

Budget Book



2018/2019

| REVENUE | Page no. |
|--|-----------------|
| Foreword / Report on General Fund Budget | 1 - 11 |
| General Fund Summary | 12 – 14 |
| Subjective Analysis – Net Cost of Services | 15 |
| General Fund Reserve Statement | 16 – 19 |
| Council Tax 2017/18 – Summary | 20 |
| Sources of Finance and Spending Graph | 21 – 22 |
| Council Tax 2017/18 for each Parish | 23 – 27 |
| Employee Numbers and Cost | 28 |
| CLT & Other Corporate Services | 29 – 32 |
| Economic & Community Development & Leisure | 33 – 49 |
| Customer Services & ICT | 50 – 57 |
| Environmental Health | 58 – 67 |
| Finance & Assets | 68 – 80 |
| Legal & Democratic Services | 81 - 83 |
| Planning | 84 – 89 |
| | |
| CAPITAL | |
| Capital Programme | 90 – 98 |
| Capital Bids 2016/17 | 99 |
| | |
| FEES AND CHARGES | |
| Corporate | 100 |
| Customer Services & ICT | 101 |
| Economic & Community Development | 102 – 106 |
| Finance & Assets | 107 |
| Environmental Health | 108 - 116 |
| Legal & Democratic | 117 |
| Planning | 118 – 122 |
| | |
| GLOSSARY OF TERMS | 123 – 124 |

Introduction

- 1.1 In February 2018 the Council approved the budget for 2018/19 and noted the future financial projections for the three year period 2019/20 to 2021/22.
- 1.2 The Medium Term Financial Strategy (MTFS) covering the period 2018/19 to 2021/22 was presented to Members in October 2017. At that time the forecast budget gap over the next four years was in the region of £2.3 million and took account of the following assumptions;
 - a) Known spending pressures;
 - b) Complete removal of the Revenue Support Grant by 2020/21;
 - c) Continuation of the New Homes Bonus (including the new baseline) and using 100% of the Council's allocation of the funding in the base budget;
 - d) A number of work stream savings and additional income as approved as part of the previous 2017/18 budget process;
 - e) No one-off uses of reserves were assumed for the period of the MTFS to cover the base budget.
- 1.3 The strategy did however then go on to demonstrate what the impact of an annual year on year Council tax increase of £4.95 for the period of the strategy would do to the forecast deficit, in effect reducing it to £1.5m by 2021/22.
- 1.4 Since that time the detail of the budget for 2018/19 and projections for the period to 2021/22 have been developed by both Officers and Members resulting in the budget approved in February 2018.

2 Provisional Local Government Finance Settlement (LGFS)

- 2.1 On 19 December 2017 the Secretary of State for Communities and Local Government Sajid Javid, provided an update in relation to the provisional Local Government Finance Settlement (LGFS) for the period 2018/19 to 2019/20 which was later confirmed on 6 February 2018. This reflected the projections for the final two years of the four year settlement agreement.
- 2.2 Some of the key messages from the provisional settlement were as follows:
 - 2.2.1.1 The original settlement covered the four year period from 2016/17 to 2019/20 and was taken up by 97% of Councils. The provisional settlement announcement during December 2017 covered the final two years of this agreement. It is important to note that, while the four year settlement does aid financial planning, the figures announced are all provisional and potentially subject to change in future years as evidenced last year through the changes to the New Homes Bonus (NHB) allocations.
 - 2.2.1.2 While the countywide proposal for a business rates pilot was not successful it was announced that there is an expectation that local authorities will be able to retain 75% of business rates from 2020 to 2021 through incorporating existing grants such as Revenue Support Grant. This is a change to the previous announcements in relation to 100% rates retention by 2020. The business rates pilots will help inform this and new pilots are expected for 2019/20 so it would appear at present that there might be another opportunity for a countywide bid next year.
 - 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 original four year settlement; this is based on the assumption that local tax is increased in line with the council tax principles announced within the settlement, including the Social Care Precept and the £5

- increase for District Councils in the lowest quartile for band D. The referendum principles for Council Tax were also increased for local authorities from 2% to 3%.
- 2.2.1.4 Police and Crime Commissioners were able to increase their Band D council tax by the higher of 3% or £12.
- 2.2.1.5 The adult social care precept arrangements remained unchanged.
- 2.2.1.6 Although it had been muted that there were potentially further changes to come in respect of the New Homes Bonus allocation methodology nothing further was announced as part of the provisional settlement following the introduction of the baseline and reduction in the length of the scheme last year.
- 2.2.1.7 The Rural Services Delivery Grant was increased nationally for 2018/19 by £15 million which saw a one-off increase of £90k for NNDC.
- 2.2.1.8 The consultation in relation to the Fair Funding Review was also announced and will review the needs assessment formula which will look at how demographic pressures are affecting different areas in different ways and how in turn this is impacting on costs and service delivery and offices will be responding as required. The aim at present is for a new system to be introduced in 2020 to 2021 based on the findings of this work.
- 2.2.1.9 The Rural Rate Relief and the new one year pub relief announced last year were extended for a further year. These are to be funded by Section 31 grants so there is no financial impact for the Council. Support for Small Businesses Relief and the Local Discretionary Revaluation Relief Scheme will both continue in 2018/19.
- 2.3 The Government has used a measure of “Core Spending Power (CSP)” which sets out potential income for Local Authorities from a number of sources over the 4 year settlement period. The sources of income are as follows:
- The “Modified Settlement Funding Assessment (MSFA)” – this includes the Revenue Support Grant (RSG) and Business Rates Baseline funding including where necessary tariff and top up adjustments.
 - The council tax requirement (excluding parish precepts) – i.e. income generated locally from Council Tax.
 - New Homes Bonus.
 - Rural Services Delivery Grant.
- 2.4 The settlement makes a number of assumptions within the future years spending power for each of the income sources. These assumptions are outlined below:
- a) MSFA – Annual reductions have been made to the RSG and increases to the business rates baseline.
 - b) Council Tax Base Growth – spending power assumes there will be annual growth in the Council Tax base throughout the period to 2019/20. The level of growth has been based on the average annual growth in the council tax base between 2013/14 and 2015/16.
 - c) Council Tax Increases – the spending power assumes that Local Authorities will increase their Band D council tax in line with the Office for Budget Responsibilities (OBR) forecast for CPI for each year (which is an annual average of 1.75%) throughout the period to 2019/20, rather than the 2% allowed before triggering a referendum (except for those in the lower quartile – please see below).
 - d) Social Care Precept – the settlement assumes that additional council tax will be generated from the setting of an adult social care precept for those authorities with this responsibility.
 - e) Additional council tax available from a £5 cash principle – it has been assumed that all districts within the lower quartile Band D council tax level will increase council tax by £5 where applicable. This has been estimated by assuming that the 51 shire district councils with the lowest Band D council tax in the previous year

will increase their Band D council tax by whichever is the greater of £5 or 3% (this is an increase of 1% from 2017/18).

- f) New Homes Bonus – for 2017/18 onwards the spending power assumes the introduction of the new ‘baseline’ based on 0.4% of national housing growth with no bonus paid for housing delivery below this baseline position.
- g) Rural Services Delivery Grant - This provides £20 million of funding in 2016/17, rising to £65 million in 2019/20. This funding is distributed to the top-quartile of authorities ranked by super-sparsity, as per the distributional methodology for the Rural Services Delivery Grant indicator in 2015/16.

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

| Table 1 - Core Spending Power Provisional Finance Settlement | | | |
|---|-----------------------------|----------------|----------------|
| | 2017/18 Adjusted | 2018-19 | 2019-20 |
| Settlement Funding Assessment: | £000 | £000 | £000 |
| Revenue Support Grant | 936 | 536 | 88 |
| Baseline Funding Level | 3,010 | 3,099 | 3,198 |
| Modified Settlement Funding Assessment (MSFA) | 3,946 | 3,635 | 3,286 |
| Council Tax: | 5,520 | 5,910 | 6,007 |
| Council Tax Requirement excluding parish precepts | 5,520 | 5,712 | 5,609 |
| Additional revenue from £5 referendum principle | 0 | 197 | 398 |
| New Homes Bonus and returned funding | 1,695 | 1,150 | 958 |
| Rural Services Delivery Grant | 388 | 388 | 388 |
| Core Spending Power (as per announcement) | 11,549 | 11,082 | 10,639 |
| Reduction £000 | | (467) | (443) |
| Reduction % | | -4.1% | -4.0% |
| Reduction over period of settlement £ 000 | | | |
| Reduction over period of settlement % | | | |

2.6 The table above highlights the provisional figures for the final 3 years of the 4 year settlement. The Core Spending power assumes that the resources will reduce over the four year period covered by the settlement by 10.9% equating to £1.4 million, although this is based on the assumption that the Council tax band D will increase by £5 each year to generate additional Council Tax over this period and that the NHB is received at the level assumed in the settlement taking account of the new baseline.

2.7 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 | 2017/18 Adjusted | 2018-19 | 2019-20 |
|---|-----------------------------|----------------|----------------|
| Settlement Funding Assessment: | | | |
| Revenue Support Grant £000 | 936 | 536 | 88 |
| Baseline Funding Level £000 | 3,010 | 3,099 | 3,198 |
| Total Settlement Funding Assessment £000 | 3,946 | 3,635 | 3,286 |
| Movement - Year on Year | | | |
| Revenue Support Grant £ (Reduction) 000 | | (400) | (448) |
| Revenue Support Grant % Reduction | | -43% | -84% |
| Baseline Funding Level £ Increase 000 | | 89 | 99 |
| Baseline Funding Level % Increase | | 2.957% | 3.195% |
| Total Settlement Funding Assessment (Reduction) £000 | | (311) | (349) |
| Total Settlement Funding Assessment (Reduction) % | | -7.9% | -9.6% |
| Reduction over period of settlement £ 000 | | | (660) |
| Reduction over period of settlement % | | | -17% |

- 2.8 Total funding (excluding the New Homes Bonus) is expected to reduce by 7.9% in 2018/19 (compared to 2017/18) and by 17% over the final 2 year period of the settlement. When compared to the budget figures for 2015/16 there is a net reduction of £2m over the four year settlement period.
- 2.9 In 2013/14 total funding of £9.5 million for supporting sparsely populated areas was included in the settlement. NNDC's allocation for 2016/17 was £480,785 reducing to £388,212 in 2017/18 and this grant is set to continue for the period of the settlement.
- 2.10 New Homes Bonus – the provisional finance settlement included announcements on the NHB for 2018/19 and took account of the introduction of the new baseline and the top slicing of funding for reallocation for adult social care, further details on this are provided within section 3.
- 2.11 Business Rates Retention – The scheme of Business Rates retention came into operation in April 2013. As part of the provisional settlement it was announced that there was an expectation that local authorities will be able to retain 75% of business rates from 2020 to 2021 through incorporating existing grants such as Revenue Support Grant. This is a change to the previous announcements in relation to 100% rates retention by 2020. The percentage shares currently are 50% central government; 40% NNDC and 10% Norfolk County Council. The Government has confirmed the continuance of Rural Rate Relief and the relief provided to public houses to be funded by a Section 31 grant.
- 2.12 It was also announced as part of the provisional settlement in December that business rates will be uplifted by CPI rather than RPI from 2018/19, with revaluations to be conducted every three years instead of every five.
- 2.13 The amount of the Section 31 grant will not be confirmed until the NNDR returns for 2018/19 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 changes in property rateable value and also new business rate growth.

- 2.14 For example a surplus or deficit on the 2017/18 business rates collection fund will be taken into account within the 2018/19 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.
- 2.15 The deadline for the NNDR1 form for 2018/19 was 31 January and this also included an estimate of the surplus/deficit position for the current financial year. The budget position makes an assumption of the net amount of retained income for 2018/19 after allowing for the Section 31 grant and the payment of the levy.
- 2.16 New rateable values for properties were introduced from 1 April 2017 following a revaluation exercise undertaken by the Valuation Office Agency (VOA). This updated the previous values from 2010.
- 2.17 In terms of appeals against the previous 2010 list and also the new 2017 list, the Valuation Office Agency (VOA) has undertaken a revaluation exercise to review the previous 2010 ratings list. The new rateable values were introduced from April 2017 but unfortunately there are still outstanding appeals against the 2010 list and there will now be a new set of appeals against the new 2017 list. The VOA have introduced a new appeals system from 2017 and due to this and a back log of work the Council has no current information about the level of appeals against the new list which represents a significant financial risk to the Council.
- 2.18 The budget and future years forecasts have taken account of these movements, where reliefs have been increased the Government has undertaken to compensate local authorities for the loss of income they suffer as a result of these changes. Compensation will be provided by means of a grant payment to authorities under section 31 of the Local Government Act 2003. As well as certain reliefs offered potential increases will also be impacted by things such as successful appeals etc which is why the Council holds the Business Rates to help mitigate any impacts of the local retention scheme.

3 New Homes Bonus (NHB)

- 3.1 The New Homes Bonus was introduced in 2011/12 to incentivise and reward Councils and Communities that build new homes in their area. The bonus was originally paid as an unringfenced grant for six years and was paid based on the net additional¹ homes plus an additional supplement of £350 per affordable dwelling. The payment is then split between local authority tiers: 80% to the lower tier and 20% to the upper tier.
- 3.2 However, as already detailed above a new baseline of 0.4% of national projected housing growth was introduced last year, below which no bonus will be paid.
- 3.3 The provisional allocation of NHB for 2018/19 for NNDC is £1,149,592 and is based on the council tax data return submitted in October 2017. As per the changes brought forward last year this now includes payments for 4 years from 14/15 to 17/18 as opposed to 6 years as per the original scheme. This forms part of the adjustment and top slicing of the NHB allocations to provide additional money for adult social care funding.
- 3.4 The table below shows the actual amounts received for 2017/18 and the provisional allocation for 2018/19 along with the forecasts through until 2021/22.

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.

| Table 3 – New Homes Bonus | | | | | | |
|----------------------------------|--|----------------|----------------|-----------------|-----------------|-----------------|
| | | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 |
| | | Actual | Actual | Forecast | Forecast | Forecast |
| Total | | 1,694,986 | 1,149,592 | 957,620 | 761,604 | 762,535 |
| | | | | | | |

- 3.5 There is currently forecast to be a balance within the New Homes Bonus earmarked reserve of just over £1.9 million at 1 April 2018. 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.
- 3.6 The DCLG have just announced that they will be introducing a requirement for the review of Local Development Documents every five years, coming into force on 6 April this year. The regulations introduce a requirement to review Local Plans/ Statements of Community Involvement at least every 5 years from adoption. To comply with this authorities must, every five years from the adoption of the plan, carry out an assessment of whether it remains relevant and effectively addresses the needs of the local community, or whether policies need updating. Having carried out this assessment authorities must decide:
- that one or more policies do need updating, and update their Local Development Scheme to set out the timetable for updating their plan, and then update their plan; or
 - that their policies do not need updating, and publish their reasons for this decision.
- 3.7 This more frequent review process will have budgetary implications for future years which can in part be supported through the use of this reserve.

4 Savings and Additional Income 2018/19 onwards

- 4.1 The financial strategy as reported to Cabinet in October 2017 provided an update in relation to a number of work streams and priorities to be delivered over the length of the medium term financial strategy as previously approved as part of the 2017/18 budget process. These essentially focused mainly on income maximisation and efficiency savings and an update can be found within the table below.
- 4.2 No separate savings exercise was undertaken as part of the 2018/19 budget process, however budget managers were asked to review the assumptions incorporated in savings forecasts during the 2017/18 process. As part of the 2017/18 budget process £804,839 of future savings were forecast for 2018/19, following a review of the current position this has decreased to £710,065. This reduction has largely been as a result of changes in shared services opportunities and slippage relating to the anticipated timing of other planned changes.
- 4.3 The 2017/18 base budget included savings and additional income of £558,300, currently the outturn forecast against this budget is £543,585, and this will continue to be reviewed as part of the budget monitoring process. Total savings and additional income of £710,065 have been factored into the budget for 2018/19, increasing to £801,400 in 2019/20 and to £818,068 from 2020/21 onwards. Where applicable the timing of the savings has been profiled over the next four years and some will be subject to more detailed work including project appraisals. The table below summarises the savings included in the budget and projections according to the work stream.
- 4.4 No further growth for New Homes and Business rates has been factored in above the current budget assumptions.

| Table 4 - Savings and Additional Income | | | | |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Theme | 2018/19 £000 | 2019/20 £000 | 2020/21 £000 | 2021/22 £000 |
| 1. Growth - New Homes and Business Rates | 0 | 0 | 0 | 0 |
| 2. Digital Transformation/BPR | 111 | 111 | 111 | 111 |
| 3. Property Investment & Asset Commercialisation | 161 | 235 | 252 | 252 |
| 4. Shared Services/Selling Services | 45 | 44 | 44 | 44 |
| 5. Collaboration and Localism | 0 | 0 | 0 | 0 |
| 6. Maximising Income and Reducing Costs | 93 | 93 | 93 | 93 |
| 7. Other Efficiencies and Savings | 300 | 318 | 318 | 318 |
| Total | 710 | 801 | 818 | 818 |

5 Revenue Account Base Budget

5.1 The detail of the revenue budget is included from page 29 onwards.

5.2 No growth bids were invited for revenue expenditure in 2018/19. Capital bids were invited and the updated capital programme is included on pages 91 to 100.

5.3 The revenue budget for 2018/19 makes a number of assumptions, the more significant ones are as follows:

5.3.1. **Council Tax** – The budget includes a **Council Tax increase** for the district element of Council Tax in 2018/19 and is based on the tax base of 39,844 as approved in December 2017. This means that the district element of the council tax increases by £4.95 from **£138.87 to £143.82** for 2018/19.

5.3.2. **Employee budgets** – The budget assumes a 2% pay award for 2018/19, 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 £50,000 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. From May 2017, employers with an annual pay bill of more than £3 million have been charged 0.5% of their total pay bill for the apprenticeship levy. This will be offset by a 'levy allowance' of £15,000 per year. For North Norfolk District Council this will total approximately £28,000 in 2018/19.

There are ongoing discussions at a national level in relation to pay spines and the national living wage which could impact on staffing costs. It was agreed as part of the 2016-2018 pay deal that the national Joint Council (NJC) conducts a review of the NJC pay spine. The estimated impact will be 4% to 6% on the total pay bill. This is currently anticipated to be implemented from April 2019 and will increase employee costs by around £450,000.

The employer pension contribution rates are based upon the results of the tri-ennial valuation of the pension fund as at 31 March 2016. For 2018/19 and future years, the contribution rate will remain unchanged at 14.5% of the payroll plus an additional monetary contribution. The next pension fund valuation is due on 31 March 2019 to take effect from April 2020. The fixed payment has been adjusted to take into account likely movements and has been factored into the budget. For 2018/19 the budget assumes the monetary contribution will increase from £788,000 to £876,000, an increase of £88,000. For 2019/20 it will increase from £876,000 to £968,000 an increase of £92,000. For

2020/21 it will remain at £968,000 until the outcome of the formal valuation in March 2019 is known.

5.3.3. **Fees and Charges** – The impact of the fees and charges approved by Full Council in December 2017 have been factored into the budget forecasts.

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 2018/19 budget for all waste, cleansing and grounds maintenance services as per the tendered contract. The total inflation is £128,000. The future anticipated contract cost is discussed in more detail below.

During 2017/18 the contract for managing Cromer pier was retendered. This will deliver a saving of £68,000 in 2018/19, increasing to £88,000 in 2019/20 and to £105,000 in 2020/21 due to a removal of the previous management fee and the profit sharing arrangements.

f) **Investment income** – The net interest receivable is currently forecast to be £1.1m for 2018/19. This includes income derived from loans to Housing Associations under the Local Investment Strategy. The Council ensures that priority is given to security and portfolio liquidity when investing treasury management funds. The average investment rate anticipated in the forward year is 3.3% compared with 2.0% for the current estimates for 2017/18. The income budget assumes the investment portfolio is invested with counterparties and financial institutions as set out in the Treasury Strategy. Investments will predominately be made in pooled funds and in money market funds for day to day liquidity. Further details of the Council's investment strategy are set out in the Treasury Management Strategy Statement and Investment Strategy 2018/19 to 2020/21 which appears elsewhere on this agenda.

5.3.5. **Big Society Fund/Second Homes Funding** –The budget assumes the continuation of the Big Society Fund (now called the Communities Fund) and related costs and grant scheme funded by the second homes income which is returned to districts. 2018/19 is currently assumed to be the final year of this grant funding. This will be funded by second homes income of £410,234 in 2018/19 and from the Communities Fund reserve from 2019/20 onwards.

5.3.6. **Splash and the North Norfolk Community Sports Hub** – at the meeting of 19 December 2017 Full Council agreed the capital budgets for the re-provision of the Splash facility and the development of the Sports Hub. The revenue impacts and associated borrowing costs of these two new schemes as identified within the December reports has now been built into the future years forecasts.

5.3.7. **Waste contract** – The waste contract is due for renewal at the end of March 2019 and officers are currently negotiating a 1 year contract extension with Kier to enable a joint procurement to be undertaken with Breckland District Council and Kings Lynn and West Norfolk Borough Council. Current indications are that this one year extension will cost an additional £1,000,000 although this is still subject to final negotiation and agreement. If this additional cost represents the current market value for the contract then this would represent significant annual growth in the revenue budget and this has been shown as a separate line of the current General Fund summary. The final cost will not ultimately be known however until the completion of the procurement exercise.

5.3.8. **Music Centre of Excellence** - Following on from the highly successful Sporting Centre of Excellence project which has now been in operation for nearly 2 years, it has been proposed that a similar initiative is undertaken to pilot a Music Centre of Excellence. This would work on very similar lines to the Sporting Centre of Excellence but with the focus on music, again hosted from the excellent facilities available at Gresham school. It is

recommended that a one-off budget of £20,000 is made available to support this initiative, to be funded from General Reserves.

- 5.4 The table below summarises the 2018/19 budget along with the equivalent figures from the 2017/18 budget.

Table 5 – Variance of 2017/18 to 2018/19 Base Budget

| | 2017/18 Base Budget £000 | 2018/19 Base Budget £000 | Variance £000 |
|---|---|---|--------------------------|
| Net cost of services (incl. Parishes) | 17,582 | 16,163 | (1,419) |
| Non service expenditure/ income | (3,122) | (2,526) | 596 |
| Net budget requirement | 14,460 | 13,637 | (823) |
| Funded by: | | | |
| Local Taxpayers – Parishes | (2,080) | (2,211) | (131) |
| Local Taxpayers - District Council | (5,520) | (5,910) | (390) |
| Revenue Support Grant & Retained Business Rates | (4,777) | (4,726) | 51 |
| Rural Services Delivery Grant | (388) | (388) | 0 |
| New Homes Bonus | (1,695) | (1,150) | 545 |
| Total Income | (14,460) | (14,385) | 75 |
| (Surplus)/ Deficit | 0 | (748) | (748) |

- 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 2017/18 to 2018/19 Base Budgets (excl. notional charges)

| | 2017/18 Base Budget £000 | 2018/19 Base Budget £000 | Variance £000 | Percentage Movement % |
|--------------------------------------|---|---|--------------------------|--------------------------------------|
| Employees/Support Services | 10,806 | 11,518 | 712 | 6.6% |
| Premises | 2,486 | 2,534 | 48 | 1.9% |
| Transport | 293 | 299 | 6 | 2.1% |
| Supplies & Services | 8,911 | 9,194 | 283 | 3.2% |
| Transfer Payments | 27,465 | 25,896 | (1,569) | (5.7%) |
| Income (External) | (37,846) | (36,582) | 1,264 | (3.3%) |
| Total Direct Costs and Income | 12,116 | 12,859 | 743 | 6.1% |
| Notional Charges: | | | | |
| Capital Charges | 2,692 | 1,344 | (1,348) | (50.1%) |
| IAS19 Notional Charges | (259) | (251) | 8 | (3.1%) |
| REFCUS | 954 | 0 | (954) | (100%) |
| Total Notional Charges | 3,387 | 1,093 | (2,294) | (67.7%) |
| Total Net Costs | 15,503 | 13,952 | (1,551) | (10.0%) |

5.7 The significant movement in relation to transfer payments reflects the benefit subsidy payment where income is claimed through the subsidy system. The drop in the notional capital charges is due to the timing of certain coast protection works.

6 Council Tax 2018/19

6.1 The following summarises how the budget will be financed and the District's net call on the Collection Fund for 2018/19. These figures assume a **council tax increase** in the District element of the Council Tax for 2018/19 of £4.95; the Council tax summary is included on page 20. A Council Tax Base of 39,844 Band D equivalent properties was approved by Full Council on 19 December 2017. Based on this figure, and the increase to the Net District Council Tax level, a Band D property will be £143.82 for 2018/19.

Table 7 – Council Tax Summary 2018/19

| | £000 |
|--|--------------|
| Total District amount to be met from Government Grant & Local Taxation | 11,426 |
| Less: | |
| Revenue Support Grant | (535) |
| Business Rates Retained & S31 Grant | (4,191) |
| New Homes Bonus | (1,150) |
| Rural Services Delivery Grant | (388) |
| District call on Collection Fund – excluding Parish Precepts | (5,910) |
| Surplus | (748) |

7 Reserves

7.1 The current position and forecast on the General and Earmarked Reserves is detailed on pages 16 to 19. The statement provides the latest proposals for use of reserves in the current financial year along with the budgeted movements in 2018/19, and proposed movements in the following three financial years. The current recommended balance on the general reserve is £1.85 million.

