

Cabinet

Date: Wednesday, 16 November 2016

Time: 17:30

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

Committee members:

Councillors:

Waters (chair)
Harris (vice chair)
Bremner
Kendrick
Ryan
Stonard
Thomas (Va)

For further information please contact:

Committee officer: Andy Futter
t: (01603) 212029
e: andyfutter@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

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



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

AGENDA

1 Apologies

To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

3 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)

4 Minutes

To approve the minutes of the meeting held on 12 October 2016

5 - 8

5 Revenue budget monitoring 2016-17 – Period 6

Purpose - To update cabinet on the provisional financial position as at 30 September 2016, the forecast outturn for the year 2016/17, and the consequent forecast of the General Fund and Housing Revenue Account balances.

9 - 28

6 Capital budget monitoring 2016-17 – Quarter 2

Purpose - To update cabinet on the financial position of the capital programmes as at 30 September 2016.

29 - 44

7 External Audit Appointment

Purpose - To consider the process for the appointment of a new external auditor.

45 - 62

8 Adoption of revised Statement of Community Involvement

Purpose - To consider adoption of the revised Statement of Community Involvement.

63 - 110

9 Procurement of the housing gas heating servicing and repairs contract

Purpose - To inform cabinet of the procurement process for the re-provision of the housing gas servicing and repairs contract and to seek approval to award the contract

111 - 118

10 Award of contract for structural repairs to council homes

Purpose - To advise cabinet of the tender process for a contract for structural repairs and improvements to council homes and to consider

119 - 126

the award of the contract

11 Exclusion of the public

Purpose - 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.

***12 To agree costs of excess contamination delivered to NEWS via the recycling collections**

- 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.

***13 Managing assets - report to follow**

- 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 - report to follow**

- 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, 08 November 2016**

Cabinet**17:30 to 18:37****12 October 2016**

Present: Councillors Harris (chair), Bremner, Kendrick, Ryan, Stonard, Thomas and Waters

1. Apologies

No apologies were received.

2. Public questions / petitions

There were no public questions or petitions.

3. Declarations of interest

There were no declarations of interest.

4. Minutes of the meetings held on 16 September 2016

RESOLVED to agree the minutes of the meetings held on 16 September 2016.

5. Revenue budget monitoring 2016-17 – Period 5

The cabinet member for resources and business liaison presented the report.

RESOLVED to note the financial position as at 31 August 2016 and the forecast outturn 2016-17.

6. Council tax reduction scheme and discounts 2017-18

The cabinet member for resources and business liaison presented the report.

RESOLVED to:

- a. consult with the public and preceptors on the working groups recommendations for changes to the CTRS and discounts for 2017-18
- b. delegate to the director of business services, in conjunction with the director of customers and culture, the final wording of the consultation questions.

7. Proposed variations to car parks fees and charges

The cabinet member for environment and sustainable development presented the report.

The cabinet member for resources and business liaison emphasised that the changes represented only modest increases, designed to keep pace with the market position. He added that car parks were a vital component of what Norwich has to offer as a destination.

In response to a member's question, the cabinet member for environment and sustainable development explained that the timing of the changes was not selected specifically to target Christmas visitors to the city. He emphasised that there were always large-scale events taking place in the city and that a decision needed to be taken and put into operation. The head of city development services also explained that the decision had always taken place at this time of year and that prices are always fairly and properly reviewed – and had not always led to price increases.

RESOLVED to:

- a. approve the revised fees and charges as set out in Appendix C and Appendix D of the report, to take effect from 14 November 2016; and,
- b. authorise the head of city development services to instruct NPLaw to undertake the necessary statutory procedures to introduce the new fees and charges, by means of a variation under Section 35C of the Road Traffic Regulation Act 1984.

8. Update to the private sector financial assistance policy

The cabinet member for environment and sustainable development presented the report.

It was also agreed that in future, reports and discussion should refer to 'delayed discharge' rather than the phrase 'bed-blocking' which was considered de-humanising.

RESOLVED to approve two further financial assistance grants (hospital discharge and safe at home) to be included in the council's existing private sector financial assistance policy for home repair, improvement and adaptation.

9. Future arrangements for the operation of Norwich Enterprise Centre

The leader of the council presented the report.

RESOLVED to approve extension of the existing operational agreement for Norwich Enterprise Centre and its continued operation as a hub for enterprise and business support centre in Norwich by Norfolk & Waveney Enterprise Services Limited (NWES).

10. Award of various contracts for structural repairs to council homes

The cabinet member for council housing presented the report.

RESOLVED to:

- a. approve the award of the structural repair and improvement contract for Heathgate Phase 3 – Concrete repairs and walkway membrane replacement; and,
- b. delegate to the director of neighbourhoods the authority to award the following three contracts in consultation with the cabinet member for council housing:
 - i. Derby Street Phases 3 and 4 – Concrete stair repairs and walkway membrane replacement
 - ii. Godric Place – Concrete stair repairs
 - iii. West Pottergate - Concrete repairs and walkway membrane replacement.

11. Contract award – Drain and sewer renovation and repairs, and water main replacement

The cabinet member for council housing presented the report.

RESOLVED to:

- a. note the award of the contract to UKDN Water (LG) Ltd for the drain and sewer renovation and repairs, and water main replacement service for a four-year period and;
- b. commit to spend up to £1,127,890 over the four-year period through this contract from within existing housing revenue account.

12. Procurement of structural repairs to St Giles multi-storey car park

The cabinet member for resources and business liaison presented the report.

RESOLVED that delegated authority to award the contract be given to the director for regeneration and development in consultation with the portfolio holder for resources and income generation, following completion of the tender evaluation.

13. Healthy Norwich and reducing inequalities action plans

The cabinet member for fairness and equality presented the report.

In response to a members question, the strategy manager explained that the city council can use its assets – such as parks – but since partnership working was vital to the work, the City Council was not the only player. As such it was vital to understand which outcomes sit within the control of the council and metrics should be focused around these areas.

Tracy Williams, chair of the Norwich clinical commissioning group, explained that the work of healthy Norwich makes measurable difference to the health of the city.

RESOLVED to approve the continued implementation of the Healthy Norwich and reducing inequalities action plans.

14. Exclusion of the public

RESOLVED to exclude the public from the meeting during consideration items 15 (a) and (b) (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

15. Managing assets

The cabinet member for council housing presented the report.

RESOLVED to approve the:

- a. disposal of the freehold interest in the assets on the open market; and,
- b. capital receipt from the disposals be reinvested in the housing capital program for improving, repairing and maintaining our housing stock or for enabling new affordable housing.

CHAIR

Report to Cabinet
16 November 2016
Report of Chief finance officer
Subject Revenue budget monitoring 2016/17 – Period 6

Item

5

Purpose

To update cabinet on the provisional financial position as at 30 September 2016, the forecast outturn for the year 2016/17, and the consequent forecast of the General Fund and Housing Revenue Account balances.

Recommendations

To note the financial position as at 30 September 2016 and the forecast outturn 2016/17.

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 budget is forecast to underspend by £0.593m. The Housing Revenue Account budget is forecast to underspend by £2.705m.

Ward/s: All wards

Cabinet member: Councillor Stonard – Resources and business liaison

Contact officers

Justine Hartley, Chief finance officer	01603 212440
Hannah Simpson, Group accountant	01603 212561

Background documents

None

Report

1. Council approved budgets for the 2016/17 financial year on 23 February 2016.
2. The attached appendices show the forecast outturn and year-to-date positions for the General Fund and the Housing Revenue Account:
 - [Appendix 1](#) shows the General Fund by Corporate Leadership Team responsibilities, and by Subjective Group
 - [Appendix 2](#) shows the Housing Revenue Account in (near) statutory format, and by Subjective Group
 - [Appendix 3](#) shows budget and expenditure for the year to date in graphical format

General Fund

3. Budgets reported include the resources financing the Council's net budget requirement (which includes a contribution of £0.451m to reserve balances as allowed for in the Medium Term Financial Strategy) so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Net Budget Requirement	16,120
Non-Domestic Rates	(4,870)
Revenue Support Grant	(2,756)
Council Tax precept	(8,494)
Total General Fund budget	0

4. The General Fund has been forecast to underspend by **£0.593m** at year end compared to a forecast underspend last month of **£0.534m**. Key forecast variances from budget are set out below:

<i>Forecast Outturn P5 £000s</i>	<i>General Fund Service</i>	<i>Forecast Outturn P6 £000s</i>	<i>Commentary</i>
(293)	Business Services	(281)	Additional grant income not yet allocated related expenditure (£177k) and movement in bad debt provision (£81k).
102	Finance	319	Variance mainly due to: <ul style="list-style-type: none">• reduction of £88k in forecast interest income from Housing Company as planned loan not yet made• £145k reduction in expected interest income from investments• £44k higher MRP charges than budgeted• additional debit card charges of £56k.
(147)	Human Resources	(151)	Vacant posts and current training spend less than budgeted.

Forecast Outturn P5 £000s	General Fund Service	Forecast Outturn P6 £000s	Commentary
(25)	City Development	(202)	Variance mainly due to: <ul style="list-style-type: none"> • rent reviews taking place on asset properties, increasing the forecast income • bus shelter income higher than budgeted • additional Supporting People grant from County than anticipated.

5. The General Fund shows an underspend against budget to date of **£2.850m**. This underspend to date is made up of multiple debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

General Fund Service	Variance To Date P6 £000s	Commentary
Business Services	(998)	<ul style="list-style-type: none"> • (£306k) relating to additional government grants received and other grants received ahead of profile or related expenditure. • (£290k) under profile on contingency budget to date. • Remainder due to timing differences on income and expenditure against the budget profile.
Procurement and Service Improvement	(429)	Due to IT development fund expenditure being behind profile as awaiting invoices.
Customer Contact	(266)	Timing mismatch between Transformation Challenge grant funding received and related expenditure being incurred.
City Development	(794)	Current underspend mainly due to: <ul style="list-style-type: none"> • income from bus lane enforcement and on-street yet to be paid over to County • Highways grant income received but not yet spent or returned (section 38) • bus shelter income received higher than budgeted for • works & premises costs at City Hall lower than budgeted, due to lag in invoice being received/paid.

6. Since setting the 2016/17 budget additional amounts of grant income have been confirmed during the course of the year. In Period 6 an additional £26k of Fraud & Error Reduction Incentive Scheme (FERIS) grant has been confirmed. This grant is ring-fenced for fraud and error activities and will be applied to the costs of administering the tax and benefits systems in line with the terms of the grant.

Housing Revenue Account

7. The budgets reported include a £16.3m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Gross HRA Expenditure	60,372
Gross HRA Income	(44,091)
Contribution from HRA Balance	(16,281)
Total net HRA budget	0

8. The Housing Revenue Account has been forecast to underspend by **£2.705m** at year end compared to a forecast underspend last month of **£2.498m**. Key forecast variances from budget are set out below:

Forecast Outturn P5 £000s	HRA Division of Service	Forecast Outturn P6 £000s	Commentary
(2,685)	Repairs & maintenance	(3,046)	<p>Overall variance reflects a reduction in forecast responsive repairs works (in line with recent years' outturns) and savings from renegotiated contracts. Key individual variances include:</p> <ul style="list-style-type: none"> • major/minor repairs forecast based on current activity levels (£1,150k); • stair lift repairs forecast reflects reduced number of repairs (£91k); • underspends on water testing (£30k) and lift & fire alarm maintenance (£41k) and water mains renewal (£50k); • central heating servicing based on activity to date (£338k); • exterior painting based on contractor estimates plus reduced timber painting (£198k); • asbestos removal estimate based on current activity (£150k); • asphalt balconies major work covered under capital projects therefore less revenue expenditure required (£100k); • fire prevention work carried out when identified rather than planned (£100k); • no insulation planned for 2016 (£180k); • estate repairs forecast based on reduced number of repairs (£115k) and reduced garage repairs (£75k) • lower current spend on void properties (£200k) due to increase in number of properties eligible for capital whole house upgrades and higher than budgeted tenant contributions (£143k). <p>The movement in forecast from P5 is mainly due to a reduction in forecast major repairs expenditure due to lower than anticipated demand levels.</p>
118	Rents, rates & other property costs	134	Anglian Water forecast expenditure based on updated supplier schedule, this will be offset by increased income under 'service charges - general'.

Forecast Outturn P5 £000s	HRA Division of Service	Forecast Outturn P6 £000s	Commentary
276	Dwelling Rents	276	Rental income forecast to be lower than budget due to delays on new-build projects.
(159)	Service charges - general	(128)	Mainly due to higher income from water charges (£216k) which is offset by higher Anglian Water charges (see Rents, rates & other property costs).

9. The Housing Revenue Account shows an underspend against budget to date of **£4.585m**. This underspend to date is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant overspends and underspends to date are:

HRA Division of Service	Variance To Date P6 £000s	Commentary
Repairs & maintenance	(2,964)	These variances have arisen due to invoice delays which is usual for work of this nature. Also reflects overall reduced year-end forecast (see detail in previous table).
General Management	(264)	Reduced rates on area offices (£30k), government grant received ahead of profile (£38k) and staff vacancies. Remainder due to smaller profiling differences split over a number of cost centres.
Special Services	(358)	District heating gas and fuel oil costs less than profile (163K). Sheltered housing gas and electricity costs also less than profile (£80k). Remainder due to small timing differences between actuals and profile.
Dwelling Rents	(1,069)	Difference due to the weekly rental income running ahead of profile.

Risks

10. A risk-based review based on the size and volatility of budgets has identified key budgets where inadequacy of monitoring and control systems could pose a significant threat to the council's overall financial position. These are shown in the following table.

Key Risk Budgets	Budget £000s	Current Variance	Current Var %	Current RAG	Forecast Variance	Forecast Var %	Forecast RAG
Housing Benefit Payments & Subsidy	-30	191	-627%	RED	-1	3%	GREEN
HRA Repairs - Tenanted Properties	11,848	-2,408	-20%	RED	-2,605	-22%	RED
HRA Repairs - Void Properties	2,639	-389	-15%	RED	-200	-8%	RED
Multi-Storey Car Parks	-1,442	222	-15%	RED	113	-8%	RED
City Hall	1,067	-85	-8%	GREEN	-53	-5%	GREEN
HRA Rents - Estate Properties	-59,223	-1,047	2%	GREEN	276	0%	GREEN
Corporate Management including Contingency	-2,804	-487	17%	RED	-233	8%	RED
Private Sector Leasing Costs	-286	35	-12%	GREEN	-70	25%	GREEN

11. The red/amber status of items in the “Forecast RAG” column is explained below.

Key Risk Budgets	Commentary
Housing Benefit Payments & Subsidy	Variance to date due to timing differences between expenditure and subsidy receipts.
HRA Repairs - Tenanted Properties and Void Properties	In-year variance mainly due to lower than budgeted responsive repair demand to date and invoicing delays. Year-end variance reflects a reduction in forecast responsive repairs works (in line with recent years’ outturns) and savings from renegotiated contracts. Further detail provided in HRA variance table (point 8).
Multi-storey car parks	Reduced forecast income from new Rose Lane car park.
Corporate Management including contingency	Due to higher grant income receipts than budgeted (£177k). Year to date variance also due to only £13k contingency spend up to period 6.

