Savings/Income

Growth	Amount £
Personnel and Payroll Support Services	
Employee inflation and pensions funding adjustment	9,750
Members Services	
Changes to Allowance scheme.	77,290
Web Team	
Employee Inflation	17,156
TOTAL GROWTH	104,196
Savings	
Personnel and Payroll Support Services	
Agreed savings bid	(54,448)
Registration Services	
Removal of one-off costs in 2015/16 relating to the conduct of the District Council election in May 2015. This was funded from an earmarked reserve.	(90,000)
TOTAL SAVINGS	(144,448)
NET GROWTH/SAVINGS	(40,252)

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
305,679	Employee	333,108	376,381	298,317
54	Premises	0	0	0
2,074	Transport	1,630	1,630	1,630
24,107	Supplies and Services	15,890	32,890	17,890
111,211	Support Service Charges In	111,810	111,810	109,380
(2,826)	Income	(1,000)	(1,000)	(1,000)
(440,299)	Support Service Charges Out	(461,438)	(461,438)	(426,217)
0		0	60,273	0

R263B - Insurance

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
43,689	Employee	49,078	49,078	45,559
1,968	Premises	40	40	138
11,380	Transport	17,580	17,580	12,820
113,215	Supplies and Services	112,760	112,760	120,360
17,623	Support Service Charges In	16,160	16,160	16,530
(185)	Income	(650)	(650)	(650)
(187,690)	Support Service Charges Out	(194,968)	(194,968)	(194,757)
0		0	0	0

R263D - Performance Management

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
46,508	Employee	52,060	52,060	53,961
0	Transport	260	260	260
2,660	Supplies and Services	4,020	4,020	4,020
32,512	Support Service Charges In	26,810	26,810	20,420
(81,680)	Support Service Charges Out	(83,150)	(83,150)	(78,661)
0		0	0	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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
134,765	Employee	130,742	130,742	121,054
543	Premises	550	550	550
1,695	Transport	140	140	140
170,205	Supplies and Services	172,920	202,920	82,920
132,921	Support Service Charges In	138,090	138,090	155,890
(149,342)	Income	(38,720)	(38,720)	(38,720)
290,787		403,722	433,722	321,834

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.

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
106,808	Employee	111,429	110,429	116,716
55	Premises	0	0	0
20,958	Transport	22,520	22,520	22,520
282,693	Supplies and Services	290,230	303,693	366,520
132,439	Support Service Charges In	118,220	118,220	156,610
2,500	Capital Charges	2,500	2,500	2,500
(224)	Income	(400)	(400)	(400)
545,229		544,499	556,962	664,466

R481E – Communications

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

2014/15 Actual		2015/16 Base Budget	2015/16 Updated Budget	2016/17 Base Budget
£		£	£	£
159,559	Employee	206,626	206,626	218,478
782	Transport	1,170	1,170	230
27,878	Supplies and Services	17,220	17,220	17,220
49,301	Support Service Charges In	62,560	62,560	57,980
0	Capital Charges	7,500	7,500	60,100
(272)	Income	0	0	0
(237,248)	Support Service Charges Out	(295,076)	(295,076)	(354,008)
0		0	0	0

General Fund Capital Programme

As part of the budget process, the Council's General Fund Capital Programme has been reviewed and updated accordingly. The main changes to the capital programme have come about from the submission and inclusion of successful capital bids, and the re-profiling of schemes which have not progressed as originally planned, and where this has occurred, the budget provision has been slipped to 2016/17.

The General Fund Capital Programme assumes the continuation of the housing schemes in relation to disabled facility grants, and provision of affordable housing through support for Housing Associations

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

Scheme Non Housing	NNDC Contribution £	Total Scheme Value £
North Norfolk Enterprise Innovation Centre	50,000	50,000
Rocket House	77,084	77,084
Public Conveniences (Plumbing and Drainage)	15,000	15,000
Mundesley Road Car Park Resurfacing	70,000	70,000
North Norfolk Enterprise and Start Up Grants	135,000	135,000
Car Park Refurbishment 2015/16	53,108	53,108
Public Convenience Water Heater Improvements	10,000	10,000
Egmere Business Zone (Subject to Full Council Approval)	995,000	1,445,000
Better Broadband for Norfolk	1,000,000	1,000,000
Gypsy and Traveller Short Stay Stopping Facilities	-	1,409,000
Sheringham Beach Handrails	40,023	40,023
Cromer Pier Structural Works - Phase 2	1,418,631	1,418,631
Sheringham Promenade Lighting	46,500	79,500
Cromer Pier and West Prom Refurbishment Project (Subject to Full Council Approval)	1,065,000	1,465,000
Refurbishment Works to the Seaside Shelters	149,500	149,500
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	20,000	20,000
Repairs and Renewals Grants - Flood Protection Works	-	368,294
North Lodge Park	197,000	197,000
North Walsham Regeneration Schemes (Including Market St North Walsham)	102,045	102,045