7.2 There are three main reasons for holding reserves:

- To provide a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the General Fund Reserve
- A contingency to cushion the impact of unexpected events or emergencies, such as a storm surge event – 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 2018/19 all reserves have been reviewed along with the current balances. Where balances are no longer required or an allocation can be maintained within the General Reserve for such purposes, balances have been reallocated to the General Reserve or another earmarked reserve as appropriate.

- 7.4 The surplus in the year has been allocated to the Invest to Save reserve to support the second phase of the Digital Transformation programme. The balance on the general reserve as at 1 April 2018 is forecast to be just over £2 million.
- 7.5 It should be recognised that the use of reserves is not a long term financial strategy but does allow time for planning further efficiencies and consideration of budget options to inform future budget setting processes and to allow for the smoothing of funding reductions.
- 7.6 A comprehensive statement about the adequacy of the reserves and recommended balance was included within the Chief Financial Officer's report, which forms part of the annual Council Tax and Budget report to Full Council in February.

For further information on the 2018/19 budget and forward projections please contact – accountancy@north-norfolk.gov.uk.

General Fund Summary

General Fund Summary 2018/19 Base Budget

| 2016/17 Actual | Service Area | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget | 2019/20 Projection | 2020/21 Projection | 2021/22 Projection |
|-------------------|---------------------------------------|---------------------------|------------------------------|---------------------------|-----------------------|-----------------------|-----------------------|
| £ | | £ | £ | £ | £ | £ | £ |
| 316,811 | Corporate Leadership Team/ Corporate | 306,315 | 330,761 | 316,213 | 480,797 | 321,425 | 325,581 |
| 2,075,198 | Customer Services and ICT | 2,226,632 | 2,252,173 | 2,143,311 | 2,265,163 | 2,349,617 | 2426,093 |
| 2,956,264 | Economic and Community Dev & Leisure | 3,807,237 | 3,855,037 | 2,648,580 | 2,596,492 | 2,474,432 | 2,488,908 |
| 3,222,187 | Environmental Health | 3,914,309 | 3,959,001 | 3,761,582 | 3,785,342 | 3,823,943 | 3,864,987 |
| 1,618,350 | Finance and Assets | 2,479,665 | 2,421,075 | 2,429,642 | 3,400,350 | 2,343,098 | 2,358,782 |
| 620,241 | Legal and Democratic Services | 655,985 | 690,901 | 591,003 | 541,247 | 547,687 | 556,702 |
| 1,835,777 | Planning | 2,113,015 | 1,998,895 | 2,061,807 | 2,156,748 | 2,096,707 | 2,145,457 |
| 0 | National Joint Council Pay Review | 0 | 0 | 0 | 450,000 | 450,000 | 450,000 |
| 0 | Waste Contract Extension/Re-provision | 0 | 0 | 0 | 1,000,000 | 1,000,000 | 1,000,000 |
| 12,644,828 | | 15,503,158 | 15,507,843 | 13,952,138 | 16,676,139 | 15,406,909 | 15,616,510 |
| 1,887,806 | Parish Precepts (Estimate from 19/20) | 2,079,492 | 2,079,492 | 2,210,812 | 2,408,410 | 2,633,115 | 2,633,115 |
| (1,801,049) | Capital Charges | (2,558,242) | (2,558,242) | (1,344,248) | (1,308,288) | (1,125,478) | (1,049,430) |
| (209,415) | Refcus | (1,088,121) | (1,088,121) | 0 | (1,000,000) | 0 | 0 |
| (561,290) | Interest Receivable | (834,940) | (834,940) | (1,147,384) | (1,100,110) | (1,109,440) | (1,100,110) |
| 0 | External Interest Paid | 2,500 | 2,500 | 3,500 | 230,991 | 225,395 | 219,631 |
| 0 | Minimum Revenue Provision | 0 | 0 | 0 | 259,704 | 266,300 | 273,064 |
| 343,843 | Revenue Financing for Capital | 1,780,776 | 1,595,539 | 1,491,407 | 1,300,000 | 300,000 | 0 |
| 199,926 | IAS19 Pension Adjustment | 259,287 | 259,287 | 251,249 | 253,762 | 256,300 | 258,863 |
| 12,504,649 | Net Operating Expenditure | 15,143,910 | 14,963,358 | 15,417,474 | 17,720,608 | 16,853,101 | 16,851,643 |

General Fund Summary

| 2016/17 Actual | | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget | 2019/20 Projection | 2020/21 Projection | 2021/22 Projection |
|-------------------|---|---------------------------|------------------------------|---------------------------|-----------------------|-----------------------|-----------------------|
| £ | | £ | £ | £ | £ | £ | £ |
| | Contributions to/(from) Earmarked Reserves: | | | | | | |
| (21,484) | Capital Projects Reserve | (777,333) | (595,137) | (747,964) | 0 | 0 | 0 |
| 346,494 | Asset Management | 901,531 | 337,833 | (3,443) | 0 | 0 | 0 |
| 871,248 | Benefits | 0 | (50,000) | (12,838) | (12,838) | 0 | 0 |
| 0 | Broadband | (1,000,000) | 0 | 0 | (1,000,000) | 0 | 0 |
| 26,329 | Building Control | 0 | 0 | 0 | 0 | 0 | 0 |
| 500,000 | Business Rates | 0 | (20,376) | (18,000) | (18,000) | (18,000) | (18,000) |
| 29,000 | Coast Protection | 0 | 0 | (20,000) | (20,000) | (20,000) | (20,000) |
| 0 | Common Training | 0 | (48,450) | 0 | 0 | 0 | 0 |
| 164,612 | Communities | 317,441 | 317,441 | 168,234 | (242,000) | (242,000) | (242,000) |
| 17,175 | Economic Development and Tourism | 0 | (37,837) | (10,000) | 0 | 0 | 0 |
| 30,000 | Elections | 40,000 | 40,000 | 40,000 | (120,000) | 40,000 | 40,000 |
| (6,989) | Enforcement Board | 140,937 | 82,926 | 0 | 0 | 0 | 0 |
| 79,102 | Environmental Health | (5,619) | 0 | 0 | 0 | 0 | 0 |
| 27,949 | Grants | (24,272) | 37,521 | (8,792) | 0 | 0 | 0 |
| 2,445,126 | Housing | 0 | 60,170 | (14,247) | (72,624) | (70,248) | (32,808) |
| 17,243 | Land Charges | 0 | 0 | 0 | 0 | 0 | 0 |
| 65,105 | Legal | 0 | 0 | 0 | 0 | 0 | 0 |
| 416,399 | New Homes Bonus (NHB) | (86,692) | 111,122 | (1,680,944) | (114,747) | 0 | 0 |
| 302,400 | Organisational Development | 0 | (4,281) | (4,649) | 0 | 0 | 0 |
| (224,519) | Planning | (122,395) | (123,485) | 18,330 | 50,000 | 50,000 | 50,000 |
| 0 | Property Investment Fund | 0 | 0 | 2,000,000 | 0 | 0 | 0 |
| 558,707 | Restructuring/Invest to Save | (67,356) | (354,973) | (582,939) | (338,924) | (300,000) | 0 |
| (15,532) | Sports Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | Treasury Property Reserve | 0 | (66,068) | 0 | 0 | 0 | 0 |
| (265,986) | Contributions to/(from) General Reserve | 0 | (189,612) | (60,000) | 0 | 0 | 0 |
| 17,867,028 | Amount to be met from Government Grant and Local Taxpayers | 14,460,152 | 14,460,152 | 14,480,222 | 15,831,475 | 16,292,853 | 16,628,835 |

General Fund Summary

| 2016/17 Actual | | 2017/18 Updated Budget | 2017/18 Base Budget | 2018/19 Base Budget | 2019/20 Projection | 2020/21 Projection | 2021/22 Projection |
|---------------------------|---|---------------------------------------|------------------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| £ | | £ | £ | £ | £ | £ | £ |
| (1,887,806) | Collection Fund – Parishes | (2,079,492) | (2,079,492) | (2,210,812) | (2,408,410) | (2,633,115) | (2,633,115) |
| (5,473,605) | Collection Fund – District | (5,520,427) | (5,520,427) | (5,909,655) | (6,007,222) | (6,268,118) | (6,532,973) |
| (3,904,859) | Retained Business Rates Baseline | (3,841,000) | (3,841,000) | (4,190,773) | (4,416,053) | (4,501,277) | (4,588,979) |
| (1,575,147) | Revenue Support Grant (RSG) | (936,035) | (936,035) | (535,619) | (88,359) | 0 | 0 |
| (2,092,049) | New Homes bonus | (1,694,986) | (1,694,986) | (1,149,592) | (957,620) | (761,604) | (762,535) |
| (15,835) | New Burdens Council Tax Grant | 0 | 0 | 0 | 0 | 0 | 0 |
| (480,785) | Section 31 grant Rural Services | (388,212) | (388,212) | (483,771) | (388,212) | 0 | 0 |
| (17,867,028) | Income from Government Grant and Taxpayers | (14,460,152) | (14,460,152) | (14,480,222) | (14,265,876) | (14,164,114) | (14,517,602) |
| 0 | (Surplus)/Deficit | 0 | 0 | 0 | 1,565,599 | 2,128,739 | 2,111,233 |

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.

| 2016/17 Actual | | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------|------------------------|---------------------|
| £ | | £ | £ | £ |
| 10,288,568 | Employee | 10,547,250 | 10,741,814 | 11,283,071 |
| 2,882,477 | Premises | 2,485,832 | 2,472,384 | 2,533,974 |
| 279,331 | Transport | 293,300 | 318,971 | 299,392 |
| 9,800,407 | Supplies and Services | 8,911,119 | 9,237,222 | 9,249,457 |
| 26,944,501 | Transfer Payments | 27,465,009 | 27,465,009 | 25,896,071 |
| 9,665,443 | Support Services - Charges In | 9,649,190 | 9,649,190 | 10,185,780 |
| (9,923,565) | Support Services - Charges Out | (9,649,272) | (9,649,272) | (10,185,869) |
| 2,010,463 | Capital Charges | 3,646,363 | 3,646,363 | 1,344,248 |
| (39,302,797) | Income (External) | (37,845,633) | (38,373,838) | (36,653,986) |
| 12,644,828 | Total Cost of Services | 15,503,158 | 15,507,843 | 13,952,138 |

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 1/4/2017 | 2017/18 Updated Budget Movement | Balance at 01/04/18 | 2018/19 Budgeted Movement | Balance 01/04/19 | 2019/20 Budgeted Movement | Balance 01/04/20 | 2020/21 Budgeted Movement | Balance 01/04/21 | 2021/22 Budgeted Movement | Balance 01/04/22 |
|---------------------------------------|--|---------------------|---------------------------------|---------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|
| | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| General Fund - General Reserve | A working balance and contingency, current recommended balance is £1.75 million. | 2,331,775 | (189,612) | 2,142,163 | (60,000) | 2,082,163 | 0 | 2,082,163 | 0 | 2,082,163 | 0 | 2,082,163 |
| Earmarked Reserves: | | | | | | | | | | | | |
| Capital Projects | To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt. | 2,313,978 | (595,137) | 1,718,841 | (747,964) | 970,877 | 0 | 970,877 | 0 | 970,877 | 0 | 970,877 |
| Asset Management | To support improvements to our existing assets as identified through the Asset Management Plan. | 500,892 | 337,833 | 838,725 | (3,443) | 835,282 | 0 | 835,282 | 0 | 835,282 | 0 | 835,282 |
| 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. | 1,429,624 | (50,000) | 1,379,624 | (12,838) | 1,366,786 | (12,838) | 1,353,948 | 0 | 1,353,948 | 0 | 1,353,948 |
| 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 | 0 | 1,000,000 | (1,000,000) | 0 | 0 | 0 | 0 | 0 |
| Building Control | Building Control surplus ring-fenced to cover any future deficits in the service. | 171,780 | 0 | 171,780 | 0 | 171,780 | 0 | 171,780 | 0 | 171,780 | 0 | 171,780 |

Reserves Statement

| Reserve | Purpose and Use of Reserve | Balance at 1/4/2017 | 2017/18 Updated Budget Movement | Balance at 01/04/18 | 2018/19 Budgeted Movement | Balance 01/04/19 | 2019/20 Budgeted Movement | Balance 01/04/20 | 2020/21 Budgeted Movement | Balance 01/04/21 | 2021/22 Budgeted Movement | Balance 01/04/22 |
|----------------------------------|--|---------------------|---------------------------------|---------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|
| | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Business Rates | To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme. | 2,527,045 | (20,376) | 2,506,669 | (18,000) | 2,488,669 | (18,000) | 2,470,669 | (18,000) | 2,452,669 | (18,000) | 2,434,669 |
| Coast Protection | To support the ongoing coast protection maintenance programme and carry forward funding between financial years. | 202,516 | 0 | 202,516 | (20,000) | 182,516 | (20,000) | 162,516 | (20,000) | 142,516 | (20,000) | 122,516 |
| Common Training | To deliver the corporate training programme. Training and development programmes are sometimes not completed in the year but are committed and therefore funding is carried forward in an earmarked reserve. | 48,450 | (48,450) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Communities | To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax. | 1,197,179 | 317,441 | 1,514,620 | 168,234 | 1,682,854 | (242,000) | 1,440,854 | (242,000) | 1,198,854 | (242,000) | 956,854 |
| Economic Development and Tourism | Earmarked from previous underspends within Economic Development and Tourism Budgets along with funding earmarked for Learning for Everyone. | 133,456 | (37,837) | 95,621 | (10,000) | 85,621 | 0 | 85,621 | 0 | 85,621 | 0 | 85,621 |
| Election Reserve | Established to meet costs associated with district council elections, to smooth the impact between financial years. | 43,000 | 40,000 | 83,000 | 40,000 | 123,000 | (120,000) | 3,000 | 40,000 | 43,000 | 40,000 | 83,000 |
| Enforcement Works | Established to meet costs associated with district council enforcement works including buildings at risk, pending recovery. | 103,674 | 82,926 | 186,600 | 0 | 186,600 | 0 | 186,600 | 0 | 186,600 | 0 | 186,600 |

Reserves Statement

| Reserve | Purpose and Use of Reserve | Balance at 1/4/2017 | 2017/18 Updated Budget Movement | Balance at 01/04/18 | 2018/19 Budgeted Movement | Balance 01/04/19 | 2019/20 Budgeted Movement | Balance 01/04/20 | 2020/21 Budgeted Movement | Balance 01/04/21 | 2021/22 Budgeted Movement | Balance 01/04/22 |
|-----------------------------|---|---------------------|---------------------------------|---------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|---------------------------|------------------|
| | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Environmental Health | Earmarking of previous underspends and additional income to meet Environmental Health initiatives. | 279,389 | 0 | 279,389 | 0 | 279,389 | 0 | 279,389 | 0 | 279,389 | 0 | 279,389 |
| Grants | Revenue Grants received and due to timing issues not used in the year. | 439,352 | 37,521 | 476,873 | (8,792) | 468,081 | 0 | 468,081 | 0 | 468,081 | 0 | 468,081 |
| Housing | Previously earmarked for stock condition survey and housing needs assessment.. Unspent balance of the Housing Community Fund Grant. | 2,520,743 | 60,170 | 2,580,913 | (14,247) | 2,566,666 | (72,624) | 2,494,042 | (70,248) | 2,423,794 | (32,808) | 2,390,986 |
| Treasury (Property) Reserve | Property Investment (Treasury), to smooth the impact on the revenue account of interest fluctuations. | 66,068 | (66,068) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Land Charges | To mitigate the impact of potential income reductions. | 233,169 | 0 | 233,169 | 0 | 233,169 | 0 | 233,169 | 0 | 233,169 | 0 | 233,169 |
| Legal | One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus. | 144,174 | 0 | 144,174 | 0 | 144,174 | 0 | 144,174 | 0 | 144,174 | 0 | 144,174 |
| 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.* | 1,834,440 | 111,122 | 1,945,562 | (1,680,944) | 264,618 | (114,747) | 149,871 | 0 | 149,871 | 0 | 149,871 |
| Organisational Development | To provide funding for organisation development to create capacity within the organisation. | 345,128 | (4,281) | 340,847 | (4,649) | 336,198 | 0 | 336,198 | 0 | 336,198 | 0 | 336,198 |

Reserves Statement

| Reserve | Purpose and Use of Reserve | Balance at 1/4/2017 | 2017/18 Updated Budget Movement | Balance at 01/04/18 | 2018/19 Budgeted Movement | Balance 01/04/19 | 2019/20 Budgeted Movement | Balance 01/04/20 | 2020/21 Budgeted Movement | Balance 01/04/21 | 2021/22 Budgeted Movement | Balance 01/04/22 |
|---|--|------------------------|--|------------------------|---------------------------------|---------------------|---------------------------------|---------------------|---------------------------------|---------------------|---------------------------------|---------------------|
| | | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| 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. | 168,664 | (123,485) | 45,179 | 18,330 | 63,509 | 50,000 | 113,509 | 50,000 | 163,509 | 50,000 | 213,509 |
| Property Investment Fund | To provide funding for the acquisition and development of new property assets. | 0 | 0 | 0 | 2,000,000 | 2,000,000 | 0 | 2,000,000 | 0 | 2,000,000 | 0 | 2,000,000 |
| 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. | 2,434,080 | (354,973) | 2,079,107 | (582,939) | 1,496,168 | (338,924) | 1,157,244 | (300,000) | 857,244 | 0 | 857,244 |
| 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. | 12,649 | 0 | 12,649 | 0 | 12,649 | 0 | 12,649 | 0 | 12,649 | 0 | 12,649 |
| | | 21,122,605 | (503,206) | 20,619,399 | (937,252) | 19,681,147 | (1,889,133) | 17,793,014 | (560,248) | 17,232,766 | (222,808) | 17,009,958 |

Council Tax 2018/19 – Summary

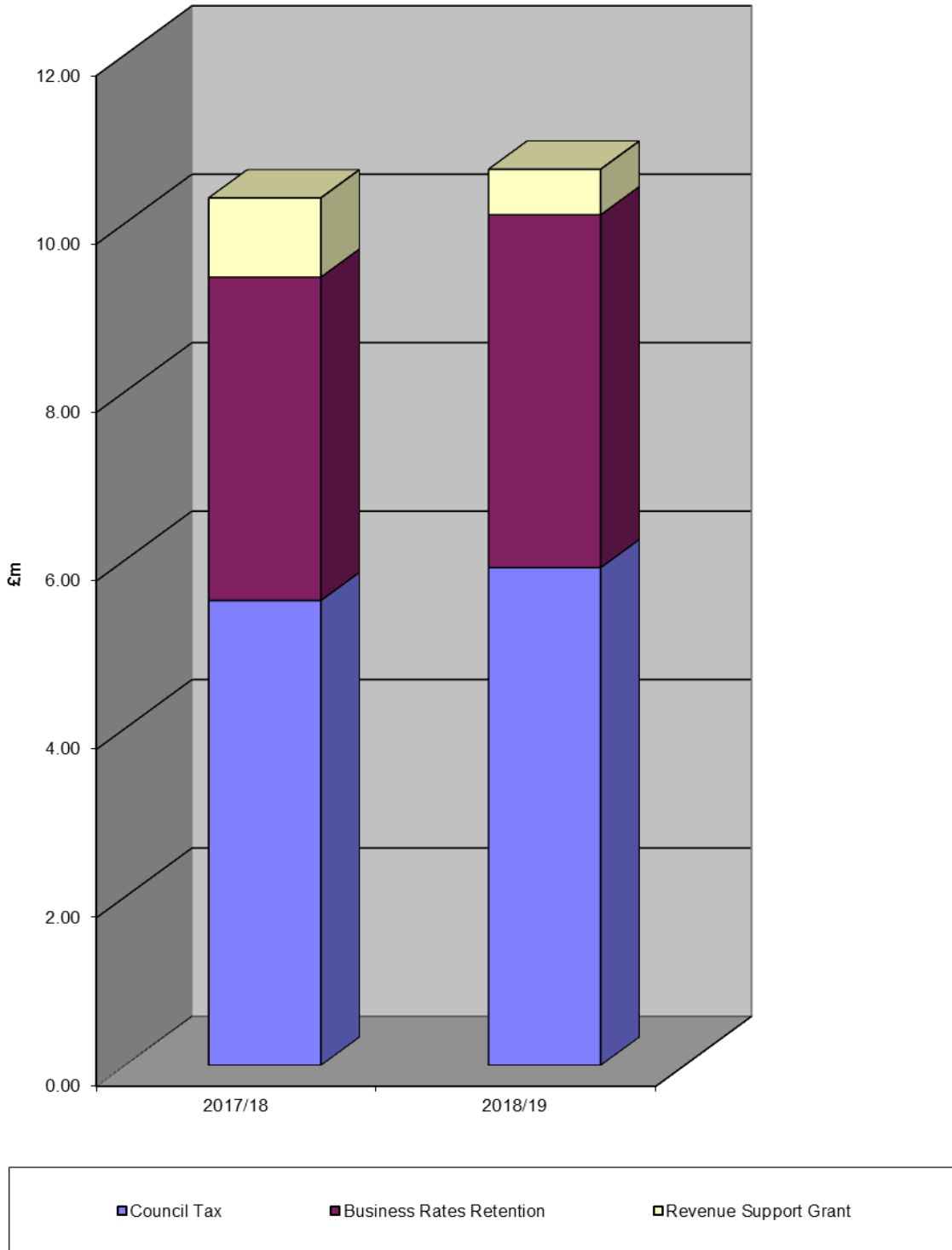
| | 2017/18 | 2018/19 | Change | |
|---|------------------|------------------|----------------|------------|
| | Base Budget £ | Base Budget £ | £ | % |
| District Net Call on Collection Fund (excluding Parishes) | 5,520,427 | 5,909,655 | 389,228 | 7.1 |
| District Council Level at Band D | 142.47 | 148.32 | 5.85 | |
| Less Collection Fund Surplus | (3.60) | (4.50) | (0.90) | |
| Net District Council Tax Level at Band D (District Councils Own Spending) | 138.87 | 143.82 | 4.95 | 3.6 |
| Parish and Town Precepts | 53.67 | 55.48 | 1.81 | 3.4 |
| Average District Council Tax at Band D (Inclusive of Parish and Town Precepts) | 192.54 | 199.30 | 6.76 | 3.5 |
| Norfolk County Council | 1,247.94 | 1,322.73 | 74.79 | 6.0 |
| Office of the Police & Crime Commissioner for Norfolk | 217.17 | 229.14 | 11.97 | 5.5 |
| Total Average Band D Amount | 1,657.65 | 1,751.17 | 93.53 | 5.6 |
| Range of charges at Band D: | | | | |
| Minimum | 1,603.98 | 1,702.03 | 98.05 | 6.1 |
| Maximum | 1,713.40 | 1,806.47 | 93.07 | 5.4 |

Notes:

- (1) The average increase in Council Tax at Band D for the District & Parish and Town Council's spending represents an increase of 13 pence per week.
- (2) The basic (average) amount of Council Tax represents the District & Parish and Towns spending divided by the Tax Base of 39,844 (as approved by the Council on the 19th December 2017). 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 £110.78 per Band D equivalent dwelling.

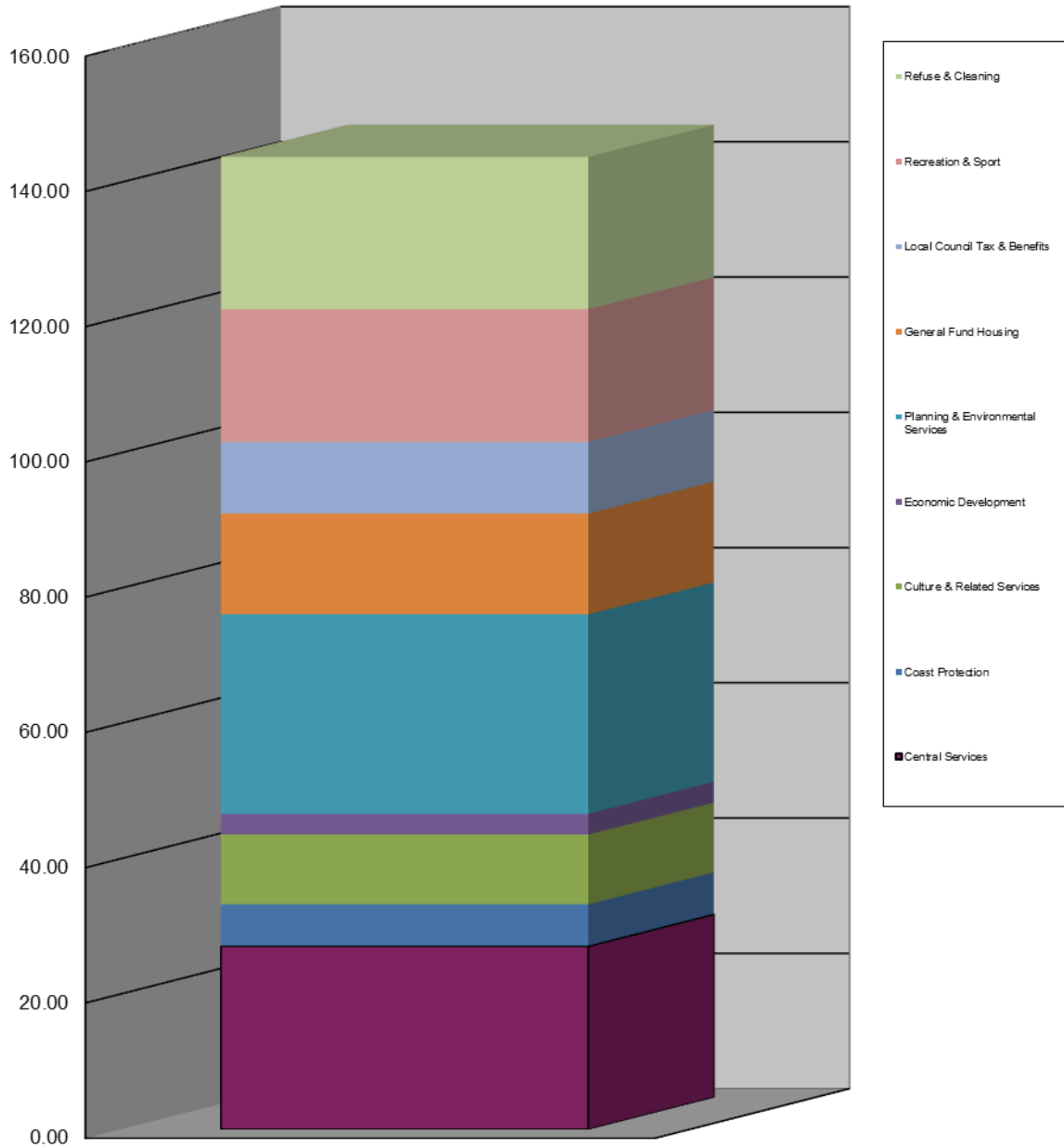
General Fund – Sources of Finance

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 2017/18 and 2018/19. The external finance overall has increased by 1% for 2018/19 over the 2017/18 level, with a decrease of 43% for Revenue Support Grant, and an increase of 9% for Business Rates Retention.