12. The 2016/17 budgets approved by Council were drawn up in the expectation of reduced resources as announced by the previous government. There are risks to the current and medium term financial position from:

- Further reductions in government grant – the localisation of Business Rates and of Council Tax reductions has increased the risks to the council’s financial position arising from economic conditions and policy decisions. In addition, recent Government announcements indicate that further reductions in Government funding are likely.
- Changes in policy – if further “empowerment” of local authorities is not matched by devolved resources
- Delivery of savings – the budget incorporates both savings measures already in place, and those planned for implementation during the year. If these savings are not achievable in full, overspends will result. With appropriate approvals these may be mitigated through provision made in the corporate contingency, up to the level of that contingency
- Identification of further savings – work is continuing on developing proposals for additional savings to bridge the medium-term budget gap. If these proposals fall short, or are not implemented fully and in a timely manner, further budget shortfalls will result.

13. Forecast outturns are estimates based on management assessments, formulae, and extrapolation. They may not adequately take account of variables such as:

- Bad Debts – budget reports show gross debt, i.e. invoices raised. While allowance has been made in the budget for non-collections, the current economic climate may have an adverse influence on our ability to collect money owed.

- Seasonal Factors – if adverse weather conditions or a worsening economic climate depress levels of trade and leisure activities in the city, there may be a negative impact on parking and other income.
- Housing Repairs & Improvements – the rate of spend on void properties, though closely managed, is heavily influenced by void turnaround, since transfers can create a chain of voids involving significant repair costs.

Financial Planning

14. Overall levels of overspend and underspend will have an ongoing impact on the budget for following years and the size and urgency of savings requirements.
15. Net overspends and underspends will be consolidated into the General Fund and Housing Revenue Account balances carried forward to 2017/18. These are reflected in periodic updates to the Medium Term Financial Strategy and Housing Revenue Account Business Plan.

Impact on Balances

16. The prudent minimum level of General Fund reserves has been assessed as £4.273m. The budgeted and forecast outturn's impact on the 2015/16 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2016 (provisional)	(12,147)
Budgeted contribution to balances 2016/17	(451)
Forecast outturn 2016/17	(593)
= Forecast balance at 31 March 2017	(13,191)

17. The General Fund balance is therefore expected to continue to exceed the prudent minimum.
18. The prudent minimum level of HRA reserves has been assessed as £5.968m. The budgeted and forecast outturn's impact on the 2016/17 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2016 (provisional)	(26,190)
Budgeted use of balances 2016/17	16,281
Forecast outturn 2016/17	(2,705)
= Forecast balance at 31 March 2017	(12,614)

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

Collection Fund

20. The Collection Fund is made up of three accounts – Council Tax, the Business Improvement District (BID) account, and National Non-Domestic Rates (NNDR).

- Council Tax is shared between the city, the county, and the police and crime commissioner based on an estimated tax base and the council tax rates agreed by each of the preceptors. Any surplus or deficit is shared in the following financial year.
- The BID account is operated on behalf of the BID company, to collect their income from the BID levy. Any surplus or deficit is passed on to the BID company.
- NNDR income is shared between the city, the county, and central government. Since “localisation”, any surplus or deficit is also shared, rather than as formerly being borne wholly by the government.

21. There are particular risks attached to NNDR, which are:

- Appeals – the impact of any appeals will fall on the Collection Fund, and therefore in part on the city. The Valuation Office has cleared a large number of appeals which has adversely affected the council’s business rates income levels. However, a backlog of appeals remains and the value of the appeals is not known, nor the likelihood of success, nor the timing of the appeal being determined.
- NNDR billable – changes in the NNDR billable, e.g. demolition or construction of new billable premises, will impact on the amount billable. Assumptions of growth may also be affected by changes in the larger economic environment.
- NNDR collectable – arrears and write-offs (e.g. where a business goes into administration) will also impact on the Collection Fund.

22. These risks are monitored and mitigated through normal Revenues operations.

23. A summary of the Collection Fund is provided below:

<i>Approved Budget £000s</i>	<i>Current Budget £000s</i>	Collection Fund Summary	<i>Actual To Date £000s</i>	<i>Forecast Outturn £000s</i>	<i>Forecast Variance £000s</i>
		Council tax			
59,380	59,380	Expenditure	30,787	59,380	0
(59,380)	(59,380)	Income	0	(59,380)	0
		Business Improvement District			
656	656	Expenditure	205	656	0
(656)	(656)	Income	0	(656)	0
		National Non-Domestic Rate			
79,138	79,138	Expenditure	39,134	79,138	0
(79,138)	(79,138)	Income	1,134	(79,138)	0
0	0	Total Collection Fund	71,260	0	0

24. On Council Tax, actual income is not posted from the council tax system into the finance system until year-end. The actual year-end surplus or deficit will be

taken into account in considering distribution of balances between the preceptors (city, county, and police).

25. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.
26. Any deficit reported on the NNDR account will roll forward and be distributed in the 2017/18 budget cycle.
27. Additional (section 31) grant is received in the General Fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government. All such grant monies received are transferred to an earmarked reserve and held to be offset against deficits in the years that they impact on the revenue accounts.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	
Head of service:	Chief Finance Officer
Report subject:	Revenue Budget Monitoring 2016/17
Date assessed:	26/09/16
Description:	This is the integrated impact assessment for the Revenue Budget Monitoring 2016/17 report to Cabinet

	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"/>	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
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 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.

Budget Monitoring Summary

Year: 2016/17

Period: 6 (September)

GENERAL FUND SERVICE SUMMARY

<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
Business Services							
1,800,982	1,345,989	Business Relationship Management	144,234	(852,619)	(996,853)	1,067,724	(278,265)
375,183	386,720	Democratic Services	555,694	499,780	(55,914)	378,193	(8,527)
(18,720,042)	(18,720,042)	Finance	(3,146,431)	(3,025,535)	120,896	(18,403,976)	316,066
0	0	Human Resources	626,065	569,910	(56,155)	(151,455)	(151,455)
0	0	Procurement & Service Improvement	1,446,038	1,017,169	(428,869)	(58,818)	(58,818)
(16,543,877)	(16,987,333)	Total Business Services	(374,400)	(1,791,295)	(1,416,895)	(17,168,332)	(180,999)
Chief Executive							
0	0	Chief Executive	133,179	110,968	(22,211)	(53,366)	(53,366)
0	(18,963)	Strategy & Programme Management	270,794	207,181	(63,613)	(113,688)	(94,725)
0	(18,963)	Total Chief Executive	403,973	318,149	(85,824)	(167,054)	(148,091)
Customers, Comms & Culture							
2,209,128	2,135,653	Communications & Culture	1,141,205	1,234,410	93,205	2,139,969	4,316
(60,851)	(645)	Customer Contact	1,153,915	887,465	(266,450)	(33,151)	(32,506)
2,148,277	2,135,008	Total Customers, Comms & Culture	2,295,120	2,121,875	(173,245)	2,106,818	(28,190)
Regeneration & Growth							
(1,418,443)	(835,442)	City Development	(1,237,519)	(2,031,402)	(793,883)	(1,037,902)	(202,460)
0	0	Environmental Strategy	72,112	64,731	(7,381)	(14,559)	(14,559)
0	0	Executive Head of Regeneration &	72,593	68,379	(4,214)	(8,271)	(8,271)
1,326,678	1,372,404	Planning	381,074	359,304	(21,770)	1,400,339	27,935
258,661	260,441	Property Services	857,732	628,509	(229,223)	186,631	(73,810)
166,896	797,403	Total Regeneration & Growth	145,992	(910,479)	(1,056,471)	526,237	(271,166)
Neighbourhoods							
9,789,981	9,796,535	Citywide Services	4,255,829	4,182,077	(73,752)	9,843,722	47,187
1,796,364	1,692,616	Neighbourhood Housing	520,027	532,563	12,536	1,680,537	(12,079)
2,642,359	2,584,732	Neighbourhood Services	1,249,358	1,192,768	(56,590)	2,584,886	154
14,228,703	14,073,883	Total Neighbourhoods	6,025,214	5,907,407	(117,807)	14,109,145	35,262
0	(2)	Total General Fund	8,495,899	5,645,656	(2,850,243)	(593,185)	(593,183)

Note: The Service Summary has been amended to move the closed-circuit TV cost centre from with Neighbourhood Housing to Neighbourhood Services to align with the revised structure.

Budget Monitoring Report

Year: 2016/17

Period: 6 (September)

HOUSING REVENUE ACCOUNT STATUTORY SUMMARY

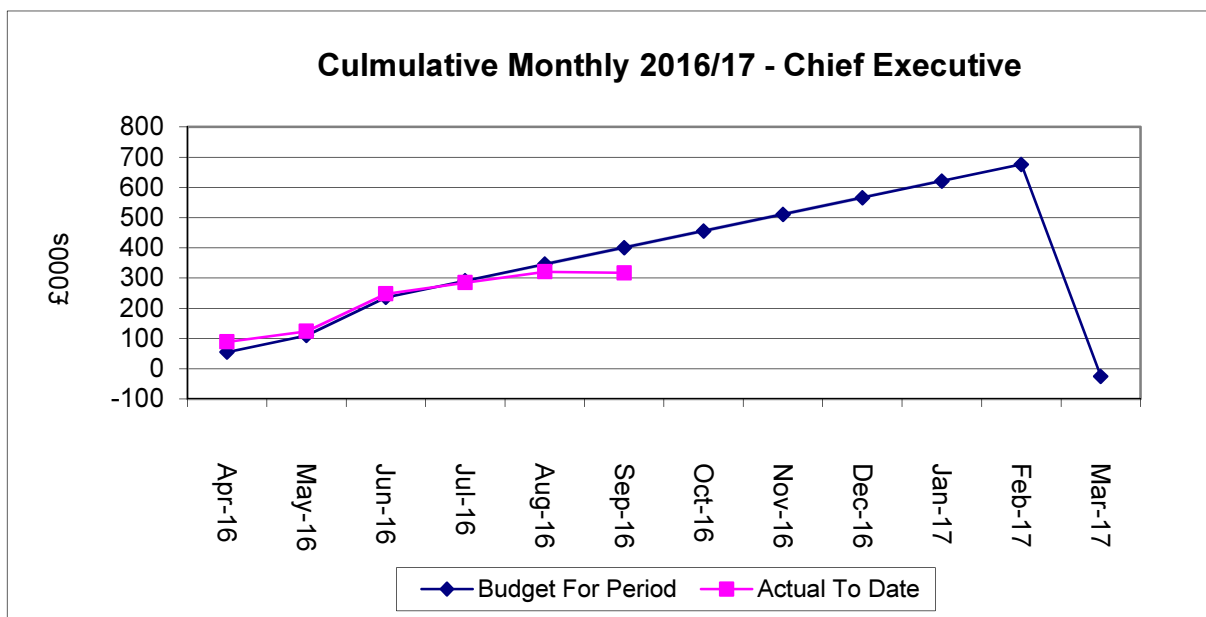
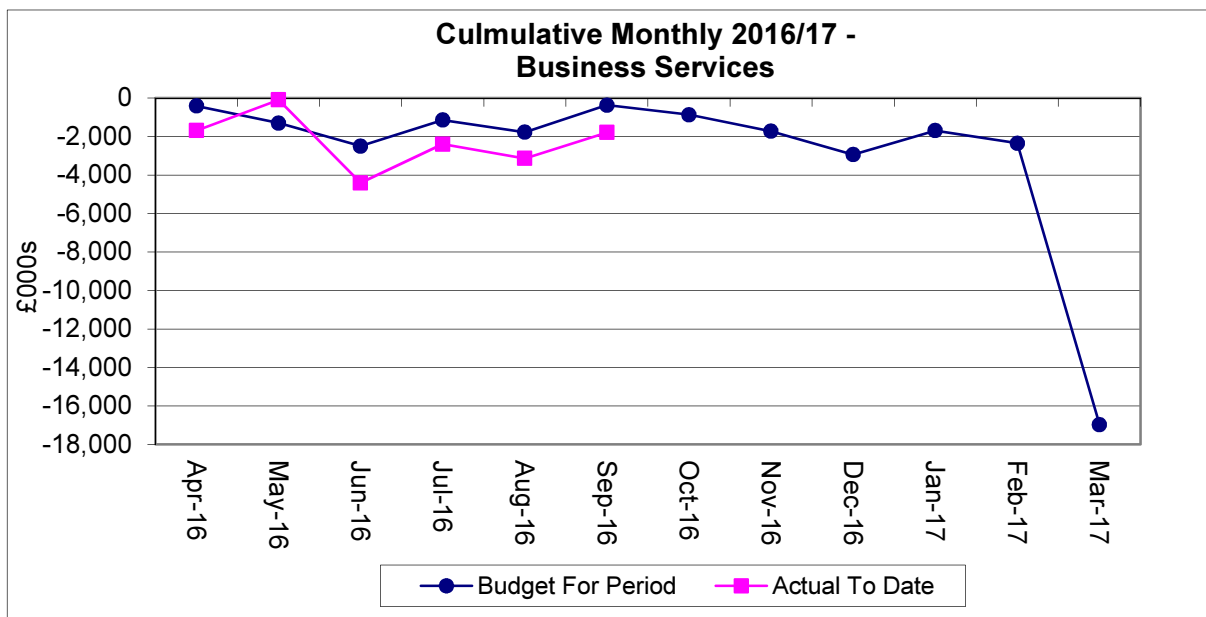
<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
15,499,378	15,499,378	Repairs & Maintenance	7,171,192	4,206,923	(2,964,269)	12,453,596	(3,045,782)
5,936,838	5,936,838	Rents, Rates, & Other Property Costs	5,602,720	5,817,693	214,973	6,070,590	133,752
11,392,777	11,370,353	General Management	3,535,042	3,270,627	(264,415)	11,295,283	(75,070)
5,068,935	5,091,359	Special Services	2,231,140	1,873,154	(357,987)	5,162,725	71,366
22,139,594	22,139,594	Depreciation & Impairment	0	0	0	22,139,594	0
334,000	334,000	Provision for Bad Debts	0	0	0	334,000	0
(58,973,202)	(58,973,202)	Dwelling Rents	(29,486,604)	(30,555,460)	(1,068,856)	(58,697,636)	275,566
(2,223,564)	(2,223,564)	Garage & Other Property Rents	(1,114,756)	(1,074,729)	40,027	(2,148,441)	75,123
(8,343,247)	(8,343,244)	Service Charges - General	(4,475,076)	(4,696,005)	(220,929)	(8,471,145)	(127,901)
(75,000)	(75,000)	Miscellaneous Income	(37,500)	(44,021)	(6,521)	(87,642)	(12,642)
9,966,872	9,966,872	Adjustments & Financing Items	(98,000)	(54,600)	43,400	9,967,472	600
(548,381)	(548,381)	Amenities shared by whole community	0	0	0	(548,381)	0
(175,000)	(175,000)	Interest Received	0	0	0	(175,000)	0
0	3	Total Housing Revenue Account	(16,671,842)	(21,256,418)	(4,584,576)	(2,704,985)	(2,704,988)