CAPITAL

Scheme Non Housing	NNDC Contribution £	Total Scheme Value £
Victory Swim and Fitness Centre	54,370	54,370
Play Areas	100,000	100,000
Splash Roof Repairs	43,630	73,630
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	27,500
Cabbell Park	64,000	64,000
North Norfolk Railway	178,500	178,500
Holt Country Park	12,500	12,500
Fakenham Gym	62,500	62,500
Splash Pool – Steelworks	35,000	35,000
Trade Waste Bins/ Waste Vehicle	194,784	272,700
Personal Computer Replacement Fund	205,583	205,583
Waste Management & Environmental Health IT System	125,419	226,332
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	33,000	33,000
Administrative Buildings	250,570	250,570
Cash Receipting System Upgrade	10,000	10,000
Planning System (Scanning of Old Files) - Business Transformation Programme	100,000	100,000
Telephony Procurement	90,000	90,000
Web Infrastructure Upgrade	71,500	71,500
New Print Solution - Multi Function Devices	60,000	60,000
Server Replacement	100,000	100,000
Fakenham Connect and Cromer Office Works - DWP	126,000	126,000
GIS / Web Based Mapping Solution	20,000	20,000
Recording and Audio Equipment	20,000	20,000
Upgrades to Accolade and Idox - Business Transformation Programme	25,000	25,000

CAPITAL

Scheme Non Housing	NNDC Contribution £	Total Scheme Value £
Wheeled Bins (Purchased from Kier)	66,750	66,750
Wheeled Bins	40,000	40,000
Environmental Health IT System Procurement	150,000	150,000
Fakenham Connect Roof Works	30,000	30,000
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
IT Back Up and Storage System	52,000	52,000
Total Non Housing Schemes	8,220,050	11,172,932

Coastal Schemes	NNDC Contribution £	Total Scheme Value £
Cromer Coast Protection Scheme 982 and SEA	-	10,400,000
Pathfinder Project	-	1,967,015
Cromer to Winterton Scheme	-	122,000
Coastal Erosion Assistance	-	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
Sheringham Gangway	40,000	136,737
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	55,000
Total Coast, Countryside and Built Heritage Schemes	852,000	16,971,752

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

General Fund Capital Programme - 2016/17

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/16 Actual Expenditure £	Original Budget 2016/17 £	Slippage and Amendments to 2016/17 at Outturn £	Current Budget 2016/17 £	Current Budget 2017/18 £	Current Budget 2018/19 £
Jobs and the Local Economy							
North Norfolk Enterprise Innovation Centre	50,000	10,295	0	39,705	39,705	0	0
Rocket House	77,084	37,334	0	39,750	39,750	0	0
North Norfolk Enterprise and Start Up Grants	135,000	126,207	0	8,793	8,793	0	0
Car Park Refurbishment 2015/16	61,076	47,249	0	13,827	13,827	0	0
Public Convenience Water Heater Improvements	11,837	849	0	10,988	10,988	0	0
Egmere Business Zone (Subject to Full Council Approval)	1,445,000	0	1,445,000	0	1,445,000	0	0
Better Broadband for Norfolk	1,000,000	0	1,000,000	0	1,000,000	0	0

CAPITAL

Public Conveniences - Review, Reprovision and Redevelopment	450,000	0	450,000	0	450,000	0	0
Car Park Refurbishment 2016/17	99,000	0	99,000	0	99,000	0	0
	3,328,997	221,934	2,994,000	113,063	3,107,063	0	0

Housing and Infrastructure

Disabled Facilities Grants	Annual programme	0	644,247	500,700	1,144,947	1,054,890	0
Housing Associations	Annual programme	0	100,908	1	100,909	0	0
Housing Loans to Registered Providers	3,500,000	0	0	3,500,000	3,500,000	0	0
Parkland Improvements	100,000	11,599	0	88,401	88,401	0	0
	3,600,000	11,599	745,155	4,089,102	4,834,257	1,054,890	0

