

## **Cabinet**

**Date: Wednesday, 10 October 2018**

**Time: 17:30**

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

### **Committee members:**

#### **Councillors:**

Waters (chair)  
Harris (vice chair)  
Davis  
Jones  
Kendrick  
Maguire  
Packer  
Stonard

### **For further information please contact:**

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## **Information for members of the public**

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For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



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## Agenda

### Page nos

#### 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.

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Friday 5 October 2018**.

Petitions must be received by the committee officer detailed on the front of the agenda by **10am on Tuesday 9 October 2018**.

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution.

#### 4 Minutes

5 - 10

To approve the accuracy of the minutes of the meeting on 12 September 2018.

#### 5 Progress on Greater Norwich Local Plan

11 - 16

**Purpose** - To update Cabinet on the progress being made in relation to the Greater Norwich Local Plan (GNLP) following the meeting of the Greater Norwich Development Partnership (GNDP) on 26 September and to seek approval to commence the consultation on new and amended sites that have been proposed for inclusion in the GNLP.

#### 6 Local Development Scheme 2018-21

17 - 48

**Purpose** - To seek approval for the draft revised Local Development Scheme.

#### 7 Affordable Warmth Strategy Refresh

49 - 72

**Purpose** - To seek approval for the update to the council's Affordable

Warmth Strategy for 2018 – 2021.

- |   |   |           |
|---|---|-----------|
| <b>8</b>  | <b>Revenue and capital budget monitoring 2018-19 P5</b>     | 73 - 92   |
| <br><b>Purpose</b> - To update Cabinet on the financial position of the council as at 31 August 2018  |   |           |
| <br>  |   |           |
| <b>9</b>  | <b>Procurement of debt collection services</b>              | 93 - 100  |
| <br><b>Purpose</b> - To consider the future provision of debt collection services including enforcement agents.   |   |           |
| <br>  |   |           |
| <b>10</b>   | <b>Procurement of a housing structural repairs contract</b> | 101 - 108 |
| <br><b>Purpose</b> - To advise cabinet of the procurement process for a housing structural repairs contract and to seek approval to award the contract. |   |           |
| <br>  |   |           |
| <b>*11</b>  | <b>Exclusion of the public</b>                              |           |
| <br>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.

**Page nos**

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|--|--|--|
| <b>*12</b>   | <b>Future provision of contracted services</b> |  |
| <br>   |  |  |
| <ul style="list-style-type: none"><li>• 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.</li><li>• This report is not for publication because it would disclose information relating to any consultations or negotiations, or</li></ul> |  |  |

contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority as in para 4 of Schedule 12A to the Local Government Act 1972.

- This report is not for publication because it would disclose information in respect of which a claim to legal professional privilege could be maintained in legal proceedings as in para 5 of Schedule 12A to the Local Government Act 1972.

### **\*13 Stalled Privately Owned Development Sites**

- 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.

### **\*14 Managing Assets**

- 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.

### **\*15 Managing assets (housing)**

- 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: **Tuesday, 02 October 2018**

**CABINET****17:30 to 18:40****12 September 2018**

Present: Councillors Waters (chair), Harris (vice chair), Davis, Jones, Kendrick, Maguire, Packer and Stonard

Also present: Councillors Carlo and Wright

**1. Public questions/petitions**

No public questions or petitions were received.

**2. Declarations of interest**

There were no declarations of interest.

**3. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting on 11 July and the extraordinary cabinet meetings on 25 July and 1 August 2018.

**4. Corporate Performance Report for Quarter 1 2018-19**

Councillor Waters, leader, presented the report.

He highlighted that the target for resident satisfaction with opportunities to engage with the council was performing under target. This was despite the extensive engagement and consultation activities undertaken recently. The strategy manager said the data would be analysed and further opportunities to better engage with residents identified.

In response to a question from Councillor Carlo, the strategy manager said that he was confident that the data in relation to the target SCL03, percentage of people feeling safe was accurate.

**RESOLVED** to:

- (1) consider progress against the corporate plan priorities for quarter 1 of 2018-19; and
- (2) suggest future actions and / or reports to address any areas of concern.

## **5. Norfolk & Waveney Health and Wellbeing Strategy 2018-22**

Councillor Packer, cabinet member for health and wellbeing, presented the report.

He emphasised the importance of working closely with partners especially in the context of the pressures on services. He highlighted the impact of welfare reforms on Norwich residents which equated to a loss of £730 per working age adult, a total loss of £68m per year. He noted with concern the impact of funding cuts on the public sector and its ability to deliver health and wellbeing outcomes.

**RESOLVED** to endorse and support the Norfolk and Waveney joint health and wellbeing strategy 2018-22.

## **6. Proposed extension to the Syrian vulnerable persons resettlement programme**

Councillor Harris, deputy leader and cabinet member for social housing, presented the report. She said cabinet had agreed in July 2016 to support the resettlement of 50 Syrian refugees and that those families had settled well into the city receiving great support from members of the public and voluntary agencies.

The proposal was to support a further 100 refugees to resettle in the city. They would be housed in private rented accommodation and due to the introduction of the benefit cap, housing benefit would not meet the full rent for the accommodation. Therefore, all Norfolk district councils were being asked to contribute financially to this rental shortfall. She stressed that it would be a challenge to find the necessary units of accommodation but said the proposal represented a chance to make a real difference to people's lives.

**RESOLVED:**

- 1) to house an additional one hundred Syrian refugees over a two year period via the council's LETNCC private sector leasing scheme; and
- 2) subject to a formal agreement on funding, to contribute to the housing benefit shortfall on an equal basis with all Norfolk's district councils, up to a maximum annual cost to the city council of £8,600 per annum for 2018-19 to March 2024.

## **7. Introduction of a Community Infrastructure Levy Exceptional Circumstances Relief Policy**

Councillor Waters, leader, presented the report. He said the council was committed to developing brownfield sites and that the policy would assist development. This was a tool which could be used to provide the homes, communities and jobs that people needed. He said it could only be used on sites which had already been through the planning process.

He noted that initial research had shown that other urban councils were using this as an instrument for regeneration. He said that no sites were imminently going through

the planning process and this provided an opportunity to look at the policy and conduct further research into best practice. On that basis he recommended that the item be deferred to a later meeting of cabinet to enable this research to take place.

In response to a question from Councillor Wright, Councillor Waters said the policy was intended for large complex sites and the intention was that any decision to grant relief would be made by the planning applications committee and not by officer delegation. In response to a question from Councillor Carlo, he confirmed that members of the committee would undertake training on the policy if approved.

**RESOLVED** to request that a further report is prepared for cabinet, in advance of the council debate, examining how Community Infrastructure Levy Exceptional Circumstances Relief policies have been applied elsewhere and best practice in councils recovering the revenue costs of dealing with such applications.

#### **8. Proposed ban of sky lantern and mass balloon releases from council owned land**

Councillor Maguire, cabinet member for safe city environment, presented the report. He said that individuals did not necessarily understand the effect on the environment, wild life and the increased risk of fires resulting from the release of sky lanterns and balloons. He said that technology had changed and the policy had been updated to take account of those changes.

**RESOLVED** to prohibit the release of sky lantern and mass balloon releases through the terms and conditions of the hire agreement for council owned land.

#### **9. Scrutiny committee recommendations**

Councillor Wright, chair of scrutiny presented the report.

Councillor Davis, cabinet member for social inclusion, proposed that endorsing the repealing of the special exceptions on the two child limit for Universal Credit should be included in the recommendations.

**RESOLVED** to:

- (1) consider the cost implications for residents to call the council free of charge;
- (2) endorse the National Housing Federation recommendations outlined in paragraph 10 of the report and write to the two Norwich MPs to ask them to do the same; and
- (3) endorse the repealing of the special circumstances exceptions on the two child limiting in relation to the following clause :-

‘the Children likely to have been conceived as a result of a non-consensual sexual act (including rape), or at a time when the claimant was subject to ongoing control or coercion by the other biological parent of the child.’

## **10. Revenue and capital budget monitoring 2018/19 – Period 3**

Councillor Kendrick, cabinet member for resources, presented the report.

The chief finance officer said a large part of the general fund balance represented funds set aside to mitigate against the risk associated with the council's commercial property acquisition.

### **RESOLVED to:**

- (1) note the forecast outturn for the 2018/19 General Fund, HRA and capital programme;
- (2) note the consequential forecast of the General Fund and Housing Revenue Account balances;
- (3) note the award of additional general fund grants as detailed in paragraph 2;
- (4) approve the general fund virement as detailed in paragraph 3;
- (5) approve the virements of budgets within the capital grants to housing associations budgets as detailed in paragraph 14; and
- (6) note the capital carry forwards approved under delegated authority as detailed in paragraph 17.

## **11. Treasury Management Full Year Review Report 2017-18**

Councillor Kendrick, cabinet member for resources, presented the report.

**RESOLVED** to recommend that council note the report and the treasury activity for the year to 31 March 2018.

## **12. Adjustments to 2018/19 General Fund Capital Programme**

Councillor Kendrick, cabinet member for resources, presented the report.

In response to a question from Councillor Carlo the chief finance officer said she did not have the information on what proportion of pooled Community Infrastructure Levy (CIL) was being spent on the Norwich Northern Distributor Road (NDR) and if the CIL Strategic Pool met the borrowing cost of the four councils' £40 million CIL contributions to the NDR available and agreed to respond later to Councillor Carlo.

Councillor Waters, leader, said CIL amounts had reduced as development had reduced.



**RESOLVED to:**

- 1) recommend to council, additions to the 2018/19 General Fund capital programme as set out in this report; and
- 2) note changes to the way the capital programme is presented in future budget monitoring reports.

**13. Write off of irrecoverable national non domestic rate debt**

Councillor Kendrick, cabinet member for resources, presented the report.

In response to a question from Councillor Wright, the revenues and benefits operation manager said that the timescales for recovery action were bound by legislation.

**RESOLVED** to approve the write off of £169,939.27 of NNDR debt which is now believed to be irrecoverable.

**14. Mile Cross Depot Redevelopment**

Councillor Stonard, cabinet member for sustainable and inclusive growth, presented the report. He said the council had been successfully granted funding from central government to develop the brown field site for housing. This required works to be completed by 2020. A decision was now required if the depot was to be demolished and the land decontaminated by the deadline.

Councillor Kendrick, cabinet member for resources, noted that the figures for decontamination of the land were based on a worst case scenario.

In response to a question from Councillor Carlo, the chief executive said that the site held greater value for housing and work to identify a site for in house services to be located was in progress.

**RESOLVED** to recommend that council approves an increase in the General Fund capital budget of £1.975m (£0.550m in 2018/19 and £1.425m in 2019/20) to undertake the required works at the Mile Cross depot site.

**\*15 Exclusion of the public**

**RESOLVED** to exclude the public from the meeting during consideration of item \*16 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

**\*16 Payroll provision 2018- 2022 – (paragraph 3)**

Councillor Waters, leader, presented the report.

**RESOLVED** to approve establishing a co-operation agreement with Sefton Borough Council to deliver payroll services for Norwich City Council for the period 1 October 2018 to 30 September 2022.

CHAIR

**Report to** Cabinet  
10 October 2018  
**Report of** Director of regeneration and development  
**Subject** Progress on the Greater Norwich Local Plan

**Item**

**5**

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### **Purpose**

To update Cabinet on the progress being made in relation to the Greater Norwich Local Plan (GNLP) following the meeting of the Greater Norwich Development Partnership (GNDP) on 26 September and to seek approval to commence the consultation on new and amended sites that have been proposed for inclusion in the GNLP.

### **Recommendation**

To approve the consultation on the additional sites that have been submitted to the Greater Norwich Local Plan as proposed by the GNDP.

### **Corporate and service priorities**

The report helps to meet the corporate priority a prosperous and vibrant city, a safe, clean and low carbon city, and a healthy city with good housing.

### **Financial implications**

None

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard - Sustainable and inclusive growth

### **Contact officers**

Graham Nelson

01603 212530

### **Background documents**

None

## Report

1. The meeting of the GNDP that took place on 26<sup>th</sup> September considered papers on: the draft statement of consultation on the GNLP; the content of consultation on additional sites which have been submitted to the GNLP; and the recent changes to the National Planning Policy Framework. All the reports are available to inspect [here](#) and Sustainable Development Panel had been updated verbally on them at their meeting on 19<sup>th</sup> September.
2. The GNDP agreed to recommend that constituent authorities note the draft statement of consultation. This is a lengthy document which provides a detailed summary of all the responses made to the GNLP Regulation 18 Growth Options consultation which was undertaken in early 2018. It is available to inspect at the above link but will be added to a consultation progresses on the plan before being submitted to the Secretary of State following agreement to formally submit the GNLP.
3. With regard to the proposed consultation of further sites it was reported to the meeting that an initial "Call for Sites" had been held in the spring/summer of 2016, where land could be put forward to be considered for potential allocation in the GNLP. 562 sites were submitted as part of this exercise. These sites were consulted on as part of the Regulation 18 Growth Options and Site Proposals consultation which took place between January and March 2018.
4. Over 200 new sites, or revisions to existing sites, were put forward through the Regulation 18 consultation. The meeting agreed to recommend to constituent councils that these be consulted on between 29<sup>th</sup> October and December 14<sup>th</sup> 2018 to allow the public to make comments on these sites before decisions are taken on the content of the draft GNLP. The meeting also agreed that it would preferable to describe the consultation document as the "Regulation 18 consultation on new, revised and small sites" instead of "the Regulation 18 Focussed Sites Consultation".
5. Finally, the GNDP recommended that the constituent authorities note the contents of the report which summarises the recent changes to the National Planning Policy Framework and the possible implications for the GNLP.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10 October 2018
<b>Director / Head of service</b>	Dave Moorcroft / Graham Nelson
<b>Report subject:</b>	Progress on the Greater Norwich Local Plan
<b>Date assessed:</b>	26 September 2018

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
The paper reports progress on the Greater Norwich Local Plan and seeks agreement to consult the public on additional sites submitted. As such, approval of the recommendation does not have any direct economic, social, environmental or equality impacts. However the GNLP will have a range of such impacts, which will be considered during plan preparation.	
Issues	



**Report to** Cabinet  
10 October 2018  
**Report of** Director of regeneration and development  
**Subject** Local Development Scheme 2018-21

**Item**  
**6**

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### **Purpose**

To seek approval for the draft revised Local Development Scheme.

### **Recommendation**

To approve the Local Development Scheme for publication under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by section 111 of the Localism Act 2011).

### **Corporate and service priorities**

The report helps to meet the corporate priority a prosperous and vibrant city, a safe, clean and low carbon city, and a healthy city with good housing. Although the review of the LDS is not a service plan priority, its preparation and regular review is a statutory requirement.