General Fund – Spending

Where does North Norfolk’s £143.82 of Council Tax go?



**Council Tax 2018/19
Per Band D Dwelling**

| Parish | Tax Base | Parish Precept £ . p | Parish Council Tax £ . p | Other Council Tax £ . p | Total Council Tax £ . p |
|------------------------------|----------|----------------------------|-----------------------------------|----------------------------------|----------------------------------|
| ALBY WITH THWAITE | 94.04 | 3,000.00 | 31.90 | 1,695.69 | 1,727.59 |
| ALDBOROUGH AND THURGARTON | 219.60 | 8,000.00 | 36.42 | 1,695.69 | 1,732.11 |
| ANTINGHAM | 121.05 | 2,634.00 | 21.75 | 1,695.69 | 1,717.44 |
| ASHMANHAUGH | 65.94 | 3,700.00 | 56.11 | 1,695.69 | 1,751.80 |
| AYLMERTON | 205.65 | 7,100.00 | 34.52 | 1,695.69 | 1,730.21 |
| BACONSTHORPE | 84.47 | 4,705.00 | 55.70 | 1,695.69 | 1,751.39 |
| BACTON | 532.98 | 14,985.00 | 28.11 | 1,695.69 | 1,723.80 |
| BARSHAM | 100.32 | 1,900.00 | 18.93 | 1,695.69 | 1,714.62 |
| BARTON TURF | 244.81 | 6,180.00 | 25.24 | 1,695.69 | 1,720.93 |
| BECKHAM EAST/WEST | 109.63 | 3,300.00 | 30.10 | 1,695.69 | 1,725.79 |
| BEESTON REGIS | 389.84 | 11,534.00 | 29.58 | 1,695.69 | 1,725.27 |
| BINHAM | 167.13 | 4,500.00 | 26.92 | 1,695.69 | 1,722.61 |
| BLAKENEY | 542.40 | 38,000.00 | 70.05 | 1,695.69 | 1,765.74 |
| BODHAM | 166.65 | 8,000.00 | 48.00 | 1,695.69 | 1,743.69 |
| BRININGHAM | 66.57 | 0.00 | 0.00 | 1,695.69 | 1,695.69 |
| BRINTON | 124.07 | 3,000.00 | 24.17 | 1,695.69 | 1,719.86 |
| BRISTON | 852.77 | 42,475.00 | 49.80 | 1,695.69 | 1,745.49 |
| BRUMSTEAD | 25.42 | 0.00 | 0.00 | 1,695.69 | 1,695.69 |
| CATFIELD | 319.90 | 11,120.00 | 34.76 | 1,695.69 | 1,730.45 |
| CLEY | 313.75 | 9,000.00 | 28.68 | 1,695.69 | 1,724.37 |
| COLBY | 186.91 | 14,953.00 | 80.00 | 1,695.69 | 1,775.69 |
| CORPUSTY AND SAXTHORPE | 277.10 | 16,995.00 | 61.33 | 1,695.69 | 1,757.02 |
| CROMER | 3,012.17 | 261,254.00 | 86.73 | 1,695.69 | 1,782.42 |
| DILHAM | 143.09 | 3,982.00 | 27.82 | 1,695.69 | 1,723.51 |
| DUNTON | 53.59 | 0.00 | 0.00 | 1,695.69 | 1,695.69 |
| EAST RUSTON | 187.79 | 5,000.00 | 26.62 | 1,695.69 | 1,722.31 |
| EDGEFIELD | 179.48 | 5,000.00 | 27.85 | 1,695.69 | 1,723.54 |
| ERPINGHAM | 236.96 | 8,236.00 | 34.75 | 1,695.69 | 1,730.44 |
| FAKENHAM | 2,472.14 | 167,840.00 | 67.89 | 1,695.69 | 1,763.58 |
| FELBRIGG | 69.98 | 3,100.00 | 44.29 | 1,695.69 | 1,739.98 |

**Council Tax 2018/19
Per Band D Dwelling**

| Parish | Tax Base | Parish Precept £ . p | Parish Council Tax £ . p | Other Council Tax £ . p | Total Council Tax £ . p |
|----------------------------------|----------|----------------------------|-----------------------------------|----------------------------------|----------------------------------|
| FELMINGHAM | 191.94 | 1,500.00 | 7.81 | 1,695.69 | 1,703.50 |
| FIELD DALLING | 145.26 | 3,300.00 | 22.71 | 1,695.69 | 1,718.40 |
| FULMODESTON | 181.56 | 5,520.00 | 30.40 | 1,695.69 | 1,726.09 |
| GIMINGHAM | 151.79 | 6,347.00 | 41.81 | 1,695.69 | 1,737.50 |
| GREAT SNORING | 85.37 | 3,500.00 | 40.99 | 1,695.69 | 1,736.68 |
| GRESHAM | 169.53 | 6,930.00 | 40.87 | 1,695.69 | 1,736.56 |
| GUNTHORPE | 146.23 | 2,500.00 | 17.09 | 1,695.69 | 1,712.78 |
| HANWORTH | 98.32 | 2,230.00 | 22.68 | 1,695.69 | 1,718.37 |
| HAPPISBURGH | 309.93 | 3,750.00 | 12.09 | 1,695.69 | 1,707.78 |
| HELHOUGHTON | 148.06 | 4,450.00 | 30.05 | 1,695.69 | 1,725.74 |
| HEMPSTEAD | 75.39 | 2,100.00 | 27.85 | 1,695.69 | 1,723.54 |
| HEMPTON | 182.34 | 20,200.00 | 110.78 | 1,695.69 | 1,806.47 |
| HICKLING | 410.50 | 8,703.00 | 21.20 | 1,695.69 | 1,716.89 |
| HIGH KELLING | 281.16 | 6,000.00 | 21.34 | 1,695.69 | 1,717.03 |
| HINDOLVESTON | 205.81 | 8,100.00 | 39.35 | 1,695.69 | 1,735.04 |
| HINDRINGHAM | 233.10 | 7,200.00 | 30.88 | 1,695.69 | 1,726.57 |
| HOLKHAM | 86.20 | 3,000.00 | 34.80 | 1,695.69 | 1,730.49 |
| HOLT | 1,571.22 | 107,100.00 | 68.16 | 1,695.69 | 1,763.85 |
| HONING | 119.82 | 2,000.00 | 16.69 | 1,695.69 | 1,712.38 |
| HORNING | 612.11 | 16,396.00 | 26.78 | 1,695.69 | 1,722.47 |
| HORSEY | 29.34 | 1,020.00 | 34.76 | 1,695.69 | 1,730.45 |
| HOVETON | 809.70 | 47,095.00 | 58.16 | 1,695.69 | 1,753.85 |
| INGHAM | 147.43 | 1,300.00 | 8.81 | 1,695.69 | 1,704.50 |
| INGWORTH | 41.30 | 2,645.00 | 64.04 | 1,695.69 | 1,759.73 |
| ITTERINGHAM | 58.05 | 2,500.00 | 43.06 | 1,695.69 | 1,738.75 |
| KELLING | 98.27 | 3,237.00 | 32.93 | 1,695.69 | 1,728.62 |
| KETTLESTONE | 96.98 | 3,600.00 | 37.12 | 1,695.69 | 1,732.81 |
| KNAPTON | 146.49 | 4,022.00 | 27.45 | 1,695.69 | 1,723.14 |
| LANGHAM | 221.04 | 6,904.00 | 31.23 | 1,695.69 | 1,726.92 |
| LESSINGHAM | 237.46 | 3,242.00 | 13.65 | 1,695.69 | 1,709.34 |
| LEATHERINGSETT WITH GLANDFORD | 132.27 | 2,000.00 | 15.12 | 1,695.69 | 1,710.81 |
| LITTLE BARNINGHAM | 40.60 | 858.00 | 21.13 | 1,695.69 | 1,716.82 |
| LITTLE SNORING | 229.11 | 8,400.00 | 36.66 | 1,695.69 | 1,732.35 |
| LUDHAM | 492.45 | 9,152.00 | 18.58 | 1,695.69 | 1,714.27 |
| MATLASKE | 63.02 | 400.00 | 6.34 | 1,695.69 | 1,702.03 |

| Council Tax 2018/19 Per Band D Dwelling | | | | | |
|--|-----------------|-------------------------------------|---|--|--|
| Parish | Tax Base | Parish Precept £ . p | Parish Council Tax £ . p | Other Council Tax £ . p | Total Council Tax £ . p |
| MELTON CONSTABLE | 199.56 | 12,750.00 | 63.89 | 1,695.69 | 1,759.58 |
| MORSTON | 56.22 | 1,000.00 | 17.78 | 1,695.69 | 1,713.47 |
| MUNDESLEY | 1,169.23 | 53,000.00 | 45.32 | 1,695.69 | 1,741.01 |
| NEATISHEAD | 238.77 | 7,800.00 | 32.66 | 1,695.69 | 1,728.35 |
| NORTH WALSHAM | 3,895.12 | 355,147.00 | 91.17 | 1,695.69 | 1,786.86 |
| NORTHREPPS | 388.24 | 15,036.00 | 38.72 | 1,695.69 | 1,734.41 |
| OVERSTRAND | 443.81 | 29,000.00 | 65.34 | 1,695.69 | 1,761.03 |
| PASTON | 91.63 | 5,355.00 | 58.44 | 1,695.69 | 1,754.13 |
| PLUMSTEAD | 48.76 | 2,500.00 | 51.27 | 1,695.69 | 1,746.96 |
| POTTER HEIGHAM | 423.09 | 12,134.00 | 28.67 | 1,695.69 | 1,724.36 |
| PUDDING NORTON | 75.60 | 5,000.00 | 66.13 | 1,695.69 | 1,761.82 |
| RAYNHAM | 158.51 | 5,304.00 | 33.46 | 1,695.69 | 1,729.15 |
| ROUGHTON | 342.95 | 7,699.00 | 22.44 | 1,695.69 | 1,718.13 |
| RUNTON | 704.98 | 15,000.00 | 21.27 | 1,695.69 | 1,716.96 |
| RYBURGH | 230.60 | 8,500.00 | 36.86 | 1,695.69 | 1,732.55 |
| SALTHOUSE | 108.04 | 5,000.00 | 46.27 | 1,695.69 | 1,741.96 |
| SCOTTOW | 289.01 | 14,000.00 | 48.44 | 1,695.69 | 1,744.13 |
| SCULTHORPE | 274.71 | 7,556.00 | 27.50 | 1,695.69 | 1,723.19 |
| SEA PALLING | 213.39 | 13,908.00 | 65.17 | 1,695.69 | 1,760.86 |
| SHERINGHAM | 3,101.42 | 293,700.00 | 94.69 | 1,695.69 | 1,790.38 |
| SIDESTRAND | 52.64 | 1,377.00 | 26.15 | 1,695.69 | 1,721.84 |
| SKEYTON | 87.15 | 1,063.00 | 12.19 | 1,695.69 | 1,707.88 |
| SLOLEY | 91.91 | 2,680.00 | 29.15 | 1,695.69 | 1,724.84 |
| SMALLBURGH | 187.40 | 5,550.00 | 29.61 | 1,695.69 | 1,725.30 |
| SOUTHREPPS | 320.09 | 13,566.00 | 42.38 | 1,695.69 | 1,738.07 |
| STALHAM | 1,150.10 | 83,000.00 | 72.16 | 1,695.69 | 1,767.85 |
| STIBBARD | 134.93 | 5,512.00 | 40.85 | 1,695.69 | 1,736.54 |
| STIFFKEY | 134.75 | 4,745.00 | 35.21 | 1,695.69 | 1,730.90 |
| STODY | 91.25 | 2,730.00 | 29.91 | 1,695.69 | 1,725.60 |
| SUFFIELD | 58.20 | 1,313.00 | 22.56 | 1,695.69 | 1,718.25 |
| SUSTEAD | 93.29 | 2,730.00 | 29.26 | 1,695.69 | 1,724.95 |
| SUTTON | 390.24 | 14,490.00 | 37.13 | 1,695.69 | 1,732.82 |
| SWAFIELD | 111.72 | 5,325.00 | 47.66 | 1,695.69 | 1,743.35 |
| SWANTON ABBOTT | 143.86 | 5,350.00 | 37.18 | 1,695.69 | 1,732.87 |
| SWANTON NOVERS | 85.15 | 7,416.00 | 87.09 | 1,695.69 | 1,782.78 |

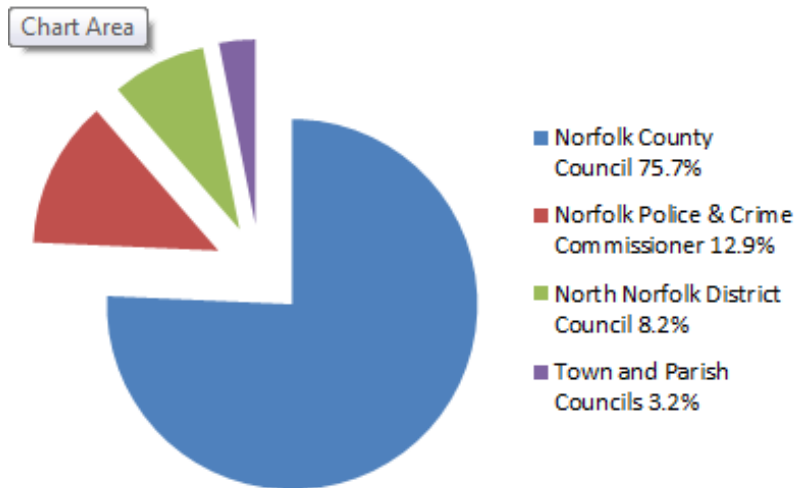
| Council Tax 2018/19 Per Band D Dwelling | | | | | |
|--|------------------|---------------------------|-----------------------------------|----------------------------------|----------------------------------|
| Parish | Tax Base | Parish Precept | Parish Council Tax | Other Council Tax | Total Council Tax |
| | | £ . p | £ . p | £ . p | £ . p |
| TATTERSETT | 277.65 | 3,194.00 | 11.50 | 1,695.69 | 1,707.19 |
| THORNAGE | 97.36 | 1,530.00 | 15.71 | 1,695.69 | 1,711.40 |
| THORPE MARKET | 112.88 | 5,370.00 | 47.57 | 1,695.69 | 1,743.26 |
| THURNING | 30.56 | 0.00 | 0.00 | 1,695.69 | 1,695.69 |
| THURSFORD | 110.14 | 3,500.00 | 31.77 | 1,695.69 | 1,727.46 |
| TRIMINGHAM | 135.27 | 8,632.00 | 63.81 | 1,695.69 | 1,759.50 |
| TRUNCH | 348.48 | 17,000.00 | 48.78 | 1,695.69 | 1,744.47 |
| TUNSTEAD | 255.66 | 5,500.00 | 21.51 | 1,695.69 | 1,717.20 |
| UPPER SHERINGHAM | 104.09 | 5,365.00 | 51.54 | 1,695.69 | 1,747.23 |
| WALCOTT | 226.13 | 7,679.00 | 33.95 | 1,695.69 | 1,729.64 |
| WALSINGHAM | 346.93 | 21,200.00 | 61.10 | 1,695.69 | 1,756.79 |
| WARHAM | 77.68 | 5,000.00 | 64.36 | 1,695.69 | 1,760.05 |
| WELLS-NEXT-THE-SEA | 1,140.94 | 73,685.00 | 64.58 | 1,695.69 | 1,760.27 |
| WESTWICK | 30.64 | 0.00 | 0.00 | 1,695.69 | 1,695.69 |
| WEYBOURNE | 343.73 | 15,000.00 | 43.63 | 1,695.69 | 1,739.32 |
| WICKMERE | 59.27 | 3,500.00 | 59.05 | 1,695.69 | 1,754.74 |
| WIGHTON | 109.19 | 4,000.00 | 36.63 | 1,695.69 | 1,732.32 |
| WITTON | 128.53 | 2,198.00 | 17.10 | 1,695.69 | 1,712.79 |
| WIVETON | 86.29 | 4,000.00 | 46.35 | 1,695.69 | 1,742.04 |
| WOOD NORTON | 104.12 | 2,920.00 | 28.04 | 1,695.69 | 1,723.73 |
| WORSTEAD | 316.79 | 8,229.00 | 25.97 | 1,695.69 | 1,721.66 |
| TOTALS / AVERAGES | 39,844.00 | 2,210,812.00 | £55.49 | £1,695.69 | £1,751.18 |

**Council Tax 2018/19
Per Band D Dwelling**

***Other Council Tax**

| | £ p |
|---|-----------------|
| Norfolk County Council | 1,322.73 |
| Office of the Police & Crime Commissioner for Norfolk | 224.91 |
| North Norfolk District Council | 143.82 |
| | <hr/> |
| | 1,691.46 |
| Parish Average | 55.49 |
| | <hr/> |
| Total Average Band D Amount | 1,746.95 |

2018/19 Council Tax – Where does it go?



Employee Post Numbers - Office Staff

| Service Area | 2017/18 Updated Budget | | 2018/19 Base Budget | |
|----------------------------------|------------------------|---------------|---------------------|---------------|
| | No. | FTE's | No. | FTE's |
| CLT/Corporate | 27 | 24.65 | 27 | 24.65 |
| Customer Services & ICT | 58 | 51.95 | 58 | 51.95 |
| Community Economic Dev and Coast | 27 | 24.4 | 27 | 24.4 |
| Finance and Assets | 71 | 64.61 | 71 | 64.61 |
| Legal and Democratic | 16 | 14.46 | 16 | 14.46 |
| Environmental Health | 45 | 39.73 | 45 | 39.73 |
| Planning | 54 | 50.71 | 54 | 50.71 |
| Total Office Staff | 298 | 270.51 | 298 | 270.51 |

Employee Post Numbers - Outside Staff

| Service Area | 2017/18 Updated Budget | | 2018/19 Base Budget | |
|------------------------------------|------------------------|--------------|---------------------|--------------|
| | No. | FTE's | No. | FTE's |
| Customer Services | 3 | 3.0 | 3 | 3.0 |
| Community Economic Dev and Leisure | 16 | 12.03 | 17 | 12.83 |
| Finance and Assets | 4 | 3.36 | 4 | 3.36 |
| Total Office Staff | 23 | 18.39 | 24 | 19.19 |

Employee Costs

| Service Area | 2017/18 Updated Budget | | 2018/19 Base Budget | |
|--------------------------------|------------------------|---------------------|---------------------|---------------------|
| | Direct Costs £ | Indirect Costs £ | Direct Costs £ | Indirect Costs £ |
| CLT/ Corporate | 1,175,781 | 15,572 | 1,235,200 | 13,672 |
| Customer Services & ICT | 2,589,855 | 76,852 | 2,701,735 | 82,952 |
| Community, Econ Dev. & Leisure | 927,825 | 13,594 | 1,038,061 | 14,470 |
| Finance & Assets | 1,183,458 | 14,513 | 1,198,617 | 13,154 |
| Legal & Democratic | 1,636,328 | 19,400 | 1,695,424 | 20,550 |
| Environmental Health | 1,074,572 | 44,723 | 1,174,442 | 51,437 |
| Planning | 1,921,333 | 48,004 | 1,993,154 | 50,203 |
| Employee Costs | 10,509,152 | 232,662 | 11,036,633 | 246,438 |
| Total Employee Costs | 10,741,814 | | 11,283,071 | |

CLT & OTHER CORPORATE SERVICES

| Contacts Service | Contact | Ext. |
|---------------------------|----------------------------|--------------|
| Corporate Leadership Team | Nick Baker Steve Blatch | 6221 6232 |
| Human Resources & Payroll | Sally Morgan | 6352 |
| Registration Services | Steve Blatch | 6232 |
| Communications | Ed Foss & Louise Cowell | 6344 |

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-----------------------|---------------------------|----------------------------|-------------------------------|----------------------------|
| £ | | £ | £ | £ |
| 0 | Human Resources & Payroll | 0 | 15,084 | 0 |
| 316,811 | Registration Services | 306,315 | 306,315 | 316,213 |
| 0 | Corporate Leadership Team | 0 | 0 | 0 |
| 0 | Communications | 0 | 9,362 | 0 |
| 316,811 | | 306,315 | 330,761 | 316,213 |

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-----------------------|--------------------------------|----------------------------|-------------------------------|----------------------------|
| £ | | £ | £ | £ |
| 1,201,034 | Employee | 1,094,656 | 1,097,918 | 1,137,102 |
| 39,846 | Premises | 550 | 550 | 550 |
| 13,054 | Transport | 9,157 | 9,157 | 9,418 |
| 587,248 | Supplies and Services | 138,170 | 159,354 | 140,850 |
| 419,292 | Support Services - Charges In | 418,730 | 418,730 | 393,250 |
| (1,299,832) | Support Services - Charges Out | (1,377,246) | (1,377,246) | (1,304,837) |
| 7,000 | Capital Financing Costs | 62,018 | 62,018 | 0 |
| (650,830) | Income (External) | (39,720) | (39,720) | (60,120) |
| 316,811 | Total Cost of Services | 306,315 | 330,761 | 316,213 |

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

Main Items of Growth and Savings/Income

GrowthAmount
£**Personnel & Payroll Support Services**

| | |
|--|--------|
| Employee Inflation. | 10,432 |
| Increase in cost of Professional Fees. | 5,000 |

Registration Services

| | |
|-------------------------------------|-------|
| Pay Award and staffing restructure. | 9,208 |
|-------------------------------------|-------|

Corporate Leadership Team

| | |
|------------|-------|
| Pay Award. | 7,788 |
|------------|-------|

Communications

| | |
|--|-------|
| Transfer of staff from another service area. | 9,362 |
| Pay Award | 5,508 |

TOTAL GROWTH

47,298

SavingsAmount
£**Personnel & Payroll Support Services**

| | |
|--|----------|
| Income from selling professional services to external clients. | (20,000) |
|--|----------|

Communications

| | |
|----------------------|----------|
| Staffing restructure | (11,994) |
|----------------------|----------|

TOTAL SAVINGS

(31,994)

NET GROWTH/SAVINGS

15,304

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 344,500 | Employee | 292,887 | 286,787 | 306,040 |
| 4,495 | Transport | 690 | 690 | 690 |
| 30,591 | Supplies and Services | 17,890 | 39,074 | 22,890 |
| 132,411 | Support Services - Charges In | 122,510 | 122,510 | 108,420 |
| (49,337) | Income | (1,000) | (1,000) | (21,000) |
| (462,660) | Support Services - Charges Out | (432,977) | (432,977) | (417,040) |
| 0 | Total Cost of Services | 0 | 15,084 | 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 122,554 | Employee | 126,565 | 126,565 | 137,833 |
| 39,846 | Premises | 550 | 550 | 550 |
| 1,234 | Transport | 140 | 140 | 400 |
| 515,640 | Supplies and Services | 82,920 | 82,920 | 80,600 |
| 135,314 | Support Services - Charges In | 134,860 | 134,860 | 135,950 |
| (497,776) | Income | (38,720) | (38,720) | (39,120) |
| 316,811 | Total Cost of Services | 306,315 | 306,315 | 316,213 |

R460A - Corporate Leadership Team

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 477,743 | Employee | 407,654 | 407,654 | 419,411 |
| 7,260 | Transport | 7,837 | 7,837 | 7,838 |
| 12,360 | Supplies and Services | 16,120 | 16,120 | 16,120 |
| 84,353 | Support Services - Charges In | 84,190 | 84,190 | 82,750 |
| (39,821) | Income | 0 | 0 | 0 |
| (541,895) | Support Service - Charges Out | (515,801) | (515,801) | (526,119) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R481E – Communications