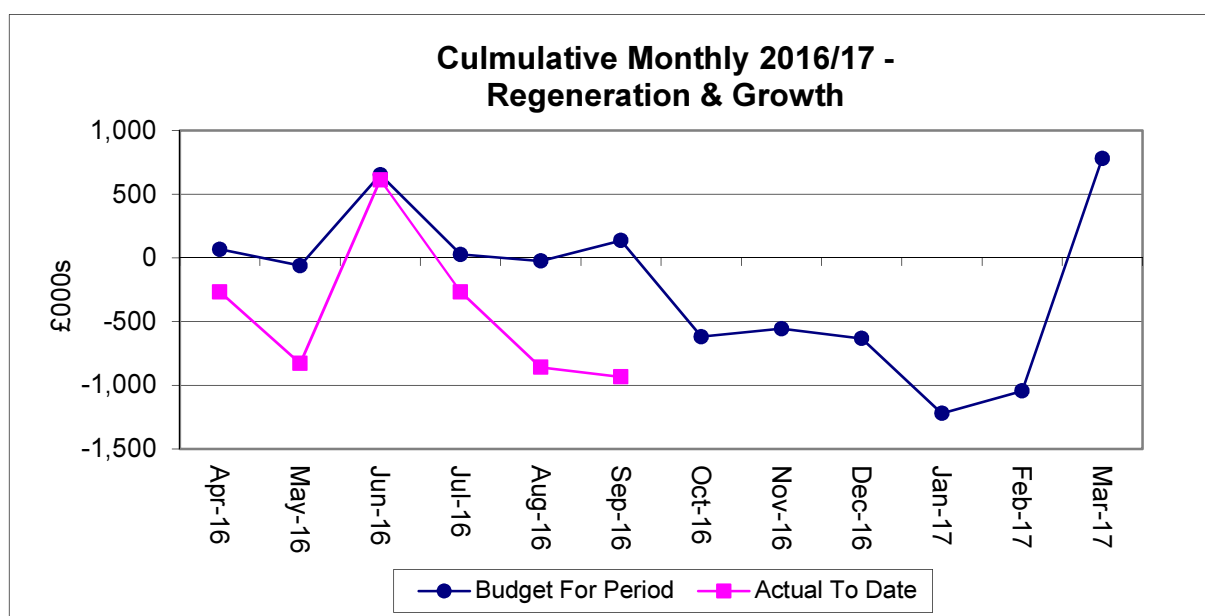
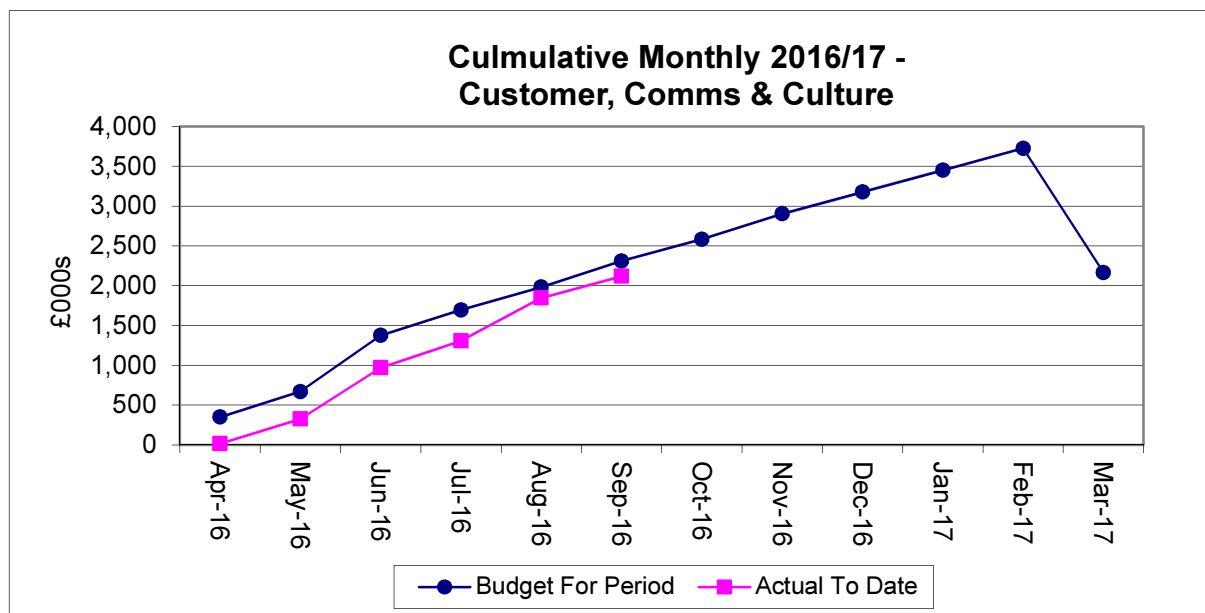
Budget & Expenditure – Monthly by Service Graphs

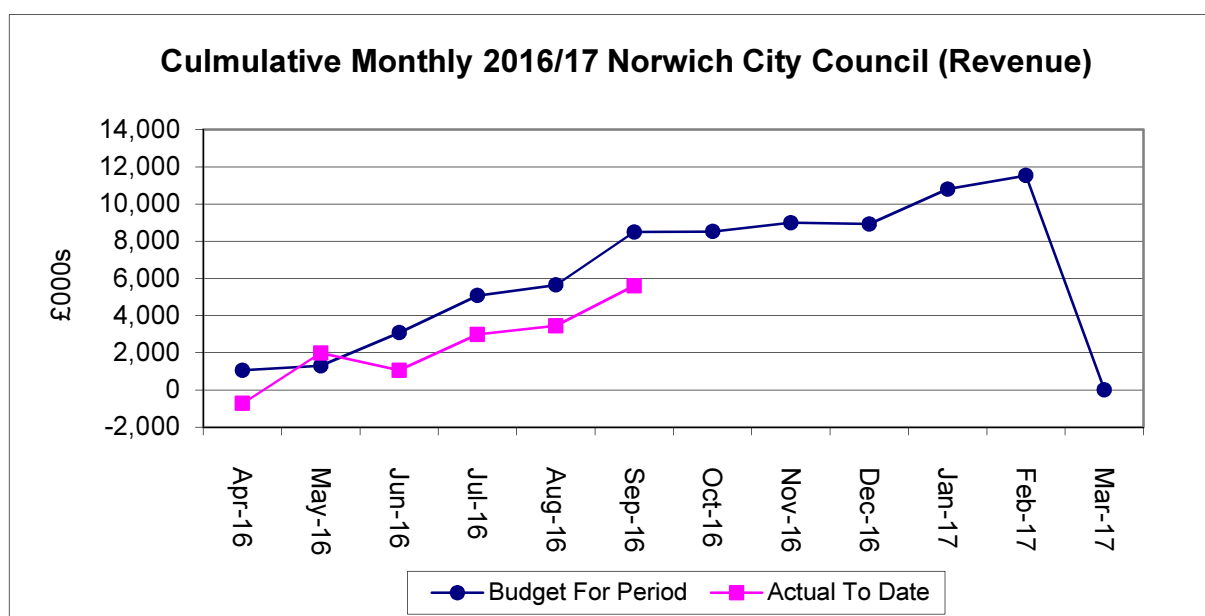
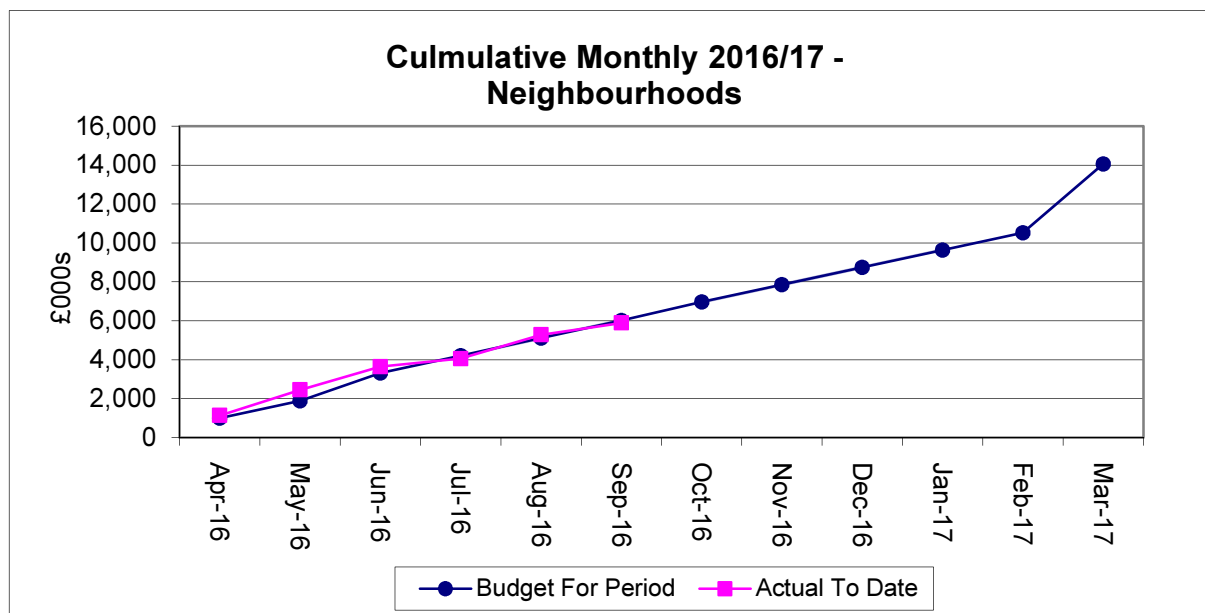
The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

The actual income/expenditure reported is influenced by accrual provisions brought forward from the previous financial year, and by any delays in invoicing and/or payment.

Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.







Report to	Cabinet	Item
	16 November 2016	
Report of	Chief finance officer	6
Subject	Capital budget monitoring 2016-17 – Quarter 2	

Purpose

To update cabinet on the financial position of the capital programmes as at 30 September 2016.

Recommendations

To note the:

- 1) position of the housing and non-housing capital programmes as at 30 September 2016;and
- 2) capital budget virements approved by CLT, set out in paragraphs 9 and 16.

Corporate and service priorities

The report helps to meet the corporate priorities to provide value for money services and to make Norwich a healthy city with good housing.

Financial implications

The financial implications are set out in the body of the report.

Ward/s: All wards

Cabinet member: Councillor Stonard – resources and business liaison

Contact officers

Justine Hartley, chief finance officer 01603 212440

Shaun Flaxman, group accountant 01603 212805

Background documents

None

Report

1. The housing and non-housing capital programmes for 2016-17 were approved by cabinet and council on 3 and 23 February 2016 respectively.
2. The carry-forward of unspent 2015-16 capital budgets into the 2016-17 capital programme was approved following delegation to the executive head of regeneration and development, executive head of neighbourhoods and chief finance officer, in consultation with the portfolio holder for resources and business liaison, by cabinet on 8 June 2016.

Non-housing capital programme

2016-17 Current position

3. The financial position of the non-housing capital programme is set out in detail in appendix 1 and summarised with commentary in the following paragraphs.
4. The following table shows expenditure to date and the forecast outturn for expenditure against the approved capital budgets.

Programme Group	Original Budget £000's	Current Budget £000's	Actual to Date £000's	Forecast Outturn £000's	Forecast Variance £000's
Asset Improvement	402	666	21	192	(473)
Asset Investment	10,789	10,814	0	5,814	(5,000)
Asset Maintenance	1,215	1,893	271	970	(923)
Initiatives Funding	400	1,307	12	779	(528)
Regeneration	10,629	18,038	182	10,461	(7,578)
Community Infrastructure Levy	1,553	1,640	9	1,599	(41)
Greater Norwich Growth Partnership	300	374	41	274	(100)
Section 106	193	787	77	631	(156)
City Cycle Ambition (Group 1)	0	25	52	53	28
City Cycle Ambition (Group 2)	4,488	4,877	604	2,800	(2,076)
Total Non-Housing	29,969	40,422	1,270	23,574	(16,848)

5. As at 30 September 2016, the non-housing forecast outturn is £23.57m, which would result in an underspend of £16.85m. The variances are largely due to some major schemes being unlikely to incur significant expenditure within this financial year (replacement waste vehicle fleet £3.5m; homelessness hostel £1m; private rental pilot £0.5m), the expenditure profile of significant new build housing projects that are planned to extend into the next financial year (£7.1m) City Cycle Ambition projects being completed at less expense than originally anticipated and slight delays in implementing certain cycling schemes (£2.07m). In addition, some projects planned to be funded from capital receipts resulting from asset sales have been placed on hold in accordance with the council's policy of not committing spend against forecast resources until the resources

materialise (£1.8m). It is anticipated that a request will be made to carry forward some of the significant budgets for longer term projects into 2017-18.

6. The non-housing capital programme will continue to be monitored throughout the financial year to ensure that programmes deliver to budget within revised project timescales.