### **Financial implications**

None

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard - Sustainable and inclusive growth

### **Contact officers**

Judith Davison 01603 212529

Graham Nelson 01603 212530

### **Background documents**

None

## Report

1. The Local Development Scheme (LDS) must be prepared as part of the statutory process of plan making. It is essentially the work programme and project plan for the preparation of the various planning policy documents making up the local plan for the city.
2. Preparation of an LDS is required by section 15 of the Planning and Compulsory Purchase Act, as amended by section 111 of the Localism Act 2011. The Localism Act has amended procedures for LDS production: a local planning authority has only to make a formal resolution to adopt the scheme and publish it on their website in order for it to take effect. There is no requirement to consult on the local development scheme prior to publication, or to submit it to the government for formal endorsement.
3. The legislation gives local authorities considerable leeway in the form and content of the LDS. However it requires as a minimum the local planning authority, when publishing the LDS, to make the up-to-date text of the scheme available, provide details of any amendments made to the scheme, and information on its compliance (or non-compliance) with the timetable for the preparation and revision of documents identified within it.
4. The preparation of the revised LDS was undertaken in coordination with the preparation of schemes for South Norfolk and Broadland councils given that all three councils are jointly working on preparation of the Greater Norwich Local Plan so need to work to the same timescales on that major workstream.
5. The revised LDS will run to autumn 2021 and will entirely replace the version published in June 2016. It will be rolled forward periodically to ensure that it is as up-to-date and flexible as possible.
6. The revised LDS was considered by sustainable development panel on 19 September 2018. Members agreed the revised LDS and recommended that cabinet approves it for publication.

### The revised LDS

7. The focus of the revised LDS is on the preparation and adoption of strategic, high-level planning policies and site allocations for Norwich. This will be achieved through two key planning documents:
  - a) The **Greater Norwich Local Plan** (GNLP) is the only formal development plan document in the LDS. It is being prepared jointly with Broadland and South Norfolk districts, with support from Norfolk County Council, and looks ahead to 2036. The GNLP first appeared as a workstream in the 2016 LDS. Its timeline is amended in the revised LDS to reflect changes in the production timescales arising from further consultations in the Regulation 18 stage. Adoption is now anticipated in late 2021.

- b) The **Norfolk Strategic Planning Framework (NSPF)** is a non-statutory strategic policy statement facilitating joint working on strategic planning policy across the Norfolk authorities and helping to fulfil the statutory Duty to Cooperate. The NSPF was finalised and approved by partner authorities in early 2018 (delayed from the original target of mid-2017 by a number of factors including changes in government guidance and evidence taking longer than expected to be produced for example). Revisions to national policy in the revised National Planning Policy Framework (NPPF) 2018 will require ongoing cooperation between the authorities through production of a Statement of Common Ground (essentially a revision to the NSPF), which is currently underway.

### **Supplementary Planning Documents and guidance**

8. Review of the 2015 Affordable Housing SPD is currently underway with anticipated adoption in early 2019. This will take account of the revised NPPF, particularly in relation to development viability.
9. Non-statutory guidance for purpose-built student accommodation will be produced in late 2018/early 2019 in response to a significant increase in planning applications for such accommodation in the last couple of years.
10. Preparation of a development brief to guide the future development of Prospect House is underway with likely adoption by Cabinet in autumn 2018.

### **Other committed and potential workstreams**

11. The LDS also identifies other workstreams for the planning policy service which will be necessary in order to satisfy emerging new national policy requirements signalled in the Housing and Planning Act, the Housing White Paper, the revised NPPF and elsewhere. Whilst some of these workstreams are already in progress or committed, others are aspirational and depend on identifying additional resources to deliver them. Members should be aware that resources in the planning policy service are limited and capacity to undertake further work in this category is constrained by the need to prioritise core planning work around the statutory Greater Norwich Local Plan and the NSPF.
12. The NPPF requires local planning authorities to review policies in adopted local plans at least once every 5 years, and assess whether they need updating. Policies should then be updated as necessary. The council will review policies in the Development Management (DM) Policies Plan in late 2019 (following the publication of the draft GNLP) to take account of changing circumstances, updated evidence, and / or relevant changes in national planning policy. If this assessment results in the need for a partial or full review of the DM Policies Plan the LDS will be revised to include this new workstream. Policies in the Site Allocations and Site Specific Policies Plan (2014) and Joint Core Strategy for Broadland Norwich and South Norfolk (adopted 2011, with amendments 2014) will also need to be assessed, however this is likely to be a relatively limited exercise as these policies will be superseded by the GNLP once it is adopted.

13. Consequential changes to the Policies Map will be required upon adoption of the GNLP in September 2021 as the latter will supercede the Site Allocations and Site Specific Policies Plan (due to expire in 2026). Other changes to the Policies Map may also arise from review of DM policies.
14. Part 1 of the Brownfield Land Register for Norwich was published in December 2017. The Town and Country Planning (Brownfield Land Register) Regulations 2017 require that such registers must be updated at least annually, so this will be an ongoing commitment. Part 2 of the register is intended to include sites listed in Part 1 which are considered suitable for the granting of planning permission in principle for residential development. The council does not intend to produce a Part 2 register at this stage.
15. The council will review issues around Houses in Multiple Occupation (HMOs) in the city in 2018/19, in coordination with its work on purpose built student accommodation, including whether there is justification to introduce an Article 4 Direction for small HMOs (containing up to 6 persons) in parts or all of the city.
16. Potential additional workstreams noted in the LDS include support for a neighbourhood plan for the northern city centre, should a community group be designated as a neighbourhood forum and commence preparation of a neighbourhood plan for the recently designated northern city centre neighbourhood area. In addition, following the announcement by Unilever to close the Colman site in Norwich, there is a potential opportunity to produce planning policy to guide the future redevelopment of this site, which may also include adjacent landholdings. The form and scope of such policy has yet to be agreed.

## **Conclusions**

17. The chief challenges to meet the timescales set out in this revised LDS relate to national planning policy changes and availability of staff resources.
18. Local planning authorities are being urged through changes to national planning policy including the revised NPPF, to accelerate the delivery of housing or underused brownfield land. For example the introduction of a housing delivery test in late 2018 may impact on the available staff resources to progress some workstreams in the LDS, as too may the council's efforts to pro-actively encourage greater housing delivery through implementation of specific housing allocations. In addition there are many other aspects of the planning policy team's workload which are not included in the LDS (such as monitoring and implementation of local plan policies) which require a significant staff resource. New planning priorities may also emerge during the period 2018-21 which may impact on achievement of LDS timescales for some workstreams.
19. Information about the workstreams identified in this LDS and any new priorities will be reported to members as required and will be included in any future revisions to the LDS as appropriate.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10 October 2018
<b>Director / Head of service</b>	Dave Moorcroft / Graham Nelson
<b>Report subject:</b>	Local Development Scheme 2018-21
<b>Date assessed:</b>	24 September 2018

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<p>The Local Development Scheme for the period 2018-21 is a work programme for the preparation of planning policy documents. As such, approval of the LDS does not have any direct economic, social, environmental or equality impacts. However the documents included in the LDS are likely to have a range of such impacts, which will be set out in their individual integrated impact assessments when reported to cabinet.</p>
<b>Issues</b>



# **Local development scheme for Norwich**

**October 2018**



## 1. Introduction

- 1.1 A Local development scheme (LDS) must be prepared under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). It must identify the documents that will be prepared to set out the strategy for the development and use of land in the local planning authority's area – collectively called development plan documents. Essentially, an LDS is a project plan which identifies (among other matters) the documents which, when prepared, will make up the Local Plan for the area. It must be made publicly available and kept up-to-date. It allows the public and stakeholders to find out about planning policies in their area, the status of any emerging policies in the development plan, and the details of and timescales for production of all relevant documents.
- 1.2 This Local development scheme applies only to the area of the city for which Norwich City Council is the local planning authority. It should be noted that part of the administrative area of Norwich (namely the tidal river Wensum downstream of New Mills and an area of land at Cremorne Lane) falls within the planning jurisdiction of the Broads Authority, which is subject to a separate local plan and LDS.
- 1.3 In addition to providing information about the main development plan documents in preparation (which legislation requires to be included), this LDS also provides detail about the preparation of Supplementary Planning Documents (SPDs) and other informal planning guidance and adopted local development documents, to provide a full account of the planning policies that will operate in Norwich. This document also refers to committed and potential workstreams contributing to documents which may in due course form part of the Local development scheme.
- 1.4 This revised LDS replaces the previous LDS which was published in June 2016.

### Summary of progress since the last LDS

- 1.5 Since publication of the last LDS, significant progress has been made on the preparation of the Greater Norwich Local Plan (GNLP), and on the Norfolk Strategic Planning Framework (NSPF) which was adopted in early 2018. Further details are set out in the main body of this document.
- 1.6 The Statement of Community Involvement (SCI) was revised and published in November 2016, and replaces the version published in July 2013. The SCI is the council's code of practice for involving the community in planning issues, including decisions about plan-making and on planning applications.
- 1.7 A Policy Guidance Note (PGN) for Anglia Square redevelopment was adopted in March 2017. This does not take the form of a Supplementary planning document as originally envisaged; instead it is non-statutory guidance produced in relation to a particular form of development proposed for the site. It is not an attempt to revise the development plan or to provide comprehensive advice on the full range of development possibilities

that the site could accommodate. The PGN has helped to inform the current planning application for redevelopment of the Anglia Square site.

- 1.8 The Brownfield Register (Part 1) was published in December 2017. This includes sites that have been assessed as being appropriate for residential development, such as sites with planning permission and allocations in local plans. The register will be updated at least once a year.
- 1.9 A Self-build Register for Norwich was established in 2016 to enable individuals and organisations to register their desire for land for self-build or custom-built housing. The register will enable the council to monitor the demand for self and custom build plots. A local connection test and annual fee were introduced in 2017.
- 1.10 The River Wensum Strategy was adopted by Norwich City Council (in June 2018) and by the other partner authorities during summer 2018. The strategy development and ongoing delivery is led by Norwich City Council working in partnership with the Broads Authority, Norfolk County Council, the Environment Agency and the Wensum River Parkway Partnership. This is a non-statutory strategy aimed at facilitating change and regeneration in the river corridor by helping to change perceptions of the city as a visitor destination, and acting as an economic driver to attract investment. It promotes greater use of the river Wensum, in particular promoting improved access/signage to the river, increasing activity on the river, enhancing its function as a key piece of green infrastructure and its contribution to biodiversity, and increasing its attractiveness to tourists and visitors.
- 1.11 In June 2018 the city council's Cabinet formally designated the area which was previously the subject of the Northern City Centre Area Action Plan as a neighbourhood area. This followed applications for designation of a wider area (the Cathedral, Magdalen and St Augustine's Street area - CMSA) as a neighbourhood area and for designation of a forum for that area. Following a public consultation in early 2018, both applications were refused by Norwich City Council and the Broads Authority (the latter being involved as part of the River Wensum falls within the proposed area) in June 2018. The Localism Act 2011, S61G(5) states that, where a local authority refuses an application for designation of a neighbourhood area because they consider the specified area to be inappropriate as such, they must exercise their powers of designation to secure that some or all of the specified area forms part of one or more areas designated as neighbourhood area.
- 1.12 The newly designated Northern City Centre Neighbourhood Area is already well-established as an appropriate area for planning purposes, and development of a neighbourhood plan could help to positively build on the area's significant regeneration potential. At this stage there has been no public expression of interest by a community group in developing a neighbourhood plan for this area but this may happen during the lifetime of this LDS.

## 2. Scope of the Norwich Local development scheme

2.1 The Local development scheme covers the following types of documents:

### Development plan documents (DPDs)

- 2.2 Development plan documents or DPDs are the formal policy documents which make up the statutory development plan (the *local plan*) for Norwich. Once adopted, these have full legal weight in decision making. The council's decisions to approve or refuse any development which needs planning permission must be made in accordance with the local plan unless material considerations indicate otherwise. The local plan may either be a single document or a number of separate related documents.
- 2.3 The adopted local plan for Norwich comprises the *Joint Core Strategy for Broadland, Norwich and South Norfolk* (the JCS) adopted in March 2011, amendments adopted January 2014; the *Norwich Site Allocations and Site Specific Policies Local Plan* (the Site Allocations Plan), adopted December 2014 and the *Norwich Development Management Policies Local Plan* (the DM Policies Plan), adopted December 2014. The *Northern City Centre Area Action Plan* as stated earlier no longer forms part of the local plan, although policy 11 of the JCS remains adopted and requires regeneration of the northern city centre in accordance with NCCAAP principles. Accordingly a commitment to regenerate the northern city centre will remain a material consideration in determining planning applications in that area.
- 2.4 The JCS will be replaced by the emerging Greater Norwich Local Plan (GNLP), which will run until 2036 and is scheduled to be adopted in 2021.
- 2.5 Each document must be prepared in accordance with a nationally prescribed procedure set out in the national Local Planning Regulations for England, which were last reviewed in 2012 and in accordance with the National Planning Policy Framework 2018. At key stages of plan-making there is an opportunity for the public to comment on emerging planning policies and proposals in the documents. At the end of the process, development plan documents must be submitted to the Secretary of State and independently examined by a government appointed inspector to assess their soundness and legal compliance before they can be *adopted* by the city council and come into force.
- 2.6 Certain other documents must be published alongside each DPD, including:
- the *sustainability appraisal (SA) report* of the plan at each stage (a *sustainability appraisal scoping report* is prepared and consulted on at the start of the process to set out what sustainability issues and objectives the SA should cover and what evidence it will use);
  - A *habitats regulations assessment (HRA)* if policies and proposals in the plan are likely to have impacts on important natural and wildlife habitats protected by national and international legislation. This is also known as the "Appropriate Assessment".

- a *policies map*, setting out the DPD's policies and proposals on a map base (if relevant);
- a *statement of consultation* summarising public representations made to the plan and how they have been addressed (called the "Regulation 22(c) statement");
- copies of any representations made;
- any other supporting documents considered by the council to be relevant in preparing the plan;
- an *adoption statement* and *environmental statement* (when the plan is adopted).

### Supplementary planning documents (SPD)

- 2.7 Supplementary planning documents (SPD) help to support and explain in more detail how the city council will implement particular policies and proposals in the local plan. SPD can also take the form of master plans, detailed design briefs or development briefs for sites identified for future development ("allocated") in the plan, as well as for other emerging sites.
- 2.8 SPD can be reviewed frequently and relatively straightforwardly to respond to change, whereas a review of the policies in the plan is a longer and more complex process.
- 2.9 National *Planning practice guidance* (NPPG) states that supplementary planning documents should build upon and provide more detailed advice or guidance on the policies in the Local Plan and should not be used to add unnecessarily to the financial burdens on development. SPD should not introduce new or include excessively detailed policy guidance, but ought to be used only where it can clarify and amplify existing policy and set out how it will help to bring forward sustainable development.
- 2.10 There are currently 5 adopted SPDs in place which support the policies in the JCS and DM Policies plan. A review of the Affordable Housing SPD (2015) is identified in this LDS. Other informal planning guidance will also be produced during the lifetime of this LDS (see below).

### Other local plan documents

- 2.11 In addition to the progress report provided by this Local development scheme, a number of other documents must be prepared alongside the local plan, but do not form part of it.
- 2.12 A **Statement of community involvement** (SCI) must show how the council intends to involve the community in plan preparation and planning decision making. It is not a local development document but legally it must set out how documents specified in the LDS will be consulted on.
- 2.13 To ensure that plans and policies are effective, an **Annual monitoring report** (AMR) must also be prepared to record progress on implementing the local plan and how new development and change taking place in the previous year has contributed to achieving its targets. From 2011, the AMR for Norwich has been incorporated within a combined

monitoring report for the JCS prepared jointly by Norfolk county council and the three district authorities covering greater Norwich. The most recent JCS AMR, for the monitoring period April 2016 to March 2017, was published in March 2019.