This service includes all salary, oncosts and overheads for staff dealing with Web Services, Organisational Performance and Policy Co-ordination across the Council.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 256,237 | Employee | 267,550 | 276,912 | 273,818 |
| 65 | Transport | 490 | 490 | 490 |
| 28,657 | Supplies and Services | 21,240 | 21,240 | 21,240 |
| 67,214 | Support Services - Charges In | 77,170 | 77,170 | 66,130 |
| 7,000 | Capital Charges | 62,018 | 62,018 | 0 |
| (63,895) | Income | 0 | 0 | 0 |
| (295,277) | Support Service - Charges Out | (428,468) | (428,468) | (361,678) |
| 0 | Total Cost of Services | 0 | 9,362 | 0 |

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

| Service | Contact | Ext. |
|---|----------------|-------------|
| Car Parks | Karl Read | 6002 |
| Markets | Karl Read | 6002 |
| Parks & Open Spaces | Colin Brown | 6001 |
| Foreshore | Karl Read | 6002 |
| Sports Centres | Colin Brown | 6001 |
| Leisure Complexes | Karl Read | 6002 |
| Other Sports | Colin Brown | 6001 |
| Recreation Grounds | Colin Brown | 6001 |
| Pier Pavilion | Karl Read | 6002 |
| Foreshore (Community) | Karl Read | 6002 |
| Woodlands Management | Colin Brown | 6001 |
| Cromer Pier | Karl Read | 6002 |
| Beach Huts & Chalets | Karl Read | 6002 |
| Economic Growth | Stuart Quick | 6263 |
| Tourism | Stuart Quick | 6263 |
| Coast Management | Rob Goodliffe | 6321 |
| Business Growth Staffing | Stuart Quick | 6263 |
| Economic & Community Development Management | Rob Young | 6162 |
| Leisure | Rob Young | 6162 |
| Housing (Health and Wellbeing) | Nicola Turner | 6222 |
| Housing Strategy, Communities and Wellbeing | Nicola Turner | 6222 |
| Community and Localism | Nicola Turner | 6222 |
| Coastal Management Service | Rob Goodliffe | 6321 |

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| (1,671,221) | Car Parking | (1,802,768) | (1,806,768) | (1,693,063) |
| 72,601 | Markets | 36,869 | 40,869 | 11,141 |
| 457,441 | Parks & Open Spaces | 444,481 | 444,481 | 464,718 |
| 194,960 | Foreshore | 192,891 | 192,891 | 259,206 |
| 297,269 | Sports Centres | 249,870 | 249,870 | 293,984 |
| 874,762 | Leisure Complexes | 823,396 | 888,796 | 891,119 |
| 87,416 | Other Sports | 83,739 | 104,739 | 111,883 |
| 13,184 | Recreation Grounds | 12,634 | 12,634 | 12,278 |
| 97,292 | Pier Pavilion | 101,997 | 106,997 | 42,238 |
| 396,159 | Foreshore | 402,480 | 422,480 | 444,658 |
| 238,151 | Woodlands Management | 197,925 | 214,454 | 218,869 |
| 96,688 | Cromer Pier | 56,496 | 40,496 | 47,389 |
| (27,086) | Beach Huts and Chalets | (14,217) | (14,217) | (77,418) |
| 370,872 | Economic Growth | 286,263 | 309,741 | 269,349 |
| 106,230 | Tourism | 97,268 | 97,268 | 94,278 |
| 1,077,135 | Coast Management | 1,196,848 | 1,196,848 | 602,469 |
| 0 | Business Growth Staffing * | 0 | 0 | 0 |
| 244,335 | Economic & Comm Dev. Mgt. * | 119,015 | 144,015 | 124,935 |
| 2,160 | Leisure | 2,160 | 126,436 | 0 |
| 185,266 | Housing (Health & Wellbeing) | 1,293,521 | 1,258,080 | 237,070 |
| (82,591) | Housing Strategy, Communities and Wellbeing | 212,430 | 10,988 | 312,901 |
| (74,758) | Community and Localism | (186,061) | (186,061) | (19,424) |
| 0 | Coastal Management Service* | 0 | 0 | 0 |
| 2,956,264 | | 3,807,237 | 3,855,037 | 2,648,580 |

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

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 1,290,857 | Employee | 1,191,048 | 1,372,959 | 1,502,147 |
| 1,439,362 | Premises | 1,313,450 | 1,287,486 | 1,304,829 |
| 46,571 | Transport | 48,340 | 70,771 | 60,955 |
| 2,089,163 | Supplies and Services | 1,694,311 | 1,918,374 | 1,932,572 |
| 2,277,312 | Support Services - Charges In | 2,285,852 | 2,285,852 | 2,377,840 |
| (1,304,871) | Support Services - Charges Out | (1,265,103) | (1,288,903) | (1,504,707) |
| 1,229,804 | Capital Charges | 2,339,532 | 2,339,532 | 640,036 |
| (4,111,934) | Income (External) | (3,800,193) | (4,131,034) | (3,665,092) |
| 2,956,264 | Total Cost of Services | 3,807,237 | 3,855,037 | 2,648,580 |

Main Items of Growth and Savings/Income

Growth

| | Amount £ |
|---|-------------|
| Car Parking | |
| Inflation on NNDR costs. | 8,451 |
| Based on a trend analysis over the last 3 years there is an expected loss in income from; car park cash receipts, excess parking charges and season ticket sales. | 38,290 |
| Lower credit card income because the switch from cash was not as originally anticipated. | 51,220 |
| Parks & Open Spaces | |
| Inflation on grounds maintenance contract. | 5,641 |
| Sports Centres | |
| Pay Award. | 10,998 |
| Increased hours for staff, funded by savings in other budgets | 11,000 |
| Leisure Complexes | |
| Inflation on management fee. | 11,427 |
| Other Sports | |
| One-off costs for fees relating to Outdoor Leisure Strategy funded from the New Homes Bonus. | 25,000 |
| Grant relating to the Sports Hubs and Clubs project | 60,170 |
| Community and Localism | |
| One-off pilot for a Music Centre of Excellence at Gresham to be funded from the General reserve. | 20,000 |

| | |
|--|----------------|
| Foreshore (Community) | |
| Transfer of cleansing contract costs from Street Cleaning service to cover litter picking and other cleansing. | 20,000 |
| Inflation on cleansing contract. | 5,710 |
| Inflation on Lifeguard management fee. | 3,716 |
| Woodlands Management | |
| Pay Award. | 4,234 |
| Staffing restructure. | 3,191 |
| Beach Huts and Chalets | |
| Pay Award | 1,149 |
| Leisure | |
| Transfer of staff from Property Services. | 100,776 |
| Pay Award | 5,148 |
| IAS19 pension fund adjustment | 9,435 |
| Housing Strategy | |
| Temporary posts funded from the Community Housing Fund | 109,134 |
| Community and Localism | |
| One-off grant to Museums service funded from the Economic Development and Tourism reserve. | 10,000 |
| Reduced grant from Norfolk County Council in relation 2 nd homes returned funding. | 154,207 |
| Coastal Management | |
| Pay award and staffing restructure. | 19,560 |
| Contribution from the coastal reserve to the Coastal Partnership East | 20,000 |
| TOTAL GROWTH | 708,457 |

| Savings | Amount £ |
|---|---------------------|
| Car Parking | |
| Lower credit card charge payments as a result of lower than anticipated credit card income. | (3,615) |
| Rental income from leasing an area in a car park. | (11,025) |
| Markets | |
| NNDR no longer recharged for Sheringham, Station Approach. | (10,350) |
| Leisure Complexes | |
| Transfer of building repair costs to Sports Centres to cover increase staff hours. | (5,380) |
| Other Sports | |
| Costs relating to the Sports Hubs and Clubs project. | (42,063) |
| Income relating to Public Health Funding project. | (17,000) |
| Pier Pavilion | |
| Reduction in pier show management fee. | (48,399) |
| Assumed profit share from pier show. | (20,000) |
| Beach Huts and Chalets | |
| Increase in charge for beach hut rentals. | (67,197) |
| Business Growth Staffing | |
| Pension savings. | (7,367) |
| Housing Strategy | |
| Recoverable income from Kings Lynn and Breckland Councils who are sharing the costs of the Community Housing Delivery officer post. | (30,668) |
| Community and Localism | |
| No further payments from the Big Society Fund in relation to World War 1 Commemorations. | (5,000) |
| TOTAL SAVINGS | (268,064) |
| NET GROWTH/SAVINGS | 440,393 |

Service Area Details

R200 - Car Parking

There are 28 'Pay and Display' and 1 'Season Ticket/Permit only' Council run car parks in the District. This service includes all the costs and income (including pay and display fees, season ticket sales and excess charges) associated with maintaining and servicing the Council car parks.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 402,752 | Premises | 396,533 | 392,533 | 404,373 |
| 304,922 | Supplies and Services | 338,548 | 338,548 | 335,671 |
| 204,196 | Support Services - Charges In | 157,122 | 157,122 | 203,400 |
| 29,485 | Capital Charges | 29,485 | 29,485 | 29,485 |
| (2,592,962) | Income | (2,724,456) | (2,724,456) | (2,665,992) |
| (19,613) | Support Services - Charges Out | 0 | 0 | 0 |
| (1,671,221) | Total Cost of Services | (1,802,768) | (1,806,768) | (1,693,063) |

R200A - Markets

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 11,556 | Employee | 10,361 | 10,361 | 10,740 |
| 30,088 | Premises | 30,972 | 34,972 | 20,101 |
| 27,919 | Supplies and Services | 7,996 | 7,996 | 8,070 |
| 61,875 | Support Services - Charges In | 46,440 | 46,440 | 34,030 |
| (58,838) | Income | (58,900) | (58,900) | (61,800) |
| 72,601 | Total Cost of Services | 36,869 | 40,869 | 11,141 |

R300 - Parks and Open Spaces

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 273,233 | Premises | 276,460 | 276,460 | 283,224 |
| 250 | Transport | 0 | 0 | 0 |
| 61,787 | Supplies and Services | 65,269 | 65,269 | 66,832 |
| 85,342 | Support Services - Charges In | 69,860 | 69,860 | 81,030 |
| 48,223 | Capital Charges | 47,482 | 47,482 | 48,222 |
| (11,394) | Income | (14,590) | (14,590) | (14,590) |
| 457,441 | Total Cost of Services | 444,481 | 444,481 | 464,718 |

R301 - Foreshore

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 15,399 | Employee | 13,837 | 23,837 | 20,128 |
| 96,402 | Premises | 106,275 | 96,275 | 104,075 |
| 65 | Transport | 386 | 386 | 386 |
| 184 | Supplies and Services | 270 | 270 | 270 |
| 77,119 | Support Services - Charges In | 60,180 | 60,180 | 126,370 |
| 7,979 | Capital Charges | 11,943 | 11,943 | 7,977 |
| (2,188) | Income | 0 | 0 | 0 |
| 194,960 | Total Cost of Services | 192,891 | 192,891 | 259,206 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 162,399 | Employee | 140,013 | 140,013 | 174,010 |
| 94,001 | Premises | 92,150 | 92,150 | 92,247 |
| 3,864 | Transport | 2,660 | 2,660 | 2,660 |
| 43,274 | Supplies and Services | 40,150 | 40,550 | 35,150 |
| 109,690 | Support Services - Charges In | 105,220 | 105,220 | 120,240 |
| 12,497 | Capital Charges | 12,497 | 12,497 | 12,497 |
| (128,456) | Income | (142,820) | (143,220) | (142,820) |
| 297,269 | Total Cost of Services | 249,870 | 249,870 | 293,984 |

R304 - Leisure Complexes

This service includes the Victory Swim and Fitness Centre, the Splash Leisure and Fitness Centre and the Fakenham Sports and Fitness Centre. Their objective is the provision of a cost effective quality service, to enhance the health, enjoyment and welfare of residents (and visitors). They are managed on the Council's behalf by a private contractor.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 43,294 | Premises | 25,701 | 23,701 | 20,470 |
| 287,090 | Supplies and Services | 294,008 | 361,408 | 305,435 |
| 18,734 | Support Services - Charges In | 15,700 | 15,700 | 39,570 |
| 525,644 | Capital Charges | 487,987 | 487,987 | 525,644 |
| 874,762 | Total Cost of Services | 823,396 | 888,796 | 891,119 |

R305 - Other Sports

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

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

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 54,140 | Employee | 55,892 | 55,892 | 45,363 |
| 2,627 | Premises | 9,400 | 9,400 | 600 |
| 3,658 | Transport | 2,300 | 2,300 | 2,500 |
| 61,584 | Supplies and Services | 57,550 | 78,550 | 53,820 |
| 41,989 | Support Services - Charges In | 37,770 | 37,770 | 49,130 |
| 0 | Capital Charges | 3,527 | 3,527 | 0 |
| (76,581) | Income | (82,700) | (82,700) | (39,530) |
| 87,416 | Total Cost of Services | 83,739 | 104,739 | 111,883 |

R306 - Recreation Grounds

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 2,298 | Premises | 1,887 | 1,887 | 1,931 |
| 6,298 | Supplies and Services | 6,578 | 6,578 | 6,738 |
| 5,798 | Support Services - Charges In | 5,090 | 5,090 | 4,530 |
| 79 | Capital Charges | 79 | 79 | 79 |
| (1,288) | Income | (1,000) | (1,000) | (1,000) |
| 13,184 | Total Cost of Services | 12,634 | 12,634 | 12,278 |

R309 - Pier Pavilion

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 2,915 | Premises | 7,780 | 7,780 | 7,780 |
| 83,414 | Supplies and Services | 85,067 | 90,067 | 36,668 |
| 10,963 | Support Services - Charges In | 9,150 | 9,150 | 17,790 |
| 0 | Income | 0 | 0 | (20,000) |
| 97,292 | Total Cost of Services | 101,997 | 106,997 | 42,238 |

R310 - Foreshore (Community)

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 8,803 | Premises | 9,403 | 9,403 | 9,553 |
| 352,953 | Supplies and Services | 362,897 | 382,897 | 392,385 |
| 37,133 | Support Services - Charges In | 30,180 | 30,180 | 42,720 |
| (2,730) | Income | 0 | 0 | 0 |
| 396,159 | Total Cost of Services | 402,480 | 422,480 | 444,658 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 96,964 | Employee | 100,296 | 100,296 | 108,570 |
| 36,817 | Premises | 9,693 | 10,222 | 10,323 |
| 14,506 | Transport | 12,380 | 28,380 | 12,380 |
| 21,668 | Supplies and Services | 9,050 | 9,050 | 9,050 |
| 104,535 | Support Services - Charges In | 90,710 | 90,710 | 102,750 |
| 1,346 | Capital Charges | 1,346 | 1,346 | 1,346 |
| (37,685) | Income | (25,550) | (25,550) | (25,550) |
| 238,151 | Total Cost of Services | 197,925 | 214,454 | 218,869 |

R314 - Cromer Pier

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 111,830 | Premises | 38,939 | 22,939 | 39,747 |
| 608 | Supplies and Services | 4,600 | 4,600 | 4,600 |
| 8,283 | Support Services - Charges In | 9,950 | 9,950 | 15,010 |
| 23,716 | Capital Charges | 23,716 | 23,716 | 8,741 |
| (47,750) | Income | (20,709) | (20,709) | (20,709) |
| 96,688 | Total Cost of Services | 56,496 | 40,496 | 47,389 |

R318 – Beach Huts and Chalets

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 14,356 | Employee | 14,276 | 14,276 | 15,554 |
| 34,683 | Premises | 33,252 | 33,252 | 33,430 |
| 223 | Supplies and Services | 80 | 80 | 80 |
| 68,368 | Support Services - Charges In | 58,340 | 58,340 | 60,880 |
| (144,716) | Income | (120,165) | (120,165) | (187,362) |
| (27,086) | Total Cost of Services | (14,217) | (14,217) | (77,418) |

R330 – Economic Growth

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

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 84,084 | Employee | 2,054 | 2,054 | 0 |
| 444 | Premises | 210 | 1,717 | 1,880 |
| 422 | Transport | 0 | 0 | 0 |
| 81,411 | Supplies and Services | 80,528 | 102,499 | 80,528 |
| 224,535 | Support Services - Charges In | 203,270 | 203,270 | 186,740 |
| 211 | Capital Charges | 211 | 211 | 211 |
| (20,235) | Income | (10) | (10) | (10) |
| 370,872 | Total Cost of Services | 286,263 | 309,741 | 269,349 |

R333 - Tourism

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 44,095 | Supplies and Services | 40,338 | 40,338 | 40,338 |
| 62,135 | Support Services - Charges In | 56,930 | 56,930 | 53,940 |
| 106,230 | Total Cost of Services | 97,268 | 97,268 | 94,278 |

R340 - Coast Management

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 298,754 | Premises | 273,795 | 273,795 | 274,095 |
| 965 | Transport | 0 | 0 | 0 |
| 49,711 | Supplies and Services | 47,180 | 47,180 | 47,180 |
| 255,147 | Support Services - Charges In | 244,920 | 244,920 | 275,360 |
| 477,557 | Capital Charges | 630,978 | 630,978 | 5,834 |
| (5,000) | Income | (25) | (25) | 0 |
| 1,077,135 | Total Cost of Services | 1,196,848 | 1,196,848 | 602,469 |

R391 – Business Growth Staffing

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 271,777 | Employee | 237,929 | 237,929 | 231,602 |
| 100 | Premises | 0 | 0 | 0 |
| 3,747 | Transport | 7,962 | 7,962 | 7,312 |
| 3,906 | Supplies and Services | 4,420 | 4,420 | 4,030 |
| 95,760 | Support Services - Charges In | 91,210 | 91,210 | 77,260 |
| (374,264) | Support Services - Charges Out | (341,521) | (341,521) | (320,204) |
| (1,025) | Income | 0 | 0 | 0 |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R391B – Economic & Community Development Management

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 66,670 | Employee | 76,136 | 76,136 | 75,845 |
| 0 | Premises | 1,000 | 1,000 | 1,000 |
| 1,762 | Transport | 1,544 | 1,544 | 1,944 |
| 15,169 | Supplies and Services | 12,195 | 37,195 | 22,420 |
| 239,122 | Support Services - Charges In | 114,550 | 114,550 | 111,700 |
| (78,388) | Support Services - Charges Out | (86,410) | (86,410) | (87,974) |
| 244,335 | Total Cost of Services | 119,015 | 144,015 | 124,935 |

R397 - Leisure

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 105,582 | Employee | 74,171 | 171,559 | 186,142 |
| 3,257 | Transport | 7,138 | 9,026 | 10,526 |
| 9,955 | Supplies and Services | 9,480 | 34,480 | 9,480 |
| 53,451 | Support Services - Charges In | 50,910 | 48,750 | 115,970 |
| 0 | Capital Charges | 0 | 2,160 | 0 |
| 0 | Income | (700) | (700) | (700) |
| (170,085) | Support Services - Charges Out | (138,839) | (138,839) | (321,418) |
| 2,160 | Total Cost of Services | 2,160 | 126,436 | 0 |

R398 – Housing (Health and Wellbeing)

This service is responsible for supporting initiatives and schemes which support residents across North Norfolk to live independent and well. Assisting people to adapt their homes through the provision of Disabled Facilities Grants delivered through the Integrated Housing Adaptations Team Providing information, advice and support to residents on energy efficiency and fuel poverty related initiatives.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 132,169 | Employee | 169,199 | 169,199 | 199,427 |
| 4,411 | Transport | 5,332 | 5,332 | 6,804 |
| 5,070 | Supplies and Services | 16,830 | 16,830 | 9,080 |
| 247,849 | Support Services - Charges In | 249,130 | 249,130 | 295,180 |
| 0 | Capital Charges | 1,088,121 | 1,088,121 | 0 |
| (8,184) | Income | 0 | (35,441) | 0 |
| (196,049) | Support Services - Charges Out | (235,091) | (235,091) | (273,421) |
| 185,266 | Total Cost of Services | 1,293,521 | 1,258,080 | 237,070 |

R399 – Housing Strategy, Communities and Wellbeing

This service is responsible for developing, monitoring and implementing the Housing Strategy in order to ensure that the objective that both new housing and existing housing provision across the district supports thriving residents, communities and businesses is achieved. The team also has responsibility for the Housing Allocations Scheme. Focus is on supporting delivery of homes including affordable housing to meet housing needs in the District and supporting funding initiatives which will support increased housing delivery. Including the Council's Community Led Housing initiative across North Norfolk, which will support the delivery of new affordable housing using a range of models of Housing delivery which allow the new housing to deliver wider community benefits.

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 148,865 | Employee | 149,142 | 223,665 | 267,408 |
| 770 | Transport | 1,000 | 5,543 | 7,861 |
| 54,825 | Supplies and Services | 39,550 | 32,842 | 34,020 |
| 168,731 | Support Services - Charges In | 269,360 | 269,360 | 278,080 |
| 100,909 | Capital Charges | 0 | 0 | 0 |
| (304,117) | Income | 0 | (250,000) | (30,668) |
| (252,575) | Support Services - Charges Out | (246,622) | (270,422) | (243,800) |
| (82,591) | Total Cost of Services | 212,430 | 10,988 | 312,901 |

R415 – Community and Localism

This budget provides community development initiatives including the administration of the Big Society Fund scheme and Community Transport grants, funding for these grants is from the return to Council share of the second homes council tax income from Norfolk County Council . In addition this budget funds access to advice and information services.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 320 | Premises | 0 | 0 | 0 |
| 225 | Transport | 0 | 0 | 0 |
| 550,157 | Supplies and Services | 167,897.00 | 212,897.00 | 407,897 |
| 43,326 | Support Services - Charges In | 254,610.00 | 254,610.00 | 27,040 |
| (668,786) | Income | (608,568.00) | (653,568.00) | (454,361) |

| | | | | |
|--|-------------------------------|------------------|------------------|-----------------|
| (74,758) | Total Cost of Services | (186,061) | (186,061) | (19,424) |
| R472 - Coastal Management Service | | | | |

This service includes all salary, oncosts, overheads, contributions and training of staff directly involved in North Norfolk District Council's contribution to the shared Coastal Management Service – Coastal Partnership East (CPE).

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 126,896 | Employee | 147,742 | 147,742 | 167,358 |
| 8,670 | Transport | 7,638 | 7,638 | 8,582 |
| 22,940 | Supplies and Services | 3,830 | 3,830 | 22,830 |
| 55,391 | Support Services - Charges In | 57,410 | 57,410 | 59,120 |
| (213,898) | Support Services - Charges Out | (216,620) | (216,620) | (257,890) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

Customer Services & ICT Service Area

Head of Service: Sean Kelly

Contacts

| Service | Contact | Ext. |
|-------------------------------|----------------|------|
| Revenue Services | Sean Knight | 6347 |
| Benefits Administration | Liz Codling | 6061 |
| IT – Network Services | Kate Wilson | 6118 |
| IT – Applications Support | Clare Chenery | 6320 |
| Tourist Information Centres | Jane Wisson | 6096 |
| Homelessness | Lisa Grice | 6164 |
| Customer Services Housing | Lisa Grice | 6164 |
| Digital Transformation | Sean Kelly | 6276 |
| Reprographics | Paul Turner | 6015 |
| Customer Services - Corporate | David Williams | 6415 |

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|---------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 624,104 | Revenue Services | 587,058 | 536,938 | 594,044 |
| 709,994 | Benefits Administration | 958,946 | 963,227 | 985,838 |
| 6,248 | IT Support Services * | 6,110 | 48,012 | 3,200 |
| 305,580 | Tourist Information Centres | 237,538 | 237,538 | 216,589 |
| 429,273 | Homelessness | 436,980 | 354,167 | 343,640 |
| 0 | Customer Services - Housing * | 0 | 0 | 0 |
| 0 | Digital Transformation | 0 | 112,291 | 0 |
| 0 | Reprographics * | 0 | 0 | 0 |
| 0 | Customer Services - Corporate * | 0 | 0 | 0 |
| 2,075,198 | | 2,226,632 | 2,252,173 | 2,143,311 |

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

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 2,678,085 | Employee | 2,777,785 | 2,934,975 | 3,049,525 |
| 33,433 | Premises | 21,322 | 21,322 | 26,665 |
| 9,369 | Transport | 18,612 | 19,776 | 17,340 |
| 1,073,562 | Supplies and Services | 915,883 | 927,004 | 987,002 |
| 2,774,564 | Support Services - Charges In | 2,693,670 | 2,693,670 | 2,700,210 |
| 206,529 | Capital Charges | 283,995 | 283,995 | 147,386 |
| (3,555,442) | Support Services - Charges Out | (3,457,369) | (3,457,369) | (3,584,603) |
| (1,144,901) | Income (External) | (1,027,266) | (1,171,200) | (1,200,214) |
| 2,075,198 | Total Cost of Services | 2,226,632 | 2,252,173 | 2,143,311 |

Main Items of Growth and Savings/Income

Growth

| | Amount £ |
|--|-------------|
| Local Taxation | |
| Transfer of vacant post from Corporate Finance to support the new Housing Benefits Overpayments (HBOP) post. | 11,994 |
| Benefits | |
| Employee inflation. | 13,025 |
| Balance of an apprentice post funded from reserves. | 4,649 |
| Employees joining the superannuation scheme. | 5,249 |
| IAS 19 superannuation funding. | 6,389 |
| Reduction in Department for Work and Pensions (DWP) Admin subsidy. | 36,076 |
| Homelessness | |
| Increased costs of Homelessness Accommodation, this is offset by recoverable income. | 15,000 |
| New budget for expenses relating to the accommodation at Holt to be used as homeless accommodation. | 4,800 |
| IT – Support Services | |
| Transfer from Benefits to fund computer licences. | 5,000 |
| Pay Award. | 6,839 |
| Fixed term staff funded from reserves. | 61,031 |
| IAS 19 pension fund adjustment. | 12,477 |

Digital Transformation

Balance of apprentice posts funded from the Invest to Save Reserve. 6,930

Two posts previously funded from the Digital Transformation programme have been permanent in the establishment. 88,725

Customer Services – Corporate

Pay award. 6,940

New staff joining pension scheme. 13,600

Pension fund adjustment. 11,585

Predicted loss of income from no longer dealing with new disabled applications or replacement bus passes. 6,200

Customer Services Housing

New Housing posts funded from the Homelessness grants received from the Department for Communities and Local Government (DCLG). 47,926

Employee inflation. 5,534

IAS 19 pension funding. 5,425

TOTAL GROWTH

372,394

Savings

**Amount
£**

Digital Transformation

Non recurring use of reserves (56,494)

Reprographics

Reduced copy costs as a result of the switch to hybrid mailing. (2,000)

Homelessness

Recoverable income from homeless accommodation. (19,800)

Flexible Homelessness Support grant. (93,773)

New Burden Homelessness grant. (45,927)

TOTAL SAVINGS

(217,994)

NET GROWTH/SAVINGS

154,400

Service Area Details

R210 – Revenue Services

This budget includes salary, on-costs and overheads for staff responsible for Council Tax and Non-Domestic (Business) Rates administration and enforcement.

