

Cabinet

Date: Wednesday, 14 June 2023

Time: 17:30

Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

Committee members:

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Agenda

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1 Apologies

To receive apologies for absence.

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting).

3 Public questions/petitions

To receive questions / petitions from the public which have been submitted in accordance with the council's constitution.

4 Minutes

5 - 12

To agree the accuracy of the minutes of the meeting held on 8 March 2023.

5 Greater Norwich Local Plan - Proposed examination submission on the requirement for Gypsy and Traveller pitches and allocation of sites for Gypsy and Traveller pitches

13 - 44

Purpose: To agree submissions to the Greater Norwich Local Plan (GNLP) examination in respect of:

- 1) the need for additional Gypsy and Traveller pitches to 2038; and,
- 2) proposed modifications to the plan, including the identification (allocation) of sites for Gypsy and Traveller pitches, to ensure those needs can be met.

6 Scrutiny Committee Recommendations

45 - 50

Purpose: To consider the recommendations made by scrutiny committee with respect to green financing and welcoming asylum seekers and refugees on 16 March 2023.

7 Provisional Outturn 2022-23

51 - 84

Purpose: To update Cabinet on the provisional revenue and capital outturns for the year 2022/23; set out the impact on the General Fund and Housing Revenue Account balances, to approve an adjustment to the 2023/24 capital programme and to seek approval to delegate to

officers the approval of carry-forward unspent capital budgets into the 2023/24 capital programme.

- 8 **An update on Health, Safety and Compliance in Council Homes and Buildings (Report to follow)**
- 9 **Award of contract for Idox services to support digitalisation of the Planning and Regulatory Service (Report to follow)**

- 10 **Wide Area Network Contract** 85 - 90

Purpose: For Cabinet to approve the award of a contract to supply the Wide Area Network (WAN).

The current contract to supply WAN services expires 31 March 2024. A new contract is required to continue to use these services beyond 31 March 2024. The services include data and telephony network circuits, internet connection, network services such as IP and Domain Name Services and service management.

The WAN is an essential element of the core IT services. Without the WAN staff and residents cannot connect to nor use the council services.

- 11 **Managing Assets (Non Housing)** 91 - 98

Purpose: For cabinet to consider the disposal of the assets identified in this report.

- 12 **Exclusion of the public**

Consideration of exclusion of the public.

EXEMPT ITEMS:

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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***13 Managing Assets (Non-Housing) - Exempt appendix**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Thursday, 15 June 2023**



Cabinet

16:30 to 18:45

8 March 2023

Present: Councillors Waters (chair), Harris (vice chair), Giles, Hampton, Jones, Kendrick, Oliver and Stonard

Also present: Councillor Galvin, Green group leader and Councillor Wright, Liberal Democrat group leader

1. Declarations of interest

Councillor Waters, leader of the council, declared an other interest in item 6 below, Culture Action Plan, as the chair of the National Centre for Writing.

2. Public questions/ petitions

There were no public questions or petitions.

3. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 8 February 2023.

4. LGA Corporate Peer Review of Norwich City Council – review findings, council response and next steps

Councillor Waters, leader of the council, introduced the report. There had been engagement with over 100 partners, staff and Councillors and was delighted with the positive review received.

The Chief Executive presented the report. It was important to note that the review was focussed on corporate organisations themes rather than specific services. The council was on a positive journey of change with strong relationships with statutory partners. The work of the senior management team was closely connected with the Norwich 2040 Vision and the corporate priorities. The senior political leadership was respected across all parties, with cross-party working a clear strength of the organisation.

Overall, the feedback was excellent with helpful recommendations to take forward. These would all be actioned, incorporated into the Corporate Plan and progress overseen by the Corporate Leadership Team and reported to cabinet.

Councillor Galvin asked what plans there were for two-way engagement with residents. The Chief Executive replied that this was a work in progress, with improvements being made to online platforms. It was recognised that an online approach was not suitable for all residents so face to face workshops had also been utilised. The deputy leader and cabinet member for social housing highlighted that the Covid-19 pandemic had slowed work in this area, but this was progressing. Councillor Waters, leader of the council, said that there would be a piece of work to carry out an audit of what the council would do in this area over a twelve month period, to be used as a benchmark going forward.

Councillor Wright asked what mechanisms would be put in place to ensure that the recommendations were taken forward. The Chief Executive said that the key document was the Corporate Plan which was backed up by deliverables and performance measures. The actions from the Peer Review should be included within the deliverables and would be reported back to cabinet.

Councillor Waters, leader of the council, thanked the chief executive on behalf of the cabinet for his leadership over the last three years.

RESOLVED to:

- 1) Note the findings of the LGA Corporate Peer Review and the council's response.
- 2) Agree that actions in response to the recommendations and other key points from the review are mainstreamed into the council's work programme via the refreshed Corporate Plan and deliverables for 2023/24; the Future Shape Norwich transformation programme; and the annual budget and business planning process, with progress monitored via the senior leadership team; and
- 3) Note that the council welcomes members of the review team back to the council to conduct a short progress update in the autumn when the new political leadership and new CEO are in post.

5. Town Deal Fund programme update

Councillor Waters, leader of the council, presented the report. The council had been successful in receiving £25m in funding for specific projects and urban regeneration. The digital hub project was crucial in moving forward with good business paces in the city. He highlighted the tables within the report showing the overview of funding strands and said that the council had a well-motivated team to deliver the projects.

The Executive director of development and city services added that this was the second annual update on the Towns Deal fund programme and showed that the pressures in the programme were due to build costs and supply chain issues. There was sufficient headroom within the wider project to deal with this pressure and deliver a meaningful set of projects, despite the challenges.

Councillor Wright asked if there was any risk with the Towns Deal funding as remedial work needed to The Halls had been uncovered. Councillor Waters, leader of the council, replied that the council did not want to close The Halls for longer than

necessary, but the council was obligated to maintain its assets. The Executive director of development and city services added that there was a small risk to the Towns Deal funding, but this was managed in the proposed capital amendment. There was also the benefit of timing as both sets of works would be able to be carried out at the same time.

In response to a question from Councillor Galvin on the removal of the sculptural pieces on Hay Hill, Councillor Water, leader of the council, said that the sculptures were only to be put away for a period of time and the council would engage with stakeholders around their relocation.

RESOLVED to

- 1) note the current position regarding delivery of the Towns' Fund programme; and
- 2) delegate authority to the Executive Director of Development and City Services, in consultation with the portfolio holder for sustainable and inclusive growth, to award the contract for refurbishment of Townshend House and operation of the Digital Hub, subject to approval of the PAR request and the budget limits as set out in para 47 of the report

6. Culture Action Plan

(Councillor Waters had declared an other interest in this item).

Councillor Waters, leader of the council presented the report. There were two elements to the action plan – deliverables and actions – and these would be the building blocks for a Cultural Strategy which was in development. The action plan was ambitious and tied in with the five key elements of the Norwich 2040 Vision.

Councillor Galvin commented that she would like to see more information on the council's website around links to platforms, such as LUMi so residents could access what was on offer.

The leisure and sports development manager said that the document would sit alongside the Norwich 2040 Vision and stakeholder engagement would continue.

RESOLVED to approve the Action Plan for Culture.

7. The Tenant Engagement, Housing Management and Safer Norwich Strategies

Councillor Harris, deputy leader and cabinet member for social housing, presented the report. The Grenfell Tower tragedy was the catalyst for work across the sector and legislation had been put into place to continue this work. There was a need for meaningful tenant engagement, that suited a wide range of people, to ensure that tenant's voices were heard.

Councillor Jones, cabinet member for safe, strong and inclusive neighbourhoods added that the work of the partnership boards was key, as none of the issues existed in isolation. These would be a more preventative model, showing that safety of tenants was being taken seriously and that enforcement action would be taken when needed. There had been over 100 respondents to the consultation with 93% agreeing with the proposals.

In response to a question from Councillor Wright, the Interim head of housing and community safety said that the initial responses had given officers a good data set to input into the drafting of the strategies.

Councillor Galvin asked if it would be possible to have difference version of the strategies available for different audiences. The interim head of housing and community safety replied that once the strategies were approved, they would be reviewed by the communications team and easy to read versions produced.

RESOLVED to approve the Tenant Engagement, Housing Management and Safer Norwich strategies.

8. Procurement Strategy update

Councillor Kendrick, cabinet member for resources, presented the report. It was recognised that using local companies would have a positive effect on the local economy. Lower value contracts had been streamlined to encourage small companies to bid for contracts. Councillor Giles, cabinet member for community and wellbeing added that around 65% of suppliers were within the city boundary which was pleasing to see.

In response to a question from Councillor Galvin on holding pre-tender meetings, the head of legal and procurement replied that there were ways to encourage soft market testing but the council also had to ensure it was meeting its legal requirements.

RESOLVED to note the progress achieved in delivering the Procurement Strategy.

9. Pay Policy Statement 2023-24

Councillor Waters, leader of the council presented the report. The Pay Policy Statement was a statutory report which was required under the Localism Act 2011. He highlighted key areas including the ratio of the highest to the lowest paid employees which was lower than other organisations outside of the authority. The pay for agency workers was consistent with directly employed officers and there was no gender pay gap.

Councillor Galvin asked if a policy was being considered on reaching pay ratios. Councillor Waters, leader of the council replied that the cabinet was happy with the ratios and pattern of improvements seen.

RESOLVED to note and recommend to full Council the pay policy statement for 2023-24.

10. Adjustment to general fund capital budget – The Halls

Councillor Giles, cabinet member for community and wellbeing presented the report. A condition survey on The Halls had been carried out as part of the Towns Fund Deal work which showed the need for critical repairs and structural maintenance. The costs set out in the report included a 23% contingency fund for inflation. The completion of the works alongside the Towns Fund works meant that the Halls would need to close for a much shorter time in order to complete the works. Permanent closure had not been considered and that The Halls remained a safe venue for staff and public to use.

The Head of property and economic development added that an asset management framework had been produced and assets were being reviewed against this, showing proactive work being undertaken on the council's assets.

Councillor Wright asked how long it would be until the next major issue was identified with the building. The Head of property and economic development replied that the condition works would cover the building for the next five years but the Halls were an historic asset and would need money to be spent on them through a rolling programme of asset surveys.

In response to Councillor Galvin's question on condition monitoring, the head of property and economic development said that there was a rolling programme of condition surveys in place. Councillor Giles, cabinet member for community and wellbeing added that motion sensors had been reactivated on a retaining wall for proactive monitoring and officers were in regular contact with those people with bookings for events in The Halls.

RESOLVED to

- 1) recommend to Council to increase the general fund capital programme by £1.848m (£0.450m in 2023/24 and £1.398m in 2024/25) to enable pressing major repair and upgrade works to The Halls.
- 2) delegate authority to the Executive Director of Development and City Services, in consultation with the portfolio holder for Community and Wellbeing, to award the construction contract for The Halls Towns' Deal and condition survey project.

11. The award of contract for a decoration allowance scheme for new housing tenants

Councillor Harris, deputy leader and cabinet member for social housing, presented the report. She clarified that paragraph 3(d) should read that under the current contract, disabled tenants would receive a maximum of £75 per room and confirmed that under the new contract, this would be increased to £80 per room for disabled tenants.

In response to Councillor Wright's question regarding R.E Thorns Ltd sitting outside of the main contract, the Interim head of asset management said that it was important that a local supplier was able to be used as part of the scheme, alongside the larger suppliers.

Councillor Galvin asked why there was an underspend on the budget. The Interim head of asset management replied that there was not an underspend but instead, the money was available to meet need.

RESOLVED to delegate approval to the Executive director of community services in consultation with the cabinet member for social housing, to award the contract for a decoration allowance scheme for new housing tenants.

12. The award of four contracts for Asbestos Surveys, Asbestos Removals and Fire Risk Assessments (Compliance Improvement)

Councillor Harris, deputy leader and cabinet member for social housing, presented the report. She highlighted that the second paragraph on the purpose of the report was redundant and should be disregarded.

The report set out the key activities demonstrating the high levels of compliance with building safety. The necessary due diligence had been carried out and contractors had indicated that they had the capacity to undertake the work. She emphasised that all contracts were pending satisfactory supplier performance.

RESOLVED to award four contracts as part of the Compliance Improvement Plan at a contract value of £6,791,090 as follows:

1. Asbestos Surveying and analytical works as two contracts to separate suppliers at a contract value of £2,108,590 to be split as:
 - a) 70% to Pennington Choices Limited at a contract value of £1,478,400 and
 - b) 30% to Environtec Limited at a contract value of £632,577, initially for a four-year term, subject to annual budget setting and satisfactory performance being met.
2. Asbestos Removals to a single supplier, DuctClean UK Limited at a contract value of £1,418,500 initially for a four-year term subject to annual budget setting and satisfactory performance being met.
3. Fire Risk Assessments to a single supplier, Tersus Consultancy Limited at a contract value of £3,264,000 initially for a four-year term, subject to annual budget setting and satisfactory performance being met.

13. Housing Revenue Account contracts 2023-24 for housing maintenance and upgrades

Councillor Harris, deputy leader and cabinet member for social housing, presented the report. There was an ongoing stock survey taking place, therefore the contracts were being awarded for short periods of time. The suppliers were advised that the contract award would be pending satisfactory performance.

In response to Councillor Galvin's question on the completion date of the stock survey, the Interim head of asset management replied that the survey would be completed by the end of March with individual surveys being completed by December 2024.

RESOLVED to award the following Housing Revenue Account contracts 2023-24 for housing maintenance works at a total cost of £6,150,000.00, subject to satisfactory performance and quality being met for the period of one year from 01 April 2023 to 31 March 2024:

- 1) Window Upgrades to a single supplier, Anglian Building Products (T/A Anglia Windows Limited) at a contract value of £800,000.00
- 2) Domestic Heating Upgrades to a single supplier, Dodd Group PLC at a contract value of £1,000,000.00
- 3) Domestic Electrical Inspections, Upgrades and Rewires to two suppliers, to be split as follows:
 - a) Domestic Electrical Inspections to Gasway Services Limited, at a contract value of £450,000.00
 - b) Domestic Upgrades and Rewires to be split 50/50 between Gasway Services Limited and Foster Property Maintenance Limited at a contract value of £2,450,000.00 (£1,225,000.00 per supplier)
- 4) Communal Estate Improvements to a single supplier, Breyer Group PLC at a contract value of £750,000.00; and
- 5) External Decorations to a single supplier, Mitie Property Services (UK) Limited at a contract value of £700,000.00

14. Write-off of irrecoverable debt

Councillor Kendrick, cabinet member for resources, presented the report. All avenues for recovering the debts had been exhausted and writing these off was the only option. The council had budgetary provisions for this.

RESOLVED to approve:

- 1) write offs totalling £162,009.80 of non-recoverable national non-domestic rate (NNDR) debt which is 100% covered within the NNDR bad debt provision; and
- 2) a write off totalling £56,922.86 of non-recoverable sundry debt which is 100% covered within the sundry bad debt provision.

15. Establishing a Joint Venture with Anglian Water and Norfolk Authorities to provide environmental credits

(This report was contained within the supplementary agenda)

Councillor Stonard, cabinet member for inclusive and sustainable growth, presented the report. The proposed Joint Venture would include Anglian Water and other affected local authorities, and if agreed, governance arrangements would be worked on with these partners. If the Joint Venture could no longer be supported by the council, it could leave without being bound by a non-compete clause.

He emphasised that this was not a commitment to joining the proposed Joint Venture, only to contribute towards the set up at this stage.

The Executive director of development and city services referred to paragraph eight of the report and said that a response had been received that day from Natural England. It was largely positive with manageable issues to be addressed and gave increased confidence about moving forward.

It was highlighted that paragraph 23 referenced North Norfolk and Broadland District Council but should instead read 'North Norfolk and Breckland'.

In response to Councillor Galvin's question on independent assurance around the scheme, the Executive director of development and city services said that the proposal was to seek clarification on risks and best practice before signing up to the Joint Venture. Moving forward, Natural England would be acting as a watchdog to ensure that the schemes they had accredited were delivering.

With no members indicating that they wished to discuss the exempt appendix, it was:-

RESOLVED to approve:

- 1) The principle of entering into a Joint Venture (a company limited by guarantee) with Anglian Water and other local authorities in Norfolk for the provision of environmental credits (initially focussing on addressing nutrient neutrality) be endorsed;
- 2) To commit £30,000 revenue funding finance in 2023/24 to allow the Joint Venture to cover its year one operating costs and produce a business case so that it can secure capital investment and deliver its objectives; and
- 3) A report to be brought back early in the new civic year to consider formally joining the Joint Venture once a business case is produced and investment requirements are known.

***16. Establishing a Joint Venture with Anglian Water and Norfolk Authorities to provide environmental credits – Exempt appendices (para 3)**

This item was noted under item 15 above.

CHAIR



Committee name: Cabinet

Committee date: 14/06/2023

Report title: Greater Norwich Local Plan: Proposed examination submission on the requirement for Gypsy and Traveller pitches and allocation of sites for Gypsy and Traveller pitches

Portfolio: Councillor Stonard, Leader of the Council and cabinet member for inclusive and sustainable development

Report from: Executive director of development and city services

Wards: All wards

OPEN PUBLIC ITEM

KEY DECISION

Purpose

To agree submissions to the Greater Norwich Local Plan (GNLP) examination in respect of:

- 1) the need for additional Gypsy and Traveller pitches to 2038; and,
- 2) proposed modifications to the plan, including the identification (allocation) of sites for Gypsy and Traveller pitches, to ensure those needs can be met.

Recommendations:

It is recommended that Cabinet agree to submit to the Independent Inspectors of the Greater Norwich Local Plan that:

1. the Greater Norwich Local Plan should include a minimum requirement of 52 Gypsy and Traveller pitches to meet the full ethnic need for Gypsy and Traveller accommodation from 2022 to 2038.
2. in order to ensure the minimum requirement for Gypsy and Traveller pitches between 2022 and 2032 is met, that the Greater Norwich Local Plan should allocate 45 Gypsy and Traveller pitches comprising:
 - a. 35 deliverable pitches from 2022 to 2027 through the allocation of the sites in Stratton Strawless, Carleton Rode, Foulsham, Wymondham and Cawston
 - and,
 - b. 10 developable pitches from 2028 to 2032 at Ketteringham Depot

3. the analysis of historic windfall demonstrates that at least a further 12 windfall pitches can reasonably be expected to meet unmet needs to 2038;
and,
4. the proposed main and additional modifications to the plan set out in appendix 1 which provide the policy changes to enable recommendations 1 and 2 should be considered through the plan's examination.

It is further recommended that Cabinet agrees to:

5. Delegate authority to the Executive director of development and city services in consultation with the Leader to agree further modifications as may be necessary, which may include proposals to allocate one or more of the focused consultation sites, to ensure the Greater Norwich Local Plan is found sound through its examination.

Policy framework

The Council has five corporate aims, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report's content addresses the following corporate aims of: Norwich is a sustainable and healthy city; and Norwich having the infrastructure and housing it needs to be a successful city. The provision of gypsy and traveller accommodation through making site specific allocations will help ensure that this group's housing needs are addressed.

This report addresses the refine and deliver the strategic framework for city development priority in the Corporate Plan

This report helps to meet the following objective of the COVID-19 Recovery Plan:

Item 5: Housing, regeneration and development:

- Make progress on the Greater Norwich Local Plan to put in place a framework to guide development in the city and encourage it to be well designed and genuinely sustainable.
- Make the most of its own land holdings and financial capability to maximise rates of housing delivery through exemplary homes that meet the needs of the people of Norwich and develop a pipeline of sites that can be delivered over the medium to long-term.

Report summary

1. This report covers two main issues. Firstly that, based on local evidence, 52 Gypsy and Traveller pitches are required to be provided through the Greater Norwich Local Plan (GNLP) to meet need between 2022 and 2038.
2. Secondly, taking account of recent consultation, it is proposed that 7 sites are allocated through the GNLP to provide a total of 45 Gypsy and Traveller pitches between 2022 and 2032 and that development on sites not specifically identified (windfall sites) can be relied upon to meet the identified shortfall in pitches to 2038.