#### **Associated documents and initiatives**

2.14 Although not required to be published as part of the Local development scheme programme, the following additional documents and initiatives are listed in this LDS for information, as they will inform the preparation of future statutory development plan documents and/or provide a wider context for their implementation.

- a) **Non-statutory strategic guidance** including the *Norfolk Strategic Planning Framework* (NSPF);
- b) Other **potential and anticipated workstreams** arising from ongoing national and local policy changes. The scope and extent of the work that may be undertaken depends on resources available to the council and (in some cases) further clarification from central government about how proposed new planning measures would operate in practice. For that reason no detailed timescales can be specified for future informal local guidance and other work items in this category.

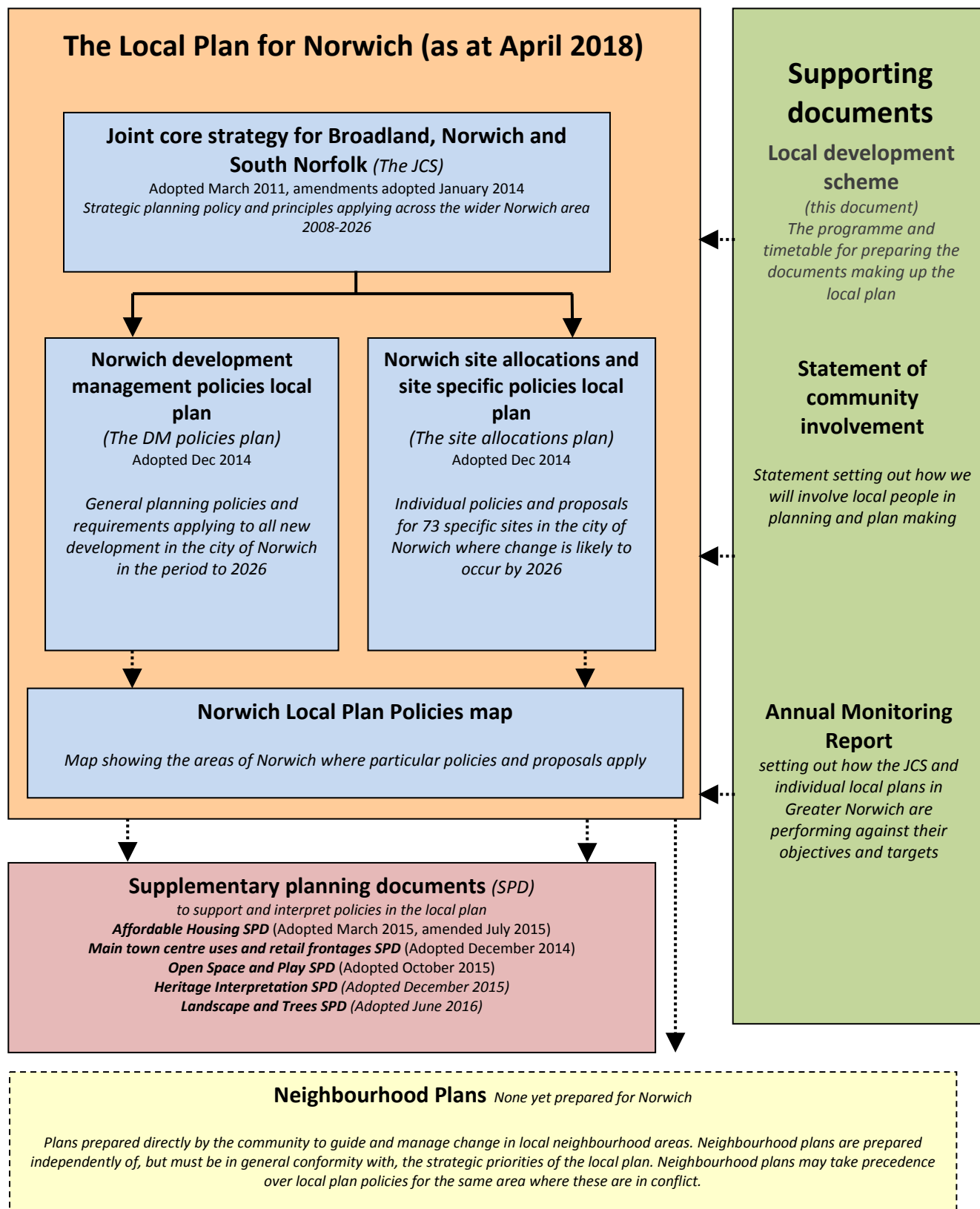
### 3. The existing local plan

- 3.1 A number of planning documents are already in place to guide the council's decisions on planning applications. Together these form the existing adopted local plan for Norwich, which has been through a formal process of consultation and independent examination before adoption.
- 3.2 As these documents are already in use, they are not part of the formal LDS schedule set out in the Annex , which deals in the main with the new and emerging documents that will be prepared to replace or supplement them. However they are referred to below in order to provide a complete picture of the planning policy documents which apply in Norwich.
- 3.3 The documents making up the local plan must conform to national planning policy in the National Planning Policy Framework (NPPF), supported by national planning practice guidance (PPG). In preparing its local plan the council must show that it has met the statutory *Duty to Cooperate* with adjoining authorities and other relevant bodies.
- 3.4 The local plan documents fit into a hierarchy with broad strategic policies at the top and more detailed policies interpreting the strategic approach at a district and small area level. This is illustrated in Figure 1 on page 8.
- 3.5 For the Norwich area, the adopted ***Joint core strategy for Broadland, Norwich and South Norfolk*** (JCS) is the primary document at the top of the hierarchy to which other development plan documents prepared by individual districts should conform. The JCS was adopted in March 2011, with amendments adopted in January 2014. It is a strategic planning document prepared jointly by the three constituent districts in Greater Norwich and Norfolk County Council, and provides the long term vision, objectives and spatial strategy for development of Norwich and its surrounding area for the period to 2026. The JCS is therefore at the heart of the present local plan for Norwich.
- 3.6 The ***Site allocations and site specific policies local plan*** (the Site Allocations Plan) identifies and sets out policies for sites in Norwich city where development is proposed or expected to occur between now and 2026. It responds to the requirement of the JCS to identify additional sites for 3000 new homes in the city by 2026 over and above existing housing commitments. It also identifies opportunities to accommodate the overall levels of growth in jobs and services anticipated over that period and to ensure that these can be delivered and located sustainably, with a particular focus on expanding office employment and retail and leisure uses in the city centre. It will also help to deliver the community facilities and green infrastructure and elements of the sustainable transport network required to support new development as it occurs, in accordance with the JCS. The Site Allocations Plan was adopted in December 2014.
- 3.7 The ***Development management policies DPD*** (the DM Policies Plan) sets out a range of more detailed policies applying throughout Norwich which will be used in the council's assessment of development proposals and to guide future council decisions on applications for planning permission up to 2026. Its 33 policies cover a range of topics,

building on the national policy principles for sustainable development set out in the National Planning Policy Framework and the strategic policies and objectives of the JCS. In certain cases the policies also set out local criteria and standards for different kinds of development. The DM Policies Plan was also adopted in December 2014.

- 3.8 The Localism Act 2011 allows for community led ***neighbourhood plans*** to be brought forward to complement the adopted local plan, and this is reflected in Figure 1. As stated above (paragraph 1.12), a neighbourhood area has been designated for the northern city centre. However as yet no neighbourhood plans have yet been proposed within the city boundary although a number of neighbourhood plans are now formally in place (“made”) for the adjoining suburban parishes of Cringleford in South Norfolk, and Sprowston, Hellesdon and Old Catton in Broadland. The city council remains open to working in cooperation with community-led groups to produce neighbourhood plans where these help to promote beneficial development, regeneration or neighbourhood enhancement in accordance with the presumption in favour of sustainable development and the general principles set out in the NPPF.





## 4. Looking forward – the emerging local plan and the 2018-21 LDS programme

- 4.1 The Local development scheme was last reviewed in 2016. This revision of the Local development scheme outlines the programme of documents and associated workstreams that will contribute to the replacement and review of the local plan. These will include the statutory and non-statutory planning documents detailed below.

### New Development Plan Documents

- 4.2 The proposed ***Greater Norwich Local Plan (GNLP)*** will be a new statutory local plan for Broadland, Norwich and South Norfolk to update the present Joint Core Strategy (JCS). This will, similarly, set out a statement of strategic planning policy for the wider Norwich area but, unlike the JCS, will also include policies and proposals for individual sites. As such, the GNLP will also replace separate site allocations plans for individual districts. The timetable for the production of the GNLP shown in this LDS has been adjusted to reflect changes in the anticipated production timetable arising from further consultations in the Regulation 18 stage. It is the only formal development plan document in the current programme.

### Review of the non-statutory Norfolk Strategic Planning Framework

- 4.3 The ***Norfolk Strategic Planning Framework (NSPF)*** is a non-statutory strategic policy statement setting out broad strategic targets and priorities for the next round of statutory local plans for individual local planning authorities in Norfolk, facilitating joint working across district boundaries and helping to fulfil the statutory Duty to Co-operate. The NSPF was included as a work stream in the 2016 LDS and was approved by partner authorities in early 2018. The NSPF will be updated in 2018-19 to meet the new requirements of the revised National Planning Policy Framework (NPPF), particularly in relation to the requirements set out for the Statement of Common Ground. Thereafter it will be reviewed regularly as the duty to co-operate requires authorities to work together in an ongoing and meaningful way as the Statement of Common Ground must reflect the most up to date position in terms of joint working across the area.
- 4.4 Further information on the GNLP and NSPF is provided in the Key Document Profiles section at the end of the LDS which also includes the proposed production timetable for each document. The work programme set out in this LDS may be subject to review dependent on the extent of evidence likely to be required.

### New Supplementary Planning Documents and planning guidance

- 4.5 The 2015 Affordable Housing SPD will be reviewed in 2018 with anticipated adoption in early 2019. The review will seek to address viability considerations, taking account of changes in the revised National Planning Policy Framework (NPPF, July 2018) with a view to maximising the provision of affordable housing in the city.

- 4.6 A guidance note will be prepared in 2018/19 to guide applications for purpose built student accommodation (PBSA) in Norwich. There has been a significant increase in applications for PBSA in the past couple of years and the guidance will seek to guide the location and type of new purpose built accommodation in the city.
- 4.7 A development brief is being prepared for Prospect House to guide the redevelopment of this prominent city centre site. This site was not allocated in the Site Allocations Plan as it was not a development opportunity at that time. The document has been subject to public consultation and will be submitted to the Council's Planning Applications Committee for approval in October 2018. The brief will be a material planning consideration when decisions are made about any planning application that is subsequently submitted for the site.

#### Other committed and potential workstreams

- 4.8 The following paragraphs refer to committed and potential workstreams which are or may be part of the Council's work programme, although in many cases the status and timescales for production of these have yet to be confirmed. None are formal development plan documents or supplementary planning documents but are included in the LDS for completeness. Subsequent revisions to the Local development scheme would identify the need for any formal DPDs or SPD emerging from this work.

##### a) Committed

- 4.9 Additional workstreams which are **committed** and form part of the planning service's work programme during this LDS period are as follows:
- **Brownfield Land Register updates.** The Town and Country Planning (Brownfield Land Register) Regulations 2017 require local planning authorities to maintain a statutory Brownfield Land Register. The regulations state that the Part 1 Registers must be updated at least annually so this will form an ongoing commitment. Part 2 of the register is intended to include sites listed in Part 1 which are considered suitable for the granting of planning permission in principle for residential development. There is no intention at this stage to produce a Part 2 Register.
  - Maintenance of the **Self-Build Register** (set up in April 2016) will potentially involve identifying opportunities for self-build and custom built housing on sites in Norwich to match demand, whether already allocated for housing or not.
  - A commitment was made in the 2016 LDS to progress work on options for the city council's future policy approach to **Houses in Multiple Occupation (HMOs)**. Although progress has not been made to date, this work is programmed for late 2018 / early 2019, to be considered alongside the production of guidance on purpose built student accommodation referred to above.

## **b) Potential additional work**

- 4.10 Additional workstreams which may be progressed, but which are not firm commitments in this LDS period, are:
- Potential neighbourhood plan support following the designation of the northern city centre area as a neighbourhood area in June 2018. This will be dependent on a community group gaining designation as a neighbourhood forum, and commencing preparation of a neighbourhood plan.
  - There is an opportunity, following Unilever's announcement to close the Colman site, for the council to work closely with the landowners and other key stakeholders to maximise the regeneration and heritage potential of this major east Norwich site. This will require some form of planning policy, the scope and form of which has yet to be determined, and there may be potential to include adjacent landholdings within the scope of the guidance, for example the Deal Ground and Utilities sites.
- 4.11 Government is yet to publish its amendments to the **Community Infrastructure Levy** (CIL) regime. Depending on the timing any amendments, the current intention is that a local CIL review will be undertaken in parallel with the development of the Greater Norwich Local Plan (GNLP), so that a revised CIL is most likely to be introduced at around the same time as the adoption of the GNLP in late 2021.
- 4.12 The need for a potential **Gypsy and Traveller Single Issue Review** was identified in the 2014 LDS as a potential workstream. It is not anticipated that such a plan will now be necessary, as any residual provision on an identified site and any longer term provision elsewhere can be covered in the Greater Norwich Local Plan and/or by identification of appropriate sites on the Brownfield Land Register.

## 5. Key document profiles

Document Title	Greater Norwich Local Plan (GNLP)
Role and content	To provide the strategic vision, objectives and strategy for future development of the greater Norwich area, to accommodate objectively assessed needs for growth and to identify specific sites for development in the period to 2036. The GNLP provides the strategic context for the preparation of lower level policy documents prepared by the three constituent district planning authorities.
Status	Statutory Development Plan Document (DPD)
Conformity	The document must conform with the National Planning Policy Framework (the NPPF). It should also accord with standing advice in national Planning Practice Guidance (PPG).
Geographical coverage	The three districts of Broadland, Norwich and South Norfolk, excluding the parts of those districts falling within the Broads Authority area.
Joint working arrangements (if any)	The plan is being prepared by a joint team comprising officers from Norwich, Broadland and South Norfolk district councils with the support of Norfolk County Council. Each council will make independent decisions at key stages in the plan preparation process.
Relationship with adopted local plan(s)	The GNLP will supersede <ul style="list-style-type: none"> <li>a) the <b>Joint Core Strategy (JCS)</b> for Broadland, Norwich and South Norfolk (adopted March 2011, amendments adopted 2014)</li> <li>a) the <b>Norwich Site Allocations and Site Specific Policies Local Plan</b> (adopted December 2014)</li> </ul>
Production milestones	



<b>Document Title</b>	<b>Norfolk Strategic Planning Framework (NSPF) review</b>
<b>Role and content</b>	To set out an agreement between Norfolk's local planning authorities insofar as they relate to strategic planning matters, setting out broad strategic targets and priorities to inform and provide a context for the preparation of statutory local plans for individual districts and areas within the county (including the GNLP); to facilitate joint working across district boundaries and help to fulfil the Duty to Cooperate; and to meet the NSPF's requirements in relation to a Statement of Common Ground by regular review of the NSPF.
<b>Status</b>	Non statutory strategic document
<b>Geographical coverage</b>	The administrative county of Norfolk.
<b>Joint working arrangements (if any)</b>	<p>The NSPF review is being prepared jointly by the district planning authorities within Norfolk working with Norfolk County Council, the Broads Authority and with the involvement of the Greater Anglia Local Enterprise Partnership and other key stakeholders.</p> <p>Governance:</p> <p>The Duty to Cooperate member forum has been established as a non-decision making body which officers report to. Decisions are made by the constituent authorities' cabinets or equivalents.</p>
<b>Conformity</b>	As a non statutory document there is no formal requirement for conformity with higher level national policy statements, however the framework will need to follow the general principles of national policy and guidance.
<b>Relationship with adopted local plan(s)</b>	The NSPF provides a framework for the eventual formal review and replacement of existing local plans, and demonstrates how the Norfolk authorities are meeting the Duty to Cooperate.
<b>Production milestones (provisional)</b>  <b>Development of NSPF into a Draft Statement of Common Ground for consultation</b>	<b>January 2019</b>

<b>Endorsement of revised NSPF/SoCG</b>	<b>Summer 2019</b>
<b>Monitoring and Review</b>	It is anticipated that the NSPF will be reviewed every 2 years. The next review should potentially take place by summer 2021, within the lifetime of this LDS.