Revenue Services 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. This service also includes the costs of collecting Business Rates as part of the Business Rates Retention Scheme and is responsible for collection of Housing Benefit Overpayments.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 461,751 | Employee | 472,381 | 472,261 | 496,597 |
| 1,195 | Transport | 1,000 | 1,000 | 900 |
| 130,481 | Supplies and Services | 88,308 | 88,308 | 83,408 |
| 452,262 | Support Services - Charges In | 453,000 | 453,000 | 440,770 |
| (421,586) | Income | (427,631) | (477,631) | (427,631) |
| 624,104 | Total Cost of Services | 587,058 | 536,938 | 594,044 |

R211A – Benefits Administration

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 660,593 | Employee | 763,515 | 767,796 | 792,404 |
| 4,633 | Transport | 6,588 | 6,588 | 4,916 |
| 69,837 | Supplies and Services | 27,830 | 38,951 | 29,925 |
| 501,910 | Support Services - Charges In | 490,020 | 490,020 | 550,130 |
| 17,497 | Capital Charges | 110,106 | 110,106 | 11,500 |
| (544,475) | Income | (439,113) | (450,234) | (403,037) |
| 709,994 | Total Cost of Services | 958,946 | 963,227 | 985,838 |

R261 - IT Support Services

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

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

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

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 479,422 | Employee | 545,126 | 587,028 | 625,443 |
| 360 | Transport | 2,400 | 2,400 | 2,400 |
| 550,791 | Supplies and Services | 536,333 | 536,333 | 541,333 |
| 205,065 | Support Services - Charges In | 177,240 | 177,240 | 148,200 |
| 95,452 | Capital Charges | 134,491 | 134,491 | 111,554 |
| (4,022) | Income | (410) | (410) | (410) |
| (1,320,820) | Support Services - Charges Out | (1,389,070) | (1,389,070) | (1,425,320) |
| 6,248 | Total Cost of Services | 6,110 | 48,012 | 3,200 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 71,868 | Employee | 68,409 | 68,409 | 69,915 |
| 29,707 | Premises | 21,322 | 21,322 | 21,865 |
| 16 | Transport | 750 | 750 | 750 |
| 32,424 | Supplies and Services | 41,010 | 41,010 | 41,010 |
| 145,525 | Support Services - Charges In | 129,360 | 129,360 | 106,820 |
| 56,187 | Capital Charges | 6,187 | 6,187 | 5,729 |
| (30,147) | Income | (29,500) | (29,500) | (29,500) |
| 305,580 | Total Cost of Services | 237,538 | 237,538 | 216,589 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 3,648 | Premises | 0 | 0 | 4,800 |
| 124,945 | Supplies and Services | 102,692 | 102,692 | 173,416 |
| 397,763 | Support Services - Charges In | 421,700 | 421,700 | 474,690 |
| 6,630 | Capital Charges | 6,630 | 6,630 | 0 |
| (103,713) | Income | (94,042) | (176,855) | (309,266) |
| 429,273 | Total Cost of Services | 436,980 | 354,167 | 343,640 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 229,479 | Employee | 241,737 | 241,737 | 300,622 |
| 840 | Transport | 3,800 | 3,800 | 3,800 |
| 2,297 | Supplies and Services | 6,360 | 6,360 | 6,360 |
| 142,437 | Support Services - Charges In | 128,210 | 128,210 | 127,610 |
| (146) | Income | 0 | 0 | 0 |
| (374,907) | Support Services - Charges Out | (380,107) | (380,107) | (438,392) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R450C – Digital Transformation

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 245,667 | Employee | 136,851 | 247,978 | 181,798 |
| 1,259 | Transport | 944 | 2,108 | 1,444 |
| 39,420 | Supplies and Services | 0 | 0 | 200 |
| 493,653 | Support Services - Charges In | 494,810 | 494,810 | 466,660 |
| (779,999) | Support Services - Charges Out | (632,605) | (632,605) | (650,102) |
| 0 | Total Cost of Services | 0 | 112,291 | 0 |

R481C- Reprographics

This budget includes the cost of staff, equipment, rental costs and sundries for the in-house Print Room which provides printing, copying and finishing services.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 39,631 | Employee | 38,974 | 38,974 | 39,829 |
| 0 | Transport | 500 | 500 | 500 |
| 53,466 | Supplies and Services | 55,660 | 55,660 | 53,660 |
| 12,463 | Support Services - Charges In | 12,350 | 12,350 | 12,830 |
| 12,603 | Capital Charges | 12,603 | 12,603 | 18,603 |
| (10,048) | Income | (7,500) | (7,500) | (7,500) |
| (108,114) | Support Services - Charges Out | (112,587) | (112,587) | (117,922) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R481D - Customer Services

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 489,674 | Employee | 510,792 | 510,792 | 542,917 |
| 78 | Premises | 0 | 0 | 0 |
| 1,066 | Transport | 2,630 | 2,630 | 2,630 |
| 69,902 | Supplies and Services | 57,690 | 57,690 | 57,690 |
| 423,486 | Support Services - Charges In | 386,980 | 386,980 | 372,500 |
| 18,160 | Capital Charges | 13,978 | 13,978 | 0 |
| (30,764) | Income | (29,070) | (29,070) | (22,870) |
| (971,602) | Support Services - Charges Out | (943,000) | (943,000) | (952,867) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

Environmental Health Service Area

Head of Service: Steve Hems

Contacts

| Service | Contact | Ext. |
|---|-----------------|------|
| Commercial Team | Alan Dixon | 6292 |
| Internal Drainage Board Levies | Steve Hems | 6182 |
| Travellers | James Wilson | 6274 |
| Public Protection | Gemma Faircloth | 6139 |
| Street Signs | Scott Martin | 6341 |
| Environmental Protection | James Wilson | 6274 |
| Environmental Health - Service Management | Steve Hems | 6182 |
| Environmental Contracts | Scott Martin | 6341 |
| Combined Enforcement Team | William Abe | 6080 |
| Waste Collection & Disposal | Scott Martin | 6341 |
| Cleansing | Scott Martin | 6341 |
| Community Safety | Steve Hems | 6182 |
| Environmental Strategy | Steve Hems | 6182 |
| Civil Contingencies | Alison Sayer | |

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 473,903 | Commercial Team | 487,075 | 487,075 | 453,543 |
| 368,266 | Internal Drainage Board Levies | 374,474 | 374,474 | 386,474 |
| 97,639 | Travellers | 100,618 | 100,618 | 100,854 |
| 109,800 | Public Protection | 162,651 | 162,651 | 122,298 |
| 13,892 | Street Signage | 50,076 | 22,824 | 37,385 |
| 653,151 | Environmental Protection | 663,939 | 663,939 | 743,062 |
| 0 | Env Health - Service Mgmt. * | 0 | (11,564) | 0 |
| 0 | Combined Enforcement Team | 0 | 24,692 | 0 |
| 0 | Environmental Contracts | 0 | 235,392 | 0 |
| 712,564 | Waste Collection & Disposal | 1,242,919 | 1,147,087 | 1,143,927 |
| 610,179 | Cleansing | 651,036 | 570,292 | 595,915 |
| 17,306 | Environmental Strategy | 10,520 | 10,520 | 13,610 |
| 33,439 | Community Safety | 33,585 | 33,585 | 31,094 |
| 132,048 | Civil Contingencies | 137,416 | 137,416 | 133,420 |
| 3,222,187 | | 3,914,309 | 3,959,001 | 3,761,582 |

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

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 1,445,397 | Employee | 1,493,594 | 1,513,630 | 1,572,995 |
| 372,708 | Premises | 380,577 | 380,577 | 392,633 |
| 79,832 | Transport | 68,445 | 73,101 | 70,190 |
| 4,041,142 | Supplies and Services | 4,238,418 | 4,258,418 | 4,582,974 |
| 822,060 | Support Services - Charges In | 849,500 | 849,500 | 1,110,750 |
| (382,158) | Support Services - Charges Out | (403,766) | (403,766) | (744,690) |
| 157,584 | Capital Charges | 457,072 | 457,072 | 170,912 |
| (3,314,378) | Income (External) | (3,169,531) | (3,169,531) | (3,394,182) |
| 3,222,187 | Total Cost of Services | 3,914,309 | 3,959,001 | 3,761,582 |

Main Items of Growth and Savings/Income

| Growth | Amount £ |
|--|----------------|
| Internal Drainage Board Levies | |
| Inflation on Internal Drainage Board (IDB) rates and levies. | 12,020 |
| Environmental Protection | |
| Pay award and new staff structure. | 82,883 |
| Combined Enforcement Team | |
| Pay award and new staff structure. | 20,870 |
| Environmental Contracts | |
| Staffing and oncosts for new management unit transferred from Cleansing and Waste Collection & Disposal. | 255,735 |
| Waste Collection and Disposal | |
| Inflation on Kier contract. | 90,653 |
| Kier stepped costs associated with additional vehicles. | 198,228 |
| Additional commercial waste disposal costs. | 21,657 |
| Procurement costs associated with the new cleansing and waste contract. | 40,000 |
| Cleansing | |
| Inflation on the Kier contract | 14,166 |
| TOTAL GROWTH | 736,212 |

| Savings | Amount £ |
|--|---------------------|
| Commercial Services Savings previously identified to be delivered as part of the Digital Transformation programme. | (18,200) |
| Public Protection Additional licensing income. | (28,800) |
| Street Signage Budgets transferred to a new management unit. | (29,501) |
| Environmental Health – Service Management Pay award and new staff structure. | (11,050) |
| Waste Collection and Disposal | |
| Pension deficit funding. | (11,457) |
| Transfer of staffing costs to a new management unit. | (135,832) |
| Transfer to Cleansing for Rapid Response work. | (5,000) |
| Additional trade waste fee income. | (65,000) |
| Additional garden bin fee income and recycling credits. | (82,572) |
| Additional recycling credit income due to a higher tonnage from mixed recyclables. | (46,890) |
| Cleansing Kier cleansing budget transferred to another service area. | (20,000) |
| Staffing costs transferred to new Environmental Contract Support Service unit. | (60,694) |
| Additional income from dog and litter bin recharges | (4,839) |
| Environmental Strategy Savings bid from 2016/17 relating to Green Build event | (5,000) |
| Community Safety Staff working reduced hours. | (4,811) |
| TOTAL SAVINGS | (529,646) |
| NET GROWTH/SAVINGS | 206,566 |

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 related 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 related regulatory enforcement duties placed on the Council.
- The implementation and enforcement of the Private Water Supplies Regulations 2016.
- The implementation of the council's responsibilities in the investigation of cases of various infectious diseases and associated public health legislation.

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

R111A - Commercial Team

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 331,707 | Employee | 347,318 | 347,318 | 327,496 |
| 18,164 | Transport | 16,537 | 16,537 | 16,537 |
| 17,029 | Supplies and Services | 11,545 | 11,545 | 11,745 |
| 140,162 | Support Services - Charges In | 136,110 | 136,110 | 121,450 |
| (33,159) | Income | (24,435) | (24,435) | (23,685) |
| 473,903 | Total Cost of Services | 487,075 | 487,075 | 453,543 |

R114 - Internal Drainage Board Levies

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 368,091 | Premises | 374,254 | 374,254 | 386,274 |
| 175 | Support Services - Charges In | 220 | 220 | 200 |
| 368,266 | Total Cost of Services | 374,474 | 374,474 | 386,474 |

R115 - Travellers

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 3,483 | Premises | 4,398 | 4,398 | 4,434 |
| (4,316) | Supplies and Services | 1,100 | 1,100 | 1,100 |
| 1,267 | Support Services - Charges In | 1,320 | 1,320 | 1,520 |
| 97,800 | Capital Charges | 97,800 | 97,800 | 97,800 |
| (594) | Income | (4,000) | (4,000) | (4,000) |
| 97,640 | Total Cost of Services | 100,618 | 100,618 | 100,854 |

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, providing advice and guidance internally on matters affecting the health, safety and welfare of staff and public visiting and using our premises.

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

Health & Safety Enforcement - The service undertakes inspection, monitoring and enforcement to secure compliance and 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 and safety, provides advice and guidance and works in partnership with other agencies.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 158,132 | Employee | 174,833 | 174,833 | 175,671 |
| 4,826 | Transport | 4,703 | 4,703 | 4,852 |
| 24,518 | Supplies and Services | 10,900 | 10,900 | 10,900 |
| 125,913 | Support Services - Charges In | 133,400 | 133,400 | 120,860 |
| (203,590) | Income | (161,185) | (161,185) | (189,985) |
| 109,800 | Total Cost of Services | 162,651 | 162,651 | 122,298 |

R117B - Street Signage

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 2,722 | Employee | 27,131 | 2,249 | 0 |
| 0 | Premises | 1,000 | 1,000 | 1,000 |
| 1,484 | Transport | 2,370 | 0 | 0 |
| 1,790 | Supplies and Services | 11,470 | 11,470 | 11,470 |
| 517 | Support Services - Charges In | 540 | 540 | 17,350 |
| 7,565 | Capital Charges | 7,565 | 7,565 | 7,565 |
| (185) | Income | 0 | 0 | 0 |
| 13,892 | Total Cost of Services | 50,076 | 22,824 | 37,385 |

R119A - Environmental Protection

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

This service includes the following:

- Air Quality Management - including Environmental Permitting
- Contaminated Land - inspection and enforcement of contaminated land sites
- Environ-crimes - including abandoned vehicles, fly-tipping, littering and dog fouling
- Nuisance Investigations - noise, odour, smoke, light and flies
- Assisted Burials - which finances burials where there are no relatives or monies for burial.
- Drainage - investigation of land drainage and flooding issues
- Travellers - including time spent on tackling illegal encampments of gypsies and travellers
- Pest Control – Enforcement of pest legislation and infestation, with some contract management.
- Dog Control – Management of lost and found dogs and dangerous dogs.
- Anti-social Behaviour – Coordination and partnership working tackling ASB.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 407,307 | Employee | 414,267.00 | 414,267 | 493,806 |
| 45 | Premises | 100.00 | 100 | 100 |
| 17,486 | Transport | 19,530.00 | 19,530 | 20,474 |
| 24,821 | Supplies and Services | 56,590.00 | 56,590 | 58,990 |
| 183,439 | Support Services - Charges In | 190,540.00 | 190,540 | 182,080 |
| 0 | Capital Charges | 2,612.00 | 2,612 | 7,112 |
| (21,490) | Income | (15,000.00) | (15,000) | (14,800) |
| (10,124) | Support Services - Charges Out | (4,700.00) | (4,700) | (4,700) |
| 601,484 | Total Cost of Services | 663,939 | 663,939 | 743,062 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 91,607 | Employee | 103,319 | 91,755 | 93,469 |
| 390 | Premises | 0 | 0 | 0 |
| 3,011 | Transport | 3,319 | 3,319 | 2,319 |
| 27,869 | Supplies and Services | 36,685 | 36,685 | 36,485 |
| 41,450 | Support Services - Charges In | 44,970 | 44,970 | 50,070 |
| 4,771 | Capital Charges | 20,181 | 20,181 | 0 |
| (169,098) | Support Services - Charges Out | (208,474) | (208,474) | (182,343) |
| 0 | Total Cost of Services | 0 | (11,564) | 0 |

R151D – Environmental Contracts

This unit includes all salary, oncosts and overheads for staff dealing with the cleansing and waste team.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 0 | Employee | 0 | 222,683 | 243,076 |
| 0 | Transport | 0 | 12,444 | 12,444 |
| 0 | Supplies and Services | 0 | 265 | 215 |
| 0 | Support Services - Charges In | 0 | 0 | 80,240 |
| 0 | Support Services - Charges Out | 0 | 0 | (335,975) |
| 0 | Total Cost of Services | 0 | 235,392 | 0 |

R151B – Combined Enforcement Team

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 120,916 | Employee | 116,484 | 136,520 | 136,296 |
| 11,087 | Transport | 8,068 | 12,724 | 8,776 |
| 302 | Supplies and Services | 650 | 650 | 1,000 |
| 70,632 | Support Services - Charges In | 65,390 | 65,390 | 75,600 |
| (202,937) | Support Services - Charges Out | (190,592) | (190,592) | (221,672) |
| 0 | Total Cost of Services | 0 | 24,692 | 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).

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 138,640 | Employee | 138,244 | 11,457 | 0 |
| 0 | Premises | 500 | 500 | 500 |
| 6,812 | Transport | 8,830 | 0 | 0 |
| 3,331,138 | Supplies and Services | 3,478,438 | 3,518,223 | 3,822,161 |
| 174,878 | Support Services - Charges In | 193,980 | 193,980 | 358,280 |
| 44,836 | Capital Charges | 328,914 | 328,914 | 58,435 |
| (2,983,739) | Income | (2,905,987) | (2,905,987) | (3,095,449) |
| 712,564 | Total Cost of Services | 1,242,919 | 1,147,087 | 1,143,927 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 61,051 | Employee | 64,776 | 5,326 | 0 |
| 119 | Premises | 125 | 125 | 125 |
| 10,420 | Transport | 1,244 | 0 | 0 |
| 562,972 | Supplies and Services | 602,225 | 582,175 | 602,493 |
| 28,005 | Support Services - Charges In | 29,090 | 29,090 | 44,560 |
| (52,387) | Income | (46,424) | (46,424) | (51,263) |
| 610,179 | Total Cost of Services | 651,036 | 570,292 | 595,915 |

R412 – Environmental Strategy

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

R412 - Environmental Strategy

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 5,765 | Employee | 0 | 0 | 0 |
| 80 | Premises | 0 | 0 | 0 |
| 20,888 | Supplies and Services | 17,500 | 17,500 | 15,000 |
| 5,972 | Support Services - Charges In | 5,520 | 5,520 | 13,610 |
| (15,400) | Income | (12,500) | (12,500) | (15,000) |
| 17,306 | Total Cost of Services | 10,520 | 10,520 | 13,610 |

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 Council's statutory responsibilities under the Crime & Disorder Act 1998.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 19,968 | Employee | 23,675 | 23,675 | 17,870 |
| 1,249 | Transport | 1,000 | 1,000 | 1,944 |
| 2,039 | Supplies and Services | 50 | 50 | 100 |
| 10,183 | Support Services - Charges In | 8,860 | 8,860 | 11,180 |
| 33,439 | Total Cost of Services | 33,585 | 33,585 | 31,094 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 80,646 | Employee | 83,547 | 83,547 | 85,311 |
| 500 | Premises | 200 | 200 | 200 |
| 2,519 | Transport | 2,844 | 2,844 | 2,844 |
| 9,253 | Supplies and Services | 11,265 | 11,265 | 11,315 |
| 39,467 | Support Services - Charges In | 39,560 | 39,560 | 33,750 |
| (337) | Income | 0 | 0 | 0 |
| 132,048 | Total Cost of Services | 137,416 | 137,416 | 133,420 |

Finance & Assets Service Area

Head of Service: Duncan Ellis

| Contacts Service | Contact | Ext. |
|----------------------------------|----------------|-------------|
| Industrial Estates | Renata Garfoot | 6086 |
| Surveyors Allotments | Renata Garfoot | 6086 |
| Handyman | Russell Tanner | 6210 |
| Parklands | Renata Garfoot | 6086 |
| Benefits Subsidy | Liz Codling | 6061 |
| Treasury Management | Lucy Hume | 6246 |
| Discretionary Payments | Duncan Ellis | 6330 |
| Non Distributed Costs | Duncan Ellis | 6330 |
| Administration Building Services | Russell Tanner | 6210 |
| Property Services | Duncan Ellis | 6330 |
| Head of Finance & Assets | Duncan Ellis | 6330 |
| Corporate Finance | Duncan Ellis | 6330 |
| Insurance & Risk Management | Lucy Hume | 6246 |
| Internal Audit | Lucy Hume | 6246 |
| Playgrounds | Russell Tanner | 6210 |
| Community Centres | Renata Garfoot | 6086 |
| Public Conveniences | Russell Tanner | 6210 |
| Investment Properties | Renata Garfoot | 6086 |
| Central Costs | Duncan Ellis | 6330 |
| Corporate & Democratic Core | Duncan Ellis | 6330 |

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|----------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 61,143 | Industrial Estates | 8,140 | 8,140 | 27,319 |
| 6,595 | Surveyors Allotments | 5,140 | 5,140 | 7,150 |
| 34,732 | Handyman | 21,200 | 21,200 | 22,686 |
| 21,294 | Parklands | 13,370 | 13,370 | 18,919 |
| (886,460) | Benefits Subsidy | 0 | 0 | 0 |
| 82,588 | Discretionary Payments | 73,548 | 73,548 | 72,296 |
| 99,000 | Non Distributed Costs | 0 | 0 | 0 |
| 184,750 | Administration Building Services | 100,527 | 107,877 | 89,777 |
| 0 | Property Services | 0 | (83,489) | 0 |
| 0 | Head of Finance and Assets | 0 | 0 | 0 |
| 0 | Corporate Finance * | 0 | 0 | 0 |
| 0 | Insurance & Risk Management | 0 | (9,362) | 0 |
| 0 | Internal Audit | 0 | 0 | 0 |
| 49,952 | Playgrounds | 54,145 | 54,145 | 64,755 |
| 11,327 | Community Centres | 16,108 | 16,108 | 19,618 |
| 687,863 | Public Conveniences | 666,603 | 666,603 | 722,480 |
| 140,643 | Investment Properties | 175,391 | 181,926 | 65,306 |
| 0 | Central Costs * | 0 | 0 | 0 |
| 1,124,922 | Corporate & Democratic Core | 1,345,493 | 1,365,869 | 1,319,336 |
| 1,618,350 | | 2,479,665 | 2,421,075 | 2,429,642 |

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

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 1,315,045 | Employee | 1,386,232 | 1,218,671 | 1,273,401 |
| 996,266 | Premises | 768,933 | 781,449 | 808,297 |
| 36,070 | Transport | 44,660 | 42,772 | 36,979 |
| 1,205,322 | Supplies and Services | 877,086 | 948,194 | 833,433 |
| 26,918,797 | Transfer Payments | 27,439,309 | 27,439,309 | 25,870,371 |
| 1,965,776 | Support Services - Charges In | 2,199,610 | 2,199,610 | 2,208,620 |
| (2,599,785) | Support Services - Charges Out | (2,676,282) | (2,676,282) | (2,539,656) |
| 388,159 | Capital Charges | 462,525 | 462,525 | 344,283 |
| (28,607,300) | Income (External) | (28,022,408) | (27,995,173) | (26,406,086) |
| 1,618,350 | Total Cost of Services | 2,479,665 | 2,421,075 | 2,429,642 |

Main Items of Growth and Savings/Income

| Growth | Amount £ |
|---|---------------------|
| Handyman | |
| Reduced handyman recharges. | 50,889 |
| Administration Buildings Services | |
| Additional servicing contractor costs. | 5,500 |
| Pay award. | 5,365 |
| Inflation on utilities, Business Rates, insurance and contractor costs. | 10,200 |
| Loss of income for canteen as this is now run by an external contractor. | 68,747 |
| Property Services | |
| Pay award. | 13,385 |
| Increased insurance premium costs. | 16,367 |
| Increased salary and oncosts due to a restructure. | 59,300 |
| Head of Finance and Assets | |
| Employee Inflation. | 11,538 |
| IAS 19 pension funding. | 2,007 |
| Corporate Finance | |
| Employee Inflation. | 18,123 |
| Insurance & Risk Management | |
| Increase in public liability insurance. | 9,242 |
| Public Conveniences | |
| Inflation on Business Rates and Kier Contract. | 7,102 |
| Investment Properties | |
| Inflation and additional costs relating to electricity, service contracts and Business Rates. | 11,231 |
| New budget requirements for a holiday rental property. | 10,000 |
| Corporate & Democratic Core | |
| Increase in bank charges. | 7,900 |
| Payments re Local Enterprise Partnership (LEP) Enterprise Zones. | 18,000 |
| TOTAL GROWTH | 324,896 |

| Savings | Amount £ |
|--|---------------------|
| Industrial Estates | |
| Grounds maintenance budget not required at Fakenham industrial unit. | (5,020) |
| Handyman | |
| Staffing restructure. | (24,953) |
| Parklands | |
| Lower electricity costs. | (2,500) |
| Benefits Subsidy | |
| Estimated expenditure and grant subsidy on housing benefits payments. | (1,568,938) |
| Non Distributed Costs | |
| Cessation of payment re loss of office. | (8,034) |
| Administration Building Services | |
| Change of budget for canteen as this is now being management managed by an external contractor. | (57,821) |
| Saving on plant maintenance contract following reprocurement. | (2,500) |
| Property Services | |
| Transfer of staff to Leisure services. | (102,605) |
| Corporate Finance | |
| Transfer of vacant post to Revenues to part fund new housing benefits overpayment officer. | (12,404) |
| Employee savings as a result of changes to contracted hours. | (27,893) |
| Insurance & Risk Management | |
| Transfer of staff to another service area. | (9,362) |
| Internal Audit | |
| Savings resulting from renegotiated internal audit fees. | (19,000) |
| Public Conveniences | |
| Kier contract savings. | (7,200) |
| Investment Properties | |
| Rental income from concessions (Asset commercialisation programme). | (30,000) |
| Holiday rental income. | (36,350) |
| Corporate & Democratic Core | |
| Savings resulting from the new external audit contract. | (44,000) |
| TOTAL SAVINGS | (1,958,580) |
| NET GROWTH/SAVINGS | (1,633,684) |