Background

3. The GNLP was submitted in 2021 and is currently at examination. The great majority of the issues have been examined, including the most recent hearings on nutrient neutrality and the housing trajectory which were held in March 2023.
4. When submitting the plan for examination, the Greater Norwich councils agreed to “commit to proactively identify and bring forward sufficient Gypsy and Traveller sites to meet identified needs”. As a result, the Partnership reviewed its approach to Gypsy and Traveller site provision. This included an update to the needs assessment work. In June 2022 consultants RRR completed a new Gypsy and Traveller Accommodation Assessment (GTAA) on the Partnership’s behalf (document [B8.3](#) for the plan’s examination). This supersedes the previous study.
5. As it is necessary to include allocations for Gypsy and Traveller accommodation in the GNLP and no potential sites had emerged through the earlier plan-making process, following approval by cabinets (including by [Norwich city council cabinet](#) on 18 January), a consultation on potential sites was held between January and March 2023. Further detail on the consultation is included at paragraphs 3.10 to 3.15.

Current positions/findings

6. The number of pitches required and the proposed approach to providing those Gypsy and Traveller pitches recommended in this cabinet paper will be considered through the plan’s examination, most likely at GNLP hearings sessions in late July. Hearings would most likely focus on the proposed main modifications to the submitted plan which are included in appendix 1 of this paper. The proposed main modifications would make changes to “Policy 5: Homes” in the plan’s strategy which would serve three purposes:
 - Firstly, they would provide protection in planning policy terms to the existing stock of Gypsy and Traveller pitches so that a shortage is not inadvertently created by future planning applications that seek the redevelopment of sites for other uses.

- Secondly, they would outline how the plan will meet the evidenced needs for Gypsy and Traveller accommodation from 2022 to 2038 through a mixture of site allocations and windfall sites.
 - Thirdly, they would provide the criteria-based policy for the granting of new pitches which will apply both to new sites and the expansion of existing sites. This will assist both allocated and windfall sites to come forward.
7. The modifications would also add site allocation policies in the Sites Plan for the sites identified in strategic policy 5.
 8. A topic paper addendum for Policy 5: Homes ([H3.1](#)), an updated Sustainability Appraisal ([H4.2](#)) and an update to the Habitats Regulations Assessment ([H5.2](#)) have been produced. These provide background for cabinet decisions and will inform the local plan examination.
 9. It is expected that the consultation on all of the plan's main modifications will take place in September/October 2023 and the GNLP will be adopted in early 2024.

Identifying the number of pitches required

10. Paragraph 10 of Planning policy for traveller sites (PPTS 2015) states:

“Local planning authorities should, in producing their Local Plan:

- a) identify and update annually, a supply of specific deliverable sites sufficient to provide 5 years' worth of sites against their locally set targets*
- b) identify a supply of specific, developable sites, or broad locations for growth, for years 6 to 10 and, where possible, for years 11-15.”*

11. The GTAA of June 2022 identified that 52 Gypsy and Traveller pitches should be provided through the GNLP to meet ethnic need between 2022 and 2038 (see the topic paper section 2 for further information). The study also identified a figure of 30 pitches which is limited to meeting the needs of those Gypsies and Travellers who have not ceased to travel, using a methodology known as the PPTS definition (see the topic paper section 3, [H3.1](#)).
12. A recent Court of Appeal judgement in the “Lisa Smith case” concluded that any PPTS definition that excludes some Gypsies and Travellers is discriminatory. This is backed up by a recent local plan examination outcome in Central Lincolnshire, appeal findings, the legal view from our King's Counsel and the view of our consultants. Consequently, meeting the ethnic need is the only approach which is likely to be found sound.
13. Taking account of paragraph 10 of the PPTS set out above and the local circumstances identified in the GTAA, the 52 pitches should be provided as follows:
 - A minimum of **30** deliverable pitches from 2022 to 2027 (the 5-year land supply) on allocated sites,
 - **10** deliverable or developable pitches on allocated sites or broad locations for growth from 2028 to 2032 and

- **12 pitches** for the remainder of the plan period to 2038 provided for on allocated sites or broad locations for growth, or through a windfall allowance.
14. The 52-pitch figure takes account of permissions granted since the April 2022 baseline of the GTAA.

Identifying the Sites: Consultation

15. The January to March 2023 [consultation](#) identified ten favoured sites, a reasonable alternative (the Ketteringham Depot) and three sites which were considered unreasonable. This classification was based on [Site Assessment](#) information which was available both to assist consultation feedback and for comment. Draft site allocation policies were available for the [favoured sites](#) and the [reasonable alternative](#) site.
16. Appendix 2 is a summary table from the consultation which sets out the number of responses received on a site-by-site basis. A Summary of Consultation for the Gypsy and Traveller Sites Focused Consultation ([H6.1](#)) provides further detail.
17. Two sites which generated very significant numbers of consultation responses from the public were GNLP5014 North Burlingham junction (almost 300 objections plus a petition signed by 219 people) and GNLP5009 at Hockering Lane, Bawburgh (over 130 objections).
18. A response from National Highways identified that the land at North Burlingham which was consulted on as a broad location for a site for 15 pitches will not be available. This is because it has recently been identified by National Highways as a site for environmental mitigation for the A47 dualling project including attenuation ponds. This site is therefore not deliverable so GNLP5014 is not recommended for inclusion in the plan.
19. Site GNLP5009 at Hockering Lane, Bawburgh and site GNLP5021 at Holt Road, Horsford are no longer available for consideration as the landowners have decided to withdraw the sites from the local plan process following the consultation. Consequently, sites GNLP5009 and 5021 are not recommended for inclusion in the plan.
20. Feedback from key organisations such as Anglian Water, Historic England, the Environment Agency and Natural England did not identify significant technical issues for any other sites.

Additional Focused Consultation

21. Three new/expanded sites were submitted through the consultation early in 2023. To ensure that these sites can be properly examined, a further focused consultation is currently taking place on these sites. The bullet points below identify the sites and provide a summary of initial site assessment outcomes. Further detail on the site assessment is in the topic paper, table 6 (see link under Background Documents below) and will be in the consultation documents:

- GNLP 5025, Woodyard, Reepham Road, Foulsham for 3 additional pitches beyond the 2 already occupied. This site is not recommended for inclusion in the plan through the consultation. This is because it is located on an acute bend, so allowing more pitches would lead to an increase in vehicle movements using a difficult access.
- GNLP5026 Land off Peddlars Turnpike, Guestwick Green for a new site of 3 pitches. The site is not proposed for allocation for highway safety reasons and because it relies on a remote surrounding highway network which has limited capacity.
- GNLP5027 Land off Brick Kiln Lane, Hevingham for 5 additional pitches beyond the 1 already occupied. The initial assessment indicates it is suitable for development.

22. The outcome of this further public consultation work will be known in advance of the examination hearing sessions scheduled for late July 2023.

Proposed action

23. It is recommended that 47 pitches be provided to meet needs and to provide a small buffer through:

- a. The allocation of 6 deliverable sites to provide a minimum of 35 pitches to meet need between 2022 and 2027 (the 5-year land supply). These are:

Reference	Sites	Pitches
GNLP5019	Land north of Shortthorn Road, Stratton Strawless	4
GNLP5020	Romany Meadow, The Turnpike, Carleton Rode	6
GNLP5024	Land off Upgate Street, Carleton Rode	4
GNLP5022	Land at the Oaks, Reepham Road, Foulsham	5
GNLP5028 A and B	Land at Strayground Lane, Wymondham	12
GNLP5004	Land off Buxton Road, Eastgate, Cawston	4
Total Pitches		35

- i. The first four of the sites at Stratton Strawless, Carleton Rode (two sites) and Foulsham are considered to be deliverable within 5 years as they provide existing Gypsy and Traveller accommodation and have been proposed for expansion and delivery by their owners. The consultation has not identified any reasons for the sites being undeliverable.
- ii. The site at Cawston and the site at Wymondham are not currently used for Gypsy and Traveller accommodation. The site at Cawston is being promoted for this use by its landowner. The sites consulted on at Strayground Lane, GNLP5005 and GNLP5023, have been combined into one site. The purpose of this is to ensure that development on Strayground Lane cannot take place until after the waste recycling centre has closed. Part A of Site GNLP5028 is owned by Norfolk County Council

and is currently in use as a recycling centre. Allocation of Part B of the site is supported by its private landowner. Recent work has identified that the site is now likely to be deliverable in the next 5 years. While the consultation has not identified any reasons this site being undeliverable, there remains a concern over highways access and vehicle movements along Strayground Lane. As well as the narrowness of Whartons Lane and Strayground Lane, which would require improvements to passing bays, a concern is the visibility splay at the junction of London Road (B1172). Nevertheless, the site is considered deliverable.

- b. The allocation of the developable site at Ketteringham Depot for 10 pitches to meet the need from 2028 to 2032. The site is owned by South Norfolk Council. As access to services is somewhat limited, this site was consulted on as a reasonable alternative. However, its brownfield nature and size mean that it could benefit from funding from Homes England and delivery by a registered housing provider. Together with the sites above, this would provide a range of sites including both smaller and largely privately owned sites along with a larger publicly owned site.
- c. The use of a windfall allowance to provide 12 pitches to meet remaining need to the end of the plan period. The windfall assumption used is that 12 pitches will be provided between 2028 and 2038 due to the positive approach to windfall in existing development management policies and in GNLP Policy 5. This is based on the record of 4 pitches per year having been delivered between 2009 and 2022, with an average of 2 pitches per year from 2017 to 2022 (see appendix 3 to this report and the topic paper [H3.1](#) section 4 for further details). These figures have been discounted to 1.25 per year to provide a strong likelihood of them being delivered after sites allocated in the 5-year land supply are built out.

24. In addition to the above recommended approach, the outcome of the additional focused consultation could indicate that an additional site or sites are suitable as allocations. In such circumstances, consideration may be given to their allocation at the examination. An additional allocation or allocations could help ensure a 5-year land supply and/or ensure that identified needs can be met with less reliance or without relying on windfall development.

25. If consultation findings on the three recently proposed sites at the end of June indicate that one or more of these sites are suitable, then it may be prudent to recommend to the examination that an additional site or sites are allocated to provide assurance that there will be enough pitches to meet overall need. A recommendation is sought to allow such a decision to be made in advance of the scheduled examination hearing sessions.

Next Steps

26. If cabinets approve the recommendations set out in this report, the final hearings on the GNLP should take place in late July. Both Broadland and South Norfolk Cabinets meet prior the City Council Cabinet so the outcomes of these meetings

will be reported verbally. Consultation on the plan's main modifications should then be in September/October 2023, with plan adoption in early 2024.

27. This means that Greater Norwich would have an up-to-date local plan with a clear and sustainable strategy and site allocations that would promote investment in our economy and the provision of the homes, jobs and infrastructure we need. By confirming our ongoing commitment to plan-led joint working, it would also assist Greater Norwich in accessing national funding streams, especially for infrastructure and regeneration programmes.
28. Importantly, proposed revisions to the National Planning Policy Framework, if enacted as recently stated by government, should mean that for 5 years after adoption of the plan, there would be no need to annually demonstrate a five-year land supply for Greater Norwich. This would significantly reduce the pressure to grant permissions for non-allocated housing sites and further increase the benefits of having an adopted plan.

Consultation

29. The portfolio holder for Sustainable and inclusive growth has been consulted and is supportive of the proposed approach. It was agreed under delegated authority with the Executive Director for Development and City Services for the consultation to begin in advance of this report being heard by cabinet.
30. A report is being taken to Sustainable development panel on 13 June. Comments from the panel will be provided verbally to cabinet.

Implications

Financial and resources

31. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
32. Progressing the GNLP through its examination is being met within the existing resources of the GNLP team and the annual budget committed to it by each of the partner authorities. Should the GNLP not be able to progress to adoption then it is likely that very significant costs would be borne by the Council in preparing a replacement plan.

Legal

33. The preparation and content of a local plan needs to accord with a range of legal and regulatory provisions. Project assurance, including taking relevant legal advice, has been undertaken as part of the plan making and examination process.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	The content of the report concerns Gypsies and Travellers. Gypsies and Travellers are a racial group as defined in Equality Act 2010. They are therefore protected, amongst other things from direct and indirect discrimination. An equalities impact assessment was completed to support the submission of the plan. This assessment recognised that there were identified additional accommodation needs and that such accommodation should be provided. At the point at which the previous assessment was completed no sites had been made available to meet those needs. This situation is now materially different for the reasons set out in this report.
Health, social and economic impact	This report does not have any direct implications for the council's health, social and economic considerations, but the subsequent delivery of gypsy and traveller accommodation will have positive health and social impacts for the gypsy and traveller community in Greater Norwich.
Crime and disorder	This report does not have any direct implications for the council's crime and disorder considerations.
Children and adults safeguarding	This report does not have any direct implications for the council's Safeguarding Policy statement.
Environmental impact	A Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA), and a Habitat Regulations Assessment has been prepared to support the GNLP. The SA has explicitly considered the sites proposed for allocation within this report.

Risk management

Risk	Consequence	Controls required
No risks have been identified other than those specified elsewhere in this report.		

Other options considered

34. Cabinet may resolve not to agree to make submissions to the GNLP examination in line with the recommendations or may decide to amend the content of the proposed submissions prior to agreeing that they can be submitted.
35. Resolving not to make submissions to the GNLP examination would mean that no provision for Gypsy and Traveller accommodation needs is made within the plan. Failing to provide adequate provision for Gypsy and Traveller sites can be expected to carry with it a material risk that the examination will find that the plan is not sound. As such, the course of action is not recommended.
36. Similar risk may be attached to any decision to amend the proposed submissions, although the level of risk would directly relate to how the submission are amended and therefore cannot be predicted in advance.

Reasons for the decision/recommendation

37. For the reasons set out in this report, it is considered appropriate to make submissions in line with the recommendations set out above. This will help ensure that the GNLP meets its legislative, regulatory and policy requirements and can be found Sound by the appointed Independent Inspectors through its Examination in Public.

Background papers:

1. Topic Paper Policy 5 Homes: Addendum on Gypsy and Traveller Sites ([H3.1](#))
2. Summary of Consultation for the Gypsy and Traveller Sites Focused Consultation ([H6.1](#))

Appendices: Appendix 1 Proposed modifications

Contact officer: Head of Planning and Regulatory Services

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Telephone number: 01603 987856

Email address: sarahashurst@norwich.gov.uk



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Appendix 1 Proposed policy modifications

Proposed Main Modifications to Policy 5: Homes – Please note that the content of modified policy 5 will be dependent on the June consultation.

Gypsies and Travellers, Travelling Show People and Residential Caravans

Development Planning applications that result in the loss of authorised pitches or plots will not be permitted unless:

- alternative replacement pitches or plots are being provided elsewhere; or
- evidence demonstrates that the pitches or plots are no longer needed.

The need for Gypsy 52 pitches for Gypsies and Traveller sites Travellers will be provided for by:

- allocations in the Sites Plan for a minimum of 30 deliverable pitches (the 5-year land supply) from 2022 to 2027;

<u>Sites</u>	<u>Pitches</u>
<u>Land north of Shortthorn Road, Stratton Strawless</u>	<u>4</u>
<u>Romany Meadow, The Turnpike, Carleton Rode</u>	<u>6</u>
<u>Land off Upgate Street, Carleton Rode</u>	<u>4</u>
<u>Land at the Oaks, Reepham Road, Foulsham</u>	<u>5</u>
<u>Land at Strayground Lane, Wymondham</u>	<u>12</u>
<u>Land off Buxton Road, Eastgate, Cawston</u>	<u>4</u>
<u>Total Pitches</u>	<u>35</u>

- an allocation for approximately 10 developable pitches at Ketteringham Depot during the period 2028 to 2032; and,
- 12 pitches through windfall during the remainder of the plan period to 2038.

Planning applications for new pitches or plots to accommodate Gypsies and Travellers, Travelling Show People sites, and for residential caravans will be acceptable where can come forward at any time in the plan period. Such proposals can be within our outside settlement boundaries and will be permitted where the site:

- ~~have safe and sustainable access to schools and facilities;~~
- have meets an evidenced need
- is within easy travelling distance of schools, services and shops, preferably by foot, cycle or public transport;
- has suitable vehicular access;
- provides for ancillary uses and appropriate landscaping;

- ~~are~~ is of a scale which is in keeping with its surroundings, ~~including small-scale extensions to existing sites;~~ and,
- for Travelling Show People, sites provide necessary storage for equipment.

For transit pitches providing temporary accommodation the following additional criteria apply:

- the site is conveniently accessible to the main 'A' and 'B' class road network; and,
- an agreement is in place for the satisfactory site management, including the maximum period and frequency of stay.

Proposed additional and main modifications to the Sites Plan (since all of the text below is proposed as additional or main modifications, no underlines are used):

Stratton Strawless – Policy GNLP5019 Woodland Stable, Shortthorn Road

1. This is a privately owned greenfield site which will extend a well-established privately owned Gypsy and Traveller site known as Woodland Stable located on Shortthorn Road in Stratton Strawless. The allocation of GNLP5019 will result in an expansion from the existing 9 pitches to 17 pitches in total.
2. Prior to development an ecological assessment is required due to the surrounding trees and the potential habitat for protected species.
3. The land shown as GNLP5019 already has planning permission for 4 pitches (20211657). This allocation therefore adds 4 pitches to the number already consented at Woodland Stable.

Policy GNLP5019

Woodland Stable, Shortthorn Road, Stratton Strawless (0.33 ha) is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 8 additional residential Gypsy and Traveller pitches.

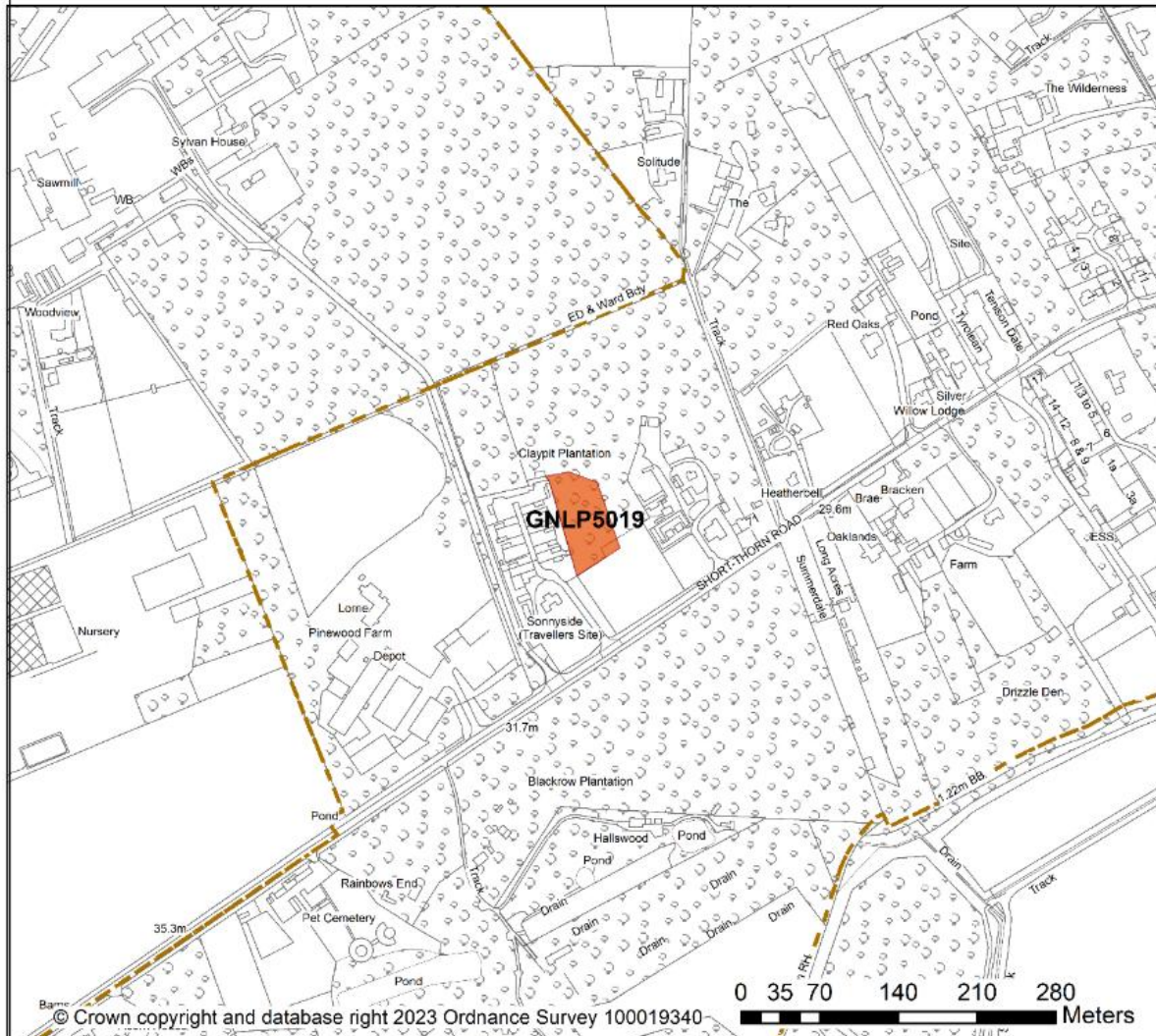
The development will address the following site-specific matters:



1. Access should be via the existing access off Shortthorn Road that serves the Woodland Stables site.
2. An ecological assessment and arboricultural survey must be carried to identify impacts on protected species; and, to retain as many existing trees on site as possible or to replant where removal is deemed necessary.
3. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

STRATTON STRAWLESS

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNL5019
 Location: Land at Woodland Stable, Shortthorn Road, Stratton Strawless
 Description: 8 additional residential pitches for Gypsies and Travellers
 Site Area: 0.33 ha



 Gypsy and Traveller Site
 Parish Boundary

Scale at A4:
1:5,000



Date: 28/04/2023

Carleton Rode – Policy GNLP5020 Romany Meadow, The Turnpike

4. This is a privately owned greenfield site which will extend a well-established Gypsy and Traveller site known as Romany Meadow on The Turnpike, Carleton Rode. The allocation of GNLP5020 will result in an expansion from the existing 6 pitches to 12 pitches in total.
5. Site specific issues will impact on the design of the development. A surface water flow path that crosses the southern part of the site is likely to limit where caravans and other structures can be located, and additional landscaping is required at the boundaries of the site to protect views of nearby listed buildings. An ecological assessment is also required due to the proximity of nearby mature trees and hedgerows.