## ANNEX

LOCAL DEVELOPMENT SCHEME FOR NORWICH, 2018-21  
KEY DOCUMENT PROGRAMME

Document	2018												2019												2020												2021													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Preparation of Local Development Scheme																																																		
ADOPTED DEVELOPMENT PLAN DOCUMENTS IN USE																																																		
Joint Core Strategy for Broadland Norwich and South Norfolk																																																		
Norwich Site Allocations and Site Specific Policies Local Plan																																																		
Norwich Development Management Policies Local Plan																																																		
PROPOSED DEVELOPMENT PLAN DOCUMENTS																																																		
Greater Norwich Local Plan																																																		
PROPOSED NON STATUTORY DOCUMENTS																																																		
Norfolk Strategic Planning Framework/SOCG review																																																		
PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS																																																		
Affordable Housing SPD review																																																		

## KEY

## General

LDS production/review

Resolution to bring LDS into effect

Commencement of this LDS period

Commencement of individual document production

## Adopted development plan documents

Adopted DPDs (local plans) in use

Adopted DPD (local plan) expiry. NB the JCS and Site Allocations plan expire in 2026 but will be superseded by the new GNLSP upon its adoption in 2021.

## Greater Norwich Local Plan (GNLSP)

## Previous Stages

Call for sites May-July 2016

Preparation of issues and options Regulation 18 document and supporting evidence March 2016 - 2018

Reg 18 consultation stage (issues and options/site proposals)

Focussed consultation on additional sites

Reg 18 draft consultation stage (preferred policy options, growth strategy and site allocations)

Assessment of responses/preparation of Reg 19 pre-submission plan and additional evidence

Reg 19 publication (pre-submission plan)

Assessment of responses/preparation of Reg 22 submission document

Formal Submission to Secretary of State (Regulation 22)

Examination in Public

Consultation on inspectors' proposed modifications

Publication of Inspectors Report

## Adoption

## Norfolk Strategic Planning Framework (NSPF) Review

Evidence gathering and production of draft framework

Consultation on draft framework

Production of final framework

Endorsement of NSPF by constituent Norfolk councils

Ongoing updates to Statement of Common Ground

## Supplementary Planning Documents (SPD)

SPD production

SPD Consultation - draft (Regulation 12)

SPD adoption



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10 October 2018
<b>Director / Head of service</b>	Dave Moorcroft / Graham Nelson
<b>Report subject:</b>	Local Development Scheme 2018-21
<b>Date assessed:</b>	24 September 2018

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<p>The Local Development Scheme for the period 2018-21 is a work programme for the preparation of planning policy documents. As such, approval of the LDS does not have any direct economic, social, environmental or equality impacts. However the documents included in the LDS are likely to have a range of such impacts, which will be set out in their individual integrated impact assessments when reported to cabinet.</p>
<b>Issues</b>







<b>Report to</b>	Cabinet	<b>Item</b>  <b>7</b>
	10 October 2018	
<b>Report of</b>	Director of regeneration and development	
<b>Subject</b>	Affordable Warmth Strategy 2018 - 2021	

### **Purpose**

To seek approval for the update to the council's Affordable Warmth Strategy for 2018 – 2021.

### **Recommendation**

To approve the council's Affordable Warmth Strategy for 2018 – 2021.

### **Corporate and service priorities**

The report helps to meet the corporate priority a fair city

### **Financial implications**

All work related to this strategy will be met from within existing budgets

**Ward/s:** All Wards

**Cabinet member:** Councillor Davis - Social inclusion

### **Contact officers**

Richard Willson 01603 212312

Rachel Sowerby 01603 212112

### **Background documents**

None

## Report

1. This is our third edition of our Affordable Warmth Strategy and takes into account changes in the policy landscape over the past two years and our future aspirations for our Affordable Warmth work.
2. Norwich City Council is part of the End Fuel Poverty coalition and we have committed to understanding the extent of fuel poverty in our area, its impact on health, housing and quality of life, and to take action to address it. Our new Affordable Warmth Strategy will allow us to fulfil this commitment.
3. As part of our Corporate Plan for 2015-20 we are committed to reducing fuel poverty through our programme of affordable warmth activities and our Environmental Strategy also commits us to an Affordable Warmth Strategy and programme of activities. Therefore this strategy is key to fulfilling our corporate priorities.
4. A fuel poor household is one which has above average fuel costs and, if they were to spend that amount, would be left with a residual income below the poverty line.
5. In Norwich 12.3% of households, or 7,804 households, are experiencing fuel poverty.
6. Regrettably, since our strategy was last published, fuel poverty in Norwich has increased back to 2011 levels. This mirrors a rise both nationally and across other Norfolk councils. This is due to a perfect storm of rising fuel prices and reduced funding from central government for home energy efficiency improvements.
7. Fuel prices have risen by 16% since 2010 and in 2018 suppliers have raised their prices 41 times, while funding for home improvements have been cut by 58% since 2012.
8. Without intervention from Norwich City Council, such as the Big Switch and Save and Cosy City schemes, and work from the private sector housing team to improve housing conditions across the city, it is likely that fuel poverty would have increased even further.
9. Through our Big Switch and Save scheme we have helped over 2,300 people engage with the energy market and switch to a cheaper tariff, saving almost £500,000 in total.
10. Our council housing has an average SAP rating of 70.2, which is much higher than the national average. People in lower rated homes are far more likely to be in fuel poverty.
11. Throughout the period of our next strategy we will continue to work to make council homes more energy efficient, and with private sector housing to continue to remove excess cold hazards and poor thermal efficiency .
12. Looking forward we are planning to launch our own energy white label, which will enable us to provide long-term, affordable tariffs to residents of Norfolk.

13. The purpose of this updated Affordable Warmth Strategy is to provide a coordinated framework and action plan for council services, partners and contractors in their activities to reduce fuel poverty in Norwich.
14. The council's affordable warmth priorities are as follow:
- Priority 1 – To help people in the city to reduce their fuel bills
  - Priority 2 – To improve the energy efficiency of housing in the city
  - Priority 3 – To assist people in the city to maximise their income
15. The council will achieve these priorities through the affordable warmth action plan.
16. It is recommended that the cabinet agree to approve the affordable warmth strategy to provide a coordinated framework to the council activities that contribute to affordable warmth.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10 October 2018
<b>Director / Head of service</b>	David Moorcroft
<b>Report subject:</b>	Affordable Warmth Strategy
<b>Date assessed:</b>	September 2018

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other departments and services</b> e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This strategy should help people maximise their income by ensuring are on cheap energy tariffs and are accessing grants that can improve their homes, therefore reducing overall heating costs.
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This strategy will ensure we continue to share appropriate information via the police, MASH (Multi Agency Safeguarding Hub) on children exposed to excess cold in line with safeguarding requirements.
<b>S17 crime and disorder act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence suggests that reducing fuel poverty will improve health outcomes.

	<b>Impact</b>			
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups (cohesion)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Eliminating discrimination &amp; harassment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Advancing equality of opportunity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Transportation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Natural and built environment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Waste minimisation &amp; resource use</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pollution</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Energy and climate change</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

To approve the strategy.

Negative

Neutral

Issues

# **Norwich City Council Affordable Warmth Strategy**

DRAFT



## Contents Page

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## 1 Foreword

Our affordable warmth strategy provides a framework for our different council activities to reduce fuel poverty. Helping people escape fuel poverty helps meet the new corporate priorities of 'people living well' and 'great neighbourhoods, housing and environment', as well as our existing priority of 'make Norwich a fair city'.

Improving energy efficiency in communities, especially fuel poor households, is vital to improving the health outcomes of the local area, but also enhances prosperity locally via reducing utility bills for citizens and creating local employment opportunities.

On average, resident earnings are low in Norwich compared to the rest of the region, in part due to low incomes. We also have a number of citizens on fixed incomes, who may be suffering from fuel poverty due to the rise in fuel costs. Low incomes and rising costs generally results in some difficult financial choices. More than two million households in the UK cannot afford to heat their homes sufficiently even though a member of the household is in work<sup>1</sup>.

A fuel poor household is one that cannot afford to keep adequately warm at a reasonable cost. A household is fuel poor if their fuel costs are above average and if they were to spend that amount they would be left with a residual income below the poverty line.

In Norwich 12.3 per cent of households are experiencing fuel poverty. That equates to 7,804 households<sup>2</sup>. Thanks to the hard work of Norwich City Council fuel poverty in Norwich has not increased since 2011 despite the perfect storm of increasing fuel prices and reducing support for home improvements from the central government. Nationally there has been an increase in fuel poverty, and regrettably in 2016/17 34,300 excess winter deaths were recorded in England and Wales<sup>3</sup>.

Since our strategy was first published we have helped over 9,000 people switch to a better energy deal and improved over 1,800 homes, helping reduce the cost of living and heating the home. This second strategy will set out our vision and help us to achieve our aspiration to reduce fuel poverty and the harm it causes the most vulnerable in society.

**Cllr Karen Davis**  
**Portfolio Holder for Social Inclusion**

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<sup>1</sup> Annual Fuel Poverty Statistics Report (BEIS, 2018)

<sup>2</sup> Sub-regional fuel poverty, 2016 data (BEIS, 2018)

<sup>3</sup> Excess Winter Mortality in England and Wales (ONS, 2017)

## 2 Context and purpose

A fuel poor household cannot afford to keep adequately warm at a reasonable cost. This is defined by the government using the low income high cost (LIHC) indicator. This means that a household is fuel poor if their fuel costs are above average to be able to heat their home to an adequate standard and if they were to spend that amount they would be left with a residual income below the poverty line. Public Health England defines an adequate standard of warmth to be 18°C<sup>4</sup>.

The proportion of English households in fuel poverty in 2012 was 10.4% or around 2.28 million. This had risen to 2.55 million, or 11.1%, by 2016<sup>5</sup>.

Fuel poverty is caused by a combination of factors including:

- low household income
- homes with poor energy efficiency
- under occupancy
- fuel prices

The ongoing issues of inflationary prices and static wages, coupled with impending changes to the welfare system, will inevitably be exacerbating the problems of fuel poverty. In addition cuts in energy efficiency home improvement funding, such as a 34% cut in the Energy Company Obligation (ECO), and the end of the Green Deal /Green Deal Community Fund, with no replacement funding, makes it more difficult for householders to access support to reduce their energy costs. Norwich City Council is working hard to continue to leverage funding for affordable warmth projects and use the funding we have appropriately.

The government has prioritised the reduction of fuel poverty as a component of its broader strategy for emissions reductions. The Clean Growth Strategy reaffirmed the government's statutory target to ensure as many fuel poor homes as practicable in England achieved a minimum energy efficiency rating of C or better by 2030. The government also recently passed the Domestic Gas and Electricity (Tariff Cap) Bill, committing energy regulator, Ofgem, to cap standard variable and default energy tariffs by Autumn 2018.

New legislation means that EPC ratings in the private rented sector must now be E or above, which may mean we see an increasing number of private sector landlords accessing ECO funding to improve their properties, however the amount which private sector landlords have to pay to improve their properties is capped, with the worst-performing houses likely to need significantly more investment.

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<sup>4</sup> Preventing Avoidable Deaths This Winter (Public Health England, 2014)

<sup>5</sup> Annual Fuel Poverty Statistics Report (BEIS, 2018)

The government has set a target of all fuel poor homes to be upgraded to EPC band C by 2030 and for as many homes as possible to be EPC band C by 2035 where practicable, cost-effective and affordable. According to Norwich City Council SAP data 76% of our households are in bands D and E.

In order to meet government targets we would need to put in over 2,000 measures a year. Therefore in order to meet these targets we would need a 100% increase in uptake, which would be impracticable to achieve, particularly with a continued decrease in central government funding for installation measures. It therefore appears that government targets seem incompatible with the scale required to improve the housing stock to acceptable standards due in most part to lack of funding.

In Norwich more than 7,000 households are experiencing fuel poverty. This is 12.3% of households and compares with 11.1% of households in England as a whole<sup>6</sup>.

Fuel poverty statistics have shown that social housing has higher SAP ratings than other sectors, and lower levels of fuel poverty than the private rented sector<sup>7</sup>. This suggests that work done by the council is helping keep vulnerable people out of fuel poverty, in particular our work to decrease costs associated with heating social housing. As a landlord we work hard to decrease costs for our residents, with 98% of our stock now meeting the Norwich Standard. This compares with private sector landlords who see a high level of fuel poverty, where almost 20% of residents are fuel poor.

Norwich City Council has done a breadth of work regarding helping people overcome fuel poverty for example via the Norwich Switch and Save. The scheme has helped more than 9000 Norwich residents save money through switching. Money advice is also available and opportunities to clear fuel debt via charitable trusts. In addition there is also an ongoing maintenance programme that updates council housing stock. We also work hard to install energy saving measures through our Cosy City scheme and small scale improvements through our Winter Wellbeing programme.

This activity takes practical steps to relieve residents of fuel poverty, without which we may have seen the same increase in fuel poverty since 2011 that have occurred nationally.

In May 2018 local authorities and housing associations in Norfolk were awarded over 3 million pounds in Warm Homes funding to help off-gas homes. Funding will be used to put central heating systems in homes that currently are not connected to the gas grid. We aim to work with this fund to install central heating systems in fuel poor homes and hopefully connect any remaining properties in Norwich that are not on the gas network.

Regretfully the latest fuel poverty data has shown an increase for the first time in four years. Norwich has moved from 9.9% fuel poor households to 12.3%. Fuel Poverty

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<sup>6</sup> Annual Fuel Poverty Statistics Report (BEIS, 2018)

<sup>7</sup> Fuel Poverty Detailed Statistics (BEIS, 2018)

has returned to levels seen in 2011. Although disheartening it must be noted this is against a backdrop of ever rising energy costs.

Electricity prices have increased by over a third since 2010, and gas prices by almost 25%. In 2017 alone electricity prices increased by 6%, disproportionately affecting fuel poor households and households who are often only just above the fuel poverty line. Major energy suppliers have forecasted further increases in domestic energy prices in 2018.