Coast, Countryside and Built Heritage

Gypsy and Traveller Short Stay Stopping Facilities	1,409,000	1,226,710	40,000	(4,293)	35,707	42,000	104,583
Sheringham Beach Handrails	40,023	37,671	0	2,352	2,352	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,321,572	0	56,977	56,977	0	0
Sheringham Promenade Lighting	79,500	70,200	0	9,300	9,300	0	0
Cromer Pier and West Prom Refurbishment Project	1,465,000	215,478	650,000	599,522	1,249,522	0	0
Refurbishment Works to the Seaside Shelters	149,500	118,769	0	30,731	30,731	0	0
Cromer Coast Protection Scheme 982 and SEA	10,400,000	4,802,386	4,595,712	1,001,902	5,597,614	0	0
Pathfinder Project	1,967,015	1,683,217	265,000	18,798	283,798	0	0
Coastal Erosion Assistance	90,000	16,678	73,322	0	73,322	0	0
Storm Surge	1,176,000	1,012,760	60,646	102,594	163,240	0	0
Sheringham West Prom	804,000	495,202	204,924	103,874	308,798	0	0

CAPITAL

Mundesley - Refurbishment of Coastal Defences	2,221,000	963	2,219,725	312	2,220,037	0	0
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	219	54,780	1	54,781	0	0
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	20,000	989	0	0	0	19,011	0
Bacton Walcott	178,014	113,966	0	64,048	64,048	0	0
Vale Road Beach Access	18,600	0	18,600	0	18,600	0	0
	21,451,201	11,116,780	8,182,709	1,986,118	10,168,827	61,011	104,583

Localism

North Lodge Park	197,000	732	0	196,268	196,268	0	0
Victory Swim and Fitness Centre	54,370	16,351	0	38,019	38,019	0	0
Splash Roof Repairs	73,630	9,866	0	63,764	63,764	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	0	14,967	14,967	12,500	0
North Norfolk Railway	178,500	105,819	0	72,681	72,681	0	0
Holt Country Park	12,500	0	0	12,500	12,500	0	0
Fakenham Gym	62,500	0	30,000	15,000	45,000	0	17,500
Splash Pool - Steelworks	35,000	0	0	0	0	35,000	0
Cromer Sports Pitch	50,000	0	50,000	0	50,000	0	0
	691,000	132,801	80,000	413,199	493,199	47,500	17,500

Delivering the Vision

Trade Waste Bins/ Waste Vehicle	272,700	258,213	18,034	(3,547)	14,487	0	0
Personal Computer Replacement Fund	205,583	180,861	0	24,722	24,722	0	0
Asset Management Computer System	75,000	63,730	0	11,270	11,270	0	0
Procurement for Upgrade of Civica System	317,312	198,214	0	119,098	119,098	0	0
e-Financials Financial Management System Software Upgrade	33,000	21,506	0	11,494	11,494	0	0
Administrative Buildings	250,570	180,523	0	70,047	70,047	0	0
Planning System (Scanning of Old Files) - Business Transformation Programme	100,000	18,474	0	81,526	81,526	0	0
Telephony Procurement	90,000	78,440	0	11,560	11,560	0	0
Web Infrastructure Upgrade	71,500	39,743	0	31,757	31,757	0	0
Recording and Audio Equipment	20,000	0	0	20,000	20,000	0	0

CAPITAL

Environmental Health IT System Procurement	150,000	907	0	149,093	149,093	0	0
Stonehill Way Fire and Security System	15,000	0	0	0	0	15,000	0
Document and Records Management System	60,000	4,703	0	55,297	55,297	0	0
Web Content Management System	44,000	18,850	0	25,150	25,150	0	0
Council Chamber Enhancements	25,000	0	25,000	0	25,000	0	0
Access Control Systems	17,000	0	17,000	0	17,000	0	0
Log Solution to Satisfy PSN Code of Connection	41,365	0	41,365	0	41,365	0	0
	1,788,030	1,064,164	101,399	607,467	708,866	15,000	0
	30,859,228	12,547,278	12,103,263	7,208,949	19,312,212	1,178,401	122,083

Capital Programme Financing

Grants	9,201,280	42,000	104,583
Other Contributions	835,298	0	0
Asset Management Reserve	3,443	0	0
Capital Project Reserve	407,217	0	0
Invest to Save Reserve / Broadband Reserve	1,031,757	0	0
Capital Receipts	6,908,786	1,136,401	17,500
Internal / External Borrowing	924,431	0	0
TOTAL FINANCING	19,312,212	1,178,401	122,083

Capital Bids 2016/17

In addition to the capital programme, a number of new capital projects have been put forward for approval as part of the 2016/17 budget process.