Policy GNLP5020

Land off the B1113 (0.54 ha) at Romany Meadow, The Turnpike, Carleton Rode is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 6 additional residential Gypsy and Traveller pitches.

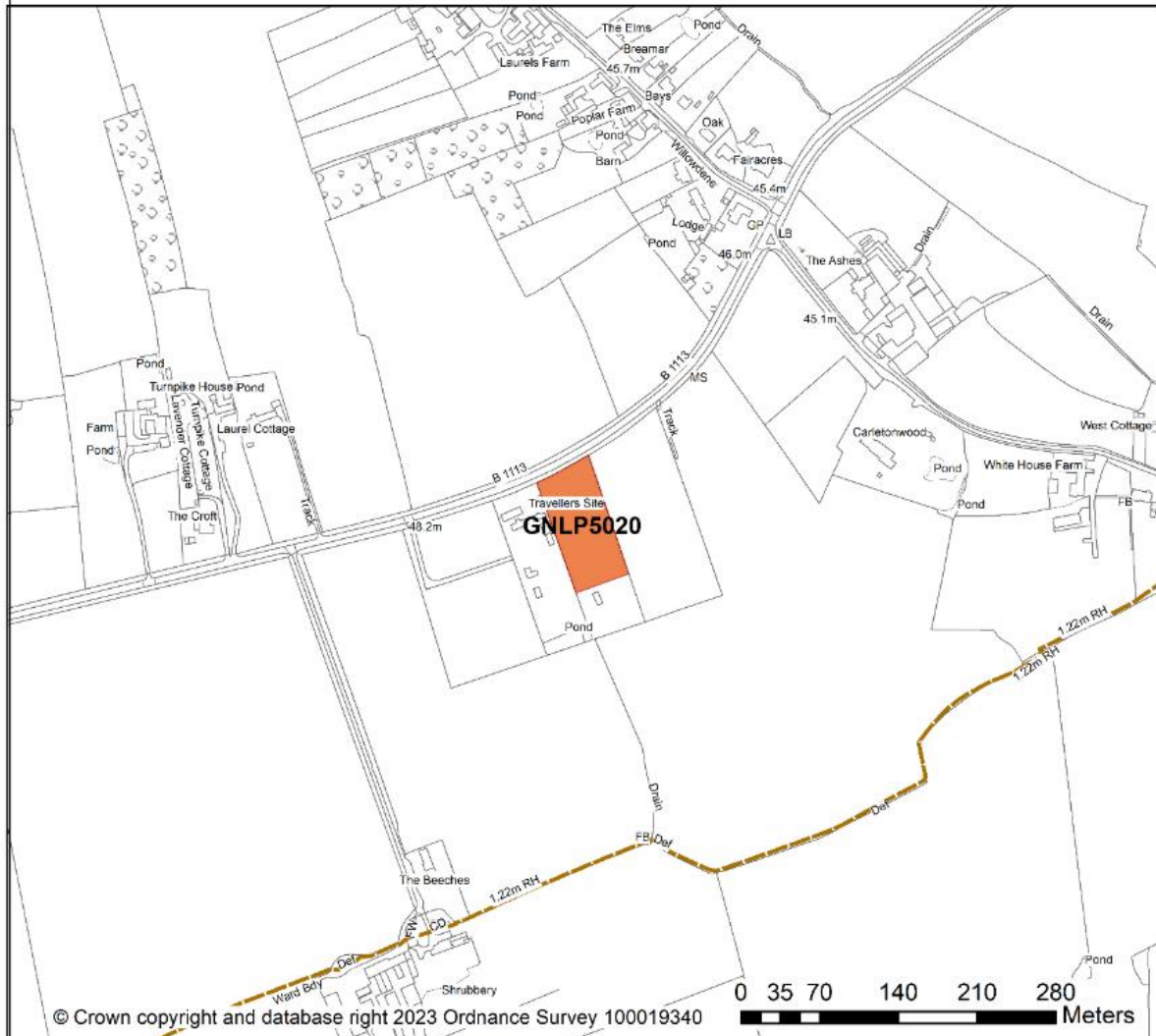
The development will address the following site-specific matters:

1. Access should be via the existing access off The Turnpike that serves the Romany Meadow site.
2. A surface water flood risk assessment must be carried out with caravans and other structures positioned away from areas at surface water flood risk.
3. An ecological assessment must be carried out and any identified impacts on protected species and nearby sites mitigated.
4. Landscaping and tree planting will be required to preserve the landscape character of the surrounding area and to protect views of nearby listed buildings.
5. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
6. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.



CARLETON RODE

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNL5020
Location: Land at Romany Meadow, The Turnpike, Carleton Rode
Description: 6 additional residential pitches for Gypsies and Travellers
Site Area: 0.54 ha



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 Gypsy and Traveller Site
 Parish Boundary

Scale at A4:
1:5,000



Date: 28/04/2023

Carleton Rode – Policy GNLP5024 Upgate Street

6. This is an existing privately owned Gypsy and Traveller site located on Upgate Street, Carleton Rode. The allocation of GNLP5024 will result in an expansion from the existing 2 pitches to 6 pitches in total.
7. Further development of the site will require investigation of highway safety, including of vehicle speeds along Upgate Street, with widening of the visibility splay at the site entrance as appropriate. An ecological assessment prior to development is required due to the presence of a veteran tree on the northern boundary of the site and because New Buckenham Common is approximately 250 metres to the south-west.

Policy GNLP5024

Upgate Street, Carleton Rode (0.62 ha) is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 4 additional residential Gypsy and Traveller pitches.

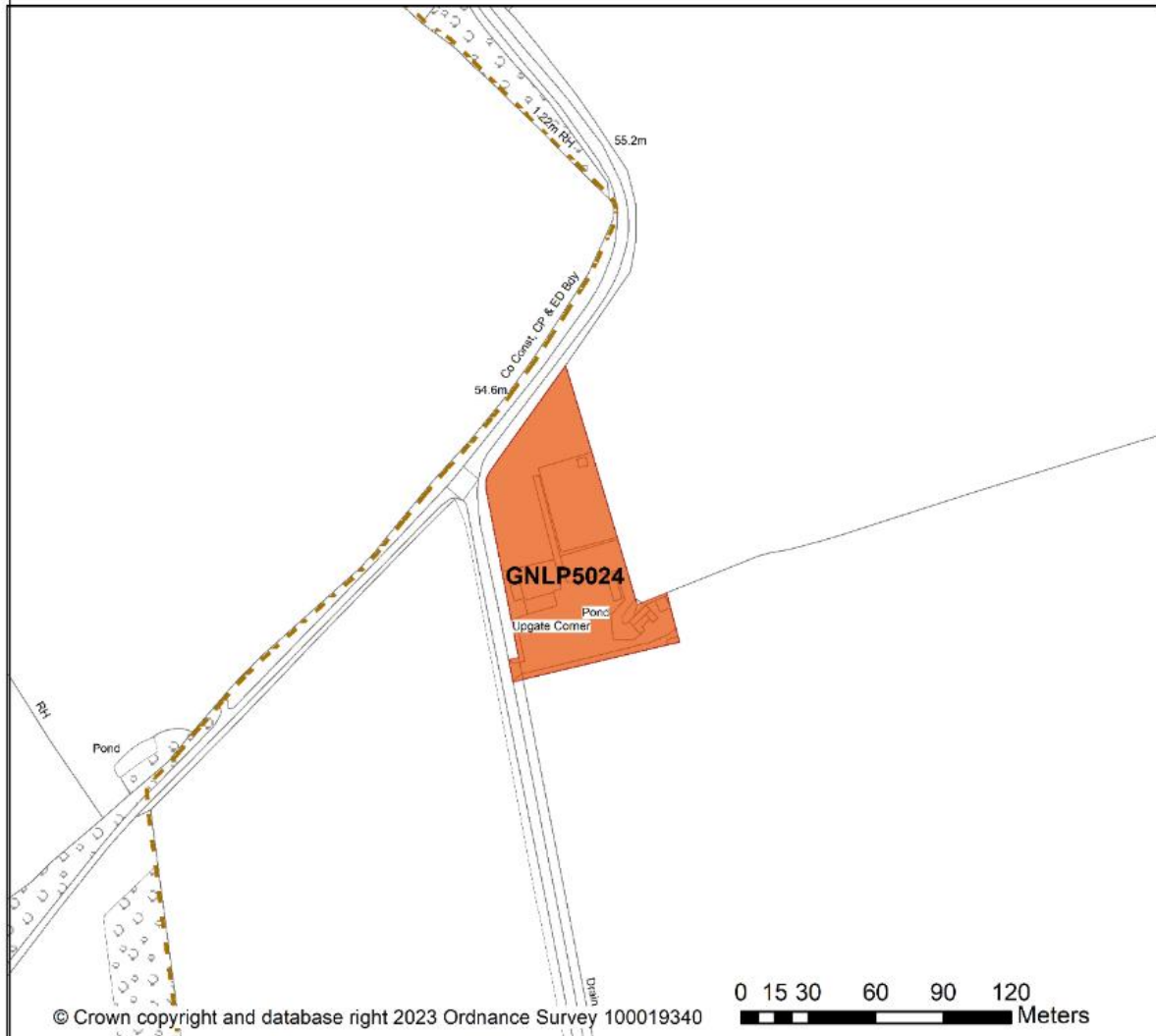
The development will address the following site-specific matters:



1. Access should be via the existing access off Upgate Street. A highway safety assessment is required, and an appropriate visibility splay must be achieved.
2. An ecological assessment must be carried out and any identified impacts on protected species and nearby sites mitigated.
3. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
4. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

CARLETON RODE

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNLP5024
Location: Land at Upgate Street, Carleton Rode
Description: 4 additional residential pitches for Gypsies and Travellers
Site Area: 0.62 ha



-  Gypsy and Traveller Site
-  Parish Boundary

Scale at A4:
1:2,500



Date: 28/04/2023

Foulsham – Policy GNLP5022 The Oaks, Land off Reepham Road

8. This site allocation would extend a well-established privately owned Gypsy and Traveller site by 5 further pitches. The site is located off the Reepham Road, approximately 2 kilometres from the edge of the village of Foulsham which has a limited range of services and facilities including Foulsham Primary School.
9. Further development of the site will require investigations into highway safety, including vehicle speeds along Reepham Road, with widening of the visibility splay at the site entrance if required.
10. The Bacton to Kings Lynn gas pipeline crosses from east to west below the site at its mid-point. This will require further investigation, engagement with the Health & Safety Executive (HSE), National Gas Transmission and National Grid and consequent consideration of site design. A surface water flow path that crosses the southern portion of the site is also likely to limit where caravans and other structures can be located.
11. An ecological assessment is needed due to the presence of several County Wildlife Sites within 2.5 kilometres.
12. The allocation of GNLP5022 will result in its expansion from the existing 2 pitches to 7 pitches in total.

Policy GNLP5022

The Oaks off Reepham Road, is allocated for a residential Gypsy and Traveller site (3.1 ha). The site will accommodate approximately 5 additional residential Gypsy and Traveller pitches.

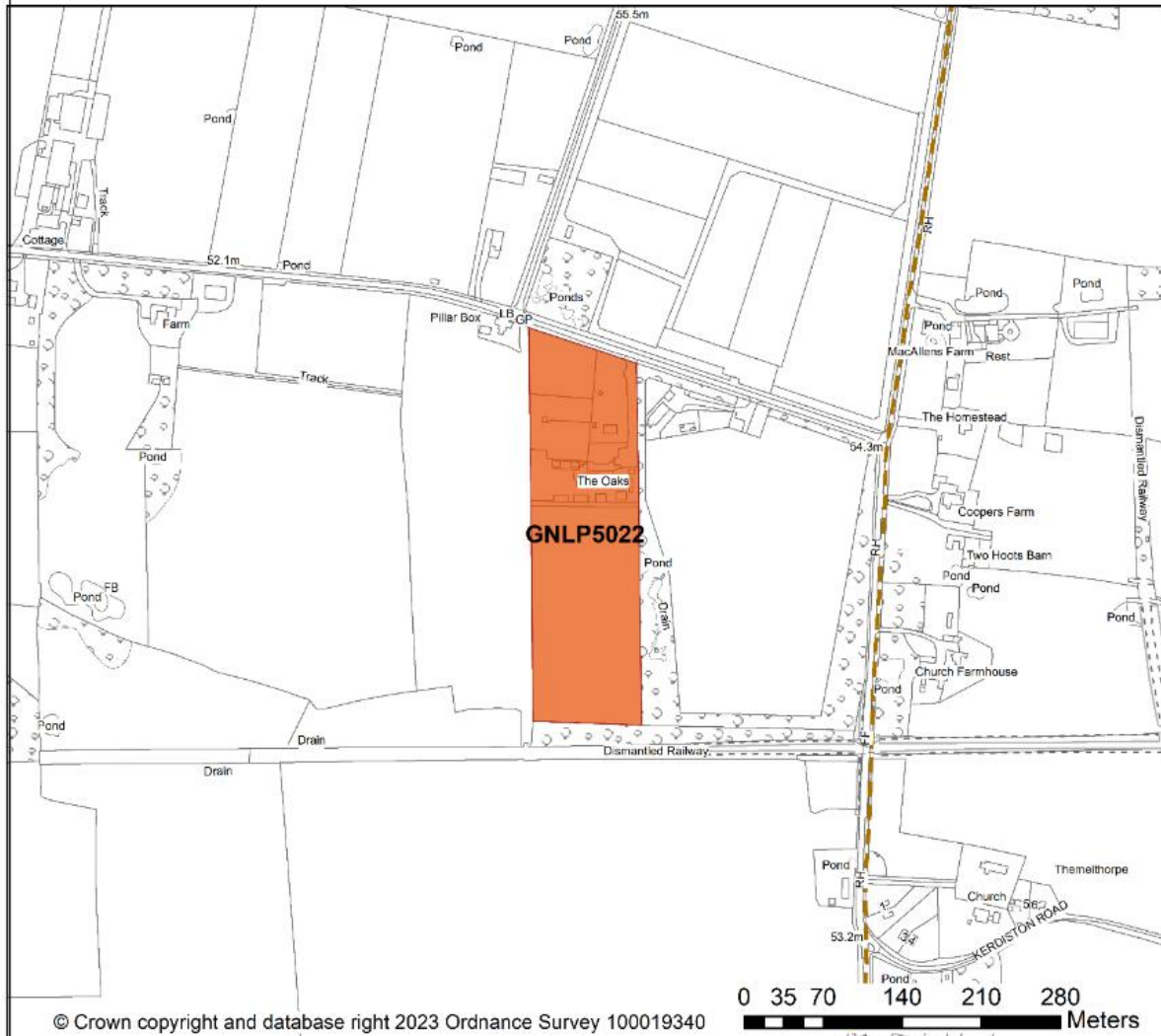
The development will address the following site-specific matters:

1. Access will be via the existing access on Reepham Road. A highway safety assessment is required, and an appropriate visibility splay must be achieved.
2. A surface water flood risk assessment must be carried out with caravans and other structures positioned away from areas at surface water flood risk.
3. An ecological assessment must be carried out and any identified impacts on protected species and nearby sites mitigated.
4. Landscaping and tree planting will be required to preserve the landscape character of the surrounding area and to protect views of nearby listed buildings.
5. Development will be designed to avoid impacts to and from the underground gas pipeline.
6. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
7. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

FOULSHAM

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNLP5022
 Location: Land at The Oaks, Foulsham
 Description: 5 additional residential pitches for Gypsies and Travellers
 Site Area: 3.1 ha



- Gypsy and Traveller Site
- Parish Boundary

Scale at A4:
1:5,000



Date: 28/04/2023

Wymondham – Policy GNLP5028 A and B Land at Strayground Lane

13. This site consists of a privately owned piece of land that has been put forward by the owner (part A) and a publicly owned brownfield site that is expected to become vacant due to the decision to relocate Wymondham Recycling Centre (part B).
14. The site is located towards the southern end of Strayground Lane, Wymondham. Strayground Lane is a quiet road that connects to the built edge of the town to the north via Whartons Lane.
15. The Bays River Meadow North County Wildlife Site is adjacent to, and partly overlaps the site on its west, and an established paving business is also adjacent to the site. There are mineral extraction activities on the land to the north-east and east. The Norwich to Cambridge railway line is to the south.
16. The redevelopment of this site will require local highways improvements, consideration of noise and dust from neighbouring activities, investigation of possible land contamination from previous uses, pollution control measures for the groundwater source protection zone and conducting an ecological assessment prior to development due to the neighbouring County Wildlife Site. Assessments will be required prior to development and mitigation put in place.

Policy GNLP5028 A and B

Land at Strayground Lane, Wymondham (1.1 ha for part A and 0.07 ha for part B) is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 12 residential Gypsy and Traveller pitches.