Non-housing capital resources

7. The following table shows the approved sources and application of non-housing capital resources, and receipts.

Non Housing Capital Resources	Original Approved £000's	Brought Forward £000's	Total Resources £000's	Arisen to Date (inc B/F) £000's	Forecast Outturn £000's
Section 106	(183)	(1,732)	(1,915)	(1,732)	(1,915)
Community Infrastructure Levy	(1,361)	(677)	(2,038)	(924)	(2,038)
Borrowing	(24,373)	0	(24,373)	0	(11,795)
Capital Grants	(4,465)	(2,266)	(6,731)	(6,432)	(6,731)
Greater Norwich Growth Partnership	(381)	(6)	(387)	(6)	(387)
Capital Receipts and Balances	(1,585)	(653)	(2,237)	(779)	(2,237)
Other Contributions	(210)	0	(210)	0	(210)
Total Non-Housing Capital Resources	(32,557)	(5,334)	(37,890)	(9,873)	(25,313)

8. The forecast borrowing is currently projected to be £12.58m less than originally anticipated. This is in line with the reduction in forecast expenditure as a result of some major schemes being unlikely to incur budgeted expenditure within this financial year.

Non-housing capital virements

9. Cabinet is asked to note the following capital virements approved by CLT:

Scheme	Approved Budget	Virement	Revised Budget
Castle major repairs	100,000	(8,910)	91,090
Community Centres	40,000	8,910	48,910
Westwick Street car park	29,212	(18,025)	11,187
St Giles MSCP - windows and door repairs	0	18,025	18,025
Total	169,212	0	169,212

10. The above adjustments have been included within the tables shown in paragraph 4 and Appendix 1. Unrequired elements of both the castle repairs budget and Westwick Street car park budget are being utilised to fund other

projects; St Giles car park urgent repairs to doors and windows; Norman Centre shower upgrades and Chapel Break community centre boiler replacement.

Housing capital programme

2016-17 current position

11. The financial position of the housing capital programme is set out in detail in appendix 2 and summarised with commentary in the following paragraphs.

12. The following table shows expenditure to date and the forecast outturn for expenditure against the approved capital budgets.

Programme Group	Original Budget £000's	Current Budget £000's	Actual to Date £000's	Forecast Outturn £000's	Forecast Variance £000's
Housing Investment	4,794	13,698	2,096	7,289	(6,409)
Neighbourhood Housing	31,879	32,344	9,428	24,046	(8,108)
Strategic Housing	2,400	4,240	1,271	4,171	(69)
Total Housing	39,073	50,282	12,795	35,506	(14,586)

13. As at 30 September 2016, the forecast outturn is £35.51m which would result in an underspend of £14.59m. The variance is largely due to the expenditure profile of large new build social housing projects that are planned to extend into the next financial year (£6.4m), and contract savings combined with re-profiling of planned expenditure on other schemes (structural £4.99m; tower block regeneration £1.3m; communal boilers £0.58m; bathroom upgrades £0.54m). It is anticipated that a request will be made to carry forward some of these budgets into 2017-18.

14. The housing capital programme will continue to be monitored throughout the financial year to ensure that programmes deliver to budget within revised project timescales.

Housing capital resources

15. The following table shows the approved sources and application of housing capital resources, and receipts.

Housing Capital Resources	Original Approved £000's	Brought Forward £000's	Total Resources £000's	Arisen to Date (inc B/F) £000's	Forecast Outturn £000's
Housing Capital Grants	(568)	(97)	(665)	(808)	(808)
HRA Major Repairs Reserve	(13,173)	0	(13,173)	0	(13,173)
HRA Borrowing from Headroom	(9,110)	0	(9,110)	0	(9,110)
HRA Revenue Contribution to Capital	(26,104)	0	(26,104)	0	(26,104)
HRA Contributions to Costs	(275)	0	(275)	0	(389)
HRA Capital Receipts and Balances	(4,101)	(5,371)	(9,472)	(8,043)	(9,472)
HRA Retained One for One Capital Receipts	(4,759)	(11,183)	(15,941)	(12,689)	(15,941)
Repayment of existing HRA Borrowing	10,750	0	10,750	0	10,750
Total Housing Capital Resources	(47,339)	(16,651)	(63,990)	(21,540)	(64,247)

Housing capital virement

16. Cabinet is asked to note the following capital virement relating to the neighbourhood housing element of the housing capital programme, which was approved by CLT. This adjustment has been included within the tables shown in paragraph 12 and Appendix 2. Contract savings within bathroom upgrades programme to be utilised for work on whole house improvements. There is an increase in the requirement for this type of work due to an increase in the number of dwellings becoming void where improvement work was previously refused by tenants. This work is required to ensure dwellings are re-let as soon as possible.

Scheme	Approved Budget	Virement	Revised Budget
Bathroom Upgrades	5,728,714	(190,000)	5,538,714
Whole House Improvements	715,690	190,000	905,690
Total	6,444,404	0	6,444,404

Capital programme risk management

17. The following table sets out a risk assessment of factors affecting the planned delivery of the 2016-17 capital programmes.

Risk	Likelihood	Impact	Rating	Mitigation
General Fund Capital Receipts not received or delayed	Possible (3)	Major (5)	(15)	Expenditure incurred only as receipts secured

Risk	Likelihood	Impact	Rating	Mitigation
Detailed schemes not brought forward to utilise agreed capital funding	Possible (3)	Moderate (3)	(9)	Active pursuit of investment opportunities; budget provisions unspent could be carried forward if necessary
Cost overruns	Possible (3)	Moderate (3)	(9)	Robust contract management and constraints
Business case for asset improvement programme not sustainable	Unlikely (2)	Moderate (3)	(6)	Advice taken from expert property specialists
Contractor failure or capacity shortfall(s) prevents/delays capital works being carried out	Unlikely (2)	Moderate (3)	(6)	Robust financial checks during procurement process and awareness of early signs of financial difficulties
Housing Capital Receipts varying significantly as a result of fluctuating RTB sales	Possible (3)	Moderate (3)	(9)	Sensitivity modelling through HRA Business Plan; Arrangements in place to contribute to housing development through RPs where RTB sales generating higher than anticipated receipts; in-year monitoring
Housing Capital Receipts not received from sale of houses beyond economic repair	Possible (3)	Minor (1)	(3)	No plans to use funding until it has been received
Level of Housing contributions from leaseholders does not match forecast	Unlikely (2)	Minor (1)	(2)	Robust charging procedures within contract to ensure amounts due are recovered

Report author to complete	
Committee:	Cabinet
Committee date:	
Head of service:	Justine Hartley, Chief Finance Officer
Report subject:	Capital Programme Monitoring 2016-17 Q2
Date assessed:	
Description:	To report the current financial position

	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"/>	Report demonstrates efficient, effective, and economic delivery of capital works
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 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"/>	Report demonstrates awareness of risks to delivery of planned capital works and mitigating actions

Recommendations from impact assessment
Positive
None
Negative
None
Neutral
None
Issues
None

APPENDIX 1

Non-Housing Capital Programme

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
250,000	250,000	5020 CCTV replacement	0	0	(250,000)
10,000	10,000	5030 Community asset transfer	0	0	(10,000)
30,000	30,000	5031 Community shop	0	0	(30,000)
0	45,775	5294 Eaton Park Tennis Development	0	0	(45,775)
0	160,000	5324 City Hall 2nd Floor	15,484	64,150	(95,850)
0	27,893	5332 City Hall external lighting	558	30,124	2,231
12,000	12,000	5337 Sloughbottom Park artificial cricket	0	7,869	(4,131)
90,232	90,232	5350 Parking Management System	5,090	90,232	0
10,000	10,000	5450 Energy saving lighting	0	0	(10,000)
0	29,686	5931 Eaton Park access improvements	0	0	(29,686)
402,232	665,586	Subtotal Asset Improvement	21,132	192,375	(473,211)
0	25,753	5312 Yacht Station Repairs	0	25,753	0
5,000,000	5,000,000	5315 Asset investment for income (other	0	5,000,000	0
500,000	500,000	5360 Private Rental Pilot	0	0	(500,000)
3,500,000	3,500,000	5370 Replacement of waste vehicle fleet	0	0	(3,500,000)
1,000,000	1,000,000	5460 Homelessness hostel	0	0	(1,000,000)
788,667	788,667	5480 Traveller Site	0	788,667	0
10,788,667	10,814,420	Subtotal Asset Investment	0	5,814,420	(5,000,000)
70,000	70,000	5040 Customer centre redesign	0	8,900	(61,100)
0	0	5245 Memorial Gardens temporary works	1,255	1,255	1,255
150,000	221,509	5308 St Andrews MSCP repair	249,130	292,000	70,491
275,000	275,000	5340 Co-St Giles MSCP Refurb	9,271	275,000	0
260,000	260,000	5341 The Halls refurbishment project	326	84,552	(175,448)
100,000	91,090	5420 Major Repairs 2016-17 Castle	0	0	(91,090)
40,000	48,910	5421 Major Repairs 2016-17 Community	0	48,913	0
130,000	130,000	5422 Major Repairs 2016-17 Investment	0	0	(130,000)
40,000	40,000	5423 Major Repairs 2016-17 NAIE	0	0	(40,000)
75,000	75,000	5424 Co-Major Repairs 2016\ -1	0	21,600	(53,400)
75,000	75,000	5425 Major Repairs 2016-17 Rolling	6,588	26,500	(48,500)
0	200,000	5937 City Hall finials	1,108	110,216	(89,784)
0	0	5913 Swanton Rd - Astra TC works	133	133	133
0	10,000	5918 St Andrews MSCP CCTV	0	10,000	0
0	11,187	5933 Car Park - Westwick Street	0	0	(11,187)
0	0	5941 Community Centre - Norman Car	104	104	104
0	40,000	5949 St Andrews & Blackfriars Hall WC	2,447	63,250	23,250
0	210,000	5954 Waterloo Park pavillion works	0	0	(210,000)
0	35,000	5959 CC Norman Bowl Lighting	364	2,500	(32,500)
0	75,000	5962 Hurricane way (6-14) demolition	0	0	(75,000)
0	7,000	5963 16 St Andrews Street re roofing works	0	7,000	0
0	18,025	St Giles MSCP - Windows and door repairs	0	18,025	0
1,215,000	1,892,721	Subtotal Asset Maintenance	270,726	969,948	(922,776)

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
10,000	10,000	5558 Co-CIL Nhood Ketts Heig	3,104	10,000	0
10,000	10,000	5559 CIL Nhood 20 Acre Wood	938	10,000	0
4,000	4,000	5560 CIL Nhood Chapel Break play area	0	4,000	0
4,000	4,000	5561 CIL Nhood Eaton Green Play Area	0	4,000	0
12,000	12,000	5562 CIL Nhood Community Enabling	7	12,013	13
1,513,000	1,513,000	5580 CIL Contribution Strategic	0	1,513,000	0
0	18,119	5590 CIL neighbourhood - Britannia Rd	1,008	18,119	0
0	0	5591 CIL neighbourhood -	0		
0	7,370	5592 CIL neighbourhood - Natural	0	7,370	0
0	6,400	5593 CIL neighbourhood - Lakenham Way	0	6,400	0
0	5,460	5594 CIL neighbourhood - City Trees	4,386	4,386	(1,074)
0	50,000	5595 CIL neighbourhood - Netherwood	0	10,000	(40,000)
1,553,000	1,640,349	Subtotal Community Infrastructure Levy	9,443	1,599,288	(41,061)
0	65,916	5921 Earlham Millenium Green	36,214	65,916	0
0	6,520	5922 Riverside Walk GNDP	2,956	6,520	0
0	1,500	5923 Marriotts Way GNDP	785	1,500	0
150,000	150,000	5964 GNGP Bowthorpe Crossing	950	50,000	(100,000)
150,000	150,000	5965 GNGP Heathgate Pink Pway	0	150,000	0
300,000	373,936	Subtotal GNGP	40,905	273,936	(100,000)
0	161,781	5305 Eco-Investment Fund	1,746	33,433	(128,348)
400,000	993,000	5317 IT Investment Fund	0	593,000	(400,000)
0	20,240	6054 DECC Green Deal Communities	10,701	20,240	0
0	132,250	6057 Norwich Preservation Trust Loan	0	132,250	0
400,000	1,307,271	Subtotal Initiatives Funding	12,447	778,923	(528,348)
0	6,317	5701 s106 Chapelfield Gardens Play	0	6,317	0
0	185,420	5705 s106 The Runnel Play Provision	8,559	35,420	(150,000)
12,194	12,194	5728 S106 Mile Cross Gardens Play	3,128	12,194	0
0	7,000	5730 S106 Midland Street Open Space	0	7,000	0
0	3,947	5731 s106 Wooded Ridge project	208	3,947	0
6,402	6,402	5732 s106 Wensum View Play	5,522	6,402	0
0	9,444	5733 s106 Sarah Williman Close	282	9,444	0
0	73,410	5735 s106 Castle Green Play	6,171	73,410	0
0	36,034	5737 S106 Heartsease Play Area	34,779	36,034	0
0	57,034	5740 Bowthorpe Southern park	8,268	57,034	0
11,774	11,774	5741 Co-s106 Eaton play Area	0	11,774	0
0	49,852	5801 s106 Hurricane Way Bus Link	0	49,852	0
0	22,000	5806 Threescore, Bowthorpe - sustainable	0	22,000	0
5,472	35,401	5813 S106 Green Infrastructure Imps	0	35,401	0
53,104	90,667	5821 S106 Livestock Mkt Cycle/Walkway	9,903	84,256	(6,411)
0	76,283	5823 BRT & Cycle Route Measures	0	76,283	0
0	0	5825 Sustainable Transport Car Club	491	0	0
51600	51,600	5829 S106 UEA CPZ Extension	0	51,600	0
52,451	52,451	5834 S106 Westlegate Public Realm	0	52,450	(1)
192,997	787,230	Subtotal Section 106	77,311	630,818	(156,412)