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

CAPITAL

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

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

Assets & Leisure Service Area2015/16
Charge
£ : p2016/17
Charge
£ : p**CAR PARKING****Pay & Display Car Parks between 08:00 - 18:00***Coastal Car Parks*

Cromer

- Runtun Road

East Runtun

- Beach Road

Happisburgh

- Cart Gap

Mundesley

- Beach Road

Overstrand

- Pauls Lane

Sea Palling

- Clink Road

Sheringham

- Beach Road

- Station Road

Wells

- Stearmans Yard

Weybourne

- Beach Road

All day ticket for above

50p for 30 minutes only,
£1.20 per hour thereafter

No change

Other Car Parks

Cromer

- Cadogan Road

- Meadow

- Promenade (Disabled only)

Holt

- Albert Street

- Station Road

Sheringham

- Chequers

- Morris Street

Wells

- Staithe Street

Fakenham

- Bridge Street

- The Limes

- Queens Road

North Walsham

- Bank Loke

- New Road

- Vicarage Street

Mundesley Road

- High Street

Stalham

All P&D Car Parks (Coastal Car Park tickets transferrable)

- All day ticket

50p for 30 minutes only,
£1.00 for 2 hours, 70p per
hour thereafter

No change

£5.00

No change

Assets & Leisure Service Area

2015/16

2016/17

Charge

Charge

CAR PARKING (Cont'd)

£ : p

£ : p

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	£6.00
	- Per Motorcycle, Per Entry	T	£3.00	£3.00
Weekly Permit		T	£27.50	£27.50
Annual Permit	- 3 hour permit	T	£55.00	£60.00
	- 24 hour permit	T	£200.00	£215.00
Half Year Permit	- 3 hour permit	T	£30.00	£36.00
	- 24 hour permit	T	£120.00	£127.00
Quarter Year Permit	- 3 hour permit	T	£16.00	£22.00
	- 24 hour permit	T	£65.00	£75.00
Penalty Charge Notice	- Full	T	£50.00	£50.00
	- Prompt Payment	T	£25.00	£25.00

<u>Assets & Leisure Service Area</u>		2015/16	2016/17
MARKETS		Charge	Charge
Site = 4m Frontage x 5m Depth		£ : p	£ : p
Cromer, Stalham and Sheringham (Weds) - Per Site			
Weekly	- April, May, June, Oct, Nov, Dec	£18.00	£18.00
	- July, August, Sept	£27.00	£27.00
	- Jan, Feb, March	£15.00	£15.00
Quarterly	- April - June	£135.00	£135.00
	- July - September	£220.00	£220.00
	- October - December	£100.00	£100.00
	- January - March	£80.00	£80.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	£250.00	£250.00
	- October - March	£130.00	£130.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	£200.00	£200.00
	- October - March	£100.00	£100.00
Sheringham (Saturday) - Per Site			
Weekly	- April, May, June, Nov, Dec	£30.00	£30.00
	- July, August, Sept, Oct	£40.00	£40.00
	- Jan, Feb, March	£22.00	£22.00
Quarterly	- April - June	£300.00	£300.00
	- July - September	£460.00	£460.00
	- October - December	£220.00	£220.00
	- January - March	£175.00	£175.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	£580.00	£580.00
	- October - March	£300.00	£300.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	£440.00	£440.00
	- October - March	£225.00	£225.00
Yearly		£855.00	£855.00
Other Charges			
Full Annual Payment in Advance		10% Discount	10% Discount
Refunds – Administration Fee		£15.00	£15.00
New Traders Discount (conditions apply)		25% Discount	25% Discount