The development will address the following site-specific matters:

1. Access will be via Strayground Lane. For part A, either the existing access point at the north-east corner of the site or a new access on the eastern boundary will be used. If a new access is provided any loss of trees or hedgerows will be compensated for by new planting within the site. Part B of the site will use the existing vehicular access for the recycling centre.
2. Highway improvements will be required to the passing bays along Strayground Lane and an adequate visibility splay is required at the junction of Whartons Lane with London Road (the B1172).
3. On part A of the site, as the land adjacent to the south-west is in Flood Zones 2 and 3, caravans and other structures shall also be positioned away from this area.
4. A contaminated land assessment is required, and any mitigation must be completed prior to development.
5. Landscape screening will be required at the site boundaries to protect residential amenity and landscape character.
6. An ecological assessment must be carried out and any identified impacts on nearby sites mitigated to protect the adjacent County Wildlife Site and to support priority habitat within the site boundary.
7. Pollution mitigation measures are required because the site is within the catchment of groundwater source protection zone (III).
8. Due to the proximity to the River Bays, an access shall be provided for the maintenance of the river and development must not compromise the river defences.
9. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

WYMONDHAM

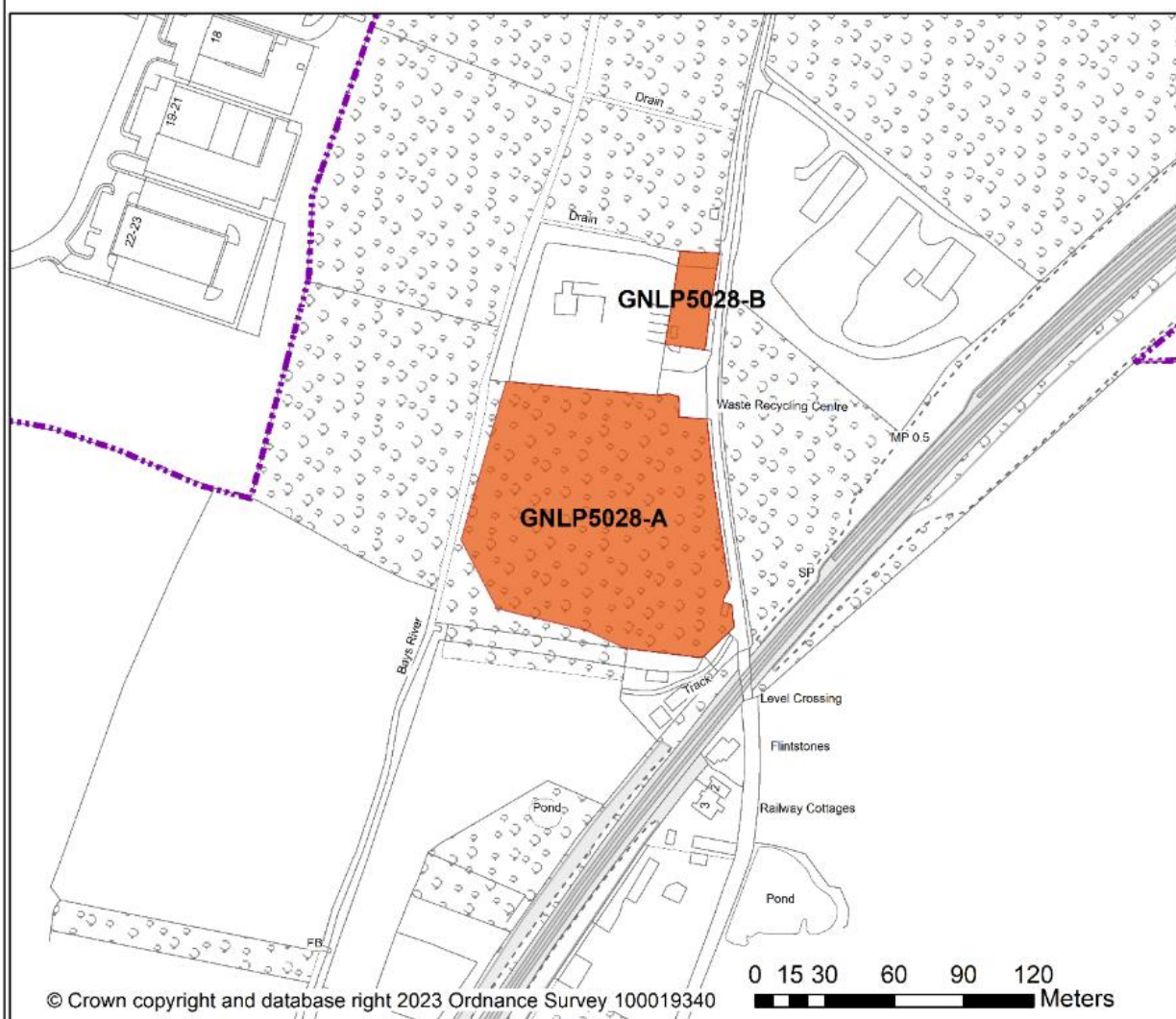
GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES



Site Reference: GNLP5028 - A & B

Location: Site at Strayground Lane, Wymondham

Description: 12 residential pitches for Gypsies and Travellers

Site Areas: Part A: 1.1 ha
Part B: 0.07ha



-  Gypsy and Traveller Site
-  Settlement Boundary

Scale at A4:
1:2,500



Date: 23/05/2023

Cawston – Policy GNLP5004R Land off Buxton Road, Eastgate

17. This privately owned greenfield site is located on the Buxton Road in the hamlet of Eastgate to the south-east of Cawston.
18. Additional landscaping is required as part of the design and layout of the scheme to enhance screening and to maintain the residential amenity of adjoining properties. An archaeological assessment is also required prior to development due to the site being close to an area of Roman settlement.

Policy GNLP5004R

Land off Buxton Road, Eastgate, Cawston (0.09 ha) is allocated for a permanent residential Gypsy and Travellers site. The site will accommodate approximately 4 residential Gypsy and Traveller pitches.

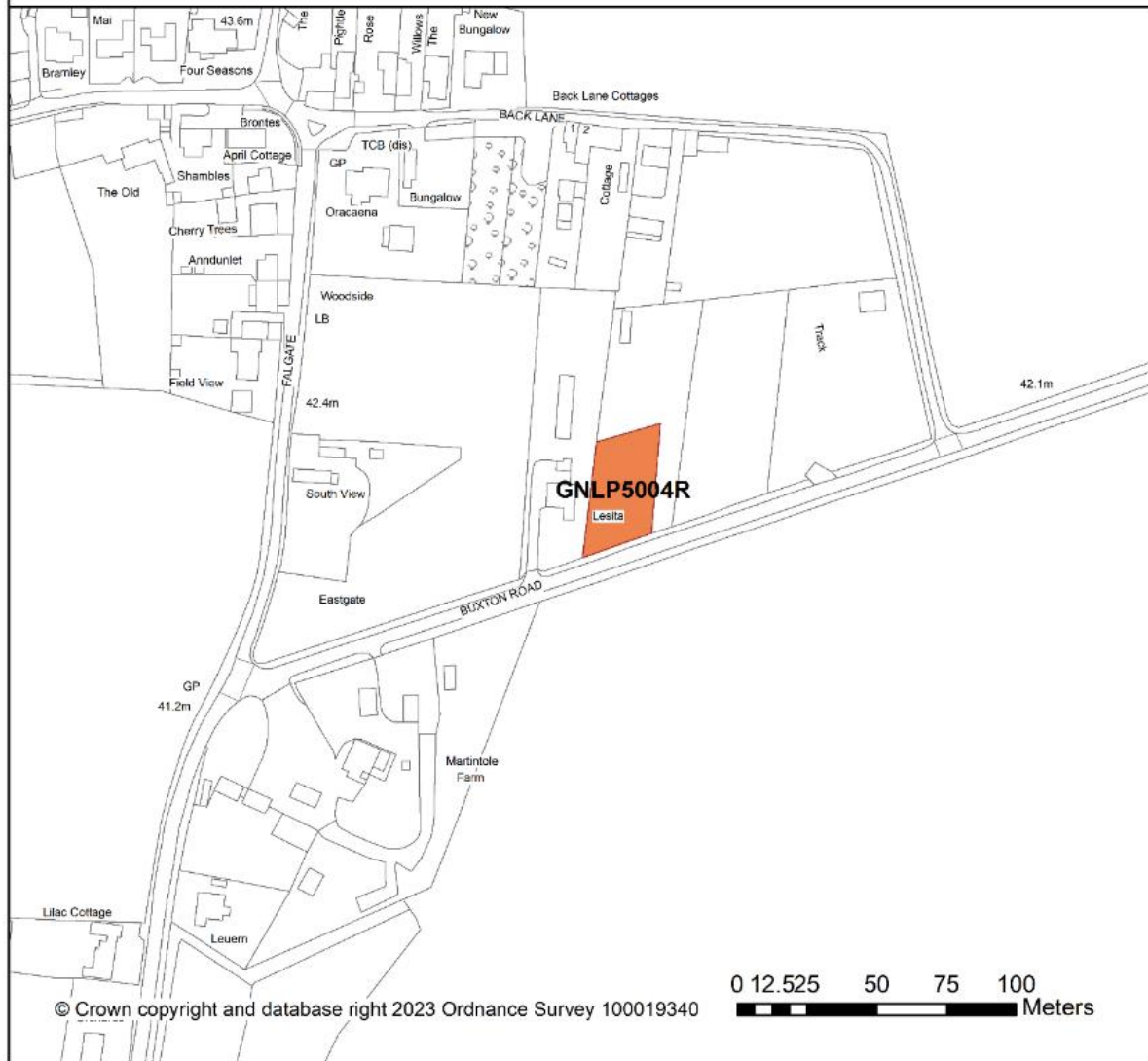
The development will address the following site-specific matters:


1. Access will be via Buxton Road. Any trees or hedgerow lost to form the access or visibility splay must be compensated for with new planting within the development.
2. Landscaping will be provided to enhance screening and to maintain the residential amenity of adjoining properties.
3. An archaeological assessment incorporating a field evaluation will be required prior to development.
4. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
5. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

CAWSTON

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNLP5004R
Location: Land off Buxton Road, Eastgate, Cawston
Description: 4 residential pitches for Gypsies and Travellers
Site Area: 0.09 ha



 Gypsy and Traveller Site

Scale at A4:
1:2,000



Date: 02/05/2023

Ketteringham – Policy GNLP5013 Ketteringham Depot land east of Station Lane

19. This site is on publicly owned land located west of Station Lane, Ketteringham. It is currently used as a depot which is expected to be relocated.
20. This site is separated from the nearest services and facilities which are in Hethersett, but nevertheless this site is considered suitable for allocation.
21. Assessments will be required prior to development and mitigations put in place. These are an assessment of possible land contamination from previous uses, an ecological survey for the potential for hibernating bats in the existing buildings and an investigation of potential noise and dust from neighbouring depot and waste processing businesses nearby.

Policy GNLP5013

Land east of Station Lane, Ketteringham, (0.7 ha) is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 10 residential Gypsy and Traveller pitches.

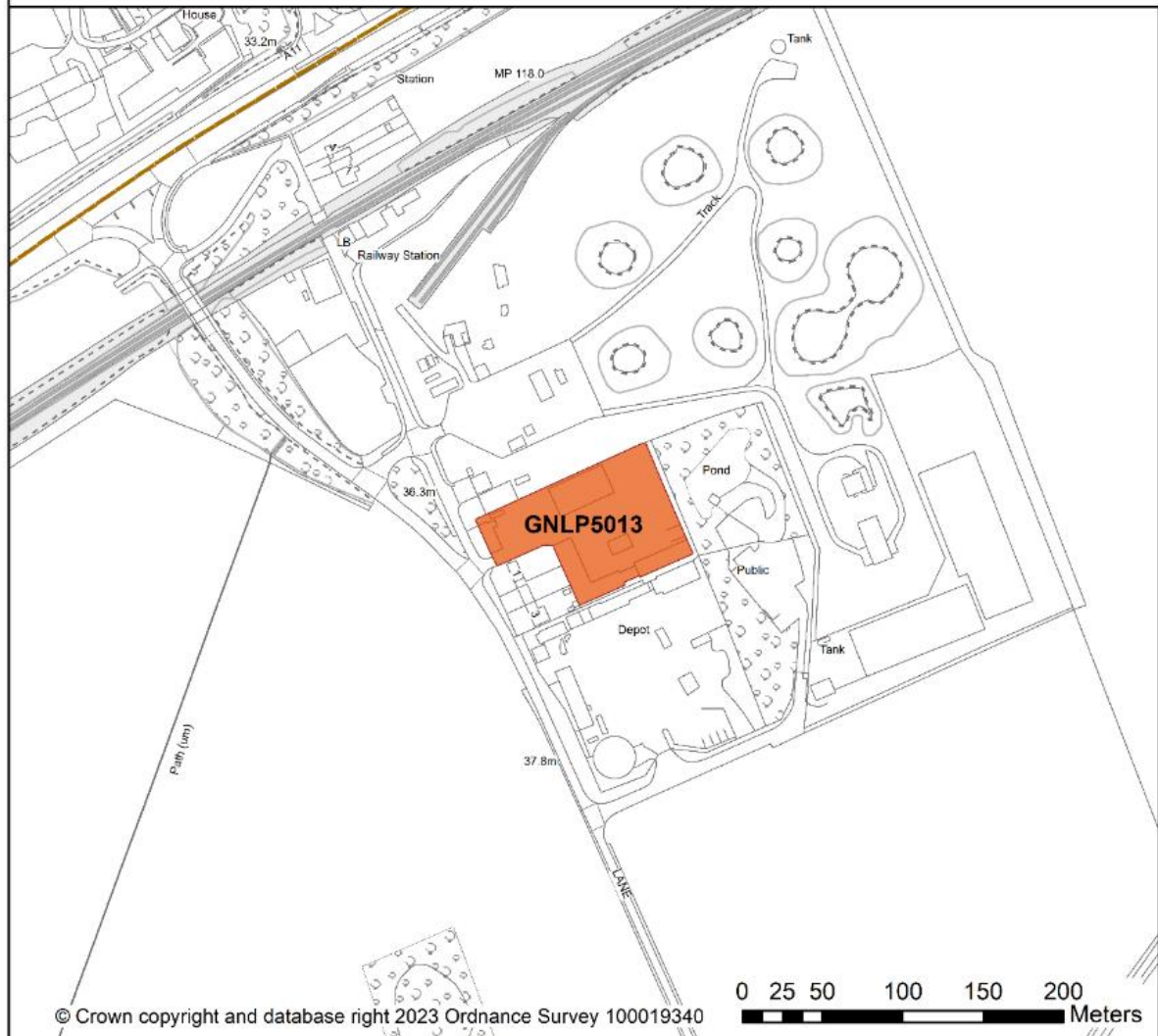
The development will address the following site-specific matters:



1. Access should be via the existing access that currently serves the depot.
2. Investigation is required of the potential for the conversion of existing buildings, particularly at the frontage, as part of the redevelopment.
3. Noise and air quality investigations are required, and the layout and design of the site should include boundary treatments that protect residential amenity.
4. A contaminated land assessment is required, and any mitigation must be completed prior to development.
5. An ecological survey is required due to the potential presence of protected species such as bats or barn owls in the existing buildings.
6. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
7. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

KETTERINGHAM

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER SITES

Site Reference: GNLP5013
Location: Land at Ketteringham Depot
Description: 10 residential pitches for Gypsies and Travellers
Site Area: 0.7 ha



 Gypsy and Traveller Site
 Parish Boundary

Scale at A4:
1:3,500



Date: 28/04/2023

Appendix 2 - List of Sites by number of responses

Site ref	Address	Support	Object	Comments	Total
Favoured Sites					
GNLP5014	A47 North Burlingham Junction	0	271	18	289
GNLP5009	Land off Hockering Lane, Bawburgh	0	124	8	132
GNLP5004	Land off Buxton Road, Eastgate, Cawston	0	21	3	24
GNLP5005	Land at Strayground Lane, Wymondham Recycling Centre	1	2	7	10
GNLP5022	Land at the Oaks, south-east of Letter Box Cottage, Reepham Road, Foulsham		6	3	9
GNLP5023	Land off Strayground Lane, Wymondham		3	6	9
GNLP5020	Romany Meadow, The Turnpike, Carleton Rode	3	1	4	8
GNLP5024	Land off Upgate Street, Carleton Rode	3	1	3	7
GNLP5021	Land at the Old Produce Shop, Holt Road, Horsford	0	2	4	6
GNLP5019	Land north of Shortthorn Road, Stratton Strawless	2	0	3	5
Reasonable Alternative Site					
GNLP5013	Land at Ketteringham Depot	0	0	3	3
Unreasonable Alternative Sites					
VCHAP GT Site 1 VCHAP GT Site 2	Sites at Middle Road, Denton,			1	1
VCHAP 3	Land off London Road, Sutton, Wymondham				
TOTAL		9	431	63	503

Appendix 3 Windfall Assumption

National policy on windfall

There is no reference in the PPTS 2015 to how windfall development should be considered for Gypsies and Travellers. In the absence of such specific guidance, regard has been had to paragraph 70 of the NPPF 2019 (paragraph 71 of the NPPF 2021). The NPPF states: *“Where an allowance is to be made for windfall sites as part of anticipated supply, there should be compelling evidence that they will provide a reliable source of supply. Any allowance should be realistic having regards to strategic housing land availability assessment, historic windfall delivery rates and expected future trends.”*

Evidence on windfall

Using data on historic windfall completions from the Homes Topic Paper Appendix C (document [D3.7](#)) page 7 which has been updated to include 2020/21 and 2021/22 figures, the table below sets out Gypsy and Traveller pitch completions in Greater Norwich from 2009 to the baseline for the GTAA in April 2022.

Please note that the table only covers permanent residential pitches and does not include pitches granted on appeal. The latter is to ensure that the data only reflects sites likely to be considered acceptable by the authorities under their specific policies.

Monitoring Year	Pitches completed	Policy context
2009/10	8	Pitch numbers derived from RSS
2010/11	6	JCS adopted March 2011
2011/12	6	
2012/13	18	
2013/14	1	Amendments to JCS adopted January 2014
2014/15	0	Development Management policies adopted
2015/16	0	
2016/17	4	
2017/18	2	
2018/19	1	
2019/20	3	
2020/21	0	
2021/22	4	GTAA baseline April 2022
Total	53	
Overall annual average	4	
Final 5-year annual average	2	

The overall annual average number of completions from 2009/10 to 2022 was 4 pitches, while the 5-year average from 2017 to 2022 was 2 pitches per year. Delivery was particularly strong from 2009/10 to 2012/13. The pitches were delivered on a range of sites, including both small scale new sites and extensions to existing sites, along with new sites for up to 8 pitches.

Methodology

Although it is possible that some pitches will be delivered at the same time as allocated sites in the 5-year land supply are brought forward prior to 2028, the

assumption is that 12 pitches will be delivered from windfall from 2028 to 2038 at a rate of 1.25 pitches per year.

This is based firstly on the overall historic rate of delivery of 4 pitches per year as set out in the table above. More specifically, the 5-year average delivery of 2 pitches per years is used as this reflects more recent trends.

Taking a precautionary approach, the assumption is discounted to 1.25 pitches per year from 2028 to 2038 to provide 12 pitches in total. This provides a strong likelihood of pitches being delivered after sites allocated in the GNLP have been built out.

Conclusions on windfall

Pitch requirements in strategic plans along with criteria-based development management policies in each district have enabled windfall Gypsy and Traveller pitches and sites to be developed. It can be expected that sites will continue to come forward as promoted through the positive approach to windfall development in GNLP policy 5.

The data provides the compelling evidence required by the NPPF that, along with allocations in the GNLP, windfall will be a reliable source of supply to help to meet need late in the plan period from 2028. In particular, this will apply from 2032 onwards by which time sites allocated in the GNLP are likely to have been built out.

The windfall assumption included in this report and the proposed policy modification to provide 12 pitches from 2028 to 2038 are therefore justified based on the evidence in this appendix.



Committee name: Cabinet

Committee date: 14/06/2023

Report title: Scrutiny Committee Recommendations

Portfolio: Councillor Kendrick, cabinet member for resources

Report from: Head of legal and procurement

Wards: All wards

OPEN PUBLIC ITEM

Purpose

To consider the recommendations made by scrutiny committee with respect to green financing and welcoming asylum seekers and refugees on 16 March 2023.

Recommendation:

To consider whether to adopt all or some of the recommendations from the scrutiny committee.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the city has an inclusive economy in which residents have equal opportunity to flourish corporate priority.