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
376,000	376,000	5126 PtP - Yellow - Lakenham/Airport	0	0	(376,000)
30,080	35,282	5141 CCAG2 Liberator Road	900	10,000	(25,282)
16,920	16,920	5142 CCAG2 Spitfire RD Hurricane Way	58	16,920	0
0	0	5143 CCAG2 Hurricane Way - Heyford Rd	2,681	5,362	5,362
13,160	13,160	5144 CCAG2 Taylors Lane (Connector)	17,904	17,901	4,741
235,000	260,835	5145 CCAG2 Fifers Lane/Ives Rd/Heyford	9,163	169,000	(91,835)
0	0	5146 CCAG2 Ives Rd - Weston Rd Ind est.	0		
0	25,494	5147 CCAG2 Bussey Rd - Ives Rd	296	25,494	0
79,900	79,900	5148 CCAG2 Mile Cross Lane	510	70,000	(9,900)
253,800	258,098	5149 CCAG2 Woodcock Rd / Catton	103,975	258,098	0
300,800	300,800	5151 CCAG2 Angel RD	77	27,000	(273,800)
0	0	5152 CCAG2 Shipstone Rd/Waterloo Rd	75	150	150
47,000	47,000	5153 CCAG2 Edward Street north	19	17,000	(30,000)
122,200	133,337	5154 CCAG2 St Crispins (St Georges -	17,639	100,001	(33,336)
0	0	5155 CCAG2 Golden Ball	12,302	10,096	10,096
507,600	516,488	5156 CCAG2 All Saints	1,657	86,488	(430,000)
329,000	339,796	5157 CCAG2 Lakenham Way	15,838	17,000	(322,796)
168,260	172,586	5159 CCAG2 Hall Rd (Bessemer - Old	27,165	288,000	115,414
0	0	5160 CCAG2 Ipswich Road - Old Hall	169	0	0
141,000	141,000	5161 CCAG2 20 MPH areas (Yellow)	92,150	129,000	(12,000)
100,580	108,806	5162 CCAG2 Cycle Parking (Yellow)	19,636	108,806	0
28,200	28,200	5163 CCAG2 Wayfinding	0	10,000	(18,200)
14,100	18,600	5164 CCAG2 Monitoring inf (Yellow)	116	10,000	(8,600)
47,000	47,000	5166 Co-CCAG2 A11 north slip	0	47,000	0
61,100	61,100	5168 CCAG2 Bluebell Road (Connector)	11,484	61,100	0
34,780	64,115	5169 CCAG2 Eaton Centre	23,692	23,692	(40,423)
639,200	682,348	5171 CCAG2 Newmarket Rd (Unthank Rd	29,589	442,999	(239,349)
0	0	5172 CCAG2 Newmarket Rd / ORR &	62	124	124
0	0	5173 CCAG2 Newmarket Rd (ORR -	418	837	837
197,400	225,600	5175 CCAG2 Magdalen Rd	14,626	25,600	(200,000)
117,500	128,000	5176 CCAG2 St Clements Hill (entrance	26,941	128,000	0
56,400	73,650	5177 CCAG2 Chartwell Road/St Clements	18,066	286,000	212,350
47,000	47,000	5178 Co-CCAG2 North Walsham	936	10,000	(37,000)
141,000	164,499	5179 Co-CCAG2 20 mph areas	2,399	14,500	(149,999)
0	0	5180 CCAG2 Cycle Parking (Blue)	61	61	61
0	37,600	5181 CCAG2 Wayfinding	0	0	(37,600)
14,100	18,330	5182 CCAG2 Monitoring inf (Blue)	116	8,330	(10,000)
47,000	102,211	5183 CCAG2 St George's St/Colegate	126,742	129,998	27,787
0	21,854	5184 CCAG2 Opie St/Castle Meadow (on	11,695	11,695	(10,159)
75,200	84,600	5185 CCAG2 City Centre Strategy for	2,678	20,000	(64,600)
246,720	246,720	5186 CCAG2 Administration	12,241	214,192	(32,528)
4,488,000	4,876,929	Subtotal Cycle City Ambition Group 2	604,076	2,800,444	(2,076,485)

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
0	24,733	5104 The Avenues	4,933	5,315	(19,418)
0	0	5107 Alexandra Road - Park Lane (via	0		
0	0	5108 Park Lane - Vauxhall Street	3,323	3,323	3,323
0	0	5109 Vauxhall Street - Bethel Street	739	0	0
0	0	5111 Magdalen Street and Cowgate	166	0	0
0	0	5113 Tombland & Palace Street	(12,042)	(12,042)	(12,042)
0	0	5115 Heathgate - Valley Drive	8,579	14,841	14,841
0	0	5117 Munnings Road - Greenborough	55	110	110
0	0	5118 Salhouse Road (Hammond Way -	22,659	15,854	15,854
0	0	5119 20 mph areas	17,268	18,469	18,469
0	0	5121 Directional signage and clutter	4,140	4,140	4,140
0	0	5122 Automatic cycle counters	0	0	0
0	0	5123 Cycle City Ambition Project	2,515	2,618	2,618
0	24,733	Subtotal Cycle City Ambition	52,335	52,628	27,895
0	0	5314 Ass Inv - Mile Cross Depot	(7,120)	(7,420)	(7,420)
0	1,219,317	5320 Rose Lane MSCP Construction	138,827	1,420,000	200,683
100,000	334,613	5322 Riverside Walk (adj NCFC)	20,370	52,410	(282,203)
0	585,817	5325 Mountergate Phase 2	515	50,389	(535,428)
25,000	288,475	5327 Park Depots demolition	0	0	(288,475)
0	0	5333 Magpie Road city wall landscape	(1,162)	(1,162)	(1,162)
250,000	250,000	5490 Investment for regeneration	0	250,000	0
222,285	222,285	5512 NaHCASP Threescore	(25,630)	147,285	(75,000)
2,716,600	2,716,600	8802 New Build - Goldsmith Street	4,262	1,000,000	(1,716,600)
5,716,847	9,011,856	8805 New Build - Threescore 2	43,237	5,725,931	(3,285,925)
1,098,010	2,909,484	8807 New Build - Airport	0	1,811,474	(1,098,010)
500,000	500,000	8820 Threescore phase 3	8,204	12,000	(488,000)
10,628,742	18,038,447	Subtotal Regeneration	181,503	10,460,907	(7,577,540)
29,968,638	40,421,622	Total Non-Housing Capital Programme	1,269,878	23,573,687	(16,847,938)

Housing Capital Programme

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
150,000	150,000	7460 Sheltered Housing Redevelopment	17,625	150,110	110
0	368,132	7461 Sheltered Hsg redevelopment - St	301,031	359,681	(8,451)
0	716,100	7462 Sheltered Hsg redevelopment -	645,062	712,162	(3,938)
500,000	500,000	7930 Capital Buybacks	0	500,000	0
0	305,727	8800 New Build - Riley Close	258,640	285,727	(20,000)
3,562,682	8,736,801	8802 New Build - Goldsmith Street	86,430	3,450,000	(5,286,801)
9,500	502,824	8803 New Build - Brazengate	151,181	502,824	0
122,558	1,339,322	8804 New Build - Hansard Close	635,649	1,328,507	(10,815)
449,054	870,263	8805 New Build - Threescore 2	383	383	(869,880)
0	209,071	8807 New Build - Airport	0	0	(209,071)
4,793,794	13,698,240	Subtotal Housing Investment	2,096,001	7,289,394	(6,408,846)
584,019	579,019	7010 Electrical - Internal	147,031	579,019	0
511,490	905,690	7040 Whole House Improvements	100,847	900,000	184,310
6,137,879	5,090,990	7070 Kitchen Upgrades	2,345,305	5,016,258	(74,732)
6,050,414	5,538,714	7080 Bathroom Upgrades	1,714,679	5,000,927	(537,787)
517,628	1,167,628	7100 Boilers - Communal	54,851	590,000	(577,628)
2,557,449	2,522,449	7110 Boilers - Domestic	1,747,996	2,522,449	0
1,278,725	1,323,531	7150 Insulation	10,585	1,258,725	(64,806)
511,490	511,490	7170 Solar Thermal & Photovoltaic	113,488	511,490	0
204,596	179,596	7200 Windows - Programme	96,188	179,596	0
1,933,360	1,928,360	7280 Composite Doors	690,033	1,928,360	0
204,596	239,596	7300 Comm Safe - DES	8,075	85,000	(154,596)
255,745	305,745	7310 Estate Aesthetics	8973	120,000	(185,745)
153,447	153,447	7470 Sheltered Housing Comm Facilities	0	153,447	0
306,894	306,894	7480 Sheltered Housing Redevelopment	57388	306,894	0
1,069,525	1,203,718	7520 Planned Maint - Roofing	156,345	949,025	(254,693)
0	0	7530 Boundary Walls & Access Gates	648	556	556
7,168,530	7,518,530	7540 Planned Maint - Structural	1,900,621	2,524,530	(4,994,000)
0	0	7550 Vehicle Hardstanding	0	0	0
1,278,725	1,278,725	7570 Tower Block Regeneration	0	0	(1,278,725)
51,149	51,149	7580 Planned Maint - Lifts	1049	51,149	0
818,384	818,384	7600 Dis Ad - Misc	110,928	648,384	(170,000)
81,838	81,838	7630 Dis Ad - Stairlifts	24,496	81,838	0
0	65,000	7680 Dis Ad - Comms	0	65,000	0
0	95,000	2610 Co-Cavalry Ride	0	95,000	0
0	95,000	2637 Primrose Place	0	95,000	0
153447	230597	7700 HRA Shops	109747	230597	0
50,000	153,000	7960 Demolition & Site Maintenance	28,849	153,000	0
31,879,330	32,344,090	Subtotal Neighbourhood Housing	9,428,122	24,046,244	(8,107,846)

Approved Budget	Current Budget		Actual To Date	Forecast Outturn	Forecast Variance
0	68,606	6012 Empty Homes Grant	0	0	(68,606)
0	0	6014 Discretionary Assistance	1	1	1
900,000	900,000	6018 Disabled Facilities Grant	302,831	900,000	0
1,200,000	2,876,062	6019 Capital Grants to Housing	949813	2,875,661	(401)
0	0	6030 Home Improvement Loans	13587	0	0
25,000	25,000	6044 Works in Default	400	25,000	0
25,000	25,000	6047 DFG Residents Contribution	1446	25,000	0
0	94,899	6050 Strong & Well Project	382	94,899	0
250,000	250,000	6052 HIA - Housing Assistance	2315	250,000	0
2,400,000	4,239,567	Subtotal Strategic Housing	1,270,775	4,170,561	(69,006)
39,073,124	50,281,897	Total Housing Capital Programme	12,794,898	35,506,199	(14,585,698)

Report to Cabinet
16 November 2016
Report of Chief finance officer / Chief internal auditor, LGSS
Subject External audit appointment

Item

7

Purpose

To consider the process for the appointment of a new external auditor.

Recommendations

To recommend council to progress the Sector Led Appointment of external auditors from 2018-19.

Corporate and service priorities

The report helps to meet the corporate priority "Value for money services".

Financial implications

None directly

Ward/s: All wards

Cabinet member: Councillor Stonard – Resources and business liaison

Contact officers

Justine Hartley, chief finance officer 01603 212440

Duncan Wilkinson, chief internal auditor (LGSS) 01223 715317

Jonathan Tully, principal audit manager 01603 212575

Background documents

None

Report

Background

1. The Local Audit and Accountability Act 2014 closed the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for councils.
2. On 5 October 2015 the Secretary of State for Communities and Local Government (CLG) determined that the transitional arrangements for local government bodies would be extended by one year to also include the audit of the accounts for 2017-18.
3. The council's current external auditor is Ernst & Young LLP (EY). Following closure of the Audit Commission the contract is currently managed by Public Sector Audit Appointments Limited (PSAA), the transitional body set up by the Local Government Association (LGA) with delegated authority from the Secretary of State CLG.
4. When the current transitional arrangements come to an end on 31 March 2018 the council will be able to move to local appointment of the auditor. There are a number of routes by which this can be achieved.
5. The Act requires that a relevant authority, i.e. Norwich City Council, '...consult and take in to account advice from its audit panel when selecting and appointing a local auditor', i.e. the external auditor.
6. An audit panel established under the Act must be appointed by the council, or by the council and one or more other relevant authorities. This includes the option for appointment by a sector led body.
7. The Act also requires that the audit panel must consist of a majority of independent members, or wholly of independent members, including the Chair. An existing committee, or sub-committee, or panel, can be appointed to act as an audit panel if they comply with the above requirements of the Act. However, the requirement for a majority of independent members means that existing committees are unlikely to meet the requirements for councils. Alternatively, Public Sector Audit Appointments Ltd (PSAA) has now been specified as the sector-led appointing body under the Local Audit (Appointing Person) Regulations 2015.
8. Current audit fees are based on discounted rates offered by the firms in return for substantial market share. When the contracts were last negotiated nationally, by the Audit Commission, they covered NHS and local government bodies and offered maximum economies of scale.
9. The scope of the audit will continue to be specified nationally. The National Audit Office (NAO) is responsible for writing the Code of Audit Practice, which all firms appointed to carry out the council's audit must follow. Not all accounting firms will be eligible to compete for the work, they will need to demonstrate that they have the required skills and experience and be registered with a Registered Supervising Body approved by the Financial Reporting Council. The registration process has not yet commenced and so the number of firms is not known but it is reasonable to expect that the list of eligible firms may include the top 10 or 12 firms in the

country, including our current auditor. It is unlikely that small local independent firms will meet the eligibility criteria.

Options

10. Essentially there are 3 options for the future appointment of external auditors permitted under the 2014 Act:
 - Option 1 – to make a stand-alone appointment
 - Option 2 – joint appointment via joint audit panel
 - Option 3 – opt-in to a ‘sector led’ appointment body (Recommended)

Option 1 – Stand Alone

11. In order to make a stand-alone appointment the council would need to set up an Auditor Panel which must consist of at least a majority of independent members, and must be chaired by an independent member.
12. Independent members for this purpose are independent appointees, this excludes current and former elected members (or officers) and their close families and friends.
13. The panel is created in order to facilitate the appointment of the external auditor, and also:
 - advises the council on maintaining an independent relationship with its auditor
 - must publish its advice to the council
 - must be provided any information held by the authority that is of relevance to the auditor panel’s work upon request
 - should be served by a member or officer of the council and can require members / officers to attend to provide information / answer questions.
14. The council must consult its auditor panel and take its views into account when selecting and appointing an auditor.
15. For local authorities operating executive arrangements the appointment of the auditor must be undertaken by full council and not the executive.
16. The council must publish a notice within 28 days of making the appointment that: states it has made the appointment; the term of that appointment; who the appointed auditor is; sets out the auditor panel’s advice; and if that advice has not been followed, the relevant authority’s reasons for not following it.
17. The constitution of an audit panel means that councillors will not have the majority input to assessing bids and choosing which firm of accountants to award a contract for the council’s external audit.

Advantages

18. Setting up an auditor panel allows the council to take maximum advantage of the new local appointment regime and have local input to the decision.

Disadvantages

19. Recruitment and servicing of the Auditor Panel, running the bidding exercise and negotiating the contract is estimated by the LGA to cost in the order of £15,000 plus ongoing expenses and allowances.
20. The council will not be able to take advantage of reduced fees that may be available through joint or national procurement contracts. Albeit possible that individual procurement may result in a reduced fee it is considered more likely that fees would be higher through this route.