<u>Assets & Leisure Service Area</u>		2015/16	2016/17
CHALETs & BEACH HUTS		Charge	Charge
		£ : p	£ : p
Chalets			
<i>Sheringham</i>			
Old Chalets		£445.00	£465.00
New Chalets (inc. electricity)		£551.67	£575.00
<i>Cromer</i>			
West Beach		£536.80	£560.00
East Beach		£586.80	£610.00
<i>Weekly Lets - Cromer & Sheringham</i>			
Low Season		£62.50	£65.00
High Season		£120.00	£150.00
<i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i>			
Low Season		£78.00	£85.00
High Season		£142.00	£180.00
<i>Winter Lets</i>			
Per Month		£65.00	£65.00
Per Week		£21.00	£21.00
40 Week Lets (October - July)	Cromer West	£490.00	£505.00
40 Week Lets (October - July)	Cromer East	£540.00	£555.00
Hut Sites			
<i>Cromer, Overstrand & Sheringham</i>			
One Year (Excluding Rates)		£220.00	£250.00
Mundesley		£210.00	£240.00
Huts			
<i>Weekly Lets</i>			
Low Season		£47.50	£50.00
High Season		£105.00	£135.00
Mundesley - Seasonal Let		£540.00	£560.00
Termination of Licence (early - mid-term)	Admin Fee	£30.00	£35.00

<u>Assets & Leisure Service Area</u>	2015/16 Charge £ : p	2016/17 Charge £ : p
PARKLANDS CARAVAN SITE		
Site Per Year		Increased by RPI as under Mobile Homes Act.
HOLT COUNTRY PARK		
School visits where Ranger's assistance required (Per Person)	£3.40	£3.50
Car Park		
Per car per occasion	£1.50	£1.50
Annual Permit	£20.00	£30.00
(NNDC Standard Car Park Season Tickets are also valid)		
SPORTS CLUBS AND HUBS		
Price per session	£1.00	£1.00

Corporate Service Area

2015/16

2016/17

Charge

Charge

£ : p

£ : p

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

Mortgage Redemption

Preparation of a new lease

Sale of land

Preparation of License

Private Mortgage

Quest re: second Mortgage

Agreement - section 18 Public Health Act 1936

Legal Work in connection with release of covenant

At Solicitors
Hourly RateAt Solicitors
Hourly Rate

<u>Customer Services & ICT Service Area</u>	2015/16 Charge £ : p	2016/17 Charge £ : p
TOURIST INFORMATION CENTRES		
Concessionary Fares		
Application processing	£7.00	£7.00
Renewals (lost)	£10.00	£10.00
FILMING*		
TV drama/advertisements/feature films		
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>		
Per Day	£1,000.00	£1,500.00
Per Hour	£165.00	£250.00
Documentaries and charities (depending on nature of organisation, subject and crew size)		
Per Day	£450.00	£500.00
Per Hour	£80.00	£100.00
Administration Charge (only charged where a fee and/or contract is appropriate)		
Standard	£30.00	£35.00
Less than 7 days notice	£80.00	£85.00
Stills (specifically commercial advertising with props, etc.)	£100 - £500	£100 - £500
Education/news/weather/student/individual photographers or 'in the interest of the district'	Discretionary	Discretionary
Parking (if required)	£10 - £15	£10 - £15
PHOTOCOPYING		
Per Copy – Staff	£0.07	£0.07
Colour Copying (A4)	£0.61	£0.61
Colour Copying (A3)	£1.21	£1.21
Colour Copying - Staff (A4)	£0.61	£0.61
Colour Copying - Staff (A3)	£1.21	£1.21

<u>Planning Service Area</u>	2015/16 Charge £ : p	2016/17 Charge £ : p
LAND CHARGES		
Official Search of - One Part	£2.50	£2.50
Official Search of - Whole	£29.00	£28.00
- Paper Search	£25.00	£24.00
- Electronic Search	£2.00	£2.00
- Additional Parcel		
Part 1 Enquiries		
Non National Land Information Service Search One Parcel	£77.00	£77.00
-Electronic Search	£77.00	£77.00
National Land Information Service First Parcel	£77.00	£66.00
Additional Parcels	£66.00	£66.00
	£15.00	£16.50
Optional Enquiries		
Printed	£15.00	£15.00
Additional	£21.00	£20.00
Enquiry 22	£27.00	£26.00
Other Fees relating to Local Land Charges		
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	£72.00	£74.00
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)	£7.00	£7.00
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	£2.50	£3.00
Inspection of documents filed under Rule 10 in respect of each parcel of land	£2.50	£3.00
Office copy of any entry in the Register (not including a copy or filed pursuant to 1977 Rules)extract of any plan or document	£5.00	£5.00