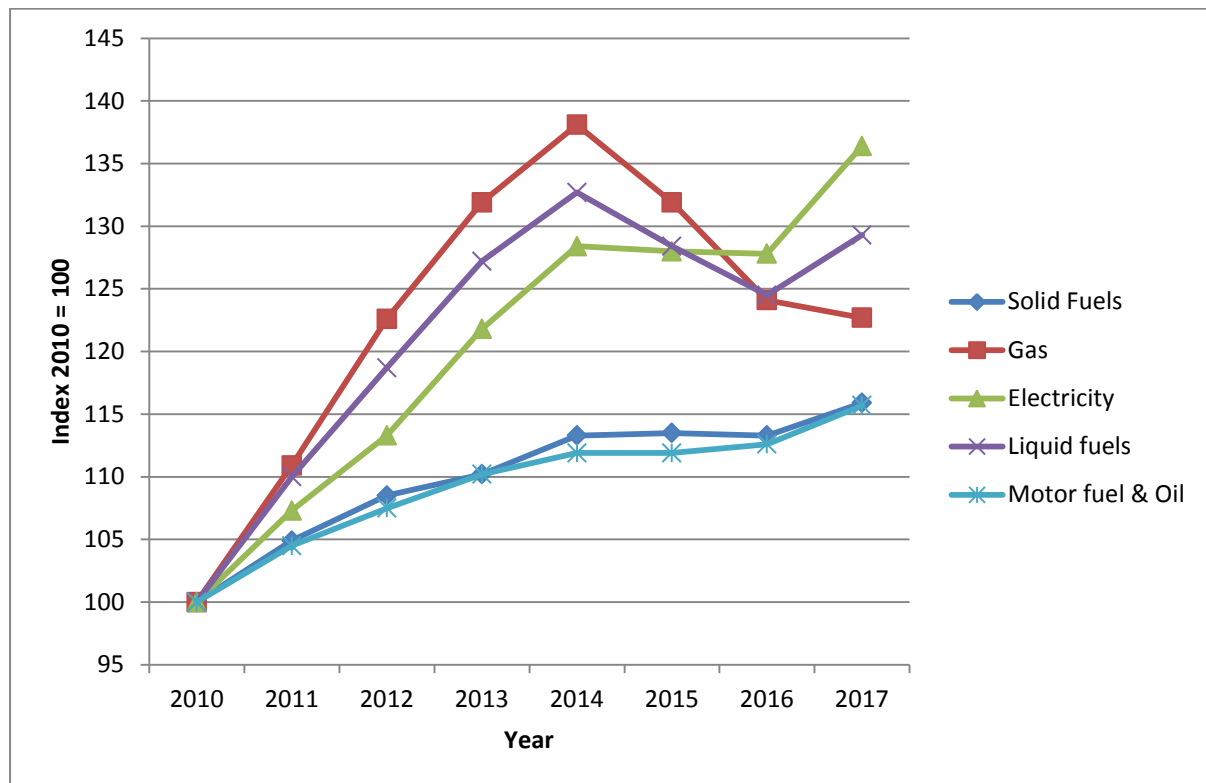
National fuel poverty statistics show an increase in the number of SAP band C and above houses in fuel poverty in 2016, which suggests that the increase in fuel poverty is linked to low income and high costs due to ongoing year on year price rises.

Between 2015 and 2016 households in lower income deciles saw disproportionate changes in income which will have resulted in these households being worse off compared to the overall population, which contributes towards shifting these households into fuel poverty.

Due to the relative nature of the LIHC indicator, for any factor to affect the number of households in fuel poverty, it must change by a greater or lesser amount for those in fuel poverty than for those not in fuel poverty. This is what we have seen for the income indicator in 2015-2016.

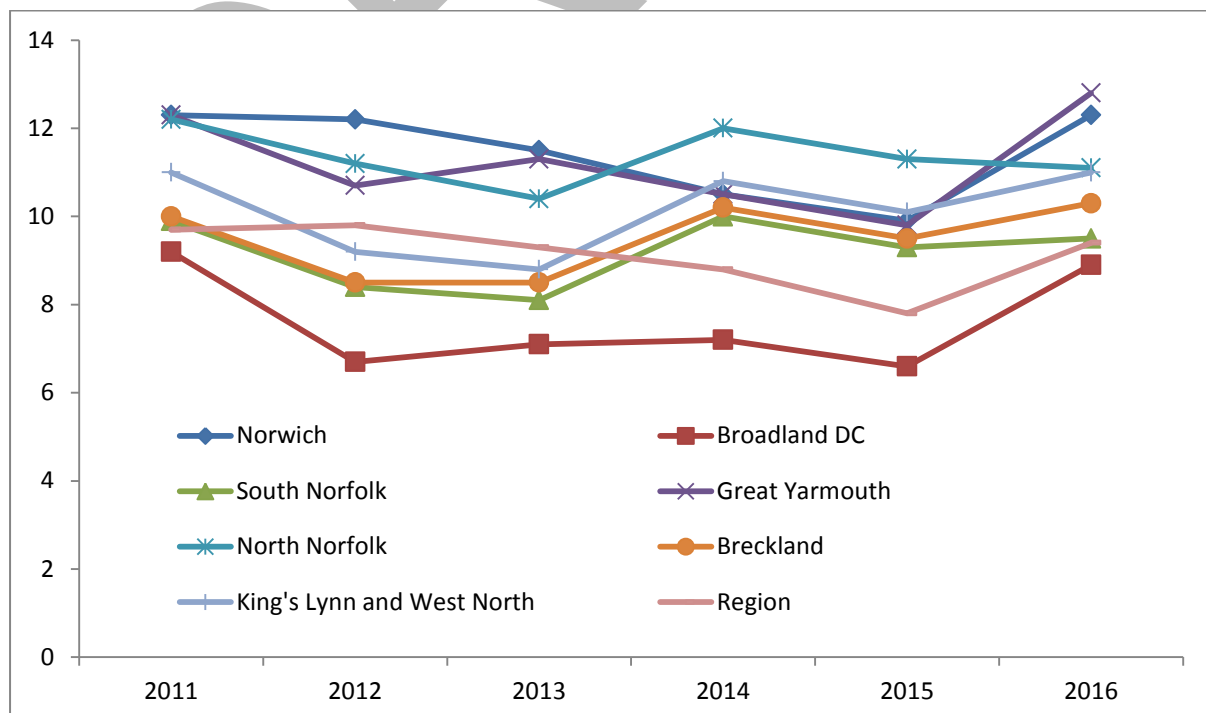
Unfortunately it is difficult for us to impact on the issue of abject poverty other than ensuring citizens are maximising their incomes and minimize their costs. We will continue to help people access the best deals on their energy bills and install energy efficiency works which will target both the low income and high costs quantiles of the LIHC calculator.

## Fuel Prices 2011 to 2017



This graph shows that, without exception, fuel prices have risen dramatically since 2010, with electricity showing the highest price rise of 36%. Overall energy bills have risen 16%.

## Fuel Poverty in Norfolk 2011-16



Norwich has remained in a static position since 2011. Nationally the fuel poverty picture is a rising one.

There is no one size fits all solution to fuel poverty. It is clear that there are different variances between each fuel poor household to why they are fuel poor. This is why a holistic and comprehensive strategy combining energy efficiency measures, income maximisation and energy and debt advice is paramount.

Fuel poverty can have a range of effects including:

- **Worsening health** – cold homes can increase the risks of strokes and heart attacks. Cold conditions are also thought to lower resistance to respiratory infections and exacerbate asthma and Chronic Obstructive and Pulmonary Disorder (COPD).
- **Excess winter deaths** – during the months of December to March the number of deaths recorded (winter deaths) nationally well exceeds the average death rate for the remainder of the year. A significant number of these are thought to be linked to cold conditions particularly amongst the elderly.
- **Increased accidents** – mobility and dexterity reduce when people are cold which can increase the risk of falls and injury as well as potentially affecting arthritis.
- **Social exclusion** – people can be reluctant to invite friends to their homes when they are cold, which can result in an increased sense of social isolation.

Out of 30 major European countries, the UK has the sixth-worst long-term rate of excess winter deaths. 10% of these excess winter deaths are directly attributable to fuel poverty<sup>8</sup>. In 2016/2017 this represented almost 3,500 excess deaths nationally over the winter period<sup>9</sup>.

Many of the effects of fuel poverty set out above are potentially preventable and, in addition to the benefits to the individuals themselves, could result in significant savings in health care costs. Working with health partners, including through the Healthy Norwich partnership (involving Norwich City Council, Norfolk County Council's public health service and the Norwich Clinical Commissioning Group), is an important part of this strategy.

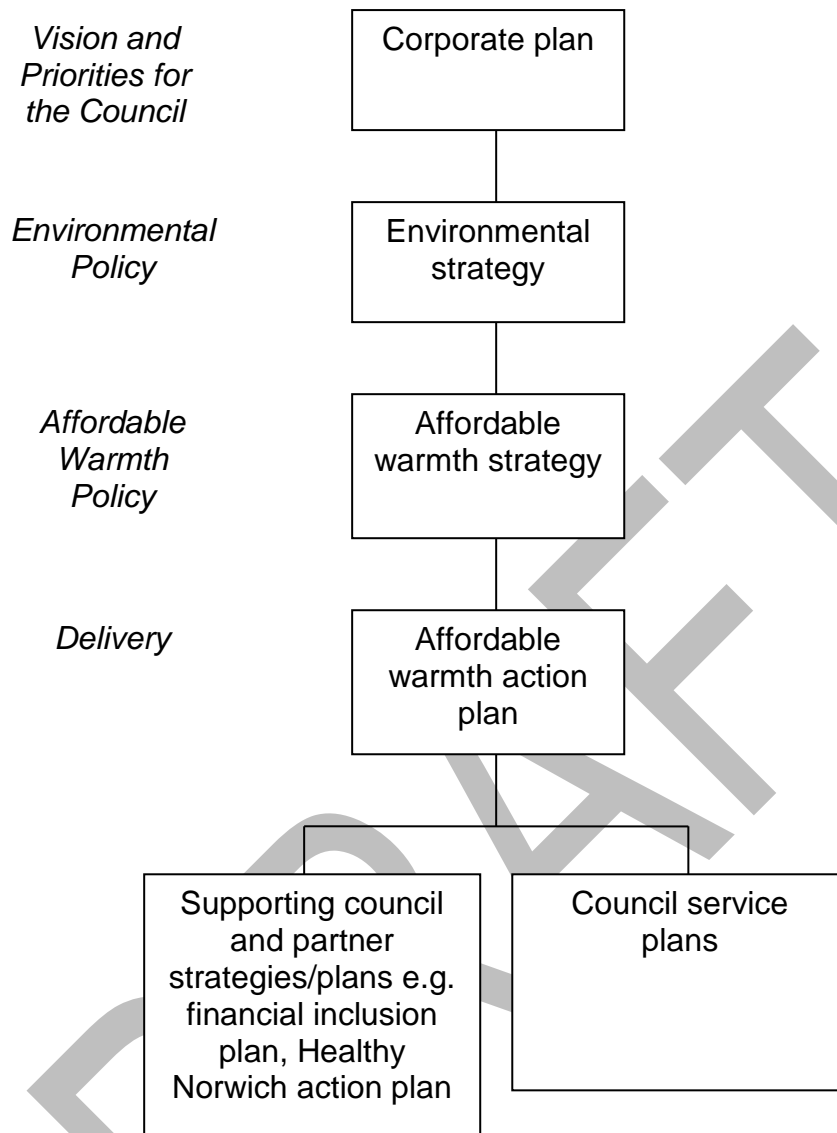
The purpose of this affordable warmth strategy is to provide overall direction and a coordinated framework for council services, contractors and partners in their activities to reduce fuel poverty in Norwich. These activities are set out in service plans and other council plans and those of partners and contractors. This approach is summarised in the diagram below.

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<sup>8</sup> Local action on health inequalities: Fuel poverty and cold home-related health problems (Public Health England, 2014)

<sup>9</sup> Excess Winter Mortality in England and Wales (ONS, 2017)

### Strategic framework for affordable warmth strategy



### 3. **Development of this strategy**

- review of the policy context and economic climate and opportunities provided by upcoming legislation
- review of existing activities and assessment of the likely resources the council will have in the future to carry out affordable warmth work given its ongoing financial pressures as set out in the medium term financial strategy
- discussions with elected members and key stakeholders via our Winter Wellbeing event
- looking at good practice from other areas.



4. **Where do we want to be?**

Affordable warmth priority	Key performance measures
<b>Priority 1 - To help people in the city to reduce their fuel bills</b>	<ul style="list-style-type: none"> <li>• Percentage of people saying their fuel bills have reduced following advice.</li> <li>• Number of private households where council activity helped to improve the energy efficiency of their homes.</li> <li>• Number of privately-owned homes made safe (including cold hazards).</li> <li>• Amount of external funding secured for affordable warmth activity.</li> <li>• Number of council properties meeting the Norwich standard.</li> <li>• SAP rating of council homes.</li> </ul>
<b>Priority 2 - To improve the energy efficiency of housing in the city</b>	<ul style="list-style-type: none"> <li>• Number of private households where council activity helped to improve the energy efficiency of their homes.</li> <li>• Number of privately-owned homes made safe (including cold hazards).</li> <li>• Amount of external funding secured for affordable warmth activity.</li> <li>• Number of council properties meeting the Norwich standard.</li> <li>• SAP rating of council homes.</li> </ul>
<b>Priority 3 - To assist people in the city to maximise their income.</b>	<ul style="list-style-type: none"> <li>• Percentage of people saying that debt issues had become manageable following face to face advice.</li> <li>• Amount of external funding secured for affordable warmth activity.</li> </ul>

## 5. How will we get there?

The council will achieve its affordable warmth priorities through delivery of an affordable warmth action plan that coordinates the different activities of the council.

This sets out the key activities and actions the council will progress within the following key themes:

- **Awareness** – By increasing awareness amongst council employees, partners, contractors and the public of fuel poverty and how advice and support can be accessed.
- **Advice** - By ensuring that effective advice is available for households to ensure they are: on the cheapest energy tariffs; are making efficient lifestyle choices; are maximising their income; and are accessing grants that can improve their homes.
- **Landlord** – By improving the energy efficiency of council homes through our stock improvement work.
- **Partnership** – By working collaboratively with partners in Norwich to make the best use of existing resources and to attract further funding to address fuel poverty.
- **Service** – By providing a service to residents which makes them less likely to be in fuel poverty, or suffer adverse health impacts.

The council's affordable warmth action plan can be found in section 7. Responsibility for the overall delivery of the affordable warmth action plan rests with the corporate leadership team and is coordinated and managed by the environmental strategy team. Specific actions within the programme will be the responsibility of different heads of service and operational managers.

## 6. Progress so far

The council's ongoing work has seen many results including; 9,695 Big Switch and Save registrants, with 2,453 confirmed switchers, 1,802 measures delivered through our Cosy City programme and 207 private homes made safe (including cold hazards). Norwich City Council has received hundreds of thousands in external grants for private sector home improvements.

We have also secured external funding to deliver our Warm and Well and Fuelling Connections campaigns. We continue to look for appropriate sources of external funding to complement our Affordable Warmth activities, including working with Public Health to provide a handyperson service over the winter of 2017/18.

We have worked closely with external partners to reach the most vulnerable residents of Norwich and have successfully ran our Winter Wellbeing conference for several years, giving key partners the chance to network and understand local schemes better.

We have provided training at our Winter Wellbeing conferences, in partnership with National Energy Action (NEA) and Community Action Norfolk (CAN) and are in regular contact with internal partners such as the Digital Inclusion team and the customer contact team to make sure they are aware of our schemes and can cascade this information to relevant team members.