Option 2 - Set up a Joint Auditor Panel

21. The Act enables the council to join with other authorities to establish a joint auditor panel. As with option (1) this will need to be constituted of wholly or a majority of independent appointees. Further legal advice will be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the council would need to liaise with other local authorities to assess the appetite for such an arrangement.
22. Such joint arrangements could be progressed:
 - Through existing regional / geographic partnerships e.g. a Local Enterprise Partnership or Norfolk councils.
 - With LGSS partners (i.e. with Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council) and subsidiary arrangements.
 - Any other joint arrangement.
23. This option could be complicated where an individual council creates an 'independence issue' with one specific bidder. An independence issue occurs where the auditor has recently or is currently carrying out work such as consultancy or advisory work for the council. Where this occurs some auditors may be prevented from being appointed by the terms of their professional standards.
24. There is a tension between obtaining economy of scale pricing from larger contracts under joint arrangements that also:
 - increase the risk of procurements being complicated by independence issues for individual councils, and,
 - may deter bids if providers evaluate the risk of preventing profitable consultancy work across a wide area.

Advantages

- 25. The costs of setting up the panel, running the bidding exercise and negotiating the contract will be shared across a number of authorities.
- 26. There is greater opportunity for negotiating economies of scale by being able to offer a larger combined contract value to the firms.
- 27. The panel will be more independent of individual council partners.

Disadvantages

- 28. The decision making body will be further removed from local input, with potentially no input from elected members where a wholly independent auditor panel is used.
- 29. The appointment will need to manage any complications arising from independence issues or arrangements operating across several councils.

Option 3 - Opt-in to a sector led body

- 30. The Local Government Association (LGA) successfully lobbied for councils to be able to 'opt-in' to a Sector Led Body (SLB) appointed by the Secretary of State under the Act. An SLB would have the ability to negotiate contracts with external audit firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.
- 31. The LGA have already asked for indications from councils whether they would consider opting into such arrangements and the council was one of many local authorities who expressed an interest in this arrangement. Subsequently Public Sector Audit Appointments Ltd (PSAA) has now been specified as the sector-led appointing body under the Local Audit (Appointing Person) Regulations 2015.
- 32. LGA analysis indicates that using PSAA would be far cheaper for councils than every council procuring their external auditor separately. It would avoid the need for hundreds of separate procurement exercises and has the advantage for councils of saving the time and costs that would otherwise have been associated with establishing independent panels. Discussion between Norfolk chief finance officers has supported the use of PSAA as the recommended option going forwards in preference to a Norfolk wide panel.

Advantages

- 33. The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities
- 34. By offering large contract values the external audit firms would be expected to offer better rates and lower fees than are likely to result from local negotiation
- 35. Any conflicts at individual authorities would be managed by the SLB who would have a number of contracted firms to call upon.

36. The appointment process would not be ceded to locally appointed independent members. Instead a separate body set up to act in the collective interests of the 'opt-in' authorities.

Disadvantages

37. Individual elected members will have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups.
38. In order for the SLB to be viable and to be placed in the strongest possible negotiating position the SLB will need councils to confirm their intention to opt-in before final contract prices are known.

Additional considerations

39. Early consideration by the council of its preferred approach will enable detailed planning to take place to achieve successful transition to the new arrangement in a timely and efficient manner.
40. The cost of establishing a local or joint auditor panel outlined in options 1 and 2 above would need to be estimated and included in the council's budget for 2016/17 and 2017/18. This would include the cost of recruiting independent appointees (members), servicing the Panel, running a bidding and tender evaluation process, letting a contract and paying members fees and allowances.
41. Opting-in to a national SLB provides opportunity to limit increases by entering in to a large scale collective procurement arrangement and would remove the costs of establishing an auditor panel.
42. Section 7 of the Local Audit and Accountability Act 2014 (the Act) requires a relevant authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year. Section 8 governs the procedure for appointment including that the authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor.
43. Section 12 makes provision for the failure to appoint a local auditor: the authority must immediately inform the Secretary of State, who may direct the authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the authority.
44. Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a Sector Led Body to become the appointing person.

Consultation

45. Audit committee met on 20 September 2016 and considered the three options. During discussion members considered that an opt-in to a sector led body would be the most cost effective and efficient option. The chair said that the advantages of being part of a wider collective outweighed the disadvantages of elected members having less opportunity for direct involvement in the appointment process other than through the Local Government Association and/or stakeholder representative groups.
46. The committee resolved, unanimously, to recommend to cabinet that option 3 – opt-in to a sector led body be progressed.
47. Cabinet should consider the options and recommend to Council their preferred option should be progressed.

Summary

48. The council has until December 2017 to make an appointment. In practical terms this means one of the options outlined in this report will need to be in place by spring 2017 in order that the contract negotiation process can be carried out during 2017.
49. The LGA have developed a Sector Led Body (SLB) known as Public Sector Audit Appointments (PSAA). Greatest economies of scale will come from the maximum number of councils acting collectively and opting-in to a SLB. In order to strengthen the LGA's negotiating position, and enable it to more accurately evaluate the offering, the council responded positively when asked to consider whether it was interested in the option of opting in to a SLB. The response was made without obligation and did not form a binding commitment. PSAA have now issued a formal invitation letter (Appendix 2) and an Opt in form (Appendix 1). The formal decision to opt-in will be required by 9th March 2017.
50. The disadvantages of options (1) and (2) are considered sufficient to recommend option (3) to the council. Whilst a decision is not needed imminently the creation of a Norwich audit panel or the development of a joint audit panel with other councils would require the investment of officer time and costs.
 - A local Audit Panel would require a minimum lead in period of 6-12 months to recruit additional independent members and undertake the necessary procurement exercise.
 - A joint Audit Panel would require an additional 6 months to discuss and agree the terms of a joint panel. Thus work towards a joint panel would need to commence now.
51. Given all the issues set out in this report including the fact that any appointed auditor must comply with the national code as determined by NAO, Option (3) is recommended.

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 completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	16 November 20126
Head of service:	Chief finance officer
Report subject:	External audit appointment
Date assessed:	
Description:	This report presents options for appointment for external auditors

	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"/>	The option appraisal sets out alternatives for procurement. The greatest efficiency is expected to be made through collaborative procurement using a sector led body
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"/>	
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"/>	There is no current risk. However, if the organisation fails to appoint an external auditor the Secretary of State will appoint on our behalf which will lead to reputational risk. Also, failure to start the process on time will limit the options of the Council, and will make the options difficult to implement as they are time critical.

Recommendations from impact assessment
Positive
Negative
Neutral
Issues

Appendix 1 – Opt in form

Form of notice of acceptance of the invitation to opt in

(Please use the details and text below to submit to PSAA your authority's formal notice of acceptance of the invitation to opt into the appointing person arrangements)

To: appointingperson@psaa.co.uk

Subject: [Name of authority]

Notice of acceptance of the invitation to become an opted-in authority

This email is notice of the acceptance of your invitation dated 27 October 2016 to become an opted-in authority for the purposes of the appointment of our auditor under the provisions of the Local Audit and Accountability Act 2014 and the requirements of the Local Audit (Appointing Person) Regulations 2015.

I confirm that [name of authority] has made the decision to accept your invitation to become an opted-in authority in accordance with the decision making requirements of the Regulations and that I am authorised to sign this notice of acceptance on behalf of the authority.

Name: [Name of signatory]

Title: [Role title] (authorised officer)

For and on behalf of: [Name of authority]

Date:

27 October 2016

Email: appointingperson@psaa.co.uk

Laura McGillivray
Norwich City Council
City Hall
St Peter Street
Norwich NR2 1NH

Copied to: Justine Hartley, S151 Officer, Norwich City Council
Victoria McNeill, Norwich County Council's Head of Law and Monitoring
Officer, Norwich City Council

Dear Ms McGillivray

Invitation to opt into the national scheme for auditor appointments

As you know the external auditor for the audit of the accounts for 2018/19 has to be appointed before the end of 2017. That may seem a long way away, but as there is now a choice about how to make that appointment, a decision on your authority's approach will be needed soon.

We are pleased that the Secretary of State has expressed his confidence in us by giving us the role of appointing local auditors under a national scheme. This is one choice open to your authority. We issued a prospectus about the scheme in July 2016, available to download on the [appointing person](#) page of our website, with other information you may find helpful.

The timetable we have outlined for appointing auditors under the scheme means we now need to issue a formal invitation to opt into these arrangements. The covering email provides the formal invitation, along with a form of acceptance of our invitation for you to use if your authority decides to join the national scheme. We believe the case for doing so is compelling. To help with your decision we have prepared the additional information attached to this letter.

I need to highlight two things:

- we need to receive your formal acceptance of this invitation by 9 March 2017; and
- the relevant regulations require that, except for a body that is a corporation sole (a police and crime commissioner), the decision to accept the invitation and to opt in needs to be made by the members of the authority meeting as a whole. We appreciate this will need to be built into your decision making timetable.

If you have any other questions not covered by our information, do not hesitate to contact us by email at appointingperson@psaa.co.uk.

Yours sincerely



Jon Hayes, Chief Officer

Appointing an external auditor

Information on the national scheme

Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit company established by the Local Government Association (LGA). We administer the current audit contracts, let by the Audit Commission before it closed.

We have the support of the LGA, which has worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national procurement body. We have established an advisory panel, drawn from representative groups of local government and police bodies, to give access to your views on the design and operation of the scheme.

The national scheme for appointing local auditors

We have been specified by the Secretary of State for Communities and Local Government as the appointing person for principal local government bodies. This means that we will make auditor appointments to principal local government bodies that choose to opt into the national appointment arrangements we will operate for audits of the accounts from 2018/19. These arrangements are sometimes described as the 'sector-led body' option, and our thinking for this scheme was set out in a prospectus circulated to you in July. The prospectus is available on the [appointing person](#) page of our website.

We will appoint an auditor for all opted-in authorities for each of the five financial years beginning from 1 April 2018, unless the Secretary of State chooses to terminate our role as the appointing person beforehand. He or she may only do so after first consulting opted-in authorities and the LGA.

What the appointing person scheme will offer

We are committed to making sure the national scheme will be an excellent option for auditor appointments for you.

We intend to run the scheme in a way that will save time and resources for local government bodies. We think that a collective procurement, which we will carry out on behalf of all opted-in authorities, will enable us to secure the best prices, keeping the cost of audit as low as possible for the bodies who choose to opt in, without compromising on audit quality.

Our current role means we have a unique experience and understanding of auditor procurement and the local public audit market.

Using the scheme will avoid the need for you to:

- establish an audit panel with independent members;
- manage your own auditor procurement and cover its costs;
- monitor the independence of your appointed auditor for the duration of the appointment;
- deal with the replacement of any auditor if required; and
- manage the contract with your auditor.

Our scheme will endeavour to appoint the same auditors to other opted-in bodies that are involved in formal collaboration or joint working initiatives, if you consider that a common auditor will enhance efficiency and value for money.

We will also try to be flexible about changing your auditor during the five-year appointing period if there is good reason, for example where new joint working arrangements are put in place.

Securing a high level of acceptances to the opt-in invitation will provide the best opportunity for us to achieve the most competitive prices from audit firms. The LGA has previously sought expressions of interest in the appointing person arrangements, and received positive responses from over 270 relevant authorities. We ultimately hope to achieve participation from the vast majority of eligible authorities.

High quality audits

The Local Audit and Accountability Act 2014 provides that firms must be registered as local public auditors with one of the chartered accountancy institutes acting in the capacity of a Recognised Supervisory Body (RSB). The quality of registered firms' work will be subject to scrutiny by both the RSB and the Financial Reporting Council (FRC), under arrangements set out in the Act.

We will:

- only contract with audit firms that have a proven track record in undertaking public audit work;
- include obligations in relation to maintaining and continuously improving quality in our contract terms and in the quality criteria in our tender evaluation;
- ensure that firms maintain the appropriate registration and will liaise closely with RSBs and the FRC to ensure that any quality concerns are detected at an early stage; and
- take a close interest in your feedback and in the rigour and effectiveness of firms' own quality assurance arrangements.

We will also liaise with the National Audit Office to help ensure that guidance to auditors is updated as necessary.

Procurement strategy

In developing our procurement strategy for the contracts with audit firms, we will have input from the advisory panel we have established. The panel will assist PSAA in developing arrangements for the national scheme, provide feedback to us on proposals as they develop, and helping us maintain effective channels of communication. We think it is particularly important to understand your preferences and priorities, to ensure we develop a strategy that reflects your needs within the constraints set out in legislation and in professional requirements.

In order to secure the best prices we are minded to let audit contracts:

- for 5 years;
- in 2 large contract areas nationally, with 3 or 4 contract lots per area, depending on the number of bodies that opt in; and
- to a number of firms in each contract area to help us manage independence issues.

The value of each contract will depend on the prices bid, with the firms offering the best value being awarded larger amounts of work. By having contracts with a number of firms, we will be able to manage issues of independence and avoid dominance of the market by one or two firms. Limiting the national volume of work available to any one firm will encourage competition and ensure the plurality of provision.

Auditor appointments and independence

Auditors must be independent of the bodies they audit, to enable them to carry out their work with objectivity and credibility, and in a way that commands public confidence.

We plan to take great care to ensure that every auditor appointment passes this test. We will also monitor significant proposals for auditors to carry out consultancy or other non-audit work, to protect the independence of auditor appointments.

We will consult you on the appointment of your auditor, most likely from September 2017. To make the most effective allocation of appointments, it will help us to know about:

- any potential constraints on the appointment of your auditor because of a lack of independence, for example as a result of consultancy work awarded to a particular firm;
- any joint working or collaboration arrangements that you think should influence the appointment; and
- other local factors you think are relevant to making the appointment.

We will ask you for this information after you have opted in.

Auditor appointments for the audit of the accounts of the 2018/19 financial year must be made by 31 December 2017.

Fee scales

We will ensure that fee levels are carefully managed by securing competitive prices from firms and by minimising our own costs. Any surplus funds will be returned to scheme members under our articles of association and our memorandum of understanding with the Department for Communities and Local Government and the LGA.

Our costs for setting up and managing the scheme will need to be covered by audit fees. We expect our annual operating costs will be lower than our current costs because we expect to employ a smaller team to manage the scheme. We are intending to fund an element of the costs of establishing the scheme, including the costs of procuring audit contracts, from local government's share of our current deferred income. We think this is appropriate because the new scheme will be available to all relevant principal local government bodies.