Report details

1. Members proposed and agreed a Terms of Reference to explore the topic 'welcoming immigrants, refugees and asylum seekers to Norwich' at their meeting in January 2023. In undertaking the work, the scrutiny committee were keen to understand the lived experiences of refugees and asylum seekers in Norwich as well as gaining insight, through a survey, from organisations that support refugees and asylum seekers.
2. Officers arranged a visit to the Zainab café and officers and members attended a session to hear the lived experiences of refugees and asylum seekers on 16 February 2023. Officers collated feedback from the meeting which was presented to committee on 16 March 2023 alongside feedback from the survey. Unfortunately, the survey had a limited response with just 3 organisations providing feedback.
3. On this basis the Scrutiny Committee suggested that the new committee, in setting its work programme, determine whether they would like to revisit the topic early in the new civic year. With that in mind, the Committee have not made formal recommendations to Cabinet at this stage although have requested officers take forward some further work, as follows:
 - a) Investigate with partner organisations, and decide upon, a method of approach that is acceptable to asylum seekers and refugees, that allows the committee to gain data directly from service users so that the committee can understand the level of need within the city.
 - b) Ask the Head of legal and procurement to ask relevant managers to ensure that all customer contact assistants were aware of the Intran translation service and that the availability of the service was advertised.
 - c) Ask officers if any data sets around refugees and asylum seekers were already available.
 - d) Ask officers to investigate if there were any council owned properties that the Zainab Project could use as a base.
 - e) Review the list of issues raised by service users at the Zainab Café and ask for an update to be brought to a meeting of the scrutiny committee early in the civic year.
4. Officers have been considering these items in the event that the Scrutiny Committee wish to review the topic further. This will determine whether any formal recommendations are made by the Scrutiny Committee in future.
5. At its meeting on 16 March 2023 the scrutiny committee also considered recommendations to make to cabinet on Green Financing. The committee had considered information from the Green Finance Institute (GFI) at its meeting on 19 January 2023. Recommendations were as follows:

Recommendation	Rationale	Implications/ resource requirements
<p>Local Climate Bonds</p> <p>To begin piloting blended finance models and identify a project to invest in, potentially the retrofitting of community centers.</p>	<p>To address retrofitting using blended finance.</p>	<p>Officer time to identify and run a project.</p>
<p>Green Mortgage Campaign</p> <p>To seek further analysis of green mortgage providers and to understand how Norwich City Council can be a part of this and seek opportunities to work with partner providers, such as Lendology.</p>	<p>To lend to homeowners to enable properties to be retrofitted.</p>	<p>Officer time to scope project.</p>
<p>Integrated retrofit finance</p> <p>To obtain statistics regarding take up rate from the pilot in Manchester, with a view to promoting such a campaign in Norwich and gather information on how the projects were delivered.</p> <p>See if the additional benefits data was available; and</p> <p>Explore working with partners, such as the Greater Norwich Growth Board to expand this work within the Greater Norwich area.</p>	<p>To promote and enable retrofitting across the Greater Norwich area.</p>	<p>Member time to negotiate across Greater Norwich Area.</p> <p>Officer time to research and scope such a project.</p>
<p>Green rental agreements</p>	<p>To incentivise landlords to improve the energy</p>	<p>Officer time to scope project and implement.</p>

<p>To seek clarity on how green rental models work in practice, how these protect tenants and how tenants can be involved in the process, with LetNCC being considered as a pilot model.</p>	<p>efficiency of their properties.</p>	
<p>Property link finance</p> <p>To support the concept of property link finance and seek to be considered for a UK pilot or early adoption, whichever comes first.</p>	<p>To enable retrofitting/energy efficiency measures of properties in the city.</p>	<p>Officer and member time to consider any pilot and apply.</p>
<p>General recommendations</p> <p>To increase capacity for the delivery of green finance projects and seek assurance from cabinet that the council has the resources for these.</p> <p>To investigate how Norwich City Council can benefit as a landlord from these projects.</p> <p>Investigate how the council's wholly owned companies, NCSL and NRL can be part of the retrofit programme</p> <p>To ask cabinet to provide the scrutiny committee with details of the work already underway on whole house retrofit pilots, including details of funding.</p>	<p>To increase green financing options across tenures in the city to promote retrofitting and energy efficiency measures.</p> <p>To ensure that the council and its wholly owned companies are able to progress retrofitting and energy efficiency measures.</p>	<p>Increasing capacity to deliver infers greater staff time which would have to be funded. Officer time to scope and deliver projects.</p>

Consultation

6. There has been no specific consultation on these proposals.

Implications

Financial and resources

7. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
8. Any additional financial requirements where activities cannot be undertaken within existing resources will need to be subject to further consideration, and approval through a business case. This will need to include an appropriate funding source being identified and/ or being built into future years' budget processes.

Legal

9. The proposals in respect of green financing largely request the Cabinet to consider exploring specific matters further. If these result in formal business cases, the legal implications will require due consideration at that time.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	Concern raised regarding ability to access translation services addressed and programme in place to increase staff awareness.
Health, social and economic impact	The aim of the recommendations is increase retrofitting and energy efficiency measures across tenures in the city which would positively influence these considerations.
Crime and disorder	None at this stage.
Children and adults safeguarding	None at this stage.
Environmental impact	Decarbonisation, retrofitting and energy efficiency measures across tenures in the city would lead to a positive environmental impact although this is not quantified as yet.

Risk management

Risk	Consequence	Controls required
None at this stage.		

Other options considered

10. There have been no other options considered for this report, as it is a factual report based on the outcome of committee meetings that have already taken place.

Reasons for the decision/recommendation

11. This report will allow cabinet to make a decision on whether or not to take forward some or all of the recommendations.

Background papers: None

Appendices: None

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Committee name: Cabinet

Committee date: 14/06/2023

Report title: Provisional Outturn 2022/23

Portfolio: Councillor Kendrick, Cabinet member for resources

Report from: Interim chief finance officer (Section 151)

Wards: All wards

OPEN PUBLIC ITEM

Purpose

To update Cabinet on the provisional revenue and capital outturns for the year 2022/23; set out the impact on the General Fund and Housing Revenue Account balances, to approve an adjustment to the 2023/24 capital programme and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2023/24 capital programme.

Recommendation:

1. To note the provisional financial outturn for 2022/23 for the General Fund, HRA and the council's overall capital programme;
2. To note the consequential General Fund and HRA balances;
3. To note the transfers to earmarked reserves;
4. To note budget virements approved during quarter 4;
5. To approve an adjustment to the 2023/24 General Fund capital programme to enable external funding received in 2022/23 to be utilised for projects;
6. To delegate to the chief finance officer, in consultation with the cabinet member for resources, the approval of carry-forwards of unspent 2022/23 capital budgets into the 2023/24 capital programme.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the corporate priority that Norwich City Council is in good shape
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to serve the city.

Report details

1. This report sets out the provisional outturn for 2022/23; the council's final financial position is subject to audit examination which is unlikely to commence before December 2023 and so any adjustments required will not be known until much later in the financial year.
2. The report covers both the council's revenue and capital position for the year in relation to its General Fund activities and those of the Housing Revenue Account (HRA).

Summary

3. At quarter 3, the general fund revenue budgets were forecast to underspend by £1.764m and HRA revenue budgets to underspend by £3.376m. The provisional outturn shows minimal movement from the quarter 3 forecast with the general fund revenue variance increasing by just £0.032m to £1.796m.
4. The HRA revenue variance has decreased by £2.000m following a subsequent decision to make an increased revenue contribution which enabled the acquisition of new HRA homes.
5. For both the General Fund and the HRA, the most significant variance from the originally approved budget position was due to the impact of interest rate rises during the year, which supported a significant increase in the level of investment income generated by the council's treasury management function. Overall, an additional £3.5m was generated (£2.6m General Fund, £0.9m HRA)
6. Although budget pressures remain present for both the General Fund and HRA, these have been mitigated in 2022/23 due to the increased income from interest on balances and investments arising from rising interest rates and higher cash balances.

General Fund Revenue

7. Table 1 below summarises the provisional outturn position for the council's General Fund in 2022/23. Further detail is provided in Appendix 1.

Table 1 – General Fund summary

	Budget	Prov'al	Prov'al
	(£000)	outturn	variance
		(£000)	(£000)
Chief Executive	280	248	(32)
Chief Executive	280	248	(32)
Corporate Financing	(24,498)	(24,464)	34
Corporate Financing	(24,498)	(24,464)	34
Corporate & Commercial Services	512	722	210
Revenues & Benefits	2,908	3,047	126
Finance, Audit & Risk	880	902	22
HR & Organisational Development	788	771	(18)
Legal & Procurement	1,838	1,833	(5)
Corporate & Commercial Services	6,926	7,273	335
Community Services	862	494	(367)
Customers, IT & Digital	5,337	4,934	(404)
Strategy, Engagement & Culture	3,076	3,263	187
Housing & Community Safety	1,332	862	(470)
Community Services	10,608	9,554	(1,054)
Development & City Services	480	515	34
Environment Services	3,655	4,072	418
Planning & Regulatory Services	2,188	2,075	(113)
Property & Economic Development	362	(1,056)	(1,417)
Development & City Services	6,684	5,606	(1,078)
Total	0	(1,796)	(1,796)

8. The General Fund provisional outturn position shows an underspend of £1.796m which is an increase of £0.032m compared to the quarter 3 forecast. The key variances from budget are shown in Table 2. In particular several additional grants have been received in 2022/23 as detailed later in this report.

Table 2 – General Fund variances

	Provisional	Comment
	variance	
	(£000)	
Chief Executive	(32)	
Corporate Financing		
Corporate Financing	34	As reported through the regular budget monitoring process, investment income to the general fund was £2.6m better than budget due to a combination of the Council's strong fiscal management and higher interest rates. This was offset by a £0.5m lower interest recharge to the Housing Revenue Account and the council's wholly owned companies as assumed borrowing was not drawn down. It was not necessary to use £0.2m of the contingency budget, and a £0.6m adjustment to the Insurance Reserve based on the insurance actuaries report was

		also made between the general fund and the HRA; this meant that overall the Corporate Financing element of the budget would have come in at £2.8m under budget. This has allowed the council not to draw down £2.8m from reserves to meet a timing difference in the receipt of Section 31 Grants for business rates. This has instead been seen as growth and included in the 2023/24 budget. Therefore, the £2m unfavourable variance from P9 represents a decision not to draw down £2.8m from reserves, a £0.6m adjustment to the Insurance Reserve and not using the residual element of the of the contingency budget.
Corporate & Commercial Services		
Staffing vacancy factor was not met.	98	Underspends identified earlier in the year were absorbed within the service areas by ongoing spend such as the expected pay award – previously increases in pay award above budget were held centrally rather than at service level. There were also increased costs of temporary staff and resourcing of other projects which led to the vacancy factor not being achieved.
Senior roles within Corporate & Commercial Services – increased resource required to cover vacant post.	116	The Interim Head of Finance, Audit and Risk was asked to cover the S151 post, requiring additional resource to provide the vacant Head of Finance role.
Housing benefit subsidy fails to cover costs of benefits given.	229	During the financial year there has been a monthly change in the forecast outturn figures for housing benefit subsidy shortfall. The end of year position shows a larger HB expenditure and a lower subsidy return than estimated at mid-year. The reported increase in HB expenditure is largely linked to the restrictions imposed by the DWP. This generally projects a lower expenditure level and in turn, HB subsidy instalments received by the council are at a lower rate. The budget estimate vs. actual is balanced at year-end and we have now received a balancing payment of £1.588m. The increased subsidy shortfall

		arises from exempt and temporary accommodation and an increase in HB overpayments.
Council Tax - legal expenses recovered	(90)	During 2022/23 we have restarted our recovery processes on Council Tax, which were on hold as a result of Covid, and therefore have recovered additional court costs from debtors.
Elections - Increased 22/23 elections costs and less than expected grant funding.	138	In 2022, we only operated Norwich City Council elections, and as a result there was less opportunity to share costs and receive income from running elections / referendums on behalf of other authorities. This has been exacerbated by additional costs of running the election whilst still managing covid-19 risks and the increased demand for postal votes. Such costs can be managed through use of the elections reserve. We are currently assessing methodology for managing the reserve to offset costs across the elections cycle.
Insurance	(90)	There have been fewer insurance settlements than budgeted for, which combined with a lesser cost for the insurance service than budgeted leads to an overall insurance underspend. The settlements tend to be variable, and as such it is difficult to predict during the year.
Other minor variances	(54)	
Community Services		
Community Services	(370)	An increase in senior staff funded from HRA – underspend offset by lower income from recharges.
IT Services	(55)	Additional income from Norfolk County Council relating to the Parking IT system.
IT Services	(82)	Underspend on IT Projects (mainly Civica) carried forward to 2023/24
IT Restructure	(341)	A recruitment freeze was implemented while the service was being restructured.
Mail Handling Team	89	Inflationary Increases in supplier costs for postage and related services,
Policy & Performance	99	Additional costs of interim staff (£43k), Prepayment of costs of multi-year contract will reduce costs accordingly in 2023/24.

Project Place	45	Additional costs arising from contractor's module not being rechargeable to HRA.
Culture & Events	17	Additional costs arising from Jubilee celebrations and Christmas illuminations event.
St Andrews & Blackfriars Halls	(56)	Additional income generated from the hosting of additional events.
Housing & Community Safety	(470)	Due to increase grant income during the year Homelessness (£140k), Refugee Grant (£152k), additional grant received within housing improvement (£243k), lower recharge from HRA for shared amenities (£41k). Partly offset by reduced income from advertising empty council properties (£75k). Various small overspends accounted for the remaining balance.
Other minor variances	72	
Development & City Services		
Open Spaces	190	Higher costs on electricity usage, repairs work and pest control (£63k). Income lower mainly due to parking in the parks being introduced later than planned (£88k). Legal & property services recharges higher as a result of additional commissioned work (£28k).
Off Street Car Parks	(131)	Parking income higher than anticipated due to shift in parking habits and fee increase (£292k). Enforcement recharge higher (£91k). Supplies & services cost higher than anticipated due to additional cost of electricity and parking machine upgrades to allow card payments (£70k).
Multi-Storey Car Parks	97	Parking income higher than budget due to fee increase (£174k). Enforcement recharge higher (£108k). Fixture & fittings, equipment & general supplies increased due to parking machine upgrades (£133k). Offsetting increase in staffing and supplies costs
Investment Properties	(130)	Rental income higher than budget due to in-year rent reviews and some properties not being disposed of as planned.
City Hall	(84)	Additional electrical and gas charges incurred and higher property services recharge (£35k). This was offset by additional income from the vaccination centre (£119k).

Economic Development Unit	(85)	Additional income achieved.
Maintenance Recharges	(509)	Lower level of repairs carried out to corporate property during year.
Property Services	(355)	Took back service from NPSN, more charges went to HRA during 2022/23 than budgeted. This is being reviewed and revised as part of the restructure.
Other minor variances	(71)	
Total		

Community Services

9. There was an overall underspend within the community services directorate of £1.050m.
10. The underspend in housing and community safety (£0.470m), was due mainly to additional grant being received.
11. Within the IT team, the underspend of £0.341m occurred because of a complete restructure of all IT roles and teams, this was finalised in October 2022. The development of the new structure was designed to best support the continuous technical improvements and increasing system development required by the council. An in-depth review and consultation process took several months to conclude. During this time there was a recruitment freeze to ensure that people with the right skills for the new structure were employed. Once the new structure was implemented many of the new roles were filled and the recruiting process continues to fill the last few vacancies.
12. The overspend within the mail handling team was driven by increased paper, postage and printing costs, resulting from significant inflationary costs at third party suppliers.

Corporate and Commercial Services

13. The final position on the CCS directorate is an overspend of £0.335m. This was largely generated by the requirement to cover senior and statutory vacant roles within the directorate. In addition, it was not possible for the vacancy factor within the directorate to be met and an increased subsidy shortfall due to subsidy loss on exempt and temporary accommodation and increased overpayments created a further pressure.

City Development

14. The underspend has largely arisen from repairs to corporate properties being lower in the year, and a higher proportion of the property service team being recharged to the HRA. There was also increased rental income from the council's investment properties following rent reviews and an anticipated property disposal not taking place.
15. Increased income from parking fees was also seen following a return to pre-pandemic levels and a review of fees.
16. The underspend has been partially offset by lower income from the market, a reduction in income for open spaces and the delay to implementing parking fees in parks.

17. Environmental services contract costs were higher than anticipated and parking experienced additional costs for machine upgrades, water charges, card payment costs and insurance costs. Parking also received higher recharges from the enforcement team due to patrols resuming to pre-pandemic level.

Collection Fund

18. The Collection Fund covers all income generated from council tax and business rates that is due in the year from council taxpayers and business ratepayers.
19. Council Tax: The provisional outturn shows a net surplus of £1.210m, of which the Norwich City Council share is £0.160m. This surplus will be distributed in subsequent years to the Council and the other precepting bodies.
20. Business Rates: The draft outturn shows a surplus of £12.338m, which represents a major reversal from the £23.617m deficit in 2021/22. As the Collection Fund received £27.018m in deficit repayments, which was £3.401m greater than the actual deficit, the expectation was always there for a significant surplus. However, £8.997m in-year Collection Fund surplus still represents an out-performance. The Norwich City Council share of the surplus is £4.935m, of which £4.351m will be returned in 2023/24 and the residual will be returned in 2024/25.
21. The main driver of the better than expected business rate surplus is the improved position in the appeals provision, where a £2.045m reduction more than offset the £0.825m growth in the bad debt provision.

Housing Revenue Account

22. Table 3 below summarises the provisional outturn position for the council's HRA in 2022/23. Further detail is shown in Appendix 2.

Table 3 – HRA summary

	Budget (£000)	Prov'al outturn (£000)	Prov'al variance (£000)
General Management	16,185	15,980	(205)
Special Services	5,118	5,023	(95)
Repairs & Maintenance	17,966	15,595	(2,371)
Rents, Rates, & Other Property Costs	5,988	6,502	513
Provision for Bad Debts	430	182	(248)
Depreciation & Impairment	23,224	3,764	(19,460)
Adjustments & Financing items	641	21,656	21,015
Garage & Other Property Rents	(2,187)	(2,264)	(77)
Dwelling Rents	(59,163)	(58,951)	213
Service Charges - General	(7,867)	(7,702)	165
Interest Received	0	(956)	(956)
Miscellaneous Income	(82)	7	88
Amenities shared by whole community	(254)	(213)	41
Housing Revenue Account Total	0	(1,376)	(1,376)

23. The HRA provisional outturn position shows an underspend of £1.376m which is a decrease of £2.000m compared to the quarter 3 forecast. The key variances from budget are shown in Table 4.

Table 4 – HRA variances

	Provisional variance (£000)	Comment
General Management	(205)	There was an underspend of the contingency fund of which £0.500m has been transferred to an earmarked reserve. This has been offset by additional legal expenses resulting from disrepair claims (£0.127m), increased compensation to tenants arising partly from decants (£0.130m) and higher than budgeted recharges to the HRA (£0.633m).
Special Services	(95)	The underspend results from reduced grounds maintenance, fly-tipping and rubbish clearance costs and lower gritting costs due to the mild winter this was offset by increased electricity costs.

HRA Repairs	(2,371)	Reduction in the cost of general and major and minor repairs (£1.566m) due to reduced demand and reprofiling of works to be undertaken as part of future capital programmes. The contingency budget was also not required. An underspend on landlord lighting arising from delays due to asbestos testing (£0.153m), structural repairs underspent as works have extended into 2023/24 (£0.089m), underspend on voids (£0.125m) these were offset by overspend on central heating servicing and maintenance (£0.196m), and the compliance budget being moved to an earmarked reserve (£0.127m).
Rents, Rates, & Other Property Costs	513	Increases in the cost of council tax payable for empty council dwellings due to delays in void turnaround (£0.277m) plus increased costs of professional surveying and advice (£0.315m). The latter cost had been identified and were offset by a planned underspends on employee costs.
Provision for bad debt	(248)	The initial provision anticipated higher levels of debt following the pandemic and increases in the cost of living, but due to the ongoing work of the income team and some tenants continuing to pay during payment free weeks, arrears have not increased as much as initially thought.
Adjustments & Financing items	1,555	An increase in the contribution towards capital costs to fund purchase of dwellings at Trinity Meadows plus a transfer to earmarked reserves, partly offset by a reduction in borrowing costs.
Dwelling Rents	213	Reduced rental income from higher than anticipated void rate.
Service Charges - General	165	Impact of bad debt provision mitigated by increase in tenant service charge income.
Interest Received	(956)	Additional income from investments resulting from increase in interest rates and higher balances due to re-profiling of capital programme.
Other minor variances	52	
Total	(1,376)	

24. Recent increases in interest rates combined with lower capital expenditure generating higher than anticipated balances, have resulted in significant additional interest income to the HRA.
25. In addition, the HRA underspend has also arisen through reduced expenditure on responsive major and minor repairs due to lower demand and a move to address major repairs through capital projects in future years. At the start of the new contract with NCSL, a contingency was made to cover increases in material costs should the main budget be fully spent, but this wasn't required. There was low demand for responsive drainage repairs during the year with minor works being covered by the general repairs and maintenance budget, and delays arose on landlord lighting projects due to the requirement for asbestos testing. Smaller underspends have also arisen due to minor structural works extending into 2023/24, and a lower level of repairs recharges being written off. These underspends were partly offset by additional expenditure on central heating servicing and maintenance and the property team carried out a higher proportion of works for the HRA during the year.
26. Professional surveying and advice costs were higher than anticipated for the year, however this was recognised earlier in the year and therefore a strategy to offset those costs through underspends being generated on employee related costs was adopted successfully.
27. Additionally there were some adverse variances arising from substantially increased electricity costs and, higher legal costs arising from disrepair claims and compensation payments to tenants arising from decants.
28. Although work continues to reduce void dwelling relet times, there was a loss of rental income and additional empty property council tax charges due to this issue. However, the provision for bad debts was lower than anticipated as the significant rise as a result of the impact of the increasing cost of living and the longer-term impact of the pandemic, did not materialise this could be attributed to the work of the income team and tenants continuing to pay rent during the 'payment free' weeks.
29. The revenue contribution to capital costs was significantly higher than budgeted, following the decision to part fund the purchase of twelve new HRA dwellings from Lion Homes at Trinity Meadows. The opportunity arose late in the financial year following the receipt of DLUHC Devolution funding.
30. Of the unspent contingency budget, £0.500m has been transferred to the HRA transformation reserve and the unspent compliance budget (£0.127m) has also been returned to the reserve for use in 2023/24.