98% of council homes are now meeting the Norwich standard. The SAP rating of council stock is 70.2. The estimated SAP target for end of 2018/2019 is 70.3, and the estimated target SAP for end of 2019/2020 is 70.6.

However we are aware that the funding landscape is likely to continue to diminish, with further energy price increases forecast. Increasingly, sustainable energy solutions are becoming a viable option for local authorities seeking to reduce fuel poverty; therefore we are planning to launch our own white label energy company, which will allow residents of Norwich to access long-term affordable tariffs.

## **7. Measuring our progress**

Overall progress on the affordable warmth action plan will be monitored through the council's performance management framework. This includes overall progress reporting to scrutiny and cabinet through the council's quarterly performance report and through an annual environmental statement.

To assess the success of our affordable warmth strategy the council will, in particular, monitor the following key performance measures:

- Number of private households where council activity helped to improve the energy efficiency of their homes.
- Number of privately-owned homes made safe (including cold hazards).
- Number of council properties meeting the Norwich standard.
- SAP rating of council homes.

Regular progress reports will also be provided as part of monitoring of the delivery of the wider environmental strategy to the council's sustainable development panel, which is a cross party working group chaired by the cabinet member with responsibility for sustainable development. They will provide additional monitoring, challenge and scrutiny.

Progress will be communicated regularly to staff through a range of internal communications. This strategy and our annual environmental statement, which will include overall progress on our affordable warmth work, will be publicly available through our website [www.norwich.gov.uk](http://www.norwich.gov.uk) and supported by external communications to support awareness-raising on these issues in the wider city.

Risks to the non-delivery of this strategy have been considered. However, from time to time, activities within this strategy may be adversely affected by factors which may fall out of the control of the authority.

## 7. Action plan

No	Key action/projects	Priority	Theme (s)	Key performance measure(s)	Responsibility	Delivery (Timescale)
1	To carry out appropriate housing energy advice and support activities on how to achieve affordable warmth through lifestyles changes, accessing cheaper energy tariffs such as through collective switching and taking advantage of government grants to improve the energy efficiency of people's homes.	<p>Priority 1 - To help people in the city to reduce their fuel bills</p> <p>Priority 2 - To improve the energy efficiency of housing in the city</p>	<p>Advice</p> <p>Partnership</p>	<ul style="list-style-type: none"> <li>Number of private households where council activity helped to improve the energy efficiency of their homes</li> </ul>	Environmental strategy team	Ongoing throughout the strategy.
2	To develop and carry out a focused external and internal communications campaign leading up to each winter to make the public, employees, and contractors more aware of fuel poverty issues and how advice and support can be accessed through different communication methods e.g. articles in council publications (Citizen/ TLC)	<p>Priority 1 - To help people in the city to reduce their fuel bills</p> <p>Priority 2 - To improve the energy efficiency of housing in the city</p>	<p>Awareness</p> <p>Partnership</p>	<ul style="list-style-type: none"> <li>Number of private households where council activity helped to improve the energy efficiency of their homes</li> </ul>	Environmental strategy team and communications team	Ongoing throughout the strategy.

3	Identify external sources of funding that could be accessed to support affordable warmth work e.g. to pay for winter warmth packs, heating repairs and heating upgrades for the most vulnerable residents etc	Potentially all three priorities	Service	<ul style="list-style-type: none"> <li>Amount of external funding secured for affordable warmth activity</li> </ul>	Environmental strategy team	Ongoing throughout period of strategy depending on opportunities.
4	To develop Healthy Homes to become a single point of referral for health professionals for a range of home adaptations including affordable warmth which can then be promoted to a range of health and social care professionals.	Potentially all three priorities	Advice Partnership	<ul style="list-style-type: none"> <li>Ongoing safeguarding monitoring</li> </ul>	Environmental strategy team, strategy team and private sector housing.	Ongoing throughout the strategy.
5	To identify privately-owned homes where an excess cold hazard exists and to take appropriate action to remove the hazard. This may include the use of improvement notices in the case of privately-rented accommodation and financial assistance for vulnerable owner-occupiers.	Priority 1 - To help people in the City to reduce their fuel bills Priority 2 - To improve the energy efficiency of housing in the city	Awareness Advice	<ul style="list-style-type: none"> <li>Number of privately owned homes made safe (including cold hazards)</li> </ul>	Private sector housing team	Ongoing throughout period of strategy
6	To provide appropriate awareness training to employees and contractors to recognise the signs of ill health caused by fuel poverty	Potentially all three priorities	Awareness Advice	<ul style="list-style-type: none"> <li>Number of employees trained</li> </ul>	Environmental strategy team	Ongoing throughout the strategy.

7	To continue to improve the council's housing stock to support energy efficiency and affordable warmth	Priority 2 - To improve the energy efficiency of housing in the city	Landlord	<ul style="list-style-type: none"> <li>• Number of council properties meeting the Norwich standard</li> <li>• SAP rating of council homes</li> </ul>	Property team	Ongoing throughout period of strategy
8	To continue to build homes which are of the highest energy efficiency standards for sale and private rent e.g. Passivhaus at Rayne Park	Priority 2 – To improve the energy efficiency of housing in the city	Landlord	<ul style="list-style-type: none"> <li>• Numbers of houses built</li> </ul>	Property team	Ongoing throughout period of strategy
9	To continue to share appropriate information via the police, MASH (Multi Agency Safeguarding Hub) on children exposed to excess cold in line with safeguarding requirements.	Potentially all 3 priorities	Partnership	<ul style="list-style-type: none"> <li>• Ongoing safeguarding monitoring</li> </ul>	Head of local neighbourhoods	Ongoing throughout period of strategy
10	To investigate new and emerging micro generation technology and funding for energy efficiency that can support affordable warmth activities	Potentially all 3 priorities	Advice Partnership Landlord	<ul style="list-style-type: none"> <li>• Number of private households where council activity helped to improve the energy efficiency of their homes</li> <li>• Amount of external</li> </ul>	Environmental strategy team and property team	Ongoing

				funding secured for affordable warmth activity		
11	To set up and run a Norwich based energy company to offer a fair standard variable deal to citizens	Priority 1 - To help people in the city to reduce their fuel bills	Service	<ul style="list-style-type: none"> <li>Number of retained customers</li> </ul>	Environmental strategy team and property team	2018/19
12	To work the Warm Homes Fund team to investigate delivering first-time central heating to fuel poor residents	Priority 1 – To help people in the city to reduce their fuel bills Priority 2 – To improve the energy efficiency of housing in the city	Partnership	<ul style="list-style-type: none"> <li>Number of systems installed</li> </ul>	Environmental strategy team, private sector housing and the Warm Homes team	Ongoing throughout the strategy





<b>Report to</b>	Cabinet	<b>Item</b>
<b>Report of</b>	Chief finance officer (Section 151 Officer)	<b>8</b>
<b>Subject</b>	Revenue and capital budget monitoring 2018/19 – Period 5	

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### Purpose

To update Cabinet on the financial position of the council as at 31 August 2018

### Recommendation

To:

- 1) note the forecast outturn for the 2018/19 General Fund, HRA and capital programme; and
- 2) note the consequential forecast of the General Fund and Housing Revenue Account balances.

### Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

### Financial implications

The General Fund revenue budget is forecast to underspend by £0.932m.  
The Housing Revenue Account budget is forecast to underspend by £1.864m.  
The General Fund Capital Programme is forecast to underspend by £1.070m.  
The Housing Revenue Account Capital Programme is forecast to underspend by £8.915m.

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

### Contact officers

Karen Watling, chief finance officer	01603 212440
Adam Drane, finance business partner	01603 212567

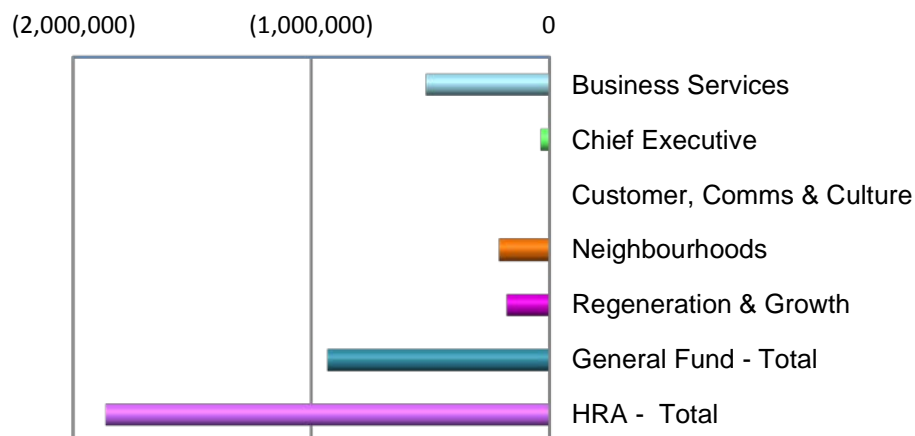
### Background documents

None

## Financial Position – Period 5 2018/19 Figures in 000s

General Fund	Current budget	Forecast outturn	Forecast variance
Expenditure	154,246	154,120	(126)
Income	(55,111)	(54,742)	369
Grants and subsidies	(99,135)	(100,309)	(1,174)
<b>Total</b>	<b>0</b>	<b>(932)</b>	<b>(932)</b>

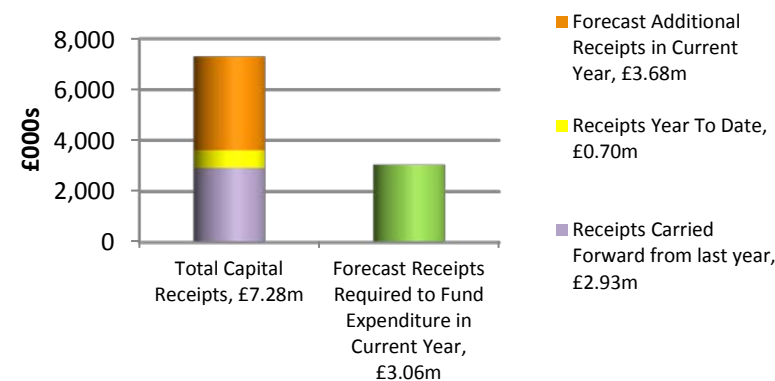
### Forecast variances by service area (under) and overspends



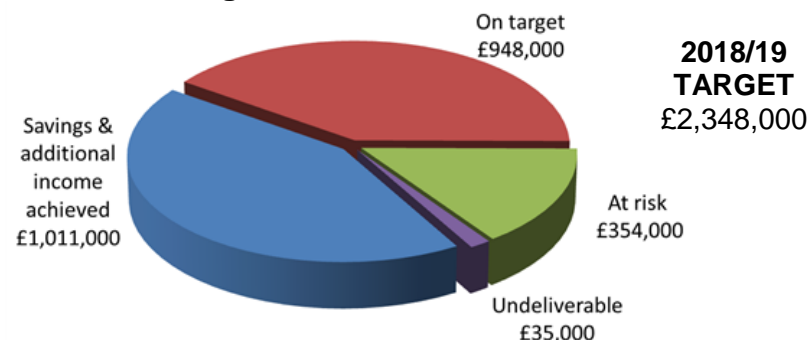
Housing Revenue Account	Current budget	Forecast outturn	Forecast variance
Expenditure	69,039	67,002	(2,037)
Income	(69,039)	(68,866)	173
<b>Total</b>	<b>0</b>	<b>(1,864)</b>	<b>(1,864)</b>

Capital programme	Current budget	Forecast outturn	Forecast variance
General Fund	80,361	79,291	(1,070)
Housing Revenue Account	45,557	36,642	(8,915)

### Non-Housing Capital Receipts



### Planned savings



- The General Fund revenue budget is forecast to underspend by £0.932m, mainly arising from higher than budgeted income from new property acquisitions and staff vacancies.
- The HRA is forecast to underspend by £1.864m largely due to savings in the HRA dwellings repair budget.
- The General Fund capital programme is forecast to underspend by £1.070m, mainly due to specific costs associated with Three Score development unlikely to arise in 2018/19.
- The housing revenue account capital programme is forecast to underspend by £8.915m mainly due to the tower block regeneration project re-profiled into the next financial year and an element of the Goldsmith Street development budget not being required.
- Both the General Fund and HRA reserves are expected to exceed their respective prudent minimum balances.

## General Fund Revenue Budget

1. The forecast is a £0.932m underspend at the year-end. This equates to 0.60% of the gross expenditure budget.

The key forecast budget variances (those with variances of +/- 100k) are set out below:

**Table 1: Key General Fund revenue budget variances (NB: figures in brackets represent savings or increased income)**

P3 Forecast Variance £000s	General Fund Service	P5 Forecast Variance £000s	Description and commentary
(121)	Finance	(519)	No external borrowing has yet been taken in respect of commercial property acquisition resulting in: <ul style="list-style-type: none"> <li>£356k - lower than budgeted interest costs in the short term,</li> <li>£106k - due to the timing of the purchases, the minimum revenue provision expense will not be due until 2019/20</li> </ul>
(147)	Citywide Services	(160)	Variance is largely due to posts which have been vacant in 2018/19. Some of these vacant posts are now filled, and the remainder will be on hold until Fit for the Future restructuring takes place.
(517)	City Development	(208)	<p>The key variances are:</p> <ul style="list-style-type: none"> <li>£137k - additional rental income now due to the Council. The 18/19 budget included an additional £400k of net rental income from new commercial property acquisitions, after budgeting for borrowing costs. Based on the purchases to date this target has been exceeded.</li> <li>£69k - delay in sale of an asset has led to more rental income than original anticipated</li> </ul> <p>It is planned that income above the budget is transferred into the Commercial Property earmarked reserve. The reserve was been established to reduce the risks associated with holding commercial property by setting aside funding for any future void and rent free periods, as well as repairs and upgrades to the investment property portfolio.</p> <p>The P3 variance also included reduction in borrowing costs now shown against Finance, hence the large variance change against City Development from P3 to P5.</p>

Further detail is set out in **Appendix 1**.

## Planned Savings

2. The 2018/19 net budget includes £2.348m planned savings. The current forecast indicates that £0.389m (17%) of these are at risk of not being delivered or will not be delivered, however this is offset by £0.559m where the savings have exceeded the target.

## Housing Revenue Account

3. Net expenditure on the HRA is forecast to be £1.864m underspent. The key forecast budget variances are set out below in Table 2.

**Table 2**

**Key HRA revenue budget variances (NB: figures in brackets represent savings or increased income)**

P3 Forecast Variance £000s	Housing Revenue Account	P5 Forecast Variance £000s	Description and commentary
(246)	Repairs & Maintenance	(1,438)	<p>The key variances are:</p> <ul style="list-style-type: none"> <li>£1,000k forecast underspend on major and minor repairs. There has been lower demand for certain elements of work due to the benefit of the upgrade programme. In addition, some work streams have seen lower demand due to the summer weather.</li> <li>£116k additional income due to increase in amount of rechargeable repairs invoiced</li> <li>£56k forecast underspend on repairs bad debt allowance based on current arrears figures</li> </ul>
(277)	Rents, Rates, & Other Property Costs	(254)	<p>The key variances are:</p> <ul style="list-style-type: none"> <li>£188k underspend due to Anglian Water actual less that originally budgeted; partially offset by lower income against service charge budgets</li> <li>£25k forecast underspend on empty property charges based on current rate</li> <li>£27k Insurance premiums lower due to change of supplier</li> </ul>
(532)	Special Services	(483)	<p>The key variances are:</p> <ul style="list-style-type: none"> <li>£361k forecast underspend on district heating &amp; sheltered housing gas costs; partially offset by lower service charge income</li> <li>£145k unbudgeted income from the sale of the Community Alarm Service</li> </ul>

P3 Forecast Variance £000s	Housing Revenue Account	P5 Forecast Variance £000s	Description and commentary
(4)	Dwelling Rents	(118)	Void rate lower than budgeted for, along with lower than anticipated right to buy sales.
597	Service Charges General	538	<p>The key variances are:</p> <ul style="list-style-type: none"> <li>£262k lower than budgeted district heating income due to reduced gas use; partially offset by underspend against district heating within special services</li> <li>£156k lower than budgeted Anglian Water service charge income due to reduced costs; offset by underspend against rents, rates, &amp; other property costs</li> </ul>

Further detail is set out in **Appendix 1**.