PSAA will pool scheme costs and charge fees to audited bodies in accordance with a fair scale of fees which has regard to size, complexity and audit risk, most likely as evidenced by audit fees for 2016/17. Pooling means that everyone in the scheme will benefit from the most competitive prices. Fees will reflect the number of scheme participants – the greater the level of participation, the better the value represented by our scale fees.

Scale fees will be determined by the prices achieved in the auditor procurement that PSAA will need to undertake during the early part of 2017. Contracts are likely to be awarded at the end of June 2017, and at this point the overall cost and therefore the level of fees required will be clear. We expect to consult on the proposed scale of fees in autumn 2017 and to publish the fees applicable for 2018/19 in March 2018.

Opting in

The closing date for opting in is 9 March 2017. We have allowed more than the minimum eight week notice period required, because the formal approval process for most eligible bodies, except police and crime commissioners, is a decision made by the members of an authority meeting as a whole.

We will confirm receipt of all opt-in notices. A full list of authorities who opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters that would prevent us appointing a particular firm.

If you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2018. The earliest an auditor appointment can be made for authorities that opt in after the closing date is therefore for the audit of the accounts for 2019/20. We are required to consider such requests, and agree to them unless there are reasonable grounds for their refusal.

Timetable

In summary, we expect the timetable for the new arrangements to be:

- | | |
|---|-------------------------|
| • Invitation to opt in issued | 27 October 2016 |
| • Closing date for receipt of notices to opt in | 9 March 2017 |
| • Contract notice published | 20 February 2017 |
| • Award audit contracts | By end of June 2017 |
| • Consult on and make auditor appointments | By end of December 2017 |
| • Consult on and publish scale fees | By end of March 2018 |

Enquiries

We publish frequently asked questions on our [website](#). We are keen to receive feedback from local bodies on our plans. Please email your feedback or questions to: appointingperson@psaa.co.uk.

If you would like to discuss a particular issue with us, please send an email to the above address, and we will make arrangements either to telephone or meet you.

Report to	Cabinet	Item
	16 November 2016	
Report of	Head of planning services	8
Subject	Adoption of revised Statement of Community Involvement	

Purpose

To consider adoption of the revised Statement of Community Involvement.

Recommendation

To adopt the revised Statement of Community Involvement in accordance with the 2004 Planning and Compulsory Purchase Act.

Corporate and service priorities

The report helps to meet the corporate priority for a prosperous and vibrant city and a fair city. Although no longer specifically identified as a planning service priority, the preparation of the SCI is a statutory requirement and a specific work priority within the planning policy team plan for 2016-17.

Financial implications

There are no direct financial implications of this report.

Ward/s: All Wards

Cabinet member: Councillor Bremner – Environment and sustainable development

Contact officers

Graham Nelson, head of planning services 01603 212530

Lara Emerson, planner (development) 01603 212500

Background documents

None

Report

1. This report seeks cabinet endorsement and authority to adopt the revised Statement of Community Involvement as recommended by Sustainable Development Panel on 28 September 2016.

What is the Statement of Community Involvement?

2. The Statement of Community Involvement (SCI) is the city council's code of practice on how people can expect to be involved in the planning process. It sets out how the council will involve the public in plan-making at different stages and for different types of planning document. It also sets the standards that the council's planning service will use when the public are consulted on planning applications for new development. Preparing an SCI is a statutory requirement for local planning authorities under section 18 of the Planning and Compulsory Purchase Act 2004.

Context

3. Norwich's current Statement of Community Involvement was adopted in July 2013 and can be found at the following link:
https://www.norwich.gov.uk/info/20225/planning_policies_supporting_documents/1506/statement_of_community_involvement
4. The current adopted SCI is up to date and in most respects remains fit for purpose to inform the council's procedures for public consultation and engagement for planning. Nevertheless, a review of the SCI is now necessary in order to support the work being carried out by the city council on the emerging statutory Greater Norwich Local Plan (GNLP) in partnership with Broadland and South Norfolk district councils and Norfolk County Council, as well as ongoing work with other planning authorities in Norfolk on developing the non-statutory Norfolk Strategic Framework (NSF).
5. The proposed revisions to the SCI were generally fairly minor. A report about the revised SCI was presented to Sustainable Development Panel at their meeting in March 2016 and set out the main changes to the 2013 SCI. At their meeting of 23 March 2016, Sustainable Development Panel resolved:

"to recommend that cabinet approves the revised Statement of Community Involvement for public consultation during June, and, subject to ensuring that consultations do not take place during August."
6. At their meeting of 8 June 2016, Cabinet resolved to:
 - 1) approve the revised draft Statement of Community Involvement for public consultation for a period of not less than six weeks; and,
 - 2) authorise the executive head of regeneration and development, in consultation with the portfolio holder for environment and sustainable development, to make any minor changes necessary to the document prior to publication and to make arrangements to publish the document on the website as soon as reasonably practicable following the date of this meeting.

The Consultation

7. The consultation ran for six weeks from 15 June 2016 to 27 July 2016 with the consultation draft and forms available online, at City Hall and at the Forum. Stakeholders were notified of the consultation by email or post.
8. A total of 12 consultation responses were received from Anglian Water, Broadland District Council, Broads Authority, Brundall Parish Council, Green Party, Historic England, Marlingford & Colton Parish Council, Natural England, NHS England Midlands and East (East), Norfolk County Council North Norfolk District Council & South Norfolk Council. The comments and officer responses can be found in appendix 1.
9. The changes proposed to the SCI as a result of the consultation responses were:
 - (a) First two paragraphs of the table at Paragraph 44 removed and replaced with:

“Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum.”
 - (b) NHS England Midlands and East (East) added to ‘Specific consultation bodies’ on page 28 of the SCI.
 - (c) NHS Norfolk removed from ‘General consultation bodies’ on page 29 of the SCI.
 - (d) Norfolk County Council Public Health to be added to the General consultation bodies list on page 29 of the SCI.
 - (e) Paragraph added to page 28:

“Regard will also be had to the consultation requirements indicated in the Neighbourhood Plan Regulations (2012 as amended).”
10. The revised SCI, which incorporates the changes a) to e) above, is attached at appendix 2.
11. A report setting out the above changes was presented to Sustainable Development Panel at their meeting of 28 September 2016, at which they resolved to:
 - 1) note the Statement of Community Involvement with proposed amendments made in response to consultation;
 - 2) recommend that cabinet approves the document as amended for formal adoption.

Recommendation

To adopt the revised Statement of Community Involvement in accordance with the 2004 Planning and Compulsory Purchase Act.

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 completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	16 th November 2016
Head of service:	Graham Nelson
Report subject:	Adoption of revised Statement of Community Involvement
Date assessed:	October 2016
Description:	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
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"/>	There will be no significant impacts.
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
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"/>	There will be no significant impacts.

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no significant impacts.

Recommendations from impact assessment
Positive
Negative
Neutral
There will be no significant impacts.
Issues

Ref	Respondent	Comments	Officer response
1.1	Anglian Water	In order to make a comprehensive timely response to documents that include site allocations it would be helpful for Anglian Water to receive information in a specific format that includes a GIS (shapefile) map showing all the sites and a list of site locations to include the proposed use and the proposed numbers for each site in an excel or word format.	Noted. The SCI states that consultation bodies will be informed of consultations on proposed site allocations by email, where possible. We will aim to send out information in the way suggested, where possible.
1.2		Norwich City offer a pre planning service (paragraph 56) and Anglian Water also offer a pre planning service that provides developers with feasible water and drainage solutions. The Pre Planning Report may be submitted as supporting evidence with a planning application submission.	Noted.
1.3		Although Anglian Water are not statutory consultee on planning applications we are keen to make representations on all major applications (i.e. 10 or more dwellings or floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more) and would ask to be notified. We will also comments when requested to do so by the planning authority on minor applications where there are concerns or issues relevant to Anglian Water. The preferred method of notification is by email to planningliaison@anglianwater.co.uk	Change proposed (to consultation checklist). Norwich City Council has a consultation checklist which is used internally by officers to determine which consultees should be notified about any particular application. We propose to amend the consultation checklist to state that we will consult Anglian Water for: Residential proposals > 20 10 units Significant industrial/commercial Any development of > 2 1 ha Individual applications involving a potentially large water usage for industrial purposes or commercial size swimming pools Mineral extraction/waste disposal/landfill sites (County Matters)

Ref	Respondent	Comments	Officer response
2.1	Broadland District Council	<p>Paragraph 44: Broadland District Council objects to the statement, 'We will ensure wherever possible that consultation periods are not timed to coincide with the Christmas, Easter or summer holiday periods' and to the statement, 'We will not undertake consultations during August.'</p> <p>The proposed Norwich SCI should, on this particular issue, be consistent and include similar text to that within the proposed Broadland SCI (Figure 7, page 21) and South Norfolk SCI (Paragraph 65, page 18) in order to support the production of the Greater Norwich Local Plan (GNLP).</p>	<p>Change proposed.</p> <p>In order to ensure a consistent approach with our partners and to aid the smooth running of consultations, text will be amended to match Broadland's & South Norfolk's SCIs.</p> <p>First two paragraphs of the table at Paragraph 44 removed and replaced with:</p> <p>"Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum."</p>

Ref	Respondent	Comments	Officer response
3.1	Broads Authority	We consider that Norwich City Council is good at consulting the Broads Authority on planning applications that we might be interested in commenting. These can range from side extensions adjacent to our boundary or over the road from our boundary to large developments further away. We welcome this. Is there scope in saying this in the relevant section of the SCI? Perhaps talk to the DM team to see when they typically consult us, but recognising that it depends on the nature of individual developments?	<p>Noted.</p> <p>We will maintain the circumstances under which we will consult the Broads Authority:</p> <p>Where an application is likely to have an impact on the Broads Authority area.</p> <p>All proposals on or adjacent to the boundary with the Broads Authority.</p> <p>Any strategic development close to the boundary which is likely to have an impact on the Broads Authority.</p> <p>Any development likely to affect land in the Broads Authority Area. This includes any development including bridges, moorings, quay headings on or over the River Wensum up to New Mills Yard).</p>
4.1	Brundall Parish	No comments.	Noted.
5.1	Green Party	When it comes to complex issues like local plans it would be beneficial to run public workshops that give interested members of the public and important stakeholders the chance to truly understand and engage with local policies. The council is already committed to presentations and exhibitions. Workshops would further increase the depth of public engagement and can be a very useful tool, especially early in the consultation process.	<p>Noted.</p> <p>'Focus groups' are referred to on page 16 of the draft SCI as a method of engaging the public in the early stages of the SCI. There are four workshops planned for the discussion of various topics during the early stages of the preparation of the GNLP. Industry experts will be invited to each of these events.</p>

Ref	Respondent	Comments	Officer response
5.2		The council strongly advises developers to carry out a pre-planning consultation. In some instances developers carry out multiple rounds of genuine pre-planning consultations and aim to truly engage residents. However in other cases pre-planning consultations are not carried out or are a token exercise without any real opportunity for residents to influence designs. Can the role of pre-planning consultations be strengthened? Can the council further aim to ensure that consultations have a real scope to alter designs rather than posing as a token exercise?	<p>Noted.</p> <p>The council encourages developers to engage in community consultation to a level which is appropriate to the scale of development proposed. Page 24 of the SCI provides a useful guide to developers for engaging in meaningful public consultation.</p>
5.3		It is extremely difficult to make sense of the headings that come up when searching for a planning application or a general search - e.g. one's street. Headings like "details of condition 9: management plan of previous permission" are extremely cryptic and not understandable for the lay person. Is there scope to include a plain English explanation of the application?	<p>Noted.</p> <p>We take great care to summarise proposal descriptions to make them as easily understandable as possible whilst ensuring the descriptions accurately cover all development being applied for. Planning procedures are complex and there are many types of planning application so some proposal descriptions will require some understanding and research into how the planning system works and how a proposal fits into an overall development (e.g. details of conditions, amendments etc).</p>
5.4	Green Party	The process of signing up to receive notification is extremely complicated. If you enter the planning site and have not been told how it works, it is very difficult to work it out. Currently one has to search for an application and then save the search to be notified. Could we include a simpler feature where people can, for example, enter their address and ask to receive notifications of planning applications in a certain radius around their property?	<p>Noted.</p> <p>The process of signing up to receive notifications for applications in a certain geographical area works in a similar way to the system for saving a search on many commercial websites and is therefore considered to be fairly intuitive. Should members of the public struggle with the system, they can contact our planning department who can guide them through the process.</p>

Ref	Respondent	Comments	Officer response
5.5		Another problem is that objectors of planning applications are not automatically notified if and when the application goes to committee (and therefore their chance to speak at committee). Objectors are told in a letter that they have to look up the agenda of future planning committee meetings to check if the application they objected to is included. This prevents residents' engagement with the planning process. As many objectors sign up with their email address, it should be fairly simple to send out an automated message once the application goes to committee.	<p>Noted.</p> <p>Committee papers are uploaded onto the website and attached to applications at least seven days before the committee date.</p> <p>Not all objectors provide an email address and so letters would need to be sent out. Letters can get held up in the post, and there is a significant financial cost of postage and additional staff resources.</p> <p>However, we are working with the software developer to see if we can use the Public Access application tracking and notification system to automate an email notification straight from Public Access when the committee date is specified on a tracked application.</p>
5.6		Finally, many cities have big public notice boards at different public spaces and community hubs (e.g. libraries, train stations, outside city halls etc.) where they display what they are currently consulting on. This could increase the uptake of consultations in Norwich as well and is a feature that we would like to see in the future.	<p>Noted.</p> <p>Consultations on the Development Plan are made available to view at City Hall's planning reception and at the Forum library as well as on the council's website within a list of current consultations. While we appreciate the benefits of a public noticeboard, the resource implications of such a proposal would prohibit us pursuing this option.</p>
6.1	Historic England	With regards to neighbourhood planning, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans. The regulations state that Historic England should be consulted on draft plans where our interests are considered to be affected.	<p>Noted.</p> <p>Page 19 of the SCI states that 'relevant specific and general consultees' will be informed when 'a neighbourhood forum... applies... to designate a Neighbourhood Area'. This would include Historic England.</p>