Reserves

General Fund Reserve

31. The prudent minimum level of General Fund reserve has been assessed as £5.400m. The impact of the provisional outturn on the 31 March 2022 balance brought forward is shown in Table 5 and shows the General Fund balance is expected to continue to exceed the prudent minimum balance and is consistent with the trajectory set out in the 2023/24 budget and MTFS.

Table 5 – General Fund balance

Item	£000
Balance as at 1 April 2022	(10,349)
Budgeted utilisation of balances in 2022/23	2,100
Provisional outturn as at 31 March 2023	(1,796)
Transfer to earmarked reserves	1,796
Forecast balance as at 31 March 2023	(8,249)

32. Table 5 shows that in line with the approved 2023/24 budget report, the 2022/23 General Fund underspend of £1.796m has been transferred into the council's business change reserve to support the delivery of the council's change programme.

Housing Revenue Account Reserve

33. The prudent minimum level of the HRA reserve has been assessed as £5.848m. The impact of the provisional on the HRA balance is shown in Table 6. The Housing Revenue Account balance continues to exceed the prudent minimum balance.

Table 6 – HRA balance

Item	£000
Balance as at 1 April 2022	(51,561)
Budgeted utilisation of balances in 2022/23	6,096
Provisional outturn as at 31 March 2023	(1,376)
Provisional balance as at 31 March 2023	(46,841)

General Fund Earmarked Reserves

34. Table 7 sets out the changes to the General Fund earmarked reserves. Key movements include:
- In 2022/23, the **Section 31 Grant reserve** released £11.016m, which represents the residual amount of resources put aside in 2020/21 from the grant received from Central Government against the expected deficit on the Collection Fund due to the additional business rate reliefs granted to support businesses through lockdown and the tax loss grant. It was returned to the General Fund to offset the expected deficit. The entry therefore reflects a timing difference only.
 - The **General fund repairs reserve** has reduced by £0.071m to fund additional works on general fund properties.
 - The **Norwich Regeneration Ltd reserve** has been reduced by £1m following a review of the potential credit loss associated with company loans; this has been transferred to the **Business Change Reserve**, as agreed by the Corporate Leadership Team on 12th April 2023
 - The **Commercial property reserve** has been reduced by £0.449m to fund additional costs associated with council owned properties.
 - The **Invest-to-save reserve** has been reduced by £0.351m in order to fund the approved change projects. The majority of the spend is the general fund's contribution to the project costs associated with the

insourcing of the environmental service, property management and repairs service into the council.

- £1.538m of **unapplied revenue grants** have been set aside for future use in line with the terms of the grants. £0.922m of existing grants have been utilised in-year.
- £0.954m has been utilised from the **Business change reserve** for approved 2022/23 projects. £1.000m has been added to the reserve from the NRL reserve in order to ensure specific project delivery in future years. The remainder of the general fund underspend (£1.796m) has also been transferred to the **Business change reserve**, as agreed by the Corporate Leadership Team on 12th April 2023
- £0.591m was transferred to the **Budget risk reserve** in 2021/22 from treasury management underspends, as agreed by cabinet in November 2021. Utilisation of this £0.591m was built into the 2022/23 budget to assist with savings challenges.

Table 7 – General Fund Earmarked Reserves

Reserve	Balance 01/04/2022 £000	Transfers in £000	Transfers out £000	Balance 31/03/2023 £000
Insurance Reserves	1,133		(822)	311
Other Reserves	37	10	(6)	41
Rev Grants Unexpended Res	4,475	922	(1,538)	3,859
S31 Earmarked reserve	11,645		(11,016)	629
Commercial Property	2,490		(449)	2,041
Norwich Regeneration	2,700		(1,000)	1,700
Elections Earmarked	113			113
Repairs Reserve	600		(71)	529
GF Invest to Save Reserve	2,011		(351)	1,660
Budget Risk Reserve	2,391		(591)	1,800
Business Change Reserve	1,577	1,672	(954)	2,295
Business Rates Pool	675		(565)	110
General Fund Earmarked Reserves	29,847	2,604	(17,363)	15,088

Housing Revenue Account Earmarked Reserves

35. Table 8 sets out the provisional changes in the housing revenue account earmarked reserves. Key movements include:

- The **HRA Invest-to-save reserve** has been reduced by £0.137m to fund the approved change projects. The majority of the spend is the HRA contribution to the project costs associated with the insourcing of the environmental service, property management and repairs service into the council.
- £0.500m was built into the 2022/23 budget for creation of an **HRA Transformation reserve**. £0.500m of the 2022/23 HRA underspend has

also been transferred to the reserve, as agreed by full Council on 21st February 2023

- **The HRA Insurance reserve** has been established to reflect the insurance actuary's view on the need for provisions (events with some level of certainty) and reserves (events that might occur but with less certainty than a provision)
- On 12th November 2021, members approved the creation of a new HRA Compliance earmarked reserve to enable any HRA amounts established to support the Compliance Improvement Plan, which remained unspent at year end, to be utilised in future years. £0.713m has been transferred into this reserve from un-utilised 2022/23 compliance budgets.

Table 8 – HRA Earmarked Reserves

Reserve	Balance 01/04/2022 £000	Transfers in £000	Transfers out £000	Balance 31/03/2023 £000
HRA Invest to Save Reserve	841		(137)	704
Tenancy & Estate Management System	7			7
HRA Transformation Reserve		1,000		1,000
HRA Insurance Reserve		202		202
HRA Compliance Reserve		713		713
HRA Earmarked Reserves	848	1,915	(137)	2,626

General Fund Capital Programme

36. Table 9 below summarises the provisional outturn position for the council's General Fund capital programme in 2022/23. Further detail is shown in Appendix 3.

Table 9 – General Fund capital programme

	Budget (£000)	Provisional outturn (£000)	Provisional variance (£000)
GF Community Services	15,931	7,060	(8,871)
GF Corporate & Commercial Services	6,855	2,491	(4,364)
GF Development & City Services	674	609	(65)
Total GF Capital Programme	23,460	10,161	(13,299)

37. The General Fund capital programme provisional outturn position shows an underspend of £13.299m which is an increase of £4.122m compared to the quarter 3 forecast. The key variances from budget are shown in Table 10.

Table 10 – General Fund capital programme variances

	Provisional variance (£000)	Comment
BEIS Sustainable Warmth grant	(2,439)	Spend has been delayed however, an extension to the grant use deadline has also been agreed with grant provider.
St Andrews MSCP edge protection	(1,258)	Delays due to increased costs changing the scope of the project and resulting in the need for further options appraisals to be undertaken. Works are due to start early in 2023/24.
TF Compulsory Purchase Order revolving fund	(1,123)	This is part of the Towns' Deal funding and relates to acquiring disused properties in the City area to renovate and bring back to market. No properties were secured during 2022/23 but options are being worked on for purchases in 2023/24 where the developer has failed to make progress.
St Giles Public Realm TF	(1,024)	Due to escalating construction costs, it was not possible to fully fund both Hay Hill and St Giles using Towns' Deal and match funding. As Hay Hill was considered to deliver greater public benefit, it was prioritised for funding. The St Giles scheme has been paused until further funding can be obtained, although the St Giles zebra crossing has already been completed through funding provided by Norfolk CC).
Companies Loan Facility	(1,000)	The anticipated loan funding was not required by the council's wholly owned companies during 2022/23.
Disabled Facilities Grant	(942)	The grant received in year was circa £1.3m however this was increased to £2m with amounts carried forward from previous years. This workstream is demand led and the carry forward is due to a reduced number of applications during the years affected by Covid. The council's financial assistance policy is to be reviewed in 2023/24. Additionally, the underspend will be used to contribute to new build social care capital programmes.
Strategic CIL Contribution	(687)	Nutrient neutrality issues combined with the longer-term

		impacts of the pandemic have significantly reduced planning applications being passed and therefore reduced the CIL income achievable in year; thus, the value to be contributed to the strategic pool has been less than forecast
BEIS Green Homes Grant	(546)	This grant was added to the capital programme as a General Fund related grant however £0.100m spend occurred on HRA properties under the HRA upgrades programme. This was in line with the grant conditions and has been confirmed with the grant provider. Unspent grant will be repaid to the grant provider
Hay Hill Public Realm TF	(473)	Provided as part of the Towns' Fund deal, delays are due to cost increases and the start date on the site being postponed to April 2023. The St Giles project has been paused with some of the budget transferred to the Hay Hill project.
NCS Ltd establishment costs	(432)	Tendering for environmental equipment has taken longer than expected but is on course to progress in 2023/24. Some residual establishment costs including for IT systems will also be funded from the carried forward element.
ACE Centre CCN TF	(361)	The ACE external project within Towns' Deal funding is for the refurbishment of an existing unit on City College Norwich's campus to create an Advanced Construction and Engineering (ACE) Centre, managed by CCN but being monitored and funded through the Towns' Deal. The remainder of the expenditure has been committed but several of the items will not be delivered by March 23 and therefore the project has been extended into 2023/24 to accommodate this delay.

Minimum Energy Efficiency Standard MEES	(334)	Following a review, the majority of sites were found to already meet minimum energy efficiency standards. Works that have been identified are due in 2023/24.
TF- Digital hub	(320)	Delays due to cost increases and awaiting approval from DLUHC to transfer £0.4m from the paused St Giles project to Digital Hub, for the project to be fully funded. In addition, there was a tender delay due to suppliers requesting longer to review and cost tender submissions. Tender award and commencement of works now scheduled early June 2023.
Traveller Site	(315)	Project spend has not progressed as expected however, additional funding has been obtained for 2023/24 which will require a review of the initial proposals.
Transforming Cities Fund Contribution	(250)	Some elements of the County-led Transforming Cities programme have not reached the stage where transfer of funds was required. Spend now expected in 2023/24.
City Hall Medium Term Future	(250)	Some delay was attributable to the delayed LUF funding notification which affected the course of the project heavily.
Park toilet refurbishment – various locations.	(200)	Budget was brought forward from previous years in line with contractor timelines, however their scheduling has now been further delayed.
TF make space at the halls	(129)	Project has been delayed to Q1 of 2023/24
CILN Community Enabling	(103)	Spend is led by demand from the community, however the funds will be made available for projects in future years through the carry forward process as has been done in previous years
Other minor variances	(1,112)	Individually under £0.100m
Total	(13,299)	

38. The originally approved General Fund capital programme for 2022/23 totalled £29.347m with a further carry-forward from 2021/22 of £7.152m, amounting to £36.498m. Based upon the position at quarter 2 of 2022/23, some capital budgets were reprofiled which resulted in £13.965m being removed from the 2022/23 programme and profiled into future years. Overall, a revised General Fund capital programme of £23.460m was proposed for delivery.

39. Efforts to mitigate the underspend have been hampered by increasing costs of construction and delays in tenders, requiring value engineering exercises to attempt to mitigate the impact of increasing costs.

HRA Capital Programme

40. Table 11 below summarises the provisional outturn position for the council's HRA capital programme in 2022/23. Further detail is shown in Appendix 4.

Table 11 – HRA capital programme

	Budget (£000)	Provisional outturn (£000)	Provisional variance (£000)
HRA Community Services	15,350	14,784	(566)
HRA Development & City Services	24,498	14,230	(10,268)
Total HRA Capital Programme	39,848	29,014	(10,834)

41. The HRA capital programme provisional outturn position shows an underspend of £10.834m which is an increase of £2.086m compared to the quarter 3 forecast. The key variances from budget are shown in Table 12.

Table 12 – HRA capital programme variances

	Provisional variance (£000)	Comment
HRA Upgrades: Compliance Upgrades	(1,796)	Compliance works were funded from the revenue budget with works continuing in 2023/24
HRA Upgrades: Whole House Improvements	(1,379)	The internal resource required to oversee these works have been engaged in revenue funded void works, when combined with legacy works and performance challenges by the contractor, have slowed the pace of progress.
New Build Opportunities	(1,300)	Although investigations have been made, viable options were not identified in 2022/23. A potential acquisition has been identified near the latter end of the financial year so budget will be requested to be carried-forward into 2023/24.
HRA Upgrades: Heating/Boilers Communal	(1,229)	Tenders were received in excess of the budget, requiring value engineering, therefore no new installations took place in 2022/23. Works are proposed to resume in 2023/24.
HRA Upgrades: Thermal Comfort	(1,205)	Spend delayed however, an extension to grant use deadline has now been agreed with the grant provider.
HRA Upgrades: Heating/Boilers Domestic	(922)	Tenders received in excess of the budget, requiring value engineering, therefore, no new installations took place in 2022/23. Works are proposed to resume in 2023/24

Capital Grants Housing Associations	(889)	Some retained RTB receipts granted to Registered Providers in 2022/23, but further grants will fall into 2023/24.
HRA Upgrades: Doors	(695)	Surveys were progressed during the year however delays in spend were related to procurement of suitable materials. Supplier has been sourced and following testing, works are predicted to resume in 2023/24
HRA Upgrades: Electrical	(646)	Underspend resulting from the average cost of installations being lower than anticipated combined with the requirement for asbestos surveys and contractor capacity.
HRA Upgrades: Structural	(343)	Underspend related to capacity but will resume in 2023/24.
HRA Upgrades: Water Hygiene Upgrades	(340)	Underspend related to limited capacity in department. Survey works were completed in 2022/23 and thus works are expected to resume in 2023/24
HRA Upgrades: Windows	(294)	Delays caused by requirement for asbestos surveys.
HRA Upgrades: Estate Aesthetics	(187)	Underspend related to capacity but will resume in 2023/24.
HRA Upgrades: Re-Roofing	(186)	Underspend related to capacity but will resume in 2023/24.
LANB Kings Arms	(159)	Budget set to cover maximum project costs, although further CPO challenge could be received
HRA Upgrades: Sheltered housing Community facilities	(144)	Only one project took place in 2022/23; provision included in 2023/24 for additional projects.
HRA Upgrades: Solar Thermal/ Photovoltaic	(138)	Underspend due to survey delays and contractor capacity. Spend included utilisation of some of the BEIS Green Homes grant.
Demolition & Site Maintenance	(128)	Due to rising costs and delays in procuring consultants, only phase 1 was complete in 2022/23. Underspend to be requested to be carried-forward.
HRA Mile X Depot Site	176	Budget reprofiled at Q2 but work has progressed faster than anticipated causing overspend; no overall impact on budget.
Threescore phase 3	2,045	Budget reprofiled at Q2 but work has progressed faster than anticipated causing overspend; no overall impact on budget.
Other minor variances	(6,78)	Other variances under £0.100m
Total	(10.834)	

42. The original approved HRA capital programme for 2022/23 totalled £38.861m with a further carry-forward from 2021/22 of £9.520m, amounting to £48.382m. Based upon the position at quarter 2 of 2022/23, some capital budgets were reprofiled which resulted in £10.239m being removed from the 2022/23 programme and profiled into future years. Other movements involved additional budgets totalling £4.861m and budget removals of £3.155m. This resulted in a final revised HRA capital programme of £39.848m.
43. Efforts to mitigate the underspend have been hampered by some resource limitations which are being addressed and also the impact of inflation increasing costs of construction and delays in tender receipt, this required value engineering exercises to attempt to mitigate the impact and deliver better value for money.

Virements

44. The virements shown in Table 13 were approved and processed in quarter 4:

Table 13 - Virements

		Current Budget £000	Approved Virement £000	Revised Budget £000
AA1079	Wensum stone wall – carry forward omitted from report; added as a technical virement	0	20	20
TF contingency	TF accelerated projects – contingency budget was not included during original budget setting, so this has been added as a technical virement across multiple project codes in accordance with a split agreed with the project manager.	0	59	59
AU5200	Volunteer It Yourself project funded through the community enabled NCIL 2022/23 agreed budget pot	0	125	125
AD5200	NCIL community enabled agreed available budget for 2022/23	244	(130)	114
AT5200	CILN Community Skills Mile Cross Grant	11	5	16
ZZ5000	HRA Upgrades: Disabled Adaptations	1,437	200	1,637
ZZ5000	HRA Upgrades: Doors	1,278	(200)	1,078

Grants

45. A number of additional grants have been received during 2022/23 after the budget was approved, as detailed in Table 14.

Table 14 – Additional grants received

Grant	Type	Value (£000)	Details
External audit	GF Revenue	32	Grant received following the Redmond Review
NNDR	GF Revenue	15	New Burdens Business Support Grant
Council Tax	GF Revenue	84	New Burdens DSENZ energy rebate
Housing Benefit	GF Revenue	23	Housing Benefit Award Accuracy
Housing Benefit	GF Revenue	73	New Burdens Welfare Reform
Housing Benefit	GF Revenue	21	Verify Earnings & Pension (VEP)
Housing Benefit	GF Revenue	26	Test & Trace Admin
Housing Benefit	GF Revenue	2	New Burdens funding
Refugee Programme	GF Revenue	150	Existing refugee grant extended to include Afghan refugees.
Homelessness Grant	GF Revenue	96	Increase in existing grant received
Healthy Norwich Budget	GF Revenue	158	Grant funding towards the INTERACT project
Sanctuary Scheme	GF Revenue	35	Grant funding pilot domestic abuse project.
Interact Grant	GF Revenue	38	From the integrated care board to fund a co-ordinator post
Mousehold Heath	GF Revenue	2	Conservators grant
Planning	GF Revenue	200	Nutrient Neutrality Grant
Food Health & Safety	GF Revenue	17	Imported food & Training
Licensing	GF Revenue	5	Table & Chairs on pavement
Planning Policy	GF Revenue	10	Defra Section 31 grant
Planning Policy	GF Revenue	5	DLUHC - Norwich Over the water grant
Wensum LUF Woodlands	GF Capital	85	Levelling up money received to improve the Wensum Park woodland area
LTA funding for Tennis court refurbishments	GF Capital	222	Grant received to progress refurbishment works at Bowthorpe, Alderman Walker and Harford tennis courts.
Norfolk Devolution Funding	HRA Capital	2,000	DLUHC funding towards 12 new affordable homes in the city.
LAHF Refugee Funding	HRA Capital	90	Funding to refurbish existing long-term void properties to provide homes for refugees.

Proposed adjustment to 2023/24 General Fund capital programme

46. In February 2023, Council approved to delegate to Cabinet, approval to include in the capital programme, additional capital schemes funded wholly by grant where it meets the Council's aims.

47. Grant funding has been received from the Lawn Tennis Association for refurbishment works at Bowthorpe, Alderman Walker and Harford tennis courts. The grant provides £0.222m of funding, therefore, it is proposed that the 2023/24 General Fund capital programme is increased by £0.222m to enable this project to proceed.
48. Levelling Up funding has been received from the DLUHC to support work at Wensum Woodlands. The grant provides £0.085m of funding, therefore, it is proposed that the 2023/24 General Fund capital programme is increased by £0.085m to enable this project to proceed.

Consultation

49. No additional consultation was undertaken in creating this report.

Implications

Financial and resources

50. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
51. The proposals to increase the capital programme in 2023/24 arises from the decision that where an increase in expenditure is matched by additional external resources the change may be agreed by the Cabinet rather than Full Council to improve the pace of delivery. No additional council resources are required as a result of this report.
52. The application of the 2022/23 underspend was proposed in the 2023/24 budget setting report, to support the council's future business change programme of work.
53. The consideration of capital carry-forward requests will be undertaken in consultation with the Resources portfolio holder and reported to a future cabinet meeting.