Service Area Details

R201 - Industrial Estates

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 25,690 | Premises | 21,466 | 21,466 | 16,446 |
| 3,968 | Supplies and Services | 200 | 200 | 200 |
| 93,958 | Support Services - Charges In | 72,650 | 72,650 | 96,850 |
| 46,239 | Capital Charges | 46,239 | 46,239 | 46,238 |
| (108,713) | Income | (132,415) | (132,415) | (132,415) |
| 61,143 | Total Cost of Services | 8,140 | 8,140 | 27,319 |

R202 - Surveyors Allotments

This service provides for the management of surveyors allotments where this is not undertaken by parish councils or other bodies.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|-------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 6,595 | Support Services - Charges In | 5,190 | 5,190 | 7,200 |
| 0 | Income | (50) | (50) | (50) |
| 6,595 | Total Cost of Services | 5,140 | 5,140 | 7,150 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 72,466 | Employee | 54,795 | 54,795 | 32,548 |
| 5,569 | Transport | 9,836 | 9,836 | 4,960 |
| 7,133 | Supplies and Services | 2,180 | 2,180 | 4,350 |
| 71,743 | Support Services - Charges In | 58,450 | 58,450 | 34,000 |
| 2,739 | Capital Charges | 2,739 | 2,739 | 2,739 |
| (124,917) | Income | (106,800) | (106,800) | (55,911) |
| 34,732 | Total Cost of Services | 21,200 | 21,200 | 22,686 |

R204 - Parklands

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 23,208 | Premises | 26,130 | 26,130 | 23,630 |
| 1,109 | Supplies and Services | 0 | 0 | 0 |
| 49,533 | Support Services - Charges In | 41,700 | 41,700 | 51,030 |
| 585 | Capital Charges | 2,750 | 2,750 | 585 |
| (53,141) | Income | (57,210) | (57,210) | (56,326) |
| 21,294 | Total Cost of Services | 13,370 | 13,370 | 18,919 |

R211 – Benefits Subsidy

The Council is responsible for the administration of Housing Benefits to private tenants and Council Tax support. The Department for Works and Pensions (DWP) pays up to 100% of each benefit payment in the form of a grant to the Council to fund the service. From April 2013 the new scheme of Local Council Tax Support came into operation whereby the minimum amount of Council Tax claimants are required to pay is 8.5% subject to a local scheme.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 148,124 | Supplies and Services | 0 | 0 | 0 |
| 26,872,261 | Transfer Payments | 27,392,779 | 27,392,779 | 25,823,841 |
| (27,906,844) | Income | (27,392,779) | (27,392,779) | (25,823,841) |
| (886,460) | Total Cost of Services | 0 | 0 | 0 |

R214 - Discretionary Payments

Discretionary Rate Reliefs that can be granted to organisations for a variety of reasons e.g. charitable rate relief, rural rate relief, enterprise zones, supporting small business relief, pub relief and the local discretionary revaluation scheme. These awards can be up to 100% relief and some properties are entitled to mandatory relief of either 80% or 50% and are awarded top up reliefs to 100%. Some reliefs award a fixed amount e.g. the pub relief awards up to £1,000 each and the local discretionary revaluation scheme awards amounts based on a banded scheme of increases caused by the revaluation of Non-Domestic properties. 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 79,552 | Supplies and Services | 70,798 | 70,798 | 65,846 |
| 3,036 | Support Services - Charges In | 2,750 | 2,750 | 6,450 |
| 82,588 | Total Cost of Services | 73,548 | 73,548 | 72,296 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 99,000 | Employee | 0 | 0 | 0 |
| 99,000 | Total Cost of Services | 0 | 0 | 0 |

R262 - Administration Buildings and Services

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 62,749 | Employee | 72,178 | 28,467 | 31,627 |
| 499,298 | Premises | 332,156 | 340,173 | 350,689 |
| 1,303 | Transport | 1,150 | 1,150 | 600 |
| 118,818 | Supplies and Services | 94,064 | 68,673 | 74,717 |
| 205,787 | Support Services - Charges In | 152,850 | 152,850 | 162,700 |
| 102,182 | Capital Charges | 115,217 | 115,217 | 76,862 |
| (234,596) | Income | (239,528) | (171,093) | (170,781) |
| (570,791) | Support Services - Charges Out | (427,560) | (427,560) | (436,637) |
| 184,750 | Total Cost of Services | 100,527 | 107,877 | 89,777 |

R262A - Property Services

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 441,309 | Employee | 449,195 | 334,707 | 418,813 |
| 86,395 | Premises | 76,748 | 74,712 | 90,941 |
| 9,587 | Transport | 10,016 | 8,128 | 7,328 |
| 198,512 | Supplies and Services | 11,743 | 46,666 | 14,981 |
| 183,360 | Support Services - Charges In | 195,710 | 195,710 | 251,100 |
| 12,773 | Capital Charges | 12,773 | 12,773 | 12,774 |
| (923) | Income | 0 | 0 | 0 |
| (931,013) | Support Services - Charges Out | (756,185) | (756,185) | (795,937) |
| 0 | Total Cost of Services | 0 | (83,489) | 0 |

R262B – Head of Assets and Finance

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 0 | Employee | 85,165 | 85,165 | 99,020 |
| 0 | Transport | 944 | 944 | 1,294 |
| 0 | Supplies and Services | 0 | 0 | 200 |
| 0 | Support Services - Charges In | 0 | 0 | 9,620 |
| 0 | Support Services - Charges Out | (86,109) | (86,109) | (110,134) |
| 0 | Total Cost of Services | 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 390,053 | Employee | 423,773 | 423,773 | 398,417 |
| 1,990 | Transport | 1,570 | 1,570 | 2,414 |
| 21,746 | Supplies and Services | 22,241 | 22,241 | 23,506 |
| 123,335 | Support Services - Charges In | 129,850 | 129,850 | 135,050 |
| 4,491 | Capital Charges | 4,491 | 4,491 | 4,491 |
| (22,897) | Income | 0 | 0 | 0 |
| (518,718) | Support Services - Charges Out | (581,925) | (581,925) | (563,878) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R263B – Insurance & Risk Management

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 37,267 | Employee | 45,433 | 36,071 | 39,321 |
| 292 | Premises | 276 | 276 | 430 |
| 10,385 | Transport | 12,750 | 12,750 | 12,420 |
| 124,047 | Supplies and Services | 118,208 | 118,208 | 128,335 |
| 3,754 | Support Services - Charges In | 14,700 | 14,700 | 14,610 |
| (11,860) | Income | (650) | (650) | (650) |
| (163,885) | Support Services - Charges Out | (190,717) | (190,717) | (194,466) |
| 0 | Total Cost of Services | 0 | (9,362) | 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 67,983 | Supplies and Services | 94,000 | 94,000 | 75,000 |
| 6,621 | Support Services - Charges In | 11,720 | 11,720 | 9,240 |
| (74,604) | Support Services - Charges Out | (105,720) | (105,720) | (84,240) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R300A - Playgrounds

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 615 | Employee | 0 | 0 | 0 |
| 1,786 | Premises | 5,685 | 5,685 | 4,565 |
| 31,522 | Supplies and Services | 25,310 | 66,510 | 25,310 |
| 28,204 | Support Services - Charges In | 23,150 | 23,150 | 34,880 |
| (12,175) | Income | 0 | (41,200) | 0 |
| 49,952 | Total Cost of Services | 54,145 | 54,145 | 64,755 |

R302 - Community Centres

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 709 | Premises | 5,938 | 5,938 | 5,948 |
| 10,618 | Support Services - Charges In | 10,170 | 10,170 | 13,670 |
| 3,313 | Capital Charges | 0 | 0 | 0 |
| 14,640 | Total Cost of Services | 16,108 | 16,108 | 19,618 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 269,111 | Premises | 234,966 | 234,966 | 231,766 |
| 208,500 | Supplies and Services | 222,413 | 222,413 | 220,242 |
| 82,677 | Support Services - Charges In | 68,670 | 68,670 | 137,340 |
| 138,244 | Capital Charges | 141,917 | 141,917 | 134,495 |
| (9,301) | Income | 0 | 0 | 0 |
| (1,368) | Support Services - Charges Out | (1,363) | (1,363) | (1,363) |
| 687,863 | Total Cost of Services | 666,603 | 666,603 | 722,480 |

R318B - Investment Properties

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 89,776 | Premises | 65,568 | 72,103 | 83,882 |
| 3,746 | Supplies and Services | 1,000 | 1,000 | 3,917 |
| 80,441 | Support Services - Charges In | 65,400 | 65,400 | 77,520 |
| 51,906 | Capital Charges | 136,399 | 136,399 | 66,099 |
| (85,226) | Income | (92,976) | (92,976) | (166,112) |
| 0 | Support Services - Charges Out | 0 | 0 | 0 |
| 140,643 | Total Cost of Services | 175,391 | 181,926 | 65,306 |

R450 - Central Costs

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 45,676 | Employee | 75,953 | 75,953 | 73,549 |
| 2,037 | Transport | 2,510 | 2,510 | 2,362 |
| 6,728 | Supplies and Services | 5,580 | 5,580 | 5,580 |
| 255,965 | Support Services - Charges In | 442,660 | 442,660 | 271,510 |
| 29,000 | Capital Charges | 0 | 0 | 0 |
| (339,406) | Support Services - Charges Out | (526,703) | (526,703) | (353,001) |
| 0 | Total Cost of Services | 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 Ernst & Young (EY).

This service includes the Treasury management of the Council's investments and cash flows together with its banking, money market and capital market transactions. It includes the effective control of the risks associated with these activities, and the pursuit of optimum performance consistent with those risks. The Council's primary objective in relation to its investment activities complies with the Ministry of Housing, Communities and Local Government (MHCLG). 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 165,910 | Employee | 179,740 | 179,740 | 180,106 |
| 5,199 | Transport | 5,884 | 5,884 | 5,601 |
| 183,834 | Supplies and Services | 209,349 | 229,725 | 191,249 |
| 46,536 | Transfer Payments | 46,530 | 46,530 | 46,530 |
| 760,149 | Support Services - Charges In | 903,990 | 903,990 | 895,850 |
| (36,706) | Income | 0 | 0 | 0 |
| 1,124,922 | Total Cost of Services | 1,345,493 | 1,365,869 | 1,319,336 |

LEGAL & DEMOCRATIC SERVICES

Contacts

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

Net Cost of Service**Net Cost of Service**

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-----------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 620,241 | Member Services | 655,985 | 690,901 | 591,003 |
| 0 | Legal Services | 0 | 0 | 0 |
| 620,241 | | 655,985 | 690,901 | 591,003 |

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 507,000 | Employee | 585,553 | 612,334 | 687,641 |
| 34,610 | Transport | 32,114 | 32,114 | 32,114 |
| 459,804 | Supplies and Services | 427,080 | 467,080 | 446,415 |
| 259,378 | Support Services - Charges In | 273,140 | 273,140 | 179,700 |
| 2,500 | Capital Charges | 2,500 | 2,500 | 0 |
| (316,073) | Support Services - Charges Out | (397,681) | (397,681) | (424,521) |
| (326,977) | Income (External) | (266,721) | (298,586) | (330,346) |
| 620,241 | Total Cost of Services | 655,985 | 690,901 | 591,003 |

Main Items of Growth and Savings/Income

Growth

| | Amount £ |
|--|---------------------|
| Members Services | |
| Pay award. | 4,326 |
| Additional national insurance costs. | 3,219 |
| Members allowance increase in line with staff pay award. | 3,335 |
| New Cabinet Member. | 16,000 |
| Legal Services | |
| Additional staffing costs. | 63,625 |
| Pay award. | 9,010 |
| Fixed term staffing costs. | 11,431 |
| Pension fund adjustment. | 10,111 |
| | <hr/> |
| TOTAL GROWTH | 121,057 |
| | <hr/> |
| Savings | Amount £ |
| Legal Services | |
| New Contract Income. | (63,625) |
| | <hr/> |
| TOTAL SAVINGS | (63,625) |
| | <hr/> |
| NET GROWTH/SAVINGS | (57,432) |
| | <hr/> <hr/> |

Service Area Details

R450B - Members Services

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 120,992 | Employee | 123,725 | 158,641 | 131,898 |
| 23,012 | Transport | 22,520 | 22,520 | 22,520 |
| 340,257 | Supplies and Services | 351,600 | 351,600 | 370,935 |
| 133,711 | Support Services - Charges In | 156,040 | 156,040 | 66,050 |
| 2,500 | Capital Charges | 2,500 | 2,500 | 0 |
| (231) | Income | (400) | (400) | (400) |
| 620,241 | Total Cost of Services | 655,985 | 690,901 | 591,003 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 386,008 | Employee | 461,828 | 453,693 | 555,743 |
| 11,598 | Transport | 9,594 | 9,594 | 9,594 |
| 119,547 | Supplies and Services | 75,480 | 115,480 | 75,480 |
| 125,667 | Support Services - Charges In | 117,100 | 117,100 | 113,650 |
| (326,746) | Income | (266,321) | (298,186) | (329,946) |
| (316,073) | Support Services - Charges Out | (397,681) | (397,681) | (424,521) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

Planning Service Area

Head of Service: Phillip Rowson Ext 6135

Contacts

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

Net Cost of Service

| 2016/17 Actual | Service | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|----------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 953,748 | Development Management | 726,676 | 790,303 | 756,425 |
| 327,236 | Planning Policy | 664,691 | 486,944 | 622,597 |
| 182,812 | Conservation, Design & Landscape | 168,931 | 168,931 | 173,762 |
| 325,498 | Major Developments | 347,025 | 347,025 | 356,748 |
| 56,175 | Building Control | 117,078 | 117,078 | 105,482 |
| 0 | Head Of Planning | 0 | 0 | 0 |
| (9,692) | Property Information | 88,614 | 88,614 | 46,793 |
| 1,835,777 | | 2,113,015 | 1,998,895 | 2,061,807 |

Subjective Analysis

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 1,851,151 | Employee | 2,018,382 | 1,991,327 | 2,060,260 |
| 863 | Premises | 1,000 | 1,000 | 1,000 |
| 59,824 | Transport | 71,972 | 71,280 | 72,396 |
| 339,658 | Supplies and Services | 395,171 | 333,798 | 326,211 |
| 25,704 | Transfer Payments | 25,700 | 25,700 | 25,700 |
| 1,147,061 | Support Services - Charges In | 1,134,070 | 1,134,070 | 1,215,320 |
| (281,859) | Support Services - Charges Out | (254,800) | (254,800) | (281,841) |
| 18,886 | Capital Charges | 38,721 | 38,721 | 41,631 |
| (1,325,510) | Income (External) | (1,317,201) | (1,342,201) | (1,398,870) |
| 1,835,777 | Total Cost of Services | 2,113,015 | 1,998,895 | 2,061,807 |

Main Items of Growth and Savings/Income
Growth**Amount
£****Development Management**

Employee Inflation.

24,747

S106 legal work now undertaken by Legal Services.

3,000

Major Developments

Employee inflation.

12,715

Planning Policy

Employee inflation.

15,979

Head of Planning

Employee inflation.

2,462

Property Information

Employee inflation.

1,970

TOTAL GROWTH

60,873

Savings**Amount
£****Development Management**

20% fee increase on nationally set fees.

(50,000)

Major Developments

Employee not in the superannuation scheme.

(3,889)

Building Control

Increased fee income anticipated based on current year actuals.

(13,669)

Property Information

Norfolk County Council search fees based on current years actuals.

(10,000)

Increased Land Charge fee income to reflect slippage in the planned transfer of some functions to the Land Registry.

(21,000)

TOTAL SAVINGS

(148,558)

NET GROWTH/SAVINGS

(87,685)

Service Area Details

R100 - Development Management

This service is responsible for determining applications for planning permission, listed building consent, conservation area consent, advertisement consent and other permission 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 757,640 | Employee | 772,303 | 772,303 | 802,687 |
| 735 | Premises | 0 | 0 | 0 |
| 26,229 | Transport | 25,902 | 25,902 | 26,927 |
| 153,770 | Supplies and Services | 42,320 | 130,947 | 27,170 |
| 645,676 | Support Services - Charges In | 623,050 | 623,050 | 680,630 |
| 18,886 | Capital Charges | 38,721 | 38,721 | 41,631 |
| (629,184) | Income | (775,620) | (800,620) | (822,620) |
| (20,004) | Support Services - Charges Out | | | |
| 953,748 | Total Cost of Services | 726,676 | 790,303 | 756,425 |

R101 - Planning Policy

The Planning Policy Service exists to meet the Council's responsibility as a local planning authority, to prepare, monitor and review a Local Plan for North Norfolk. The Local Plan gives spatial expression to the Corporate Plan by taking forward the corporate objectives through identification of land for development and management of development through planning policies 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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|-------------------|--------------------------------|---------------------------|------------------------------|---------------------------|
| £ | | £ | £ | £ |
| 230,725 | Employee | 353,495 | 326,440 | 371,269 |
| 48 | Premises | 0 | 0 | 0 |
| 6,157 | Transport | 7,518 | 6,826 | 8,188 |
| 83,094 | Supplies and Services | 236,302 | 86,302 | 172,274 |
| 107,633 | Support Services - Charges In | 113,910 | 113,910 | 117,400 |
| (53,885) | Income | 0 | 0 | 0 |
| (46,536) | Support Services - Charges Out | (46,534) | (46,534) | (46,534) |
| 327,236 | Total Cost of Services | 664,691 | 486,944 | 622,597 |

R102 – Conservation, Design & Landscape

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

This service also provides advice on countryside matters and undertakes the Councils statutory responsibilities that help to protect, conserve and enhance the countryside of North Norfolk for the benefit of the community. It handles statutory procedures in relation to tree preservation orders, tree work in conservation areas and Hedgerows Regulations 1997 and gives advice in relation to landscape, arboriculture and biodiversity within the planning system. The service encourages and promotes countryside management through various initiatives including the Norfolk Biodiversity Partnership and the Wash and North Norfolk Special Area of Conservation Management Board.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 69,645 | Employee | 77,519 | 77,519 | 76,755 |
| 80 | Premises | 1,000 | 1,000 | 1,000 |
| 6,676 | Transport | 5,902 | 5,902 | 5,322 |
| 39,789 | Supplies and Services | 17,840 | 17,840 | 20,465 |
| 67,618 | Support Services - Charges In | 67,670 | 67,670 | 71,220 |
| (996) | Support Services - Charges Out | (1,000) | (1,000) | (1,000) |
| 182,812 | Total Cost of Services | 168,931 | 168,931 | 173,762 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 208,621 | Employee | 238,829 | 238,829 | 211,983 |
| 5,398 | Transport | 7,626 | 7,626 | 6,965 |
| 1,433 | Supplies and Services | 250 | 250 | 10,150 |
| 110,046 | Support Services - Charges In | 100,320 | 100,320 | 127,650 |
| 325,498 | Total Cost of Services | 347,025 | 347,025 | 356,748 |

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.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 318,732 | Employee | 329,868 | 329,868 | 332,301 |
| 14,158 | Transport | 22,811 | 22,811 | 22,581 |
| 17,773 | Supplies and Services | 14,760 | 14,760 | 14,990 |
| 121,872 | Support Services - Charges In | 122,220 | 122,220 | 121,860 |
| (416,361) | Income | (372,581) | (372,581) | (386,250) |
| 56,175 | Total Cost of Services | 117,078 | 117,078 | 105,482 |

R152 – Head of Planning

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

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|--------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 171,477 | Employee | 150,905 | 150,905 | 166,976 |
| 963 | Transport | 2,213 | 2,213 | 2,213 |
| 711 | Supplies and Services | 14,138 | 14,138 | 21,518 |
| 41,172 | Support Services - Charges In | 40,010 | 40,010 | 43,600 |
| (214,323) | Support Services - Charges Out | (207,266) | (207,266) | (234,307) |
| 0 | Total Cost of Services | 0 | 0 | 0 |

R402 - Property Information

Property Information consists of Street Naming and Numbering, the Local Land and Property Gazetteer (LLPG) and Local Land Charges.

Key areas of responsibility are the maintenance of the statutory Land Charges Register and the Local Land and Property Gazetteer and completion of Local Land Searches.

| 2016/17 Actual | Description | 2017/18 Base Budget | 2017/18 Updated Budget | 2018/19 Base Budget |
|---------------------------|-------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| £ | | £ | £ | £ |
| 94,310 | Employee | 95,463 | 95,463 | 98,289 |
| 243 | Transport | 0 | 0 | 200 |
| 43,087 | Supplies and Services | 69,561 | 69,561 | 59,644 |
| 25,704 | Transfer Payments | 25,700 | 25,700 | 25,700 |
| 53,044 | Support Services - Charges In | 66,890 | 66,890 | 52,960 |
| (226,081) | Income | (169,000) | (169,000) | (190,000) |
| (9,692) | Total Cost of Services | 88,614 | 88,614 | 46,793 |

GENERAL FUND CAPITAL PROGRAMME - 2018/19

As part of the budget process, the Council's General Fund Capital Programme has been reviewed and updated accordingly. The main changes to the capital programme have come about from the submission and inclusion of successful capital bids, and the re-profiling of schemes which have not progressed as originally planned. Where this has occurred, the budget provision will have been slipped to 2018/19

The General Fund Capital Programme assumes the continuation of the Disabled Facilities Grants Scheme.