### Collection Fund

4. The Collection Fund includes all income generated from council tax and business rates that is due in the year from council taxpayers and ratepayers.

### Council Tax

5. Council tax collection is currently forecast to exceed budget. Any surplus or deficit on council tax income will be distributed in subsequent years.

**Table 3**

	Budget £000s	Forecast £000s	(Surplus) / deficit £000s
Total Council Tax Collection Fund Income	(64,169)	(64,691)	(522)
Norwich City Council Share (14.18%)	(9,100)	(9,174)	(74)

## Business Rates

6. The latest forecast shows a projected surplus of £267k on the general fund. This is due to additional unbudgeted Section 31 grant being received in 2018-19 in relation to a central government change in the compensation methodology for the small business rate relief. The forecast takes into account the higher forecast levy payment to the Norfolk Business Rates Pool.

**Table 4**

	<b>Budget £000s</b>	<b>Forecast £000s</b>	<b>(Surplus) / deficit £000s</b>
Norwich City Council Retained Income Share	(5,298)	(5,565)	(267)

## Impact on Balances

7. The prudent minimum level of General Fund reserves has been assessed as £4.232m. The budgeted and forecast outturn's impact on the 2017/18 balance brought forward is as follows:

**Table 5**

<b>Item</b>	<b>£000s</b>
Balance at 1 April 2018	(13,156)
Budgeted contribution from reserves 2018/19	1,504
Forecast outturn 2018/19	(932)
Transfer to commercial property reserve	544
<b>= Forecast balance at 31 March 2019</b>	<b>(12,040)</b>

The General Fund balance is, therefore, expected to continue to exceed the prudent minimum balance.

8. The prudent minimum level of HRA reserves has been assessed as £5.844m. The budgeted and forecast outturn's impact on the 2017/18 balance brought forward is as follows:

**Table 6**

<b>Item</b>	<b>£000s</b>
Balance at 1 April 2018	(30,489)
Budgeted contribution from reserves 2018/19	2,550
Forecast outturn 2018/19	(1,864)
<b>= Forecast balance at 31 March 2019</b>	<b>(29,803)</b>

The Housing Revenue Account balance is, therefore, expected to continue to exceed the prudent minimum balance.

## Invest to Save Reserve

9. An Invest to Save earmarked fund was created to allow the Council to support the delivery of savings and efficiencies, through the Fit for the Future Transformation Programme. The fund was created from revenue budget underspends in 2016-17 and 2017-18. The balance on the fund at 1 April 2018 was £2.65m. The total committed spend against this fund is £1.44m, with £0.76m expected to be utilised in the current financial year.
10. A separate HRA Invest to Save earmarked reserve was also created, which currently has a balance of £0.5m. The total committed spend against this fund is £0.35m, with £0.13m expected to be utilised in the current financial year.

The use of these resources is closely monitored; any updates to the spending profile will be reported in the P7 budget monitoring report.

The 2018/19 allocation of these funds to specific projects is shown in **Appendix 3**.

## Capital Programme

11. The general fund capital programme is forecast to underspend by £1.070m and the HRA capital programme is forecast to underspend by £8.951m in this financial year.

**Key capital programme budget variances (NB: figures in brackets represent savings or increased income)**

**Table 7**

<b>P03 Forecast Variance £000s</b>	<b>Capital Programme Group</b>	<b>P05 Forecast Variance £000s</b>	<b>Description and commentary</b>
(943)	GF Three Score development	(878)	<ul style="list-style-type: none"> <li>Specific costs associated with Three Score development unlikely to arise in 2018/19</li> </ul>
(1,596)	HRA Neighbourhood Housing	(3,028)	<ul style="list-style-type: none"> <li>£1,286k underspend forecast for tower block regeneration budget. A feasibility study is currently being undertaken, with some works likely to be started during the next financial year</li> <li>£317k thermal comfort - issues with planning and delays in structural repairs means fewer addresses available for upgrade this year</li> <li>£245k bathroom upgrades -lower volume than projected due to high levels of tenants refusing to allow access to properties</li> <li>£200k Boiler replacement (domestic) - lower unit costs this year has resulted in a forecast saving</li> <li>£194k Kitchen upgrades - lower volume than projected due to high levels of tenants refusing to allow access to properties</li> <li>£155k underspend forecast for sheltered housing whole home upgrades. Budget no longer required due to a housing strategy change</li> </ul>
6	New Build Social Housing	(5,886)	<ul style="list-style-type: none"> <li>Unrequired element of 2018/19 budget for Goldsmith Street development.</li> </ul>

Further detail is set out in **Appendix 2**



## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	
<b>Head of service:</b>	Chief Finance Officer
<b>Report subject:</b>	Budget Monitoring 2018/19
<b>Date assessed:</b>	26/09/18
<b>Description:</b>	This is the integrated impact assessment for the Budget Monitoring 2018/19 report to Cabinet

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report shows that the council monitors its budgets, considers risks to achieving its budget objectives, reviews its balances position, and is therefore able to maintain its financial standing
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The report demonstrates that the council is aware of and monitors risks to the achievement of its financial strategy.

## Recommendations from impact assessment

### Positive

None

### Negative

None

### Neutral

None

### Issues

The council should continue to monitor its budget performance in the context of the financial risk environment within which it operates.

## Revenue Budget Monitoring Summary Year: 2018/19 Period: 5 (August)

### General Fund Summary

Approved budget	Current budget		Forecast outturn	Forecast variance
5,491,851	5,491,851	Business Services	5,499,381	7,530
462,163	462,163	Democratic Services	446,100	(16,063)
(20,851,765)	(21,078,558)	Finance	(21,595,480)	(516,922)
0	0	Human Resources	3,541	3,541
0	0	Procurement & Service Improvement	2,736	2,736
<b>(14,897,751)</b>	<b>(15,124,544)</b>	<b>Total Business Services</b>	<b>(15,643,724)</b>	<b>(519,180)</b>
0	0	Chief Executive	2,494	2,494
204,413	204,413	Strategy & Programme Management	164,501	(39,912)
<b>204,413</b>	<b>204,413</b>	<b>Total Chief Executive</b>	<b>166,996</b>	<b>(37,417)</b>
2,071,779	2,091,645	Communications & Culture	2,109,003	17,358
(9,537)	(28,698)	Customer Contact	(28,255)	443
<b>2,062,242</b>	<b>2,062,947</b>	<b>Total Customers, Comms &amp; Culture</b>	<b>2,080,748</b>	<b>17,801</b>
10,150,063	10,173,899	Citywide Services	10,013,942	(159,957)
1,629,978	1,538,978	Neighbourhood Housing	1,517,551	(21,427)
800,281	826,734	Neighbourhood Services	795,325	(31,409)
<b>12,580,322</b>	<b>12,539,611</b>	<b>Total Neighbourhoods</b>	<b>12,326,817</b>	<b>(212,794)</b>
(2,471,702)	(2,049,958)	City Development	(2,258,398)	(208,440)
0	0	Environmental Strategy	(24,617)	(24,617)
0	0	Executive Head of Regeneration &	(9,900)	(9,900)
1,441,678	1,441,678	Planning	1,481,617	39,939
1,080,798	925,852	Property Services	948,407	22,555
<b>50,774</b>	<b>317,572</b>	<b>Total Regeneration &amp; Growth</b>	<b>137,108</b>	<b>(180,464)</b>
<b>0</b>	<b>(1)</b>	<b>Total General Fund</b>	<b>(932,054)</b>	<b>(932,054)</b>

### Housing Revenue Account Summary

Approved budget	Current budget		Forecast outturn	Forecast variance
13,487,435	13,487,435	Repairs & Maintenance	12,049,336	(1,438,099)
6,339,289	6,339,289	Rents, Rates, & Other Property Costs	6,085,147	(254,142)
11,965,228	11,965,228	General Management	11,876,437	(88,791)
4,818,963	4,818,963	Special Services	4,335,922	(483,041)
21,805,082	21,805,082	Depreciation & Impairment	21,805,082	0
190,000	190,000	Provision for Bad Debts	150,000	(40,000)
(56,968,090)	(56,968,090)	Dwelling Rents	(57,086,479)	(118,389)
(2,227,988)	(2,227,988)	Garage & Other Property Rents	(2,304,498)	(76,510)
(8,414,324)	(8,414,324)	Service Charges - General	(7,876,355)	537,969
(115,000)	(115,000)	Miscellaneous Income	(28,823)	86,177
9,646,135	9,646,135	Adjustments & Financing Items	9,657,335	11,200
(426,730)	(426,730)	Amenities shared by whole community	(426,730)	0
(100,000)	(100,000)	Interest Received	(100,000)	0
<b>0</b>	<b>0</b>	<b>Total Housing Revenue Account</b>	<b>(1,863,627)</b>	<b>(1,863,627)</b>

## General Fund summary by type

Approved budget	Current budget		Forecast outturn	Forecast variance
20,556,794	20,559,794	Employees	20,602,891	43,097
9,385,168	9,402,168	Premises	9,334,360	(67,808)
282,856	282,856	Transport	280,050	(2,806)
16,090,722	16,070,722	Supplies & Services	16,906,054	835,332
4,007,623	4,007,623	Third Party Payments	4,068,024	60,401
83,126,130	83,126,130	Housing Benefits & Business Rates Tariff	85,980,339	2,854,209
(63,298)	871,477	Capital Financing	177,159	(694,318)
800,000	800,000	Rev Contribs to Capital	800,000	0
(27,246,405)	(28,181,180)	Fees, charges and rental income	(28,531,038)	(349,858)
(99,134,946)	(99,134,946)	Government Grants	(103,163,608)	(4,028,662)
1,013,331	1,013,330	Centrally Managed	1,014,602	1,272
18,111,803	18,111,803	Recharge Expenditure	17,810,492	(301,311)
(26,929,778)	(26,929,778)	Recharge Income	(26,211,381)	718,397
<b>0</b>	<b>(1)</b>	<b>Total General Fund</b>	<b>(932,056)</b>	<b>(932,055)</b>

## Housing Revenue Account summary by type

Approved budget	Current budget		Forecast outturn	Forecast variance
5,679,599	5,679,599	Employees	5,594,158	(85,441)
22,950,924	22,950,924	Premises	21,067,885	(1,883,039)
112,285	112,285	Transport	95,105	(17,180)
2,777,110	2,777,110	Supplies & Services	2,726,578	(50,532)
3,410	3,410	Third Party Payments	3,410	0
7,112,273	7,112,273	Recharge Expenditure	7,111,381	(892)
5,131,340	5,131,340	Capital Financing	5,131,340	0
(68,530,117)	(68,530,117)	Receipts	(68,356,660)	173,457
0	0	Government Grants	0	0
(509,224)	(509,224)	Recharge Income	(509,224)	0
11,144,366	11,144,366	Rev Contribs to Capital	11,144,366	0
14,128,034	14,128,034	Capital Financing	14,128,034	0
<b>0</b>	<b>0</b>	<b>Total Housing Revenue Account</b>	<b>(1,863,627)</b>	<b>(1,863,627)</b>

**Capital Budget Monitoring Summary Year: 2018/19**  
**Period: 5 (August)**

Appendix 2

GF Capital Expenditure Programme	Current Budget	Forecast Outturn	Forecast Variance
2705 Grounds Maintenance	559,580	465,567	(94,013)
5081 City Hall heating pumps replacement	0	0	0
5082 City Hall roof membrane replacement	0	0	0
5093 Norwich Parks tennis expansion	0	0	0
5097 Riverbank stabilisation	82,500	82,500	0
5099 St Giles MSCP - replace central	15,750	15,750	0
5190 Hewett Yard refurb - Communal toilet	6,600	6,600	0
5191 Hewett Yard refurb - Surfacing	25,000	21,000	(4,000)
5192 Hewett Yard refurb - Roofing	15,000	15,000	0
5193 Royal Oak Court - Demolition	38,500	38,500	0
5194 City Hall - Fire system detector	45,000	45,000	0
5195 City Hall - Fire System control panels	17,000	17,000	0
5196 Community Centre fire detection	21,000	21,000	0
5198 Earham Park toilet replacement	86,750	86,750	0
5199 Eaton Park path replacement	45,000	45,000	0
5345 HR System	63,273	63,273	0
5351 Credit and Debit card upgrade	32,822	32,822	0
5352 Non trafficked pedestrian bridges	55,000	55,000	0
5353 Strangers Hall stores roof	27,500	27,500	0
5354 Riverside Footpath District Lighting	21,000	21,000	0
5355 City Hall heating system	17,250	17,250	0
5356 Castle Museum windows	33,000	23,000	(10,000)
5357 Pulls Ferry quay heading	16,500	16,500	0
5362 St Giles MSCP Lift Controller	35,500	35,500	0
5020 CCTV replacement	250,935	250,935	0
5324 City Hall 2nd Floor	0	1,220	1,220
5332 City Hall external lighting	5,556	5,556	0
5350 Parking Management System	65,825	65,825	0
5040 Customer centre redesign	440,363	440,363	0
5966 St Giles MSCP	20,000	21,973	1,973
5512 NaHCASP Threescore	942,877	64,694	(878,183)
5317 IT Investment Fund	348,439	348,439	0
5343 Finance System	241,869	241,869	0
5327 Park Depots demolition	282,319	282,319	0
5490 Investment for regeneration	130,000	130,000	0
xxxx Mile Cross Development (former depot)	550,000	550,000	0
<b>Total GF Capital Expenditure Programme</b>	<b>4,537,708</b>	<b>3,554,705</b>	<b>(983,003)</b>