Legal

54. In considering its financial and non-financial performance, the Cabinet is supporting the Council fulfil its duties under s.151 of the Local Government Act 1972 to ensure there are arrangements in place for the proper administration of its financial affairs, and under s.3 of the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	This report does not have direct implications for equality and diversity; it reports on progress made in delivering agreed services and programmes, the equality implications of which will have been considered as part of service planning or other decision-making processes.
Health, social and economic impact	This report does not have direct health, social or economic implications; it provides an update on progress made in delivering agreed services and programmes, the implications of which will have been considered elsewhere.
Crime and disorder	This report does not have direct implications for crime and disorder; it provides an update on progress made in delivering agreed services and programmes, the implications of which will have been considered elsewhere.
Children and adults safeguarding	This report does not have direct safeguarding implications; it provides an update on progress made in delivering agreed services and programmes, the implications of which will have been considered elsewhere.
Environmental impact	This report does not have direct environmental implications; it provides an update on progress made in delivering agreed services and programmes, the implications of which will have been considered elsewhere.

Risk management

Risk	Consequence	Controls required
Unexpected variances in 2022/23 impact on the agreed 2023/24 budget.	Priorities continue to be affected by delivery issues in previous years'.	Understand the extent of variation from budget, the reasons and any remedial action to address them.
The intended objectives of the budget are not delivered	Priorities are not achieved.	Review of financial performance against delivery of objectives set to determine what remedial actions, if any, are required.
The end of year position continues into subsequent years.	Budget and delivery objectives become out of alignment.	Review of financial performance against delivery of objectives set to determine what remedial actions, if any, are required.

Other options considered

51. This paper sets out financial performance and other relevant information for cabinet to have an overview of these key metrics which underpin delivery of the corporate plan priorities as such no alternative options have been considered.

Reasons for the decision/recommendation

52. The financial recommendations, which are based on the provisional outturn position and are therefore subject to external audit examination, propose actions in response to the underspend position on both the general fund and housing revenue account, to support the exercise of sound financial management.
53. The recommendations around approval of capital carry forwards supports the effective delivery of on-going capital schemes in 2023/24 and later years.

Background papers: None

Appendices: None

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Appendix 1: General Fund revenue budget

Cost Centre & Description		Budget (£000)	Provisional Outturn (£000)	Provisional Variance (£000)
Chief Executive Total		280	248	(32)
510030	Corporate Management	(1,711)	(205)	1,506
511010	Debt Management Expenses	0	(5)	(5)
511020	Financial Arrangements	(977)	(3,002)	(2,025)
511030	MIRS (SMGFB) Reversing Items	858	13,514	12,657
511060	MIRS (SMGFB) Non-Reversing	(14,850)	(14,870)	(20)
511080	CT + NNDR Pool Income	(6,697)	(18,381)	(11,684)
511090	Corporate Financing	(1,354)	(1,516)	(162)
511100	General Fund Contingency	235	0	(235)
510030	Corporate Management	(1,711)	(205)	1,506
511010	Debt Management Expenses	0	(5)	(5)
511020	Financial Arrangements	(977)	(3,002)	(2,025)
511030	MIRS (SMGFB) Reversing Items	858	13,514	12,657
511060	MIRS (SMGFB) Non-Reversing	(14,850)	(14,870)	(20)
511080	CT + NNDR Pool Income	(6,697)	(18,027)	(11,330)
511090	Corporate Financing	(1,354)	(1,516)	(162)
511100	General Fund Contingency	235	0	(235)
510030	Corporate Management	(1,711)	(205)	1,506
511010	Debt Management Expenses	0	(5)	(5)
Corporate Financing		(24,498)	(24,464)	34
170000	Community Centres	88	93	5
170101	Norman Centre, Bignold Road	174	207	33
190710	St Andrews & Blackfriars Halls	165	109	(56)
310020	Communications Team	366	402	36
310030	Head of Comms & Culture	0	0	0
310060	Social Policy/Arts Grants	301	318	17
312020	Sport & Leisure Development	220	189	(31)
312040	Riverside Swimming Centre	(64)	(66)	(2)
313010	Tourist Information	47	52	5
314010	Culture & Events Admin	0	1	1
314030	Culture & Events	236	254	17
314035	Community Services	862	492	(370)
320100	Head of Transformation	580	609	29
321020	IT Services	1,736	1,563	(174)
321025	IT Infrastructure	689	440	(248)
321026	IT Applications	677	746	69
321027	Norwich City Services Ltd IT	0	0	0
321030	Systems Support	386	212	(175)
321040	Service Improvement	272	318	46
321050	Policy & Performance	316	415	99
321070	Fit for the Future	0	28	28
410030	Homelessness	782	173	(610)
410031	Rough Sleepers	0	41	41
410040	Private Sector Leasing Scheme	(40)	(8)	32
410045	Refugee Programme	(17)	(174)	(157)
410060	Housing Options	(75)	202	278
410130	Housing Improvement Agency Tm	123	46	(78)
410140	Housing partnerships	112	161	50
410145	Safer Streets	0	(15)	(15)
411020	Contributions to HRA	254	213	(41)
412020	Non-HRA Housing Properties	(19)	(12)	7
420020	Director of Neighbourhoods	0	2	2
420060	Commissioning	39	35	(4)
420070	Financial Inclusion	185	196	10
420140	Community Enabling	348	288	(60)
420142	Shared Prosperity Fund	0	22	22
420160	Early Interventn & Comm Safety	78	59	(19)

510035	Project Place	9	53	45
522080	Covid Recovery Team	0	62	62
522085	CRS Project	0	(25)	(25)
550010	Customer Contact Team	1,416	1,405	(11)
550040	Mail Handling Team	161	250	89
630010	Environmental Strategy	153	114	(39)
644060	Closed Circuit TV	46	83	36
Total – Community Services		10,608	9,554	(1,054)
315010	Civic Expenses	137	135	(2)
510050	Professional Finance	607	610	3
511070	Business Grants Covid 19	0	0	0
512010	Insurance	262	171	(91)
512015	NCS Ltd Insurance	0	(4)	(4)
512020	Corporate & Commercial Service	512	722	210
514010	Internal Audit	65	35	(30)
514015	External Audit	81	107	27
515010	NNDR Admin	(168)	(181)	(13)
515020	Council Tax Admin	1,072	866	(206)
515030	Operational Finance	127	149	22
516010	HB Private Sector Rent Allwns	791	242	(549)
516020	HB Public Sector Rent Rebates	552	1,330	778
516040	Benefits Admin (HB + CTB)	661	777	116
520010	Members Expenses	489	508	19
520015	Electoral Registration	68	76	8
520020	Committee Secretariat	268	279	11
520030	Council Elections	217	355	138
521010	Legal Services	0	(77)	(77)
530010	Personnel Corporate Costs	147	125	(22)
530020	Personnel Services	566	538	(28)
530050	Learning & Development	76	108	32
540010	Procurement Team	179	176	(2)
550080	Corporate Business Services	218	212	(6)
Total – Corporate & Commercial Services		6,926	7,273	335
100000	Markets	(534)	(464)	69
100010	Markets Strategy	0	15	15
110000	Livestock Markets - Group	6	8	3
120000	Conveniences	83	81	(2)
130000	Cemeteries	(14)	47	62
140000	Depots	15	22	7
150000	Allotments	9	(14)	(23)
160000	Open Spaces	2,302	2,492	190
180000	Buildings & Land	69	62	(8)
190000	Property Stewardship	218	252	35
210000	Economic Development	(20)	(61)	(41)
210001	Carrow House	126	67	(60)
220000	Investment Properties	(3,750)	(3,880)	(130)
220001	Carrow House	0	0	0
220002	Townshend House	133	72	(61)
230000	Land Held for Future use	0	0	0
240000	Other Land	0	2	2
250000	Assets Used by Others	(32)	(33)	0
260000	Airport Industrial Estate	69	0	(69)
270000	Externally Granted Rights	18	21	3
280000	River Assets	11	7	(4)
290000	City Hall	947	862	(84)
290001	Pool Cars - City Hall	0	0	0
290003	Swanton Road	0	4	4
410010	Private Sector Housing	(100)	(178)	(78)
410070	Strategy & Development	24	146	122
420150	Neighbourhood Operations	20	22	3
421010	Arboricultural services	192	192	(1)
421020	Mousehold Heath Conservators	211	201	(10)
421030	Highways Ground & Tree Maint	86	91	4

421040	Fringe Project	18	32	13
431020	Street Cleansing	1,629	1,561	(68)
431050	Environmental Services	50	214	163
431060	Cleaner Neighbourhoods	0	0	0
431071	Environmental Services Team	807	770	(37)
431080	Integrated Waste Management	2,747	2,820	73
510010	Residual Airport Joint	1	0	(1)
510020	Airport Appropriation a/c	(70)	(79)	(9)
520040	Land Searches	(164)	(90)	74
520070	Licensing	(62)	(23)	39
522040	Food, Health & Safety	684	676	(8)
522050	Environmental Protection	576	630	55
522060	Public Safety & Emergency Plan	39	41	2
522070	Emergency Events	0	0	0
600030	Greater Norwich Growth Board	44	35	(9)
600040	Director of Regen & Developmnt	0	0	0
600070	Head of City Development	690	448	(243)
610010	Economic Development Unit	425	340	(85)
610015	Development & City Services	480	515	34
620010	Planning Management Account	55	24	(31)
620015	Norfolk Strategic Framework	(8)	(41)	(33)
620030	Building Regulations NonCharge	91	62	(29)
620040	Planning Policy	555	396	(159)
620045	East Norwich Masterplan	0	0	0
620046	East Norwich Programme Mngmnt	110	159	49
620050	Conservation Dsgn & Landscape	231	217	(14)
620060	Development Management	247	327	79
620070	Towns Fund	0	(78)	(78)
620080	City Growth & Development	0	(2)	(2)
630040	Highways Agency	0	0	0
630060	Concessionary Bus Scheme	0	0	0
630070	Highways/Landscp Imprv & Maint	(91)	(116)	(25)
640210	NPS Joint Venture	0	0	0
640215	Maintenance Recharges NP&Rs	558	49	(509)
640225	Property Services	483	127	(355)
640230	Commercial prop & building ops	0	0	0
641150	Strategic Property	5	101	96
641160	Valuation & Property Mgmnt	0	(4)	(4)
643020	Off Street Car Parks	(834)	(964)	(131)
643040	Multi-Storey Car Parks	(2,157)	(2,090)	67
643050	Multi-Storey Car Parks Staff	204	234	30
644010	On & Off Street Enforcement	(933)	(948)	(14)
644015	Bus Lane Enforcement	0	0	0
644020	Notice Processing	(20)	(21)	(1)
644030	Dispensations	0	0	0
644050	On Street Operations	(35)	0	35
644080	Permit Parking	0	0	0
644100	Housing Contract	0	0	0
644120	Earlham Park	(4)	0	4
645030	Public Area Lighting	243	250	7
Total – Development & City Services		6,684	5,606	(1,078)
Total – General Fund		0	(1,796)	(1,796)

Appendix 2: HRA revenue budget

Cost Centre & Description		Budget (£000)	Provisional Outturn (£000)	Provisional Outturn (£000)
710020	Head of Neighbourhood Housing	1,898	1,315	(583)
710030	Tenancy Services Manager	157	210	52
710050	Tenancy Support	91	100	10
710060	Tenancy Support	0	0	0
710080	Housing Income Services	0	8	8
710090	Housing and Major Works	0	5	5
710100	Housing Property Management	0	66	66
710110	Unallocated Costs	4,756	6,063	1,307
710120	Neighbourhood Services	3,126	2,985	(141)
710125	Domestic Abuse Co-ordination	69	37	(32)
710130	ASB Team	1,040	956	(84)
710145	Specialist Support Team	467	353	(113)
710150	Innovation & Improvement Team	818	625	(193)
710170	Collection Team	2,584	2,145	(438)
710180	Home Ownership Team	868	994	126
710210	Area Housing Offices	39	23	(15)
710220	HRA Properties Disposal	14	2	(12)
710230	Void Dwelling Management	116	91	(25)
710250	Housing Delivery	144	0	(144)
721020	Estates Management	2,673	2,701	28
721040	District Heating	560	744	184
722020	Sheltered Housing	345	325	(19)
722025	Sheltered Hsg Tenancy Mgmnt	837	653	(184)
723100	Caretakers - Mobile	191	102	(89)
723200	Caretakers - Static	338	318	(21)
723300	Caretakers - Supervisors	96	109	14
723400	Caretakers - Apprentices	77	70	(7)
730020	HRA Repairs	14,427	12,051	(2,376)
730021	HRA Garage Repairs	0	0	0
730025	HRA Repairs Sheltered Housing	50	(4)	(54)
730040	HRA Repairs Tenant Contrib	(534)	(350)	183
730080	HRA Repairs - Void Properties	4,023	3,898	(125)
740010	General HRA Premises	5,988	6,502	513
740020	Provision for Bad Debts	430	182	(248)
740030	Central Expenses	23,224	3,764	(19,460)
740040	MIRS (SMHRAB) Reversing Items	(5,799)	19,157	24,957
740045	MIRS (SMHRAB) Non-Reversing	6,440	2,609	(3,831)
740080	Rents - Shops & Shop Flats	(799)	(785)	14
740090	Rents - Other land & buildings	(78)	(116)	(39)
740100	Rents - Adjustments	194	208	14
740110	Rents - Estate Properties	(59,358)	(59,159)	199
740120	Rents - Garages	(1,311)	(1,363)	(52)
740140	Service Charges - Tenants	(6,860)	(6,678)	182
740141	Service Charges - Leaseholders	(1,008)	(1,025)	(17)
740160	Interest Received	0	(956)	(956)
740170	Miscellaneous Income	(82)	7	88
740190	General Fund Contribution	(254)	(213)	41
740200	Sale of Council Dwellings	0	(110)	(110)
Total – HRA		0	(1,376)	(1,376)

Appendix 3 – General Fund capital programme

GF Capital Expenditure Programme	Original Budget (£000)	Revised Budget (£000)	Provisional Outturn (£000)	Provisional Variance (£000)
IT Investment Fund - AA5206	75	75	67	(8)
CX & digital strategy - FP0000	296	296	290	(7)
Customers, IT & Digital Total	371	371	357	(14)
Disabled Facilities Grant - AA5207	1,782	1,971	1,029	(942)
HIA - Housing Assistance - AB5207	0	0	22	22
Empty Homes Grant - AK0000	69	34	0	(34)
DFG Residents Contribution - AQ0000	0	0	13	13
HRA Upgrades - ZZ5000	0	0	0	0
Housing & Community Safety Total	1,851	2,005	1,064	(941)
Chapelfield Gardens Improve TF - AA1063	0	0	2	2
Community Centres - Upgrades - AA1184	60	0	0	0
EV Charging - Rouen Road Car P - AA1861	12	12	0	(12)
Rside Leisure repl plant/equip - AA1912	64	32	19	(13)
St Andrew's Hall refurbishment - AA1959	0	27	0	(27)
V Charging - Rose MSCP - AB1858	40	40	0	(40)
TF make space at the halls - AB1959	3,351	380	251	(129)
V Charging - St Andrews MSCP - AC1857	40	40	0	(40)
CILN Community Enabling - AD5200	0	114	10	(103)
CIL Crowdfunding match funding - AL5200	0	25	21	(4)
CILN CommunitySkillsMileXGrant - AT5200	0	16	16	0
UKSPF - FU0000	0	19	1	(18)
CILN VIY project - AU5200	0	125	85	(40)
BEIS Green Homes Grant - BA0000	0	549	2	(546)
BEIS Sustainable Warmth grant - FS0000	3,100	3,100	661	(2,439)
Strategy, Engagement & Culture Total	6,667	4,478	1,070	(3,408)
GF Community Services Overall Total	8,889	6,855	2,491	(4,364)
ERP System - AI5206	288	634	609	(25)
Finance system 2023 - AJ5206	288	0	0	0
Corporate & Commercial Services Total	576	634	609	(25)
Meeting Room Hybrid Tech - AN1000	40	40	0	(40)
Legal and Procurement Total	40	40	0	(40)
GF Corporate and Commercial Services Overall Total	616	674	609	(65)
Eaton Park path replacement - AA1009	45	45	44	(1)
NCS Ltd establishment costs - AA2013	330	483	52	(432)
CILN 20 Acre Wood - AB5200	1	4	2	(2)
GNGB Football Pitch Imps - AB5202	75	75	40	(35)
Park toilet refurb Wen Hei Eat - BC0000	66	200	0	(200)
Norwich Parks tennis expansion - AA1058	0	119	115	(3)

Earlham Park toilet replacement - AA1064	0	3	3	0
Sloughbottom Park Toilets TF - AA1076	0	51	0	(51)
St Andrews MSCP edge protection - AB1857	150	1,302	44	(1,258)
St Giles MSCP edge protection - AF1856	150	0	0	0
CILN Netherwood Green - AK5200	0	0	0	0
Heigham Park Tennis Pavilion - AA2014	0	170	144	(26)
GNGB Comm Accss Imp-20 Acre Wd - AM5202	0	60	40	(20)
S106 Wensum Park Play Area - FK5201	113	113	129	16
S106 Bunkers Hill - Entrance - FL5201	0	0	0	0
Wensum Park Stone Wall - AA1079	0	20	0	(20)
CIL Ketts Heights - Restorat - AP5200	0	0	0	0
S106 St Georges open space - FJ5201	0	86	0	(86)
Environment Services Total	930	2,731	613	(2,118)
Capital Grants Housing Asscns - AM0000	0	0	0	0
Threescore phase 3 - AI5100	6,000	1,000	0	(1,000)
Housing Delivery Total	6,000	1,000	0	(1,000)
Ketts Heights repairs/habitat - AA1112	203	30	23	(7)
Hay Hill Public Realm TF - AA1019	3,750	710	237	(473)
Air Quality Monitoring Equip - AA2017	0	50	45	(5)
CIL Contribution Strategic - AE5200	1,718	1,718	1,031	(687)
GNGB Marrt's Wy/Hellsdn Stn Grn - AN5202	86	86	29	(57)
Transforming Cities Fund Contr - AW0000	0	250	0	(250)
St Giles Public Realm TF - AZ0000	0	1,001	(24)	(1,024)
Castle Gardens - AA5202	100	2	0	(2)
GNGB Riverside Wk Access Imps - AD5202	112	0	0	0
GNGB UEA Eaton boardwalk ext - AG5202	0	44	44	(0)
Cycle Wayfinding - BR5204	43	43	2	(41)
S106 Castle Green Play Project - EV5201	0	0	1	1
St Stephens Twrs Public Realm - FG5201	0	70	6	(64)
CIL Yare-Wensum Green Infrastr - AO5200	0	2	1	(1)
Changing Places Fund - FO0000	0	63	63	0
CCAG2 Fifers/lves/Heyford Rdbt - AE5204	0	0	0	0
Tourism Support package - ZZ5021	0	17	0	(17)
Planning and Regulatory Services Total	6,012	4,085	1,457	(2,628)
Earlham Cem railings replcmnt - AB1037	162	162	100	(62)
Memorial Gardens Undercroft TF - AA1012	0	71	60	(11)
Chantry/St Steph boundary wall - AA1038	25	25	10	(15)
Traveller Site - AA1204	315	315	0	(315)
St John Maddrmkt retaining wall - AA1255	0	35	9	(26)