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

| Scheme | NNDC Contribution | Total Scheme Value |
|--|--------------------------|---------------------------|
| | £ | £ |
| <i>Jobs and the Economy</i> | | |
| North Norfolk Enterprise Innovation Centre | 50,000 | 50,000 |
| Rocket House | 77,084 | 77,084 |
| North Norfolk Enterprise and Start Up Grants | 135,000 | 135,000 |
| Public Conveniences Water Heater Improvements | 11,837 | 11,837 |
| Egmere Business Zone | 995,000 | 1,895,000 |
| Better Broadband for Norfolk | 1,000,000 | 1,000,000 |
| Public Conveniences - Review, Re-provision and Redevelopment | 450,000 | 450,000 |
| Car Park Refurbishment | 112,827 | 112,827 |
| North Lodge Park | 197,000 | 197,000 |
| Office Improvements: Kings Arms St | 30,000 | 30,000 |
| Deep History Coast | 500,000 | 500,000 |
| Fair Meadow House Purchase | 635,000 | 635,000 |
| Sutton Mill Loan | 350,000 | 350,000 |
| Holt Tourist Information Centre | 100,000 | 100,000 |
| Walsingham Public Convenience | 47,000 | 47,000 |
| Fair Meadow House Improvements | 25,000 | 25,000 |
| Purchase of Car Park Vehicles | 60,000 | 60,000 |
| Collectors Cabin Refurbishment | 30,000 | 30,000 |
| Kiosk Refurbishment | 25,000 | 25,000 |
| Lifeguard Hut Refurbishment | 25,000 | 25,000 |
| <i>Housing and Infrastructure</i> | | |
| Disabled Facilities Grants | Annual programme | Annual programme |
| Parkland Improvements | 100,000 | 100,000 |

| Scheme | NNDC Contribution | Total Scheme Value |
|---|-------------------|--------------------|
| | £ | £ |
| Compulsory Purchase of Long Term Empty Properties | 630,000 | 630,000 |
| Shannoeks Hotel | 490,000 | 490,000 |
| Laundry Loke - Victory Housing | 100,000 | 100,000 |
| Housing Loans to Registered Providers | 3,500,000 | 3,500,000 |
| Provision of Temporary Accommodation | 610,000 | 610,000 |
| Temporary Accommodation for Homeless Households | 194,000 | 194,000 |
| Community Housing Fund | 0 | 2,198,262 |
| <i>Coast and Countryside</i> | | |
| Gypsy and Traveller Short Stay Stopping Facilities | 1,417,533 | 1,417,533 |
| Cromer Pier Structural Works - Phase 2 | 1,378,549 | 1,378,549 |
| Cromer Pier and West Prom Refurbishment Project | 1,065,000 | 1,465,000 |
| Refurbishment Works to the Seaside Shelters | 149,500 | 149,500 |
| Cromer Coast Protection Scheme 982 and SEA | 0 | 8,822,000 |
| Coastal Erosion Assistance | 0 | 90,000 |
| Coastal Adaptations | 0 | 410 |
| Pathfinder Project | 0 | 1,966,605 |
| Storm Surge | 135,000 | 1,176,000 |
| Sheringham West Prom | 315,000 | 804,000 |
| Mundesley - Refurbishment of Coastal Defences | 307,000 | 2,221,000 |
| Ostend Targeted Rock Placement and Coastal Adaptation | 55,000 | 55,000 |
| Cromer Pier - External and Roofing Improvements to Pavilion Theatre | 275,000 | 275,000 |
| Beach Access | 0 | 201,514 |
| Countryside Tractors | 29,495 | 29,495 |
| Ranger Vehicles | 26,170 | 26,170 |
| Vale Road Beach Access | 18,600 | 18,600 |
| Bacton and Walcott Joint Study | 0 | 201,514 |
| Bacton and Walcott Coastal Management Scheme | 500,000 | 500,000 |

| Scheme | NNDC Contribution | TotalScheme Value |
|---|--------------------------|--------------------------|
| | £ | £ |
| <i>Health and Well Being</i> | | |
| Splash Roof Repairs | 33,120 | 63,120 |
| Steelwork Protection to Victory Pool and Fakenham Gym | 27,500 | 27,500 |
| Fakenham Community Centre Window Replacement | 30,000 | 30,000 |
| Fakenham Gym | 62,500 | 62,500 |
| Cromer Sports Pitch | 50,000 | 50,000 |
| North Norfolk Sports Hub | 2,199,000 | 2,931,000 |
| Splash Leisure Centre Reprovision | 9,667,000 | 10,667,000 |
| <i>Service Excellence</i> | | |
| Purchase of Bins | 120,000 | 120,000 |
| Personal Computer Replacement Fund | 205,583 | 205,583 |
| Planning System Scanning | 100,000 | 100,000 |
| Customer Contact Centre | 60,000 | 60,000 |
| Document and Record Management System | 60,000 | 60,000 |
| Asset Management Computer System | 75,000 | 75,000 |
| e-Financials Financial Management System Software Upgrade | 47,505 | 47,505 |
| Purchase of Property Services Vehicle | 15,000 | 15,000 |
| Goat Livestock Grazing | 17,000 | 17,000 |
| Replacement Environmental Health Vehicle | 21,935 | 21,935 |
| Uniform Planning System | 140,000 | 140,000 |
| Administrative Buildings | 250,570 | 250,570 |
| Council Chamber and Committee Room Improvements | 89,000 | 89,000 |
| Environmental Health IT System Procurement | 150,000 | 150,000 |
| Housing Options System | 20,000 | 20,000 |
| Management Information Systems | 50,000 | 50,000 |
| Revenues and Benefits System | 57,500 | 57,500 |
| Council Office Improvements | 45,000 | 45,000 |
| Back Scanning of Files | 200,000 | 200,000 |
| Access Control Systems | 17,000 | 17,000 |
| User IT Hardware Refresh | 135,000 | 135,000 |
| Aerial Photography | 15,000 | 15,000 |
| Server Replacement 2018 | 80,000 | 80,000 |
| Multi-functional Devices | 30,000 | 30,000 |
| Total | 30,221,808 | 50,208,113 |

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|--|----------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| | £ | £ | £ | £ | £ | £ |
| Jobs and the Economy | | | | | | |
| North Norfolk Enterprise Innovation Centre | 50,000 | 10,295 | - | 39,705 | 0 | 0 |
| Rocket House | 77,084 | 37,334 | - | 39,750 | 0 | 0 |
| North Norfolk Enterprise and Start Up Grants | 135,000 | 126,207 | - | 8,793 | 0 | 0 |
| Public Convenience water heater improvements | 11,837 | 7,556 | 4,281 | 0 | 0 | 0 |
| Egmere Business Zone | 1,895,000 | 98,606 | 58,591 | 1,737,803 | 0 | 0 |
| Better Broadband for Norfolk | 1,000,000 | - | - | 0 | 1,000,000 | 0 |
| Public Conveniences - Review, Reprovision and Redevelopment | 450,000 | - | 1,686 | 448,314 | 0 | 0 |
| Car Park Refurbishment Schemes | 112,827 | 21,098 | 9,948 | 81,781 | 0 | 0 |
| North Lodge Park | 197,000 | 11,690 | 2,191 | 183,119 | 0 | 0 |
| Office Improvements, Kings Arms St | 30,000 | 29,507 | 493 | 0 | 0 | 0 |
| Purchase of Car Park Vehicles | 60,000 | - | 60,000 | 0 | 0 | 0 |
| Deep History Coast | 500,000 | - | 20,961 | 479,039 | 0 | 0 |
| Fair Meadow House | 635,000 | - | 635,000 | 0 | 0 | 0 |
| Sutton Mill Loan | 350,000 | - | 350,000 | 0 | 0 | 0 |
| Holt Tourist Information Centre | 100,000 | - | 100,000 | 0 | 0 | 0 |
| Walsingham Public Convenience | 47,000 | - | 47,000 | 0 | 0 | 0 |
| Fair Meadow House Improvements | 25,000 | - | - | 25,000 | 0 | 0 |
| Collectors Cabin | 30,000 | - | - | 30,000 | 0 | 0 |
| Kiosk Improvements | 25,000 | - | - | 25,000 | 0 | 0 |
| Lifeguard hut refurbishment | 25,000 | - | - | 25,000 | 0 | 0 |
| | 5,755,748 | 342,293 | 1,290,151 | 3,123,304 | 1,000,000 | 0 |

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|--|----------------------------------|-----------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| | £ | £ | £ | £ | £ | £ |
| Housing and Infrastructure | | | | | | |
| Parkland Improvements | 100,000 | 12,996 | - | 87,004 | 0 | 0 |
| Housing Loans to Registered Providers | 3,500,000 | - | 3,500,000 | 0 | 0 | 0 |
| Compulsory Purchase of Long Term Empty Properties | 630,000 | 800 | - | 629,200 | 0 | 0 |
| Shannoeks Hotel | 490,000 | 23,897 | 22,017 | 444,086 | 0 | 0 |
| Laundry Loke - Victory Housing | 100,000 | - | - | 100,000 | 0 | 0 |
| Community Housing Fund | 2,198,262 | - | 250,000 | 1,948,262 | 0 | 0 |
| Disabled Facilities Grant | Annual Programme | Annual Programme | Annual Programme | Annual Programme | Annual Programme | 0 |
| Temp Accomodation for Homeless Households | 194,000 | 169,960 | 24,050 | - | - | 0 |
| Provision of Temporary Accomodation | 610,000 | - | - | 610,000 | 0 | 0 |
| | 7,822,262 | 207,653 | 3,796,067 | 3,818,552 | 0 | 0 |

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|--|----------------------------------|--------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| | £ | £ | £ | £ | £ | £ |
| Coast and Countryside | | | | | | |
| Gypsy and Traveller Short Stay Stopping | 1,417,533 | 1,270,950 | - | 146,583 | 0 | 0 |
| Cromer Pier Structural Works Phase 2 | 1,378,549 | 1,322,094 | 56,455 | 0 | 0 | 0 |
| Cromer Pier and West Prom refurbishment | 1,465,000 | 699,013 | 215,987 | 550,000 | 0 | 0 |
| Refurbishment Works to the Seaside Shelters | 149,500 | 127,446 | 11,045 | 11,009 | 0 | 0 |
| Cromer Coast Protection Scheme 982 and SEA | 8,822,000 | 5,246,343 | 58,901 | 3,516,756 | 0 | 0 |
| Coastal Adaptations | 410 | - | 410 | 0 | 0 | 0 |
| Pathfinder Project | 1,966,605 | 1,683,310 | 283,295 | 0 | 0 | 0 |
| Coastal Erosion Assistance | 90,000 | 17,203 | - | 72,797 | 0 | 0 |
| Storm Surge | 1,176,000 | 1,105,987 | 70,013 | 0 | 0 | 0 |
| Sheringham West Prom | 804,000 | 632,504 | 136,496 | 35,000 | 0 | 0 |
| Mundesley - Refurbishment of Coastal | 2,221,000 | - | - | 2,221,000 | 0 | 0 |
| Ostend Targeted Rock Placement and Coastal Adaptation | 55,000 | 219 | - | 54,781 | 0 | 0 |
| Cromer Pier - External and Roofing Improvements to Pavilion Theatre | 275,000 | 1,250 | 1,011 | 272,739 | 0 | 0 |
| Beach Access | 201,514 | 116,533 | 50,000 | 34,981 | 0 | 0 |
| Vale Road Beach Access | 18,600 | 15,115 | 3,485 | 0 | 0 | 0 |
| Bacton and Walcott Joint Study | 201,514 | 170,974 | 30,540 | 0 | 0 | 0 |
| Bacton and Walcott Coastal Management | 500,000 | - | - | 500,000 | 0 | 0 |
| Countryside Tractors | 29,495 | - | - | 29,495 | 0 | 0 |
| Ranger Vehicles | 26,170 | - | - | 26,170 | 0 | 0 |
| | 20,797,890 | 12,408,941 | 917,638 | 7,471,311 | 0 | 0 |

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|--|----------------------------------|--------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| | £ | £ | £ | £ | £ | £ |
| Health and Well Being | | | | | | |
| Splash Roof Repairs | 63,120 | 9,866 | - | 53,254 | 0 | 0 |
| Steelwork Protection to Victory Pool and Fakenham | 27,500 | 33 | - | 27,467 | 0 | 0 |
| Fakenham Gym | 62,500 | - | - | 62,500 | 0 | 0 |
| Cromer Sports Pitch | 50,000 | 1,406 | - | 48,594 | 0 | 0 |
| Fakenham Community Centre Window Replacement | 30,000 | - | 30,000 | 0 | 0 | 0 |
| North Norfolk Sports Hub | 2,931,000 | - | - | 1,465,500 | 1,465,500 | 0 |
| Splash Leisure Centre | 10,667,000 | - | - | 2,000,000 | 4,333,500 | 4,333,500 |
| | 13,831,120 | 11,305 | 30,000 | 3,657,315 | 5,799,000 | 4,333,500 |

CAPITAL

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|---|----------------------------------|--------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| | £ | £ | £ | £ | £ | £ |
| Service Excellence | | | | | | |
| Asset Management Computer System | 75,000 | 63,730 | - | 11,270 | 0 | 0 |
| Personal Computer Replacement Fund | 205,583 | 181,929 | 23,654 | 0 | 0 | 0 |
| e-Financials Financial Management System Software Upgrade | 47,505 | 34,080 | - | 13,425 | 0 | 0 |
| Administrative Buildings | 250,570 | 197,792 | 52,778 | 0 | 0 | 0 |
| Planning System Scanning | 100,000 | 83,890 | 16,110 | 0 | 0 | 0 |
| Council Chamber and Committee Room Improvements | 89,000 | 948 | 66,671 | 21,381 | 0 | 0 |
| Environmental Health IT System Procurement | 150,000 | 6,327 | 41,051 | 102,622 | 0 | 0 |
| Document and Records Management System | 60,000 | 18,409 | 41,591 | 0 | 0 | 0 |
| Purchase of Property Services Vehicle | 15,000 | - | 15,000 | 0 | 0 | 0 |
| Goat Livestock Grazing | 17,000 | - | 17,000 | 0 | 0 | 0 |
| Replacement Environmental Health Vehicles | 21,935 | - | 21,935 | 0 | 0 | 0 |
| Uniform Planning System | 140,000 | - | 140,000 | 0 | 0 | 0 |
| Housing Options System | 20,000 | - | 20,000 | 0 | 0 | 0 |
| Management Information Systems | 50,000 | - | 50,000 | 0 | 0 | 0 |
| Revenues and Benefits System | 57,500 | - | 57,500 | 0 | 0 | 0 |
| Council Office Improvements | 45,000 | - | 45,000 | 0 | 0 | 0 |
| Purchase of Bins | 120,000 | 28,459 | 51,541 | 40,000 | 0 | 0 |
| Customer Contact Centre | 60,000 | 17,825 | 33,878 | 8,297 | 0 | 0 |
| Back Scanning of Files | 200,000 | - | 60,000 | 140,000 | 0 | 0 |
| Access Control Systems | 17,000 | 15,087 | 1,913 | 0 | 0 | 0 |
| Aerial Photography | 15,000 | - | - | 15,000 | 0 | 0 |
| Server Replacement 2018 | 80,000 | - | - | 80,000 | 0 | 0 |
| Multi Functional Devices | 30,000 | - | - | 30,000 | 0 | 0 |
| User IT Hardware Refresh | 135,000 | - | - | 25,000 | 55,000 | 55,000 |
| | 2,001,093 | 648,476 | 755,622 | 486,995 | 55,000 | 55,000 |
| | 50,208,113 | 13,618,668 | 6,789,478 | 18,557,477 | 6,854,000 | 4,388,500 |

| <u>Scheme</u> | Scheme Total Current Estimate | Pre 31/3/17 Actual Expenditure | Current Budget 2017/18 | Updated Budget 2018/19 | Updated Budget 2019/20 | Updated Budget 20120/21 |
|---|--|---|-----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| | £ | £ | £ | £ | £ | £ |
| <u>Capital Programme Financing</u> | | | | | | |
| Grants | | | 673,146 | 8,087,107 | 1,732,500 | |
| Other Contributions | | | | 350,000 | - | |
| Asset Management Reserve | | | 635,000 | 105,000 | - | |
| Capital Project Reserve | | | 70,506 | 444,086 | - | |
| Invest to Save Reserve / Broadband Reserve | | | - | - | 1,000,000 | |
| Capital Receipts | | | 1,910,826 | 9,571,284 | 2,805,000 | 55,000 |
| Internal / External Borrowing | | | 3,500,000 | - | 1,316,500 | 4,333,500 |
| TOTAL FINANCING | | | 6,789,478 | 18,557,477 | 6,854,000 | 4,388,500 |

Capital Bids 2018/19

In addition to the capital programme, a number of new capital projects have been put forward for approval as part of the 2018/19 budget process.

| Bid Title | Total Estimated Costs £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|-----------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|
| Fair Meadow House Improvements | 25,000 | 25,000 | - | - |
| Collectors Cabin Refurbishment | 30,000 | 30,000 | - | - |
| Kiosk Refurbishment | 25,000 | 25,000 | - | - |
| Lifeguard Hut Refurbishment | 25,000 | 25,000 | - | - |
| Server Replacement | 80,000 | 80,000 | - | - |
| Countryside Tractors | 29,495 | 29,495 | - | - |
| Aerial Photography | 15,000 | 15,000 | - | - |
| Ranger Vehicles | 50,000 | 50,000 | - | - |
| Total Capital Project Bids | 279,495 | 279,495 | - | - |

| <u>Corporate Leadership Team / Corporate Service Area</u> | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|-------------|----------------------------|----------------------------|
| ELECTIONS | | | |
| Statutory Charges | | | |
| Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof). | O | 15.00 | £15.00 |
| Printed copy as above, extra 1,000 names or part thereof. | O | 5.00 | £5.00 |
| Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof). | O | 21.50 | £21.50 |
| Data form as above, extra 1,000 names or part thereof. | O | 1.50 | £1.50 |
| Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof). | O | 15.00 | £15.00 |
| Printed copy as above, extra 1,000 names or part thereof. | O | 5.00 | £5.00 |
| Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof). | O | 21.50 | |
| Data Form as above, extra 1,000 names or part thereof. | O | 1.50 | £1.50 |
| Sale of Marked Registers - Printed Copy - Basic Charge. | O | 10.00 | £10.00 |
| Printed copy of Marked Registers - 1,000 names or part thereof. | O | 2.00 | £2.00 |
| Data form of Marked Registers - 1,000 names or part thereof. | O | 1.00 | £1.00 |
| Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof). | O | 15.00 | £15.00 |
| Printed copy as above, extra 100 names or part thereof. | O | 5.00 | £5.00 |
| Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof). | O | 21.50 | £21.50 |
| Data form as above, extra 100 names or part thereof. | O | 1.50 | £1.50 |
| Non Statutory Charges | | | |
| Certificate of Registration | O | 12.50 | £12.50 |

Statutory Instrument 2001 / 341 still applies.

| <u>Customer Services & ICT Service Area</u> | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|-------------|----------------------------|----------------------------|
| TOURIST INFORMATION CENTRES | | | |
| Concessionary Fares | | | |
| Application processing | T | £7.00 | £7.00 |
| Renewals (Lost) | T | £10.00 | £10.00 |
| FILMING* | | | |
| TV drama/advertisements/feature films | | | |
| <i>*These figures are for guidance only and any enquiries could be subject to further negotiation. Prices quoted exclude VAT.</i> | | | |
| Per Day | T | £1,550.00 | £1,550.00 |
| Per Hour | T | £250.00 | £250.00 |
| Documentaries and charities (depending on nature of organisation, subject and crew size) | | | |
| Per Day | T | From £500.00 | From £500.00 |
| Per Hour | T | From £100.00 | From £100.00 |
| Administration Charge (only charged where a fee and/or contract is appropriate) | | | |
| Standard | T | £36.00 | £36.00 |
| Less than 7 day's notice | T | £87.00 | £87.00 |
| Stills (specifically commercial advertising with props, etc.) | T | £100 - £500 | £100 - £500 |
| Education/news/weather/student/individual photographers or 'in the interest of the district' | T | Discretionary | Discretionary |
| Parking (if required) | T | £15.00 | £15.00 |
| PHOTOCOPYING | | | |
| A4 and below - black and white | T | £0.12 | £0.15 |
| A4 and below - colour | T | £0.18 | £0.20 |
| A3 - black and white | T | £0.30 | £0.30 |
| A3 - colour | T | £0.60 | £0.60 |
| Colour Copying - Staff (A4) | T | £0.60 | £0.60 |
| Colour Copying - Staff (A3) | T | £0.60 | £0.60 |
| A2 - black and white | T | £0.60 | £1.20 |
| A2 - colour | T | £1.20 | £2.40 |
| A1 - black and white | T | £1.20 | £2.40 |
| A1 - colour | T | £2.40 | £4.80 |
| A0 - black and white | T | £2.10 | £3.60 |
| A0 - colour | T | £3.60 | £7.20 |

| <u>Economic & Community Development & Leisure Service Area</u> | | | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|-----------------------------|-------------|--|---|
| | | V A T | | |
| CAR PARKING | | | | |
| Pay & Display Car Parks between 08:00 - 18:00 | | | | |
| <i>Coastal Car Parks</i> | | | | |
| Cromer | - Runton Road | T | 60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours | 60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours. |
| East Runton | - Beach Road | T | | |
| Happisburgh | - Cart Gap | T | | |
| Mundesley | - Beach Road | T | | |
| Overstrand | - Pauls Lane | T | | |
| Sea Palling | - Clink Road | T | | |
| Sheringham | - Beach Road | T | | |
| | - Station Road | T | | |
| Wells | - Stearmans Yard | T | | |
| Weybourne | - Beach Road | T | | |
| <i>Other Car Parks</i> | | | | |
| Cromer | - Cadogan Road | T | 60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours | 60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours. |
| | - Meadow | T | | |
| | - Promenade (Disabled only) | T | | |
| Holt | - Albert Street | T | | |
| | - Station Road | T | | |
| Sheringham | - Chequers | T | | |
| | - Morris Street | T | | |
| Wells | - Staithe Street | T | | |
| Fakenham | - Bridge Street | T | | |
| | - The Limes | T | | |
| | - Queens Road | T | 50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours | 50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours. |
| North Walsham | - Bank Loke | T | | |
| | - New Road | T | | |
| | - Vicarage Street | T | | |
| | - Mundesley Road | T | | |
| Stalham | - High Street | T | | |

Economic & Community Development & Leisure Service Area

| | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|-----------------------------|-------------|----------------------------|----------------------------|
| CAR PARKING | | | | |
| Other Charges | | | | |
| Coach Parking (where permitted) | - Half day (up to 4 hours) | T | £5.00 | £5.00 |
| | - All day ticket | T | £10.00 | £10.00 |
| Carnival Day (Runton Road) | - Per Car, Per Entry | T | £7.00 | £7.00 |
| | - Per Motorcycle, Per Entry | T | £4.00 | £4.00 |
| Weekly Permit | | T | £28.00 | £28.00 |
| Annual Permit | - 3 hour permit | T | £56.00 | £56.00 |
| | - 24 hour permit | T | £204.00 | £204.00 |
| Half Year Permit | - 3 hour permit | T | £31.00 | £31.00 |
| | - 24 hour permit | T | £122.00 | £122.00 |
| Quarter Year Permit | - 3 hour permit | T | £16.00 | £16.00 |
| | - 24 hour permit | T | £66.00 | £66.00 |
| Penalty Charge Notice | - Full | T | £50.00 | £50.00 |
| | - Prompt Payment | T | £25.00 | £25.00 |
| Change of Permit (change of registration) | | T | | £10.00 |
| Addition of second car registration onto Permit | | O | | Free |
| All prices include VAT | | | | |

| <u>Economic & Community Development & Leisure Service Area</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|-----------------------------------|----------------------|-------------------------------------|-------------------------------------|
| MARKETS | | | | |
| Site = 4m Frontage x 5m Depth | | | | |
| Cromer, Stalham and Sheringham (Weds) - Per Site | | | | |
| Weekly | - April, May, June, Oct, Nov, Dec | T | £19.00 | £19.00 |
| | - July, August, Sept | T | £28.00 | £28.00 |
| | - Jan, Feb, March | T | £15.00 | £15.00 |
| Quarterly | - April - June | T | £138.00 | £138.00 |
| | - July - September | T | £224.00 | £224.00 |
| | - October - December | T | £102.00 | £102.00 |
| | - January - March | T | £82.00 | £82.00 |
| Half Yearly (Up to 2 pitches, £ per pitch) | - April - Sept | T | £255.00 | £255.00 |
| | - October - March | T | £133.00 | £133.00 |
| Half Yearly (3rd pitch +, £ per pitch) | - April - Sept | T | £204.00 | £204.00 |
| | - October - March | T | £102.00 | £102.00 |
| Sheringham (Saturday) - Per Site | | | | |
| Weekly | - April, May, June, Nov, Dec | T | £31.00 | £31.00 |
| | - July, August, Sept, Oct | T | £41.00 | £41.00 |
| | - Jan, Feb, March | T | £22.00 | £22.00 |
| Quarterly | - April - June | T | £306.00 | £306.00 |
| | - July - September | T | £469.00 | £469.00 |
| | - October - December | T | £224.00 | £224.00 |
| | - January - March | T | £179.00 | £179.00 |
| Half Yearly (Up to 2 pitches, £ per pitch) | - April - Sept | T | £592.00 | £592.00 |
| | - October - March | T | £306.00 | £306.00 |
| Half Yearly (3rd pitch +, £ per pitch) | - April - Sept | T | £449.00 | £449.00 |
| | - October - March | T | £230.00 | £230.00 |
| Yearly | | T | £872.00 | £872.00 |
| Other Charges | | | | |
| Full Annual Payment in Advance | | T | 10% discount | 10% discount |
| Refunds - Administration Fee | | T | £15.00 | £15.00 |
| New Traders Discount (conditions apply) | | T | 25% discount | 25% discount |

| <u>Economic & Community Development & Leisure Service Area</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|--|-------------|----------------------------|----------------------------|
| CHALETS & BEACH HUTS | | | | |
| Chalets | | | | |
| <i>Sheringham</i> | | | | |
| | Old Chalets | T | £485.00 | £650.00 |
| | New Chalets (inc. electricity) | T | £595.00 | £750.00 |
| <i>Cromer</i> | | | | |
| | West Beach | T | £580.00 | £600.00 |
| | East Beach | T | £630.00 | £650.00 |
| <i>Weekly Lets - Cromer & Sheringham</i> | | | | |
| | Low Season | T | £75.00 | £85.00 |
| | High Season | T | £180.00 | £210.00 |
| <i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i> | | | | |
| | Low Season | T | £90.00 | £95.00 |
| | High Season | T | £220.00 | £260.00 |
| <i>Winter Lets</i> | | | | |
| | Per Month | T | £65.00 | £65.00 |
| | Per Week | T | £21.00 | £21.00 |
| | 40 Week Lets (October - July) | | | |
| | Cromer West | T | £520.00 | £535.00 |
| | 40 Week Lets (October - July) | | | |
| | Cromer East | T | £570.00 | £585.00 |
| Hut Sites | | | | |
| | <i>Cromer, Overstrand & Sheringham</i> | | | |
| | One Year (Excluding Rates) | T | £300.00 | £400.00 |
| | <i>Mundesley</i> | | | |
| | One Year (Excluding Rates) | T | £290.00 | £390.00 |
| Huts | | | | |
| <i>Weekly Lets</i> | | | | |
| | Low Season | T | £60.00 | £70.00 |
| | High Season | T | £165.00 | £195.00 |
| | Mundesley - Seasonal Let | T | £575.00 | £590.00 |
| Extras: | | | | |
| | Termination of Licence (early - mid-term) | | | |
| | Admin Fee | T | £40.00 | £45.00 |
| | Charge to go onto beach hut or chalet waiting list | | | |
| | Per List | T | | £25.00 |

Economic & Community Development & Leisure Service Area

| | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|-------------|----------------------------|----------------------------|
| HOLT COUNTRY PARK | | | |
| School visits where Ranger's assistance required (Per Child) | E | £5.00 | £6.00 |
| Car Park | | | |
| Per car per occasion | T | £2.00 | £2.00 |
| SPORTS CLUBS AND HUBS | | | |
| Price per session | E | £1.00 | £3.00 |