GF Capital Section 106/GNGP/CIL	Current Budget	Forecast Outturn	Forecast Variance
5742 Play Sector 3 & 4 improvements	5,815	5,815	0
5835 S.106 Bowthorpe To Clover Hill	25,302	25,302	0
5837 St Stephens Towers Public Realm	10,000	10,000	0
5705 s106 The Runnel Play Provision	40,261	40,261	0
5728 S106 Mile Cross Gardens Play	70,717	70,717	0
5735 s106 Castle Green Play	75,891	75,891	0
5740 Bowthorpe Southern park	10,000	10,000	0
5801 s106 Hurricane Way Bus Link	32,427	32,427	0
5813 S106 Green Infrastructure Imps	14,565	14,565	0
5823 BRT & Cycle Route Measures	76,283	76,283	0
5829 S106 UEA CPZ Extension	37,201	37,201	0
5563 CIL GNGB Castle Gardens	150,000	150,000	0
5564 CIL GNGB Football Pitch	115,000	115,000	0
5565 CIL GNGB Marriotts Way Barn Road	1,760	1,760	0
5566 CIL GNGB Riverside Walk	105,408	105,408	0
5567 GNGB IIF M Way, A Meadow to	6,000	6,000	0
5569 UEA to Eaton boardwalk extension	30,000	30,000	0
5921 Earham Millenium Green	25,000	25,000	0
5964 GNGP Bowthorpe Crossing	92,993	94,073	1,080
5322 Riverside Walk (adj NCFC)	305,189	305,189	0
5596 CIL Crowdfunding matched funding	30,000	30,000	0
5598 Mile Cross cycle and pedestrian links	23,857	23,857	0
5599 CIL Parish Partnership matched	20,000	20,000	0
5558 Co-CIL Nhood Ketts Heig	7,009	7,641	632
5559 CIL Nhood 20 Acre Wood	9,062	9,062	0
5560 CIL Nhood Chapel Break play area	0	220	220
5562 CIL Nhood Community Enabling	6,993	6,993	0
5592 CIL neighbourhood - Natural	6,491	6,491	0
5595 CIL neighbourhood - Netherwood	0	1,463	1,463
5557 CIL Neighbourhood Projects	150,000	150,000	0
<b>Total GF S106/GNGP/CIL Programme</b>	<b>1,483,224</b>	<b>1,486,619</b>	<b>3,395</b>





HRA Capital Programme Group	Current Budget	Forecast Outturn	Forecast Variance
Community Upgrades	956,558	932,550	(24,008)
Heating Upgrades	4,917,192	4,510,479	(406,713)
Home Upgrades	6,144,853	5,595,270	(549,583)
Independent Living Upgrades	1,074,089	1,074,100	11
Preventative Upgrades	8,445,033	6,901,094	(1,543,939)
Sheltered Housing Regeneration	258,030	103,200	(154,830)
Thermal Upgrades	1,713,316	1,364,127	(349,189)
Window & Door Upgrades	1,958,156	1,958,100	(56)
Site Development	100,000	100,000	0
New Build Social Housing	16,930,877	11,044,385	(5,886,492)
RTB Buyback Programme	250,000	250,000	0
Grants to Registered Housing Providers	2,809,157	2,809,157	0
<b>Total HRA Capital Programme</b>	<b>45,557,261</b>	<b>36,642,462</b>	<b>(8,914,799)</b>

## Invest to Save Reserve

The Invest to Save fund was created to allow the Council to support the delivery of savings and efficiencies, through the Fit for the Future Transformation Programme. The fund was created from revenue budget underspends in 2016-17 and 2017-18.

The table below shows the 2018/19 allocation for the general fund and HRA by project and indicative funding allocations:

	General Fund	HRA	
<b>Reserve at 1 April 2018</b>	<b>2,648,016</b>	<b>500,000</b>	
Reserve allocations:			
Halls bid writing	(20,000)		<b>In Progress.</b> A total of £14,000 of this funding has been spent in preparation for a substantial bid. The remaining invest-to-save funding will be spent in this financial year to complete the process.
Asset surveys to support capital developments.	(55,000)		<b>In Progress.</b> Two project managers (private sector and council sites) and admin support assistant in post from March 2018. Norwich Airport Industrial Estate project manager appointed by Norfolk County Council. Site investigation works costs are to be incurred in early 18/19 with completion expected by mid-September.
Parks review	(50,000)		<b>In Progress.</b> The Council has commissioned a study to assess the quality, quantity and accessibility of existing provision for parks and open space and associated facilities, undertake resident consultation and develop a new Parks and Open Spaces Strategy for the council, assessing future needs and providing standards for this provision including associated facilities. Consultant appointed and expected completion in September 2018. Costs expected to be within budget.
Temporary accommodation review	(75,000)		<b>Delayed.</b> Initially a consultant was sought to formulate a plan to deliver the temporary accommodation project. After going through a lengthy procurement process, there were no respondents. An alternative option is therefore being progressed, with the Council's development team speaking to potential Register Provider partners about the possibility of them developing temporary accommodation with the Council. Timescales and costs still to be confirmed.

	General Fund	HRA	
Temporary resource to increase income collection and overpayment recovery in revenues and benefits and supporting IT software	(150,000)		<p><b>In Progress.</b></p> <p>The new positions have been recruited to focus on overpayment recovery. Two Northgate modules have been procured to identify arrears and avoid need to build processes within Civica. Implementation date is Oct for recovery module but no date agreed for task manager module.</p> <p>Modules that will do the same re benefits have been procured but no implementation dates agreed</p> <p>Citizens Access software for revenues and benefits comprises of five modules. This has not been procured as yet, LGSS IT are waiting for the service area to commit resources therefor no implementation timescale. Meeting scheduled with service area on 25 September to try and move forward with this.</p>
<b>Fit for the Future transformation (covering transformation team, HR, finance and IT).</b>			<b>Process now started on securing resources</b>
Fit for the Future Block 1: Keeping it simple & customer focused	(18,750)	(6,250)	
Fit for the Future Block 2: Increasing commercial activity	(203,565)	(66,411)	
Fit for the Future Block 3: Transformation & efficiency	(95,858)	(32,094)	
Fit for the Future Block 4: Digital First	(87,011)	(29,003)	
<b>Committed in future years</b>	(681,696)	(213,012)	
<b>Available balance</b>	<b>1,211,136</b>	<b>153,230</b>	



<b>Report to</b>	Cabinet	<b>Item</b>
	10 October 2018	
<b>Report of</b>	Director of business services	<b>9</b>
<b>Subject</b>	Procurement of debt collection services including enforcement agents	

## KEY DECISION

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### Purpose

To consider the future provision of debt collection services including enforcement agents.

### Recommendation

To delegate the Enforcement and taking control of goods function (section 12 to the Tribunals, Courts and Enforcement Act 2007) in respect of Council Tax (Section 14 of the Local Government Finance Act 1992 (as amended)) and Non Domestic Rates (Section 62A of the Local Government Finance Act 1988) to Breckland Council. This is subject to approval by Breckland Council.

### Corporate and service priorities

The report helps to meet the corporate priority value for money services

### Financial implications

Potential additional income of up to £20k

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

### Contact officers

Anton Bull – director of business services	01603 212326
Paul Corney - Head of Anglia Revenues Partnership	01842 756437

### Background documents

None

# Report

## Background

1. The council currently uses external enforcement agents (previously known as bailiffs) to enforce debts.
2. This is a sensitive area and an opportunity has arisen to bring the service within the Anglia Revenues Partnership arrangements.
3. This will improve customer service and outcomes and ensure an even closer working relationship between the council and the enforcement agents.
4. Breckland Council has passed Council Tax and Business Rates liability orders to the Anglia Revenues Partnership (ARP) Enforcement Team which has been operational since the end of July 2015. The Enforcement Team has successfully collected Council Tax and Business Rates for The seven Councils in the Anglia Revenues Partnership (Breckland council, East Cambridgeshire, Fenland, Forest Heath, St Edmundsbury, Suffolk Coastal and Waveney).
5. In 2017 South Norfolk District Council delegated their Enforcement function to Breckland Council and since November 2017 the ARP Enforcement Agency have carried out their recovery work on behalf of Breckland Council.
6. The Enforcement Agency has only received 12 complaints since it was formed; only two complaints have been upheld, none have been upheld relating to the behaviour or manner of Enforcement Agents. The amount of Council Tax recovered by enforcement Agents compares favourably to the amounts previously collected by external bailiffs.
7. The ARP Enforcement team works much more closely with the Council Tax teams than external providers are able to. We are better able to respond in cases where vulnerable people are involved to help those people who are genuinely having difficulty in paying and where appropriate the team can withdraw statutory fees.
8. The service that an arrangement with Breckland Council would offer would mean that debtors are asked to enter into arrangements that are affordable and take account of new debt from new year Council Tax bills. The enforcement actions would seek to help debtors to find ways to break their current cycle of debt through referral to agencies and through ongoing dialogue.
9. It is recommended that the council should delegate this function to Breckland Council who will use their existing arrangement to pass cases requiring enforcement (previously referred to as Bailiff) action to the ARP Enforcement Agency. It is anticipated that, subject to approvals, the service would move to Breckland Council arrangement after 01/04/2019.
10. The service is currently with external Agencies. It is provided at no cost to Norwich because the Enforcement Agencies' profit has been derived from the statutory fees charged to debtors and collected and retained by the Agencies.

11. In addition to the potential for improved collection of outstanding Council Tax, it is estimated that the ARP Enforcement Agency would show a net surplus (after costs), of which Norwich would receive approximately £20,000 per annum, in respect of fees charged from 2019/2020.
12. The success of the ARP Enforcement Agency is, in part, due to the economy of scale that is provided by having 7 partners. The sharing of fixed costs means that the more work that is passed to the in-house team the lower the cost to the ARP partner Councils. A second factor is the geographical proximity of all the Councils and this proximity is maintained if Breckland Council pass the Norwich City work to the ARP Enforcement Agency.

### **Options**

13. Norwich could decide not to delegate the Enforcement function to Breckland Council however if they do so then this may reduce the potential collection of Council Tax, Business Rates and other debt.
14. Norwich could agree to the delegation of the Enforcement function Breckland Council which would lead to more help and consideration of customer's needs (particularly in vulnerable cases), improved collection of debt and a potential income from any surplus in fees generated compared to cost.

### **Expected benefits**

15. The ARP Enforcement team works much more closely with the Council Tax teams than external providers are able to. The team are better able to respond in cases where vulnerable people are involved to help those people who are genuinely having difficulty in paying and where appropriate the team can withdraw statutory fees.
16. The Agency should improve collection and help customers to end their cycle of debt by making arrangements that are manageable and take account of new year bills for Council Tax.

### **Constitution & Legal**

17. The Local Government Act 2000 and the Local Authorities (Discharge of Functions) (England) Regulations 2012 allow authorities to delegate executive functions to the executive of another local authority. In this case, such delegation will enable Breckland Council to exercise relevant statutory powers under the Local Government Finance Act 1992, the Tribunals, Courts and Enforcement Act 2007 and the Local Government Finance Act 1988 in respect of properties within Norwich City Council's administrative area.

### **Equality and Diversity / Human Rights**

18. We have a Public Sector Equality Duty. All enforcement action is taken on a case by case basis and is compliant with that duty. All ARP staff receive full training in matters relating to the treatment of vulnerable persons.

## **Risk Management**

19. The performance of the service is monitored closely and reported to the ARP Joint Committee to manage the risk of the service not being at least cost neutral. The service was in surplus for 2015/16 and 2016/17 exceeding the business case estimate and early indications are that the 2017/18 estimates will also be significantly exceeded.
20. The ARP Enforcement Agency have procured a service for from an External Bailiff Service that means that any out of area cases will be passed to this External Agency to collect. If there is any backlog of cases in the future the ARP can also pass any surplus of cases to the External Agency to action on behalf of the Partners.
21. The council will monitor the performance of the service provided to Norwich to ensure the necessary service standards are met.



## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10/10/2018
<b>Director / Head of service</b>	Anton Bull
<b>Report subject:</b>	Procurement of debt collection services including enforcement agents
<b>Date assessed:</b>	25/09/2018

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential additional income of up to £20k
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Better opportunity to work with customers and closer liaison with revenues team.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closer liaison with enforcement agents gives a better opportunity to manage performance.

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

**Report to** Cabinet  
10 October 2018  
**Report of** Director of neighbourhoods  
**Subject** Procurement of a housing structural repairs contract

**Item**

10

## **KEY DECISION**

### **Purpose**

To advise cabinet of the procurement process for a housing structural repairs contract and to seek approval to award the contract.

### **Recommendations**

To award the contract to UK Gunitite Ltd.

### **Corporate and service priorities**

The report helps to meet the corporate priority a healthy city with good housing

### **Financial implications**

The financial consequence of this report is the award of a contract for structural repairs and improvements with a tender cost of £1,114,106.16 which is included within the Housing Revenue Account budgets for 2018/19.

**Ward/s:** Mile Cross

**Cabinet member:** Councillor Harris - Deputy leader and social housing

### **Contact officers**

Lee Robson, head of neighbourhood housing 01603 212939

Carol Marney, associate director NPS Norwich 01603 227904

### **Background documents**

None

# Report

## Introduction

1. The Council has a programme of structural repairs and improvements deemed necessary in order to ensure the housing stock remains in a good state of repair and tenants have quality homes to live in. The contract covered in this report forms a part of this programme of works. A total of 198 flats will benefit from the repairs, situated in Lefroy Road, Berners Street, Bowers Avenue, Hillmead and Boundary Road.
2. The scope of the contract includes repairs to concrete communal walkways, private balconies, deck membrane works, replacement stairs with galvanised steel, reinforcement steel strengthening works, re-roofing of communal flat roof areas and brickwork repairs. The staircases are made of reinforced concrete which has deteriorated. The deck membranes protect the concrete walkways between flats from water ingress which causes rusting of the steel reinforcement and subsequent structural failure.

These works will extend the life expectancy of the structural integrity of the communal walkways and staircases by carrying out specialist concrete repairs and installing full anti carbonation management systems that protects the reinforcement steel within the concrete from further corrosion. Specialist systems come with warranties for materials and workmanship (10 years for concrete repairs and 15 years for the waterproof anti-slip deck membrane systems).

## Procurement Process

3. The opportunity was advertised on the council's e-procurement portal and Contracts Finder on 20 July 2018.
4. Suppliers were asked to submit details of their organisation in terms of finance, contractual matters, insurances, quality assurance, environmental standards, health and safety, equality and diversity credentials, references and previous experience. These aspects were evaluated to ensure that suppliers met the Council's basic requirements.
5. At the same time suppliers were asked to submit details in the form of method statements proposing how they would meet the requirement for the work package and the price that they would charge to carry out this work. These method statements were evaluated once it had been confirmed that the supplier had met the Council's basic requirements.

## Tender evaluation

6. Tenders were received from:

Bawburgh Installations Ltd  
Gunitite (Eastern) Ltd  
JB Specialist Refurbishments Ltd  
UK Gunitite Ltd

7. The supplier selection process required suppliers to complete a questionnaire. The responses given were evaluated against pre-determined criteria. This quality assessment carried a maximum of 40% of the marks. The lowest price was allocated 60% of the marks and marks were deducted, pro-rata, with each increasing tender price.
8. The supplier with the highest cumulative score was deemed the best value submission. The results are shown below.

<b>Price</b>	<b>Price score</b>	<b>Quality score</b>	<b>Total score</b>
£1,114,106.16	60	40	100
£1,177,206.59	56.60	30.01	86.61
£1,434,436.67	42.75	40	82.75
£1,469,925.32	40.84	40	80.84

9. The tender submitted by UK Gunitite Ltd received the highest score and therefore represents the best value for money.
10. These works are subject to leaseholder consultation

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	10 October 2018
<b>Director / Head of service</b>	Lee Robson
<b>Report subject:</b>	Procurement of a housing structural repairs contract
<b>Date assessed:</b>	31 August 2018
<b>Description:</b>	Structural repairs to flats at Mile Cross



	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open tendering ensures that best value is achieved.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The works will extend the life expectancy of the properties.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is the first step towards installing a renewable heat source.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a low risk that the appointed supplier could fail during the life of the contract. There is little risk to the council as it is not investing in the supplier. The risk is one of service continuity rather than financial which is further mitigated by the fact that the contract is planned in nature.

Recommendations from impact assessment	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	