Townshnd House Digital Hub TF - AA1391	0	19	2	(17)
Exchange St 38 shop refurb - AA1437	0	7	7	(0)
Rvrside Rd Yacht Stat rep Quay - AA1694	10	0	0	0
Hurricane Way 22 Solar PV - AA1730	0	41	54	13
Southam Roof - AA1992	100	0	0	0
New Carrow House - AA2015	565	606	597	(10)
Old Carrow House - AB2015	0	717	657	(59)
TF Compul Purch order rev fund - BG0000	2,000	1,207	84	(1,123)
TF - Programme management - BI0000	47	42	44	2
TF- Digital hub - AB1391	2,215	445	124	(320)
Demolition & Site Maintenance - AA5100	400	200	154	(46)
Market Shops & Toilets - Roof - AB1012	40	0	0	0
CadgeRd CommCentre light upgrd - AB1197	7	0	0	0
NYS - damp-proofing prot work - AB1694	10	10	0	(10)
St Giles House Roof - AB1915	25	186	202	16
AFI Lawrence House Lift Refurb - AB2010	0	4	4	0
Churchman House Cupola repairs - AC1369	130	0	0	0
StAndrewsH lightning prot reps - AE1959	38	38	0	(38)
CityHall chamber bench consvtn - AL1000	0	30	32	3
CH ASHP/Secondary Glazing/LED - AM1000	0	228	169	(58)
City Hall Medium Term Future - AO1000	250	250	0	(250)
ACE Centre CCN TF - AY0000	0	3,000	2,639	(361)
Min Energy Effic Standard MEES - BD0000	400	339	5	(334)
City Walls repair programme - BE0000	40	40	36	(4)
Closed Churchyards repair prog - BF0000	10	10	0	(10)
Towns' Fund - East Norwich - FQ0000	86	0	0	0
NCC Water Hygiene Contract - FR0000	26	26	0	(26)
2a Old Meeting Hse elec/boiler - AA1224	0	12	0	(12)
Ber Street 85-91 re-roofing - AA1364	0	41	0	(41)
Econ Devt Props - Group - ZZ0000	0	0	0	0
OldMeetingHse rpl fire det sys - AA1791	0	11	0	(11)
Property and Economic Development Total	6,900	8,115	4,990	(3,125)
GF Development and City Services Overall Total	19,841	15,931	7,060	(8,871)
Total GF	29,347	23,460	10,161	(13,299)

Appendix 4 – HRA capital programme

HRA Capital Expenditure Programme	Original Budget (£000)	Revised Budget (£000)	Provisional Outturn (£000)	Provisional Variance (£000)
Replacement Tenancy & Est Man - AG5206	0	11	26	15
Comm centre assets HRA impact - BB0000	25	0	0	0
HRA upgrades - ZZ5000				
HRA Upgrades: Electrical - 5110 - ZZ5000	2,914	2,914	2,268	(646)
HRA Upgrades: Whole House Improvements - 5120 - ZZ5000	3,796	1,535	156	(1,379)
HRA Upgrades: Kitchens - 5121 - ZZ5000	1,431	1,431	1,385	(46)
HRA Upgrades: Bathrooms - 5122 - ZZ5000	1,768	1,768	1,720	(48)
HRA Upgrades: Heating/Boilers Communal - 5130 - ZZ5000	2,295	2,500	1,271	(1,229)
HRA Upgrades: Heating/Boilers Domestic - 5131 - ZZ5000	3,180	3,235	2,313	(922)
HRA Upgrades: Thermal Comfort - 5140 - ZZ5000	406	1,205	0	(1,205)
HRA Upgrades: Solar Therm/Photovoltaic - 5141 - ZZ5000	596	350	212	(138)
HRA Upgrades: Windows - 5150 - ZZ5000	1,159	659	365	(294)
HRA Upgrades: Doors - 5151 - ZZ5000	1,278	1,078	383	(695)
HRA Upgrades: Door Access Controls - 5160 - ZZ5000	600	100	23	(77)
HRA Upgrades: Estate Aesthetics - 5161 - ZZ5000	778	778	591	(187)
HRA Upgrades: Vehicle Hardstanding - 5163 - ZZ5000	119	119	29	(89)
HRA Upgrades: Sheltered Hsg Comm Facs - 5171 - ZZ5000	157	112	(33)	(144)
HRA Upgrades: Re-Roofing - 5180 - ZZ5000	528	778	592	(186)
HRA Upgrades: Structural - 5181 - ZZ5000	1,520	1,520	1,177	(343)
HRA Upgrades: Lift Upgrades - 5183 - ZZ5000	50	175	111	(64)
HRA Upgrades: Water Hygiene Upgrades - 5184 - ZZ5000	640	340	0	(340)
HRA Upgrades: Disabled Adaptations - 5190 - ZZ5000	1,437	1,637	1,239	(398)
HRA Upgrades: Stairlifts - 5191 - ZZ5000	0	0	0	0
HRA Upgrades: Community Alarm - 5192 - ZZ5000	209	209	150	(59)
HRA Upgrades: Compliance Upgrades - 5210 - ZZ5000	1,046	2,046	251	(1,796)
HRA - Community Services	25,930	24,498	14,230	(10,268)
Alfred Nichols Court district - AA1885	45	45	0	(45)
Demolition & Site Maintenance - AA5100	560	150	22	(128)

HRA New Hsng 157 Armes Street - AA5222	0	15	0	(15)
HRA New Housing 45 Clarkson Rd - AA5223	0	11	0	(11)
HRA New Hsg 334 Gertrude Road - AA5224	0	12	0	(12)
HRA New HSG 83 Mousehold St. - AA5225	0	8	0	(8)
HRA New HSG 21 Harpsfield Road - AA5226	0	13	0	(13)
HRA New HSG 47 Boundary Road - AA5227	0	14	0	(14)
HRA CP 20/21 Mile X Depot Site - AB1005	1,500	1,367	1,543	176
New Build Opportunities - AB5100	500	1,300	0	(1,300)
LANB-Goldsmith Street - AD5100	0	30	1	(29)
LANB-Brazengate - AE5100	0	0	(15)	(15)
Threescore phase 3 - AI5100	6,500	6,072	8,117	2,045
Capital Grants Housing Asscns - AM0000	1,000	1,200	311	(889)
LANB Argyle Street - AP5100	2,112	100	110	10
LANB Kings Arms - AQ5100	564	938	780	(159)
HRA New Housing 23 The Crofts - AA5211	0	5	0	(5)
HRA New Housing 22 Globe Place - AA5212	0	1	0	(1)
HRA New Housing 29 Boundary Rd - AA5213	0	2	0	(2)
HRA New Housing 11 Hudson Way - AA5214	0	3	0	(3)
HRA New Hsg 165 Spring Bank - AA5215	0	(0)	0	0
HRA New Hsg 68 Caddow Road - AA5216	0	11	0	(11)
HRA New Hsing 77 Barnesdale Rd - AA5219	0	3	0	(3)
HRA New Housing 57 Peverell Rd - AA5220	0	21	0	(21)
HRA New Hsg 73 West End St - AA5221	0	21	0	(21)
Threescore Acquisition - AT5100	0	4,006	3,915	(91)
LANB Hethersett - AS5100	150	0	0	0
HRA - Development & City Services	12,932	15,350	14,784	(566)
Total HRA	38,861	39,848	29,014	(10,834)



Committee name: Cabinet

Committee date: 14/06/2023

Report title: Wide Area Network Contract

Portfolio: Councillor Kendrick, cabinet member for resources

Report from: Head of customers, IT and digital

Wards: All wards

OPEN PUBLIC ITEM

Purpose

For Cabinet to approve the award of a contract to supply the Wide Area Network (WAN).

The current contract to supply WAN services expires 31 March 2024. A new contract is required to continue to use these services beyond 31 March 2024. The services include data and telephony network circuits, internet connection, network services such as IP and Domain Name Services and service management.

The WAN is an essential element of the core IT services. Without the WAN staff and residents cannot connect to nor use the council services.

Recommendation:

It is recommended to enter a contract with Capita IT Services Ltd (Capita) to supply the WAN services.

Policy framework

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city

corporate priority.

Background

1. The current 8-year agreement, with Capita, for WAN services will expire 31 March 2024.
2. The WAN is an essential element of the core IT services. The WAN is a large computer network that connects the council's and Norwich City Service's office locations together so that IT resources can be shared and also connects these locations to the Internet.
3. Without the WAN staff and residents cannot use the council services. The services include data and telephony network circuits, the Internet connections, Network Services such as IP and Domain Name Services.
4. The WAN services are required to maintain computer connections between the council locations, to allow for laptops to connect to the council's applications and services, to access the Internet and to allow customers to access our on-line services. The WAN services are also required to support the telephony platform used by the customer contact centre and staff. In essence, these services are vital for the effective operation of the Council's day-to-day business.
5. The current contract was procured using the Norfolk Council's Network Framework and is supplied by Capita. This framework doesn't provide for an extension beyond March 2024 and there is no option to use Norfolk Council's new network solution. A new contract is therefore required.
6. On review of the councils need of future service requirements we are satisfied that Capita are able to fulfil our needs.
7. The service received from Capita over the last 8 years has been good. There has been a 100% availability over the last two years.
8. Any change of WAN supplier is resource intensive and comes with significant risk. The risks associated with the change of supplier include increased timescales (such as new circuits to be installed), timelines to obtain hardware, increased disruption and down time to services and potential to miss the cut-off deadline of March 2024. Keeping the current supplier and entering a new contract will mitigate these risks.
9. Due to the recent cyber incident that affected Capita, the Council has obtained confirmation that there is segregation between the council's WAN and the supplier's network which limits risk.

Proposal

10. To use the Yorkshire Purchasing Organisation (YPO) Framework to procure WAN services.
11. To award a contract to Capita for 9 years, being an initial 7-year contract term

together with two optional yearly extensions

12. The two optional yearly extensions, years 8 and 9, will be subject to RPI, staff increases, and any costs associated with equipment reaching end of life and requiring replacement. Any cost increase will be subject to approval by both parties. The constitution provides officers with delegated authority to extend the contract if it is appropriate to do so.
13. The new contract will allow the council to procure new Network Connectivity and Telecommunication Solutions, if desirable. These solutions could include corporate WiFi, replacements for the old analogue public switched telephone network (PSTN) to a fully digital network and implementing new technologies such as Software-defined networking.

Options for Procurement.

14. Identify a single supplier to award the contract to without competition: This route would be contrary to Contract Procedures and public procurement regulations due to the value of the contract. **This option is not recommended**
15. Establish competitively tendered contract with one supplier: Run a competitive procurement exercise looking for a single supplier to meet the council's requirements. As per the council's contract procedures, the recommended approach for the procurement of contracts of over PCR2015 thresholds should be advertised as an 'open' procedure in order to maximise open, transparent and fair supplier selection. This requirement can be viewed as 'off the shelf' and with existing frameworks active and available, it would be a duplication of efforts to pursue a contract via open tender. **This option is not recommended.**
16. Utilise an existing framework: Frameworks provided by Crown Commercial Services (CCS), Eastern Shires (ESPO), KCS Procurement Services and YPO have been explored. There is a suitable framework available with lower-than-average cost, and favourable call-off terms which also allows for a direct award. **This is the recommended approach.**
17. The Council must order the services at the earliest opportunity to ensure the new service is available for dual operation and a managed migration away from Norfolk's network before March 2024. Both the new contract and existing contract shall run in parallel from sign-off until 31st March 2024. Therefore, the start date of the new contract shall be before the 1st April 2024.
18. The new contract will allow for services to flex over the term of the agreement based upon network and premises maintained and the resources required to support the network and telephony. If a premise is closed the contract allows for costs to be reduced.

Consultation

19. No consultations with the public have taken place or required.

Implications

Financial and resources

20. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.

21. The current annual cost is £83,501.

22. The cost for the new agreement is quoted as £23,167 for one-off startup costs for new equipment and then annual costs for year one to seven plus an optional 1+1 additional years (maximum of nine years) of £86,950 per year.

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total for Initial Term - 7 Years
£23,167 £86,950	£86,950	£86,950	£86,950	£86,950	£86,950	£86,950	£631,817

23. Due to the dual running of the contracts, the year 1 costs of the new contract shall commence in the financial year 23/24.

24. The new agreement includes an initial term of 7 years with the option to extend the agreement further with two one-year extensions. e.g. 7+1+1 (9 years in total) The new agreement prices will be subject to annual indexation in line with RPI.

25. Extension periods in years 8 and 9 will be subject to RPI, staff increases, and any costs associated with equipment reaching end of life and requiring replacement. Any cost increase will be subject to approval by both parties.

26. The new agreement allows for removal and adding of services.

27. The contract, across nine years, being the Initial Term of 7 years and the 2 optional years, is valued in the region of £805,717 excluding future RPI costs for all years and other potential costs for years 8 and 9.

Legal

28. The Council is using a recognised framework, YPO, for the purchase of the service. This is compliant with the Public Contract Regulations 2015.

Statutory considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	Neutral.

Consideration	Details of any implications and proposed measures to address:
Health, social and economic impact	Positive – supports IT solutions across the council. Supporting good methods of communication across the workforce and customers.
Crime and disorder	Neutral.
Children and adults safeguarding	Neutral.
Environmental impact	Neutral.

Risk management

Risk	Consequence	Controls required
Not entering this contract.	<p>Severe disruption to council services as the WAN is inextricably linked to IT provision across the council.</p> <p>Staff would not be able to access council systems.</p> <p>Residents would not be able to access online services.</p> <p>The customer centre wouldn't be able to make or receive telephone calls or respond to customer enquiries.</p> <p>Access to DWP data for the benefits team would not be possible.</p> <p>If the contract is not entered, the council will be at risk of failure to deliver essential services.</p>	<p>Report progress to key officers.</p> <p>Procurement and Finance have both approved the recommendation as within budget and uses an approved Framework.</p> <p>IT will manage the migration of service to the new contract.</p> <p>IT, Finance and Procurement will be required to immediately provide resource to find an alternative solution. (This in turn carries its own risk that there isn't sufficient time to find an alternative).</p>

Other options considered

29. No other options have been considered. The wide area network solution is inextricably linked to the IT provision across the council.

Reasons for the decision/recommendation

30. The recommendation is to enter a new contract with the current supplier.

31. The recommendation is based upon:

- The current supplier service is good (100% availability in the past two years)
- the costs are within the expected budget
- the risk to the service by changing supplier and service is mitigated by using the same supplier
- the procurement route meets the council's requirements,
- the service is essential. Without the wide area network services, the core elements of IT will not be available.

Background papers: None

Appendices: None

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Committee Name: Cabinet

Committee Date: 14/06/2023

Report Title: Managing Assets (Non-Housing)

Portfolio:	Councilor Kendrick, Cabinet member for resources
Report from:	Executive Director of Development and City Services
Wards:	Bowthorpe, Crome, Mancroft

Purpose

For cabinet to consider the disposal of the assets identified in this report.

Recommendation:

Cabinet is requested to approve the disposal of the assets outlined in this report;

Policy Framework

The Council has five corporate aims, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the aim of Norwich City Council being in a good shape to serve the city. Four of the assets in question currently form part of the investment portfolio and one asset is an HRA Shop. The assets are in a condition such that substantial repair liabilities fall to the Council. Investment in the assets does not deliver a viable return and therefore a disposal is recommended to raise a capital receipt.

Report Details

1. The report relates to two assets as follows:
 - a. The Brook Hotel, Bowthorpe;
 - b. 67 Ridder Haggard Road;
2. Further detail on each is provided in the sections below.

The Brook Hotel, Bowthorpe

3. The Brook Hotel is located to the west of the City on the edge of Bowthorpe at the junction of Dereham Road and Barnard Road. It was a Best Western Hotel, now temporarily closed and being used as temporary accommodation. The City Council granted a long ground lease on a piece of bare land on 18/11/1988 for the development of the hotel. A 125-year lease was granted with a rental of a peppercorn in exchange for a capital payment of £409,500. The lease currently has 90 years unexpired with no provision for review of the peppercorn rental. The Council formally owned land to the west now occupied by a bowling alley however this has now been disposed of.
4. The leaseholder has approached the Council to acquire the freehold interest of the site. Given there is no income from the leasehold interest this is a special purchaser arrangement. A red book valuation has been sought and led to discussions on a price. Further detail is provided in the exempt appendix.
5. Other options considered are:
 - a. Do nothing – this is a low-risk option but would not deliver a capital receipt. It may be possible to renew the leasehold interest or gain a great capital sum in say 20-30 years. Albeit it is likely to be preferable to secure a capital receipt now.
 - b. Re-gear the lease to extend the leasehold interest and achieve a ground rent income. Given there are still 90 years left on the lease this is unlikely to generate any substantial ground rent return. This may be a better option in say 20-30 years.
6. Given the asset delivers no income and has no income potential in the short-term, it is recommended to dispose of this asset to the leaseholder in line with the terms outlined in the exempt appendix.

67 Rider Haggard Road

7. 67 Rider Haggard Road is an HRA shop, it is a purpose-built single-story property located at the junction of Ridder Haggard Road and Gunn Road in Heartsease. The property is not located in a parade of shops, it is surrounded by 2 story terrace housing. The site is shallow with the rear garden area having been sold off in the past. The adjacent properties either side have been acquired via right to buy. As a result, the site is not considered to be suitable for redevelopment. The nearest community shop facilities are located at Witard Road where there is a Co-Op and a small parade of shops.

8. The property was let until July 2021 and traded as a dentist laboratory where they made dentures, paying £4,000 pa rent. No attempts were made to market the property due to the extensive repair works and the works required to obtain a satisfactory EPC rating. It is estimated that at least £40,000 would have to be spent on the property to get it up to lettable standard. An enquiry was received as to whether the property would be considered for disposal.
9. A notice was placed at the property for 4 weeks requesting expressions of interest, with two interested parties. One party has made an offer to acquire the asset.
10. Other options considered are:
 - a. Do nothing – this would leave the property vacant and be detrimental to the property itself and the surrounding area.
 - b. Redevelopment to a residential dwelling – the site is extremely tight and whilst it may be possible to deliver a single unit on the site there is a planning objection to loss of the community use. It would also be a costly redevelopment for 1 dwelling for the HRA given demolition costs and would be relatively low priority compared with far more attractive sites in the development pipeline.
 - c. Invest and re-let – given the capex requirement and likely limited rental return this is not considered to represent value for money for the HRA.
 - d. Let with a rent-free period for tenant works – this would avoid the Council needing to resource managing the capex, however given the size of capital expenditure required, the rent free period would have to be substantial.
11. It is therefore recommended to dispose of the asset in line with the terms outlined in the exempt appendix.

Financial and Resource issues relating to all properties

12. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
13. There are several options available for use of any receipt which will be considered in future budget and MTFS papers; similarly any associated loss of rental income will need to be reflected within budget reports once the sale timelines are known.
14. The service will continue to manage the overall income budget which varies throughout the year due to the changes in tenancy agreements as part of normal business activity.
15. A summary of the financial implications is provided in the exempt appendix.

Legal issues relating to all properties

16. By virtue of section 123 of the Local Government Act 1972 the city council has

the necessary statutory powers to dispose of its land. This section also states that on a disposal, the council are under a statutory obligation to obtain the best consideration that can reasonably be obtained for the land.

17. All assets have been subject of red book valuation. 67 Rider Haggard Road has been subject to a marketing exercise to test the market. The Brook Hotel is a special purchaser arrangement and the capital sum being received exceeds market value of the Council's freehold interest.
18. Achieving best consideration will also ensure that the council is not caught by the subsidy control regime.
19. If any part of the site consists of open space land, section 123(2A) of this Act states that the council must follow certain statutory requirements to advertise the disposal of the said areas of open space land. In this case, none of the sites in question contain open space land.
20. Land held for housing purposes under Part II of the Housing Act 1985 may be disposed of only under section 32 of that Act or in accordance with the right to buy provisions under Part V of that Act. The Secretary of State has issued the General Housing Consents 2013 (including The General Consent for the Disposal of Land held for the purposes of Part II of the Housing Act 1985 – 2013) by which consent is given (subject to certain exceptions) for the disposal of land at a consideration equal to its market value and for other specified disposals. In this case 67 Rider Haggard Road is being disposed of at market value and therefore satisfies this provision.

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	Sale of the assets will result in the transfer of the freehold interest, but this is not anticipated to have any material equality and diversity implications.
Health, Social and Economic Impact	There are no direct consequences flowing from these proposals.
Crime and Disorder	There are no direct consequences flowing from these proposals. Albeit some of the properties in question are vacant and therefore can be targets for crime and disorder. The decision to dispose should assist in bringing the assets back into use.
Children and Adults Safeguarding	Not applicable
Environmental Impact	There are no direct consequences flowing from these proposals.

Risk Management

Risk	Consequence	Controls Required
Deterioration of market interest for this property type	We are unable to generate interest for this building and worsen our position.	The two assets have purchasers lined up.
Risk of infestation, vandalism or fire	Property becomes blighted / attracts negative stigma and impacts surrounding buildings	Regular monitoring required, seeking to dispose of the asset
A void property could encourage anti-social behaviour	Neighbours complain and feeling vulnerable	Regular monitoring required, seeking to dispose of the asset
Reputational risk of keeping this asset empty	Considered to be low at present	Active decision making on vacant assets

Reasons for the decision/recommendation

21. For the reasons outlined in this report it is recommended to dispose of the assets listed to the purchasers already identified.

Background papers: None

Appendices:

Site Location Plans

Exempt Appendix

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