Finance & Assets Service Area

| | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|-----------------------------------|-------------|--|---|
| DUAL USE SPORTS FACILITIES | | | |
| Cromer | | | |
| Sports Hall | T | £25.00 | £26.00 |
| Badminton Court | T | £10.00 | £10.00 |
| All Weather 5-a-side | T | £30.00 | £30.00 |
| All Weather full | T | £45.00 | £50.00 |
| 1.5 hour birthday party | T | £70.00 | £75.00 |
| 2 hour birthday party | T | £90.00 | £95.00 |
| Toddler party | T | £120.00 | £125.00 |
| North Walsham | | | |
| Sports Hall | T | £25.00 | £26.00 |
| Badminton Court | T | £10.00 | £10.00 |
| Tennis Court | T | £8.00 | £8.00 |
| Gymnasium | T | £16.00 | £18.00 |
| 1.5 hour birthday party | T | £70.00 | £75.00 |
| 2 hour birthday party | T | £90.00 | £95.00 |
| Toddler party | T | £120.00 | £125.00 |
| Stalham | | | |
| Sports Hall | T | £25.00 | £26.00 |
| Badminton Court | T | £10.00 | £10.00 |
| Multi Use Games Area (MUGA) | T | £25.00 | £25.00 |
| Tennis Court | T | £8.00 | £8.00 |
| 1.5 hour birthday party | T | £70.00 | £75.00 |
| 2 hour birthday party | T | £90.00 | £95.00 |
| Toddler party | T | £120.00 | £125.00 |
| PARKLANDS CARAVAN SITE | | | |
| Site Per Year | T | Increased by RPI as under Mobile Homes Act. £1,075.63 | Increased by RPI as under Mobile Homes Act. |

Environmental Health

| | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|--|-------------|----------------------------|----------------------------|
| WASTE COLLECTION SERVICES | | | | |
| Clinical Waste - Commercial & Prescribed | | | | |
| Commercial Waste Bins - Collection & Hire | | | | |
| Commercial Recycling Bins - Collection & Hire | | | | |
| Sacks - Commercial & Prescribed | | | | |
| Bulky Items - Commercial, Prescribed & Household | | | | |
| Garden Bin Collection - Per Annum | | | | |
| EDUCATION & PROMOTION | | | | |
| (CIEH) Foundation Certificate in Food Hygiene | | | | |
| Resident or employed in North Norfolk | | E | £55.00 | £56.50 |
| Other | | E | £70.00 | £72.00 |
| Specially arranged courses for businesses - held at business premises for their staff only | for up to 15 candidates | E | £675.00 | £695.00 |
| | per additional candidate up to maximum of 18 | E | £45.00 | £46.50 |

| <u>Environmental Health</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|--|-------------|----------------------------|----------------------------|
| COMMERCIAL SERVICES | | | | |
| Food Inspections | | | | |
| Unfit food inspections | | O | £40.00 | £41.00 |
| Food export certificates | | O | £31.00 | £32.00 |
| Officer time per hour (plus VAT) | | T | £36.00 | £37.00 |
| Sunday Trading Application for loading consent | | O | £92.00 | £95.00 |
| Registration of Food Premises | | | | |
| Charge for copies of Register (or parts of) | - Single Entry | O | £16.00 | £16.50 |
| | - Part of Register | O | £440.00 | £453.00 |
| | - Complete Register | O | £932.00 | £960.00 |
| Private Water Supplies Sampling Regulations | | | | |
| Laboratory Analysis of a sample | "Regulation 10 - Single Private Dwelling - Maximum | O | £25.00 | £25.00 |
| | Regulation 9 "Check Monitoring" - Maximum | O | £100.00 | £100.00 |
| | Regulation 9 " Audit Monitoring" - Maximum | O | £500.00 | £550.00 |
| Sampling - per visit | | O | £54.00 | £55.50 |
| Other Investigations (e.g. Investigating failure) | | O | £100.00 | £100.00 |
| Granting an authorisation to depart from the standard authorisation | | O | £100.00 | £100.00 |
| Risk Assessments | - Single Private Dwelling | O | £100.00 | £100.00 |
| | - Small Domestic Supplies | O | £100.00 | £100.00 |
| | - Large Domestic Supplies | O | £200.00 | £200.00 |
| | - Commercial or Public Small | O | £200.00 | £200.00 |
| | - Commercial or Public Medium | O | £300.00 | £300.00 |
| | - Commercial or Public Large | O | £500.00 | £500.00 |
| | - Commercial or Public Very Large | O | £500.00 | £500.00 |

| <u>Environmental Health</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|---|----------------------|-------------------------------------|-------------------------------------|
| HOUSING ACT NOTICES | | | | |
| Hazard Awareness Notice | | | | |
| Improvement / Suspended Improvement Notice (Section 11 & 12) | Notice with up to 3 hazards identified | O | £350.00 | £350.00 |
| Prohibition/Suspended Prohibition Order | | O | £350.00 | £350.00 |
| Emergency Remedial Action | | O | £350.00 | £350.00 |
| Emergency Prohibition Order | | O | £50.00 | £50.00 |
| Demolition Order | For each additional hazard included in Notice | O | £50.00 | £50.00 |
| Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default) | | O | £70.00 | £70.00 |
| Review of suspended HA 2004 Statutory Notices | | O | £70.00 | £70.00 |
| HMO LICENSE FEES | | | | |
| HMO License application fee (up to 6 units of accommodation) | | O | £525.00 | £525.00 |
| Additional unit charge | | O | £25.00 | £25.00 |
| ENVIRONMENTAL PROTECTION SERVICES | | | | |
| Statutory release fee - Dogs (Charge includes VAT) | | T | £25.00 | £25.00 |
| Land Enquiry (Charge includes VAT) | | T | £31.00 | £32.00 |

| <u>Environmental Health</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|--|-------------|----------------------------|----------------------------|
| TAXI LICENCE FEES | | | | |
| Taxi Licences | | | | |
| Licence to Drive Hackney Carriages or Private Hire Vehicles | - New Licence valid for 1 year | O | £173.00 | £173.00 |
| | - New Licence valid for 3 years | O | £173.00 | £173.00 |
| | - Renewal valid for 1 year | O | £173.00 | £173.00 |
| | - Renewal valid for 3 years | O | £173.00 | £173.00 |
| Hackney Carriage Vehicle Licence | - New valid for 1 year | O | £149.00 | £149.00 |
| | - Renewal valid for 1 year with plate | O | | £149.00 |
| | - Renewal valid for 1 year with no plate | O | | £130.00 |
| Private Hire Vehicle Licence | - New valid for 1 year | O | £149.00 | £149.00 |
| | - Renewal valid for 1 year with plate | O | | £149.00 |
| | - Renewal valid for 1 year with no plate | O | | £130.00 |
| Private Hire Operators Licence | - New or Renewal valid for 5 years | O | £153.00 | £153.00 |
| Taxi Licence Charges | | | | |
| Replacement Badge & Licence (Name Change) | | O | | £15.00 |
| Replacement Licence (Address Change) | | O | £20.00 | £10.50 |
| Replacement drivers badge holder with lanyard | | O | £3.00 | £3.00 |
| Windscreen pouches (additional or replacement) | | O | £2.00 | £2.00 |
| Replacement plate for vehicle | | O | £39.00 | £39.00 |

Environmental Health

| | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|-------------------------------------|-------------|----------------------------|----------------------------|
| OTHER LICENSING | | | | |
| Premises Licence Fees - Gambling Act 2005 | | | | |
| Betting Premises (excluding tracks) | - New Application | O | £2,800.00 | £2,800.00 |
| | - Annual Fee | O | £560.00 | £560.00 |
| | - Application to Vary | O | £1,400.00 | £1,400.00 |
| | - Application to Transfer | O | £1,130.00 | £1,130.00 |
| | - Application to Reinstatement | O | £1,130.00 | £1,130.00 |
| | - Application for Prov. Statement | O | £2,800.00 | £2,800.00 |
| | - Application (Prov. State Holders) | O | £1,130.00 | £1,130.00 |
| | - Copy Licence | O | £25.00 | £25.00 |
| | - Notification of Change | O | £50.00 | £50.00 |
| Tracks | - New Application | O | £1,400.00 | £1,400.00 |
| | - Annual Fee | O | £930.00 | £930.00 |
| | - Application to Vary | O | £1,150.00 | £1,150.00 |
| | - Application to Transfer | O | £880.00 | £880.00 |
| | - Application to Reinstatement | O | £880.00 | £880.00 |
| | - Application for Prov. Statement | O | £2,300.00 | £2,300.00 |
| | - Application (Prov. State Holders) | O | | £880.00 |
| | - Copy Licence | O | £25.00 | £25.00 |
| | - Notification of Change | O | £50.00 | £50.00 |
| Family Entertainment Centres | - New Application | O | £1,900.00 | £1,900.00 |
| | - Annual Fee | O | £700.00 | £700.00 |
| | - Application to Vary | O | £935.00 | £935.00 |
| | - Application to Transfer | O | £880.00 | £880.00 |
| | - Application to Reinstatement | O | £880.00 | £880.00 |
| | - Application for Prov. Statement | O | £1,900.00 | £1,900.00 |
| | - Application (Prov. State Holders) | O | £880.00 | £880.00 |
| | - Copy Licence | O | £25.00 | £25.00 |
| | - Notification of Change | O | £50.00 | £50.00 |

Environmental Health**OTHER LICENSING CONTINUED**

| | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|------------------------------|-------------------------------------|-------------|----------------------------|----------------------------|
| Adult Gaming Centre | - New Application | O | £1,900.00 | £1,900.00 |
| | - Annual Fee | O | £935.00 | £935.00 |
| | - Application to Vary | O | £935.00 | £935.00 |
| | - Application to Transfer | O | £1,130.00 | £1,130.00 |
| | - Application to Reinstatement | O | £1,130.00 | £1,130.00 |
| | - Application for Prov. Statement | O | £1,900.00 | £1,900.00 |
| | - Application (Prov. State Holders) | O | £1,130.00 | £1,130.00 |
| | - Copy Licence | O | £25.00 | £25.00 |
| | - Notification of Change | O | £50.00 | £50.00 |
| Bingo | - New Application | O | £3,000.00 | £3,000.00 |
| | - Annual Fee | O | £935.00 | £935.00 |
| | - Application to Vary | O | £1,630.00 | £1,630.00 |
| | - Application to Transfer | O | £1,130.00 | £1,130.00 |
| | - Application to Reinstatement | O | £1,130.00 | £1,130.00 |
| | - Application for Prov. Statement | O | £3,000.00 | £3,000.00 |
| | - Application (Prov. State Holders) | O | £1,130.00 | £1,130.00 |
| | - Copy Licence | O | £25.00 | £25.00 |
| | - Notification of Change | O | £50.00 | £50.00 |
| Permits | | | | |
| Family Entertainment Centres | - Application Fee | O | £300.00 | £300.00 |
| | - Change of Name | O | £25.00 | £25.00 |
| | - Copy of Permit | O | £15.00 | £15.00 |
| Prize Gaming | - Application Fee | O | £300.00 | £300.00 |
| | - Annual Fee | O | £300.00 | £300.00 |
| | - Change of Name | O | £25.00 | £25.00 |
| | - Copy of Permit | O | £15.00 | £15.00 |
| Small Lottery Society | - Application Fee | O | £40.00 | £40.00 |
| | - Annual Fee | O | £20.00 | £20.00 |
| | - Change of Name | O | £25.00 | £25.00 |
| | - Copy of Permit | O | £15.00 | £15.00 |

Environmental Health**OTHER LICENSING CONTINUED**

| | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|-------------|----------------------------|----------------------------|
| Club Gaming | | | |
| - Application Fee Permit | O | £200.00 | £200.00 |
| - Application Fee Machine Permit | O | £200.00 | £200.00 |
| - Annual Fee Permit | O | £50.00 | £50.00 |
| - Annual Fee Machine Permit | O | | £50.00 |
| - Change of Name | O | £25.00 | £25.00 |
| - Change of Name Machine Permit | | | £25.00 |
| - Copy of Permit | O | £15.00 | £15.00 |
| - Copy of Permit Machine | O | | £15.00 |
| License Premises Gaming Machine Permit | | | |
| - Application Fee (2 or less) | O | £50.00 | £50.00 |
| - Application Fee (3 or more) | O | £150.00 | £150.00 |
| - Annual Fee | O | £50.00 | £50.00 |
| - Change of Name | O | £25.00 | £25.00 |
| - Copy of Permit | O | £15.00 | £15.00 |
| - Variation | O | £100.00 | £100.00 |
| - Transfer | O | £25.00 | £25.00 |
| Licences and certificates of suitability | | | |
| Skin piercing premises | | | |
| - Registration (one-off) | O | £235.00 | £242.00 |
| Skin piercing each additional operative at same premises | | | |
| - Registration (one-off) | O | £31.00 | £32.00 |
| Scrap Metal Dealer | | | |
| New/Renewal (3 years) | O | £420.00 | £432.50 |
| Scrap Metal Dealer | | | |
| Variation | O | £315.00 | £324.50 |
| Scrap Metal Collector | | | |
| New/Renewal (3 years) | O | £105.00 | £108.00 |
| Scrap Metal Collector | | | |
| Variation | O | £80.00 | £82.50 |
| Sex Shop or sex cinema | | | |
| | O | £1,900.00 | £1,950.00 |
| Sexual Entertainment Venue | | | |
| | O | £2,800.00 | £2,900.00 |
| Street Trading Consents | | | |
| - Non profit | O | Free | Free |
| - Commercial | O | £73.00 | £75.00 |
| Animal Boarding | | | |
| - New/Renewal | O | £130.00 | £134.00 |
| Dangerous Wild Animals (and vet fees where appropriate) | | | |
| - New/Renewal | O | £170.00 | £175.00 |
| Dog Breeding (and vet fees where appropriate) | | | |
| - New/Renewal | O | £130.00 | £134.00 |
| Pet Shop | | | |
| - New/Renewal | O | £130.00 | £134.00 |
| Riding Establishment (and vet fees where appropriate) | | | |
| - New/Renewal | O | £220.00 | £226.50 |
| - Variation | O | £180.00 | £185.50 |
| Zoo (and vet fees where appropriate) | | | |
| - New/Renewal | O | £220.00 | £226.50 |
| Provision of non-statutory service advice or activity | | | |
| | O | £36.00 | £37.00 |
| Reissue of Licence (Copy or Name/Address Change). | O | | £10.50 |

Environmental HealthV
A
T2017/18
Charge
£ : p2018/19
Charge
£ : p**OTHER LICENSING CONTINUED****Premises Licences (Alcohol)**

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

| Band | Non-domestic rateable value | | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|------|-----------------------------|---|-------------------------|-------------------------|
| A | £0 - £4,300 | O | £100.00 | £100.00 |
| B | £4,301 - £33,000 | O | £190.00 | £190.00 |
| C | £33,001 - £87,000 | O | £315.00 | £315.00 |
| D | £87,001 - £125,000 | O | £450.00 | £450.00 |
| E | £125,001 and over | O | £635.00 | £635.00 |

Annual charges relating to the above are:

| Band | Non-domestic rateable value | | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|------------------|-----------------------------|---|-------------------------|-------------------------|
| A | £0 - £4,300 | O | £70.00 | £70.00 |
| B | £4,301 - £33,000 | O | £180.00 | £180.00 |
| C | £33,001 - £87,000 | O | £295.00 | £295.00 |
| D | £87,001 - £125,000 | O | £320.00 | £320.00 |
| E | £125,001 and over | O | £350.00 | £350.00 |
| Personal Licence | - Initial Fee | O | £37.00 | £37.00 |

| <u>Environmental Health</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|---|------------------|-------------|----------------------------|----------------------------|
| OTHER LICENSING CONTINUED | | | | |
| Additional Fees and Charges | | | | |
| Application for copy of licence or summary on theft, loss etc. of premises licence or summary | | | | |
| | | O | £10.50 | £10.50 |
| | | O | £23.00 | £23.00 |
| | | O | £23.00 | £23.00 |
| | | O | £23.00 | £23.00 |
| | | O | £315.00 | £315.00 |
| | | O | £10.50 | £10.50 |
| | | O | £10.50 | £10.50 |
| | | O | £10.50 | £10.50 |
| | | O | £21.00 | £21.00 |
| | | O | £10.50 | £10.50 |
| | | O | £10.50 | £10.50 |
| | | O | £21.00 | £21.00 |
| | | O | £89.00 | £89.00 |
| Mobile Home Act 2013 (MHA 2013) | | | | |
| New Park Home Licence | Units - 1-5 | O | £215.00 | £210.00 |
| | Units - 6-24 | O | £230.00 | £225.00 |
| | Units - 25-29 | O | £245.00 | £240.00 |
| | Units - 100 plus | O | £275.00 | £270.00 |
| Annual Licence Fee | 1-3 | O | £0.00 | £0.00 |
| | 4-5 | O | £122.00 | £120.00 |
| | 6-24 | O | £185.00 | £180.00 |
| | 25-29 | O | £245.00 | £240.00 |
| | 100 plus | O | £275.00 | £270.00 |
| Licence Transfer | n/a | O | £100.00 | £97.50 |
| Licence Variation | n/a | O | £100.00 | £97.50 |
| Deposit of Site Rules | n/a | O | £46.00 | £45.00 |

Legal & Democratic Service Area

| | V A T | 2017/18 Charge £ : p | 2018/19 Recommended Charge £ : p |
|---|-------------|------------------------------|---|
| LEGAL SERVICES | | | |
| Legal Work (exclusive of VAT charged) | | | |
| Mortgage Redemption | | | |
| Preparation of a new lease | | | |
| Sale of land | | | |
| Preparation of License | | | |
| Private Mortgage | T | | |
| Quest re: second Mortgage | | | |
| Agreement - section 18 Public Health Act 1936 | | | |
| Legal Work in connection with release of covenant | | | |
| | | At Solicitors Hourly Rate | At Solicitors Hourly Rate. |

Planning Service Area

| | | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|---------------------|-------------------------------------|-------------------------------------|
| LAND CHARGES | | | |
| LLC1 | | | |
| Official Search of - One Part | T | £0.00 | £0.00 |
| Official Search of - Whole | - Paper Search | E £28.00 | £28.00 |
| | - Electronic Search | E £24.00 | £24.00 |
| | - Additional Parcel | E £2.00 | £2.00 |
| CON 29 Enquiries | | | |
| One Parcel | - Paper Search | T £92.00 | £92.00 |
| | - Electronic Search | T £79.00 | £79.00 |
| | - Additional Parcel | T £17.50 | £17.50 |
| Optional Enquiries | | | |
| Printed | T | £18.00 | £18.00 |
| Additional | E | £20.00 | £20.00 |
| Other Fees relating to Local Land Charges | | | |
| Registration of a charge in Part 11 of the Register (Light Obstruction Notice) | E | £74.00 | £74.00 |
| Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice) | E | £7.00 | £7.00 |
| Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977 | E | £3.00 | £3.00 |
| Inspection of documents filed under Rule 10 in respect of each parcel of land | E | £3.00 | £3.00 |
| Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules) | E | £0.00 | £0.00 |

| <u>Planning Service Area</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|---|-------------|----------------------------|----------------------------|
| PLANNING | | | | |
| Pre-Application Service | | | | |
| Major Applications | | | | |
| These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note. | | | | |
| <u>Outline Applications</u> | | | | |
| Site area up to 2.5 ha. | Per 0.1 ha. | T | £120.00 | £120.00 |
| Site area over 2.5 ha. | (Plus £36 per additional 0.1 ha.) (Maximum £36,000) | T | £3,000.00 | £3,000.00 |
| <u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings) | | | | |
| 10 to 50 dwellings | Per dwelling | T | £120.00 | £120.00 |
| Over 50 dwellings | (Plus £36 per additional dwelling) (Maximum £72,000) | T | £6,000.00 | £6,000.00 |
| <u>Erection of Buildings (Non-residential)</u> | | | | |
| Floor space 1,000 - 3,750 sq.m. | Per 75 sq.m. | T | £120.00 | £120.00 |
| Floor space over 3,750 sq.m. | (Plus £36 per additional 75 sq.m.) (Maximum £36,000) | T | £6,000.00 | £6,000.00 |
| <u>Erection of Agricultural Buildings</u> | | | | |
| Floor space 1,000 - 4,215 sq.m. | For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.) | T | £120.00 | £120.00 |
| Floor space over 4,215 sq.m. | (Plus £36 per additional 75 sq.m.) (Maximum £72,000) | T | £6,000.00 | £6,000.00 |
| <u>Erection of Glasshouses</u> | | | | |
| Floor space over 1000 sq.m. | | T | £60.00 | £600.00 |

| <u>Planning Service Area</u> | | V A T | 2017/18 Charge £ : p | 2018/19 Charge £ : p |
|--|--|-------------|----------------------------|----------------------------|
| PLANNING CONTINUED | | | | |
| <u>Erection, Alteration or Replacement of Plant or Machinery</u> | | | | |
| Site area up to 5 ha. | Per 1 ha. | T | £120.00 | £1,200.00 |
| Site area over 5 ha. | Plus £36 per additional 0.1 ha. (Maximum £72,000) | T | £6,000.00 | £6,000.00 |
| <u>Engineering or Other Operations</u> | | | | |
| | Over 1 ha. | T | | £600.00 |
| <u>Car Parks and Service Roads for existing uses</u> | | | | |
| | | T | £60.00 | £60.00 |
| <u>Change of Use of Land or Building to Dwellings</u> | | | | |
| 10 to 50 | (Plus £120 per new dwelling) | T | £120.00 | £1,200.00 |
| Over 50 | (Plus £36 per dwelling) (Maximum £72,000) | T | | £6,000.00 |
| <u>Other Changes of Use</u> | | | | |
| | | T | £120.00 | £120.00 |
| <u>Bronze</u> | | | | |
| Householder - up to 50 sq. metres | | O | £114.00 | £95.00 |
| 1-9 dwellings - up to 999 sq. metres | | O | n/a | £295.00 |
| Commercial floorspace 51 - 499 sq.m. and telecommutation masts | | O | | £195.00 |
| Other (listed building, tree advice, advert, agricultural, telecoms) | | | | Free |
| <u>Silver</u> | | | | |
| Householder - up to 50 sq. metres | | O | £234.00 | £195.00 |
| 1-9 dwellings - up to 999 sq. metres | | O | n/a | £595.00 |
| Commercial floorspace 51 - 499 sq.m. and telecommutation masts | | O | | £395.00 |
| Other (listed building, tree advice, advert, agricultural, telecoms) | | O | £234.00 | Free |

Planning Service Area

V 2017/18
A Charge
T £ : p

2018/19
Charge
£ : p

PLANNING CONTINUEDExtras:

| | | | | |
|------------------------------|---|---|-----------|-----------|
| Additional Plans | | T | £114.00 | £95.00 |
| Additional Meeting | | T | £114.00 | £95.00 |
| Discharging of conditions | - Non householder permission | T | Statutory | Statutory |
| | - Householder permission | T | Statutory | Statutory |
| Building Control Fees | Hourly rate included within calculated fee. | T | £66.00 | £60.00 |

Planning Service Area
V
A
T
2017/18
Charge
£ : p
2018/19
Charge
£ : p
PLANNING - MISCELLANEOUS

High Hedges Complaint

T £445.00

£445.00

Supply of Information on Permitted Use/History

Administrative Staff - per hour

T £48.00

£49.50

Professional Staff - per hour

T £94.00

£97.00

Check compliance with Conditions (for Solicitors, Agents)

Administrative Staff - per hour

T £48.00

£49.50

Professional Staff - per hour

T £94.00

£97.00

General Research

Administrative Staff - per hour

T £48.00

£49.50

Professional Staff - per hour

T £94.00

£97.00

Naming of new street, consultation process and notifica

Single Street

T £125.00

£125.00

2-5 Streets

T £250.00

£250.00

5+ Streets

T £500.00

£500.00

Street numbering Schemes

1-5 Plots

T £80.00

£80.00

6-10 Plots

T £70.00

£70.00

11-50 Plots

T £60.00

£60.00

50+ Plots

T £50.00

£50.00

Change of property name

T £27.00

£25.00

Glossary of Terms

Budget Requirement

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

Business Rates (Retention)

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

Capital Expenditure

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

Capital Receipts

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

Collection Fund

The account which contains all the transactions relating to Council Tax and Business Rates together with the payments to this Council, Norfolk County Council and Norfolk Police & Crime Commissioner and to Central Government to meet their requirements.

Depreciation

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

Fees and Charges

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

International Accounting Standard 19 (IAS19)

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

General Fund

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

Leasing

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

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

Local Government Finance Settlement (LGFS)

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

Minimum Revenue Provision

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

New Homes Bonus (NHB)

The New Homes Bonus is a grant currently paid by central government to local authorities for increasing the number of homes and their use. The bonus is paid each year for 6 years and is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. The allocation of funding also includes an extra payment for providing affordable homes. The grant is allocated 80% to districts and 20% to County Councils. The scheme is due to be changed to a four year scheme from 2017/18 along with changes to the entries of grant allocation.

Precepts

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

Precepting Authorities

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

Preserved Right to Buy Receipts (PRTB)

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

Prudential Code

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

Revenue Expenditure Funded from Capital Under Statute (REFFCUS)

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

Reserves

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

Revenue Contribution to Capital (RCCO or Direct Revenue Financing)

Use of revenue resources to fund capital expenditure.

Revenue Expenditure

The day to day running expenses on the services provided.

Revenue Income

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

Revenue Support Grant (RSG)

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

Temporary Loans

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

VAT Shelter

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

Budget Book



2018/2019

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