Planning Service Area**2015/16
Charge
£ : p****2016/17
Charge
£ : p****PLANNING**

Weekly list Planning Applications per annum		£313.00	£321.00
Preparation of Section 106 Agreement (simple)		£341.00	£350.00
Preparation of Section 106 Agreement (complex) per hour			£150.00
Discharging of conditions	- Non householder permission - Householder permission	Statutory Statutory	
Building Control Fees	Hourly rate included within calculated fee.	£55.00	£55.00

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

A4 copies - per sheet		£0.10	£0.10
A3 copies - per sheet		£0.20	£0.20
Large documents - subject to negotiation			
High Hedges Complaint		£425.00	£436.00
Architects Plans A1 & A2 Sheets (per copy)		£3.00	£3.00

Planning Service Area2015/16
Charge
£ : p2016/17
Charge
£ : p**PLANNING – MISCELLANEOUS (Cont'd)****Supply of Information on Permitted Use/History**

Administrative Staff - per hour

£46.00

£47.00

Professional Staff - per hour

£90.00

£92.00

Check compliance with Conditions (for Solicitors, Agents)

Administrative Staff - per hour

£46.00

£47.00

Professional Staff - per hour

£90.00

£92.00

General Research

Administrative Staff - per hour

£46.00

£47.00

Professional Staff - per hour

£90.00

£92.00

Naming of new street, consultation process and notification of decision

Single Street

£131.00

£125.00

2-5 Streets

£262.00

£250.00

5+ Streets

£526.00

£500.00

Street numbering Schemes

1-5 Plots

£84.00

£80.00

6-10 Plots

£74.00

£70.00

11-50 Plots

£64.00

£60.00

50+ Plots

£52.00

£50.00

Change of property name

£27.00

£26.00

Environmental Health2015/16
Charge
£ : p2016/17
Charge
£ : p**WASTE COLLECTION SERVICES**

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

Prices on
ApplicationPrices on
Application

Garden Bin Collection - Per Annum

£42.64

£43.16

EDUCATION & PROMOTION**(CIEH) Foundation Certificate in Food Hygiene**

Resident or employed in North Norfolk

£53.00

£54.00

Other

£67.00

£69.00

for up to 15 candidates

£630.00

£646.00

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

per additional candidate up to maximum of 18

£42.00

£43.00

COMMERCIAL SERVICES**Food Inspections**

Unfit food inspections

£38.00

£39.00

Food export certificates

£29.00

£30.00

Officer time per hour (plus VAT)

£40.00

£35.00

Sunday Trading Application for loading consent

£88.00

£90.00

Environmental Health**2015/16
Charge
£ : p****2016/17
Charge
£ : p****COMMERCIAL SERVICES (Cont'd)**

Food Inspections		£38.00	£39.00
Unfit food inspections			
Food export certificates		£29.00	£30.00
Officer time per hour (Plus VAT)		£40.00	£35.00
Sunday Trading Application for loading consent		£88.00	£90.00
Registration of Food Premises			
Charge for copies of Register (or parts of)	- Single Entry	£16.00	£16.00
	- Part of Register	£420.00	£431.00
	- Complete Register	£892.00	£914.00
Private Water Supplies Sampling Regulations			
Laboratory Analysis of a sample			
	"Regulation 10 - Single Private Dwelling - Maximum	£25.00	£25.00
	Regulation 9 "Check Monitoring" - Maximum	£100.00	£100.00
	Regulation 9 " Audit Monitoring" - Maximum	£500.00	£500.00
Sampling - per visit		£52.00	£53.00
Other Investigations (e.g. Investigating failure)		£100.00	£100.00
Granting an authorisation to depart from the standard authorisation		£100.00	£100.00

Environmental Health**COMMERCIAL SERVICES (Cont'd)****Risk Assessments**

	2015/16 Charge £ : p	2016/17 Charge £ : p
- Single Private Dwelling	£100.00	£100.00
- Small Domestic Supplies	£100.00	£100.00
- Large Domestic Supplies	£200.00	£200.00
- Commercial or Public Small	£200.00	£200.00
- Commercial or Public Medium	£300.00	£300.00
- Commercial or Public Large	£500.00	£500.00
- Commercial or Public Very Large	£500.00	£500.00

HOUSING ACT NOTICES

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

ENVIRONMENTAL PROTECTION SERVICES

Register of Authorised Processes		
Statutory release fee - Dogs		£25.00
Land Enquiry		£35.00+VAT

Environmental Health2015/16
Charge
£ : p2016/17
Charge
£ : p**TAXI LICENCE FEES****Taxi Licences**

Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£170.00	£170.00
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 3 years	£170.00	£170.00
	- Renewal valid for 1 year	£170.00	£170.00
	- Renewal valid for 3 years	£170.00	£170.00
Hackney Carriage Vehicle Licence	- New or Renewal valid for 1 year	£190.00	146.00
Private Hire Vehicle Licence	- New or Renewal valid for 1 year	£190.00	£146.00
Private Hire Operators Licence	- New or Renewal valid for 5 years	£150.00	£150.00

Taxi Licence Charges

Replacement badge (including name or address change)		£20.00	£20.00
Replacement drivers badge holder with lanyard		£3.00	£3.00
Windscreen pouches (additional or replacement)		£1.50	£1.50
Replacement plate for vehicle		£38.00	£38.00
Vehicle Inspection full initial test (if undertaken other than at a time of licensing or relicensing vehicle)		£52.80	n/a
Vehicle Inspection re-test following failure of initial test		£12.00	n/a
Meter test or retest undertaken separate to full vehicle inspection		£24.00	n/a

Environmental Health

		2015/16 Charge £ : p	2016/17 Charge £ : p
OTHER LICENSING			
Permits for Goods and Amenities on the Highway	- Application Fee		
Premises Licence Fees - Gambling Act 2005			
Betting Premises (excluding tracks)	- New Application	£2,670.00	£2,737.00
	- Annual Fee	£535.00	£548.00
	- Application to Vary	£1,335.00	£1,368.00
	- Application to Transfer	£1,080.00	£1,107.00
	- Application to Reinstatement	£1,080.00	£1,107.00
	- Application for Prov. Statement	£2,670.00	£2,737.00
	- Application (Prov. State Holders)	£1,080.00	£1,107.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00
Tracks			
	- New Application	£1,335.00	£1,368.00
	- Annual Fee	£890.00	£912.00
	- Application to Vary	£1,100.00	£1,128.00
	- Application to Transfer	£840.00	£861.00
	- Application to Reinstatement	£840.00	£861.00
	- Application for Prov. Statement	£2,220.00	£2,276.00
	- Application (Prov. State Holders)	£840.00	£861.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00

Environmental Health

		2015/16 Charge £ : p	2016/17 Charge £ : p
OTHER LICENSING (Cont'd)			
Family Entertainment Centres	- New Application	£1,800.00	£1,845.00
	- Annual Fee	£670.00	£687.00
	- Application to Vary	£895.00	£917.00
	- Application to Transfer	£840.00	£861.00
	- Application to Reinstatement	£840.00	£861.00
	- Application for Prov. Statement	£1,795.00	£1,840.00
	- Application (Prov. State Holders)	£840.00	£861.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00
Adult Gaming Centre	- New Application	£1,800.00	£1,845.00
	- Annual Fee	£895.00	£917.00
	- Application to Vary	£895.00	£917.00
	- Application to Transfer	£1,080.00	£1,107.00
	- Application to Reinstatement	£1,080.00	£1,107.00
	- Application for Prov. Statement	£1,800.00	£1,845.00
	- Application (Prov. State Holders)	£1,080.00	£1,107.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00

<u>Environmental Health</u>		2015/16 Charge £ : p	2016/17 Charge £ : p
OTHER LICENSING (Cont'd)			
Bingo	- New Application	£2,915.00	£2,988.00
	- Annual Fee	£895.00	£917.00
	- Application to Vary	£1,560.00	£1,599.00
	- Application to Transfer	£1,080.00	£1,107.00
	- Application to Reinstatement	£1,080.00	£1,107.00
	- Application for Prov. Statement	£2,915.00	£2,988.00
	- Application (Prov. State Holders)	£1,080.00	£1,107.00
	- Copy Licence	£25.00	£25.00
	- Notification of Change	£50.00	£50.00
Permits			
Family Entertainment Centres	- Application Fee	£300.00	£300.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
Prize Gaming	- Application Fee	£300.00	£300.00
	- Annual Fee	£300.00	£300.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
Small Lottery Society	- Application Fee	£40.00	£40.00
	- Annual Fee	£20.00	£20.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00

Environmental Health

		2015/16	2016/17
		Charge £ : p	Charge £ : p
OTHER LICENSING (Cont'd)			
Club Gaming			
	- Application Fee Gaming Permit	£200.00	£200.00
	- Application Fee Machine Permit	£200.00	£200.00
	- Annual Fee	£50.00	£50.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
License Premises Gaming Machine Permit	- Application Fee (2 or less)	£50.00	£50.00
	- Application Fee (3 or more)	£150.00	£150.00
	- Annual Fee	£50.00	£50.00
	- Change of Name	£25.00	£25.00
	- Copy of Permit	£15.00	£15.00
	- Variation	£100.00	£100.00
	- Transfer	£25.00	£25.00
Licences and certificates of suitability			
Skin piercing premises	- Registration (one-off)	£230.00	£230.00
Skin piercing each additional operative at same premises	- Registration (one-off)	£30.00	£30.00
Goods & Amenities on the Highway		n/a	
<u>Environmental Health</u> Scrap Metal Dealer	New/Renewal (3 years)	£400.00	£410.00
Scrap Metal Dealer	Variation	£300.00	£308.00
Scrap Metal Collector	New/Renewal (3 years)	£100.00	£103.00
Scrap Metal Collector	Variation	£75.00	£77.00
Sex Shop or sex cinema		£1,800.00	£1,845.00
Sexual Entertainment Venue		£2,670.00	£2,737.00

		2015/16 Charge £ : p	2016/17 Charge £ : p
OTHER LICENSING (Continued)			
Street Trading Consents	- Non profit	Free	Free
	- Commercial	£70.00	£72.00
Animal Boarding	- New/Renewal	£123.00	£126.00
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	£159.00	£163.00
Dog Breeding (and vet fees where appropriate)	- New/Renewal	£123.00	£126.00
Pet Shop	- New/Renewal	£123.00	£126.00
Riding Establishment (and vet fees where appropriate)	- New/Renewal	£210.00	£215.00
	- Variation	£169.00	£173.00
Zoo (and vet fees where appropriate)	- New/Renewal	£210.00	£215.00
Provision of non-statutory service advice or activity			£35.00
Mobile Home Act 2013 (NHA2013)			
New Park Home Licence	Units - 1-5	£210.00	£210.00
New Park Home Licence	Units - 6-24	£225.00	£225.00
New Park Home Licence	Units - 25-29	£240.00	£240.00
New Park Home Licence	Units - 100 plus	£270.00	£270.00
Annual Licence Fee	1-3	£0.00	£0.00
Annual Licence Fee	4-5	£120.00	£120.00
Annual Licence Fee	6-24	£180.00	£180.00
Annual Licence Fee	25-29	£240.00	£240.00
Annual Licence Fee	100 plus	£270.00	£270.00
Licence Transfer	n/a	£97.50	£97.50

Environmental Health2015/16
Charge
£ : p2016/17
Charge
£ : p**OTHER LICENSING (Cont'd)**

Licence Variation	n/a	£97.50 plus inspection fee if applicable	£97.50
Deposit of Site Rules	n/a	£45.00	£45.00

Organisational Development Service Area

	Charge 2015/16 £ : p	Charge 2016/17 £ : p
ELECTIONS		
Statutory Charges		
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per <u>first</u> 1,000 names, or part thereof)	£15.00	£15.00
Printed copy as above, extra 1,000 names or part thereof	£5.00	£5.00
Sale of open Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£21.50	£21.50
Data form as above, extra 1,000 names or part thereof	£1.50	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£15.00	£15.00
Printed copy as above, extra 1,000 names or part thereof	£5.00	£5.00
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof)	£21.50	£21.50
Data Form as above, extra 1,000 names or part thereof	£1.50	£1.50
Sale of Marked Registers - Printed Copy - Basic Charge	£10.00	£10.00
Printed copy of Marked Registers - 1,000 names or part thereof	£2.00	£2.00
Data form of Marked Registers - 1,000 names or part thereof	£1.00	£1.00
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof)	£15.00	£15.00
Printed copy as above, extra 100 names or part thereof	£5.00	£5.00
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof)	£21.50	£21.50
Data form as above, extra 100 names or part thereof	£1.50	£1.50
Non Statutory Charges		
Certificate of Registration	£12.50	£12.50

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.