Ref	Respondent	Comments	Officer response
7.1	Marlingford & Colton Parish Council	<p>Paragraphs 10 & 11:</p> <p>There should be Parish Council involvement with Local Development Orders, Neighbourhood Plans and Neighbourhood Development Orders, Community Right to Build Orders and 'permission in principle' for new housing developments.</p>	<p>Noted.</p> <p>Norwich City Council's area does not contain any parishes and, as such, the SCI does not contain any direct reference to Parish Councils. Nevertheless, Parish Councils would be considered as 'relevant stakeholders' should any consultations extend beyond our boundary.</p>
8.1	Natural England	No specific comments.	Noted.
9.1	NHS England Midlands and East (East)	<p>We note that Appendix 1 consultees, contains NHS Norfolk, this body does not exist and should be removed and replaced with NHS England Midlands and East (East). NHS England Midlands and East (East) commission Primary Healthcare Services, so should be on the Specific consultation bodies list, rather than the general consultation bodies list. NHS England is a statutory consultee.</p>	<p>Change proposed.</p> <p>NHS England Midlands and East (East) added to 'Specific consultation bodies' on page 28 of the SCI.</p> <p>NHS Norfolk removed from 'General consultation bodies' on page 29 of the SCI.</p>

Ref	Respondent	Comments	Officer response
10.1	Norfolk County Council	It is felt that the final SCI should have regard to the emerging "Planning In Health – An Engagement Protocol between Local Planning Authorities, Public Health and the Health Sector Organisation in Norfolk". This document sets out engagement arrangements between LPAs and the health sector on plan making and planning applications.	<p>Change proposed.</p> <p>Norfolk County Council Public Health to be added to the General consultation bodies list on page 29 of the SCI.</p> <p>Change proposed (to the consultation checklist).</p> <p>Norwich City Council has a consultation checklist which is used internally by officers to determine which consultees should be notified about any particular application. In accordance with the emerging "Planning In Health..." document, we propose to amend the consultation checklist to state that we will consult Norfolk County Council Public Health for:</p> <p>Residential proposals > 100 units</p> <p>Any development including the provision of:</p> <ul style="list-style-type: none"> - A care home - Housing for the elderly - Student accommodation <p>Any development which would lead to significant loss of public open space</p>

Ref	Respondent	Comments	Officer response
10.2		Neighbourhood Plans – while the SCI makes specific reference to such plans, it is felt that the SCI should indicate who the statutory consultees are in respect of these plans as set out in the Neighbourhood Plan Regulations (2012 as amended) - see paragraph 1 of schedule 1. These Regulations indicate that the County Council is a statutory consultee (consultation body) and as such would expect to be consulted on any such emerging plans.	Change proposed. Paragraph added to page 28: “Regard will also be had to the consultation requirements indicated in the Neighbourhood Plan Regulations (2012 as amended).”
11.1	North Norfolk District Council	No specific comments.	Noted.

Ref	Respondent	Comments	Officer response
12.1	South Norfolk Council	<p>Paragraph 44:</p> <p>South Norfolk Council is concerned that the table at paragraph 44 in the Norwich document which outlines the timescales for consulting on Local Plan documents differs from that in both the South Norfolk and Broadland documents in that it states that where possible consultations will be timed not to coincide with the Christmas, Easter or Summer holiday period and that no consultations will be undertaken in August. South Norfolk Council would suggest that the wording in the Norwich table be changed to mirror that in the South Norfolk and Broadland tables. It is felt that this level of restriction is unnecessary and the text in the equivalent tables in the South Norfolk and Broadland documents is sufficient in that it states that consultation periods will be extended when they take in all or part of a holiday period and that extra days will be added where a bank holiday falls within a consultation period.</p>	<p>Change proposed.</p> <p>In order to ensure a consistent approach with our partners and to aid the smooth running of consultations, text will be amended to match Broadland's & South Norfolk's SCIs.</p> <p>First two paragraphs of the table at Paragraph 44 removed and replaced with:</p> <p>"Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum."</p>



NORWICH
City Council

Statement of Community Involvement for Norwich

A code of practice for involving the community in planning issues

September 2016

Contents

1. Introduction	2
Why we are preparing the Statement of Community Involvement.....	2
Need for review	2
Planning and community Involvement.....	4
The Compact: Code of practice on involvement.....	5
The Council's commitment to equality	5
The role of councillors	5
RTPI Planning Aid England	6
2. Consultations on planning policy documents	7
National policy requirements	7
What kinds of documents are consulted on?	7
The current local plan.....	8
The emerging local plan	8
Procedural Requirements.....	9
Meeting the Duty to Cooperate.....	9
Consultation Methods.....	11
How long will consultations last?	13
Who will we involve, and how?	14
Public involvement in Local Plans (Development plan documents).....	16
Public involvement in Supplementary Planning Documents (SPDs) and planning briefs.....	18
Publicising Neighbourhood Plans.....	19
3. Consultations on planning applications	22
Introduction	22
Pre-application consultation	22
Planning application consultation	25
Material planning considerations	26
4. Resources and management	27
Appendix 1: Local plan consultees	28
Specific consultation bodies	28
General consultation bodies - examples	29
Duty to Co-operate: consultees required under the 2012 Planning Regulations	30

1. Introduction

Why we are preparing the Statement of Community Involvement

1. The city council is always looking for ways for the community to become more involved in its plan making and decision taking. We want to encourage more people to be involved and to make that as easy as possible. We hope that your local knowledge will help to make sure that development in the city benefits everyone whilst protecting the special qualities of the city. How we will ensure that you are part of this process is set out in this statement.
2. Under Section 18 of the Planning and Compulsory Purchase Act 2004, all local planning authorities in England and Wales must prepare a Statement of community involvement (SCI) and must carry out planning consultations in accordance with it. The SCI is a 'code of practice' setting out how the council intends to involve people in planning decisions. This can include both decisions about planning policy (plan-making) and decisions on planning applications.
3. This is the fourth edition of the Statement of community involvement. It replaces the version published in July 2013.

Need for review

4. Under the national planning system, the council must prepare a local plan, which will guide the city's development and growth over the next 15 to 20 years. With an up to date local plan in place, it is clear how the council intends to provide for new housing and employment in the city, how much development will be planned for and where it will go. A local plan also sets out clearly what will and what will not be allowed in certain areas and which areas must be protected from development altogether. Local plans must be reviewed regularly to remain up to date and respond to changes in local circumstances. Plans must also be consistent with national planning policy and guidance. If this guidance changes, local planning policy usually needs to change too.
5. Since we published the last Statement of community involvement in 2013, there have been a number of important changes to the national planning system which will affect how we prepare and consult on plans and proposals in future. Further changes in national rules are expected in coming years, particularly as a result of measures announced in the forthcoming Housing and Planning Act.
6. In relation to plan-making, the government has made it clear that it expects councils to prepare local plans and put them in place as quickly as possible. Recent government announcements suggest that councils which do not already have up to date local plans will be expected to prepare and adopt them (that is, complete the legal process to bring them into force) by the end of 2017. Councils which fail to produce timely local plans might also face possible sanctions and financial penalties. Councils that have adopted their plans recently must keep them up to date and review them

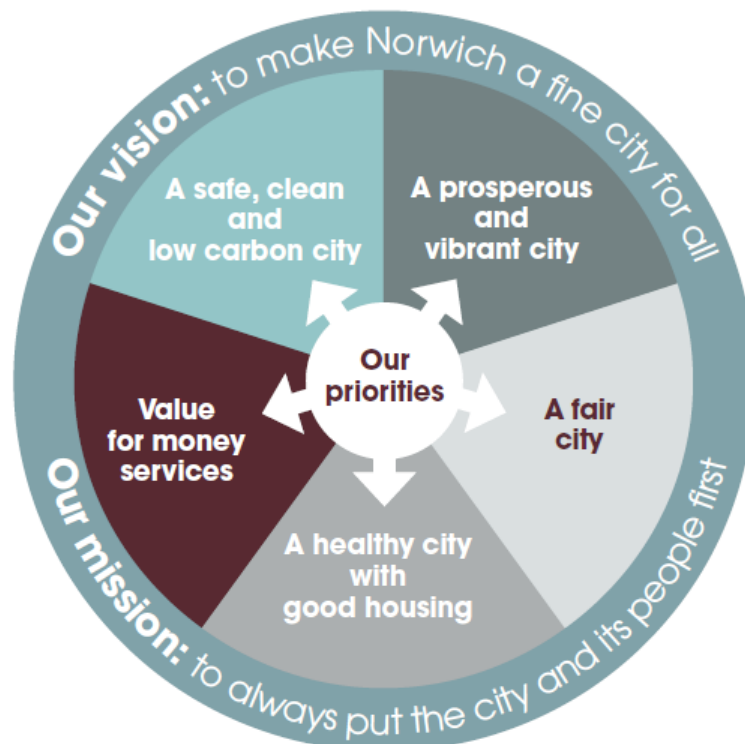
as soon as practicable. There will also be an increased role for neighbourhood plans prepared directly by local communities.

7. Although Norwich's main local plan documents were adopted as recently as December 2014, the overall planning strategy for the Norwich area, the Joint core strategy for Broadland, Norwich and South Norfolk, is becoming out of date and a new local plan needs to be prepared to manage and shape longer term growth and development. At the same time, there is a need for an overall planning framework to establish future needs and set targets for housing and jobs in Norfolk and ensure that new local plans for individual districts are consistent with those targets.
8. Accordingly, in partnership with Broadland and South Norfolk Councils and Norfolk county council, we are starting work on a new Greater Norwich Local Plan that will set out a development strategy for the wider Norwich area between now and 2036, as well as a broader Norfolk Strategic Framework to set overall planning targets.
9. In relation to planning applications, the government has made further changes in national planning rules which mean that more kinds of development can be carried out and more kinds of premises can change their use without planning permission – called permitted development. As part of the drive to encourage more housebuilding, the government will also be changing and simplifying the planning process for housing, granting automatic “permission in principle” for new housing development on previously developed sites which councils have listed as suitable. Local plans will also have to identify land for low cost starter homes on all suitable housing development sites.
10. During this period of rapid change, we must strike a careful balance between meeting our obligations to government to prepare plans and decide applications as quickly as possible, and making sure that local people still have a meaningful opportunity to comment on and influence planning policies and proposals. In order to meet government directives we will need to review some of the consultation arrangements for plan-making in the 2013 Statement of Community Involvement, particularly to streamline certain procedures and (where this is unavoidably necessary) to reduce the length of time we consult on key documents.
11. Taken together, the changes in the planning system will inevitably affect the way that local plans are prepared and how planning applications are made and dealt with. This means that the way we involve local people in the planning process also needs to change. In cases where no planning application is needed, the city council cannot always let people know about all development which is happening in their area. In a very small number of cases, the national rules have been tightened, for example changing a shop to a betting shop now needs permission where it did not before, as does changing the use of or demolishing a local pub which is registered as an Asset of Community Value. The permitted development rule changes are designed to speed up the planning process, get development going and make smaller scale building projects and minor changes easier. But they will sometimes mean that local people will have less opportunity than before to have their say.

Planning and community Involvement

12. The council produced a Community engagement strategy (CES) in 2009 outlining the council-wide approach to community involvement. The Statement of community involvement shows how this approach will be applied to plan making and decision making on planning applications.
13. The Council developed the Community engagement strategy to support the overall citywide vision and objectives in its corporate plan. The priorities within the latest corporate plan (2015-2020) are shown in figure 1 on page 4.

Council priorities



Our core values

Everything we ever do as an organisation, whether in teams or as individuals, will be done with our core values in mind. These are:

- P Pride.** We will take pride in what we do and demonstrate integrity in how we do it.
- A Accountability.** We will take responsibility, do what we say we will do and see things through.
- C Collaboration.** We will work with others and help others to succeed.
- E Excellence.** We will strive to do things well and look for ways to innovate and improve.

Figure 1: Extract from the Corporate Plan 2015-2020 (Norwich City Council)

14. In order to achieve the council's vision and priorities through the planning service, it is essential that there is effective public involvement in plan-

making and decision making on planning applications and that clear standards are set for when and how involvement will take place.

The Compact: Code of practice on involvement

15. Norwich City Council is a signatory of The Compact. The Compact is a national agreement between the government and community sectors, which aims to improve the way voluntary and community sectors, and local councils involve each other, including involvement in the planning process. We will continue to provide a positive framework for productive working relationships and will ensure that the guidelines set out in the Compact are met where possible. In some circumstances it may be necessary to depart from the Compact should new legislation change the regulations for involvement of others in plan-making and planning applications, or if full compliance with the compact is likely to result in penalties or sanctions for the Council through failure to meet prescribed Government targets for plan-making or decision-taking.
16. Further details on consultation arrangements for planning policy are provided in section 2 – Consultation on planning policy documents. Consultation arrangements for development management are provided in section 3 – Consultations on planning applications.

The Council's commitment to equality

17. The council has a commitment to equality which is a statutory duty under the Equality Act (2010). This is particularly relevant to planning which has a role to play in promoting equality of opportunity and cohesion by considering the needs of the community. The council recognises that equality of opportunity in practice includes ensuring that vulnerable or disadvantaged groups have their voices heard and their needs considered. This statement supports that objective through providing guidance on how to get people involved. The impact of planning activities and decisions will be assessed in order to ensure that there are no unintended negative impacts on vulnerable or disadvantaged groups. The assessments will focus on the six protected characteristics of race, gender, disability, age, sexual orientation and religion or belief, but will also consider the wider implications of socio-economic inequalities on community cohesion. This is normally carried out through an Equality Impact Assessment (EqIA) which takes place at the beginning of the plan-making process.

The role of councillors

18. Councillors have three roles: as decision makers, as community representatives and as communicators to exchange and share information and discuss the issues and concerns of local electors with council officers and other stakeholders. Members of the public can make their views known to ward councillors, the relevant council executive member/portfolio holder, or at planning applications committee in a number of ways; by letter, email, or face-to-face discussion. However, it is important that the consultation process is used because this is how views are registered in the plan-making or planning application process. This ensures that while councillors hear what you have to say, you will not miss the opportunity to

be heard at committees or at any subsequent appeal, inquiry, hearing or examination.

RTPI Planning Aid England

19. The Royal Town Planning Institute (RTPI) Planning Aid England offers assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages people to get involved in the planning system to help shape their own environment. The council supports the work of Planning Aid and will work with the service to provide independent advice for some of the involvement procedures proposed in this document.

20. RTPI Planning Aid England can be contacted via planning aid advice line:

Tel: 0330 123 9244
Email: advice@planningaid.rtpi.org.uk
Web: www.rtpi.org.uk/planning-aid

2. Consultations on planning policy documents

National policy requirements

21. National planning policy makes clear that local planning authorities must seek the views of communities and other stakeholders from an early stage in the plan-making process, stating:

'Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.'

National Planning Policy Framework (NPPF), 2012; para 155.

22. The Localism Act 2011 has made a range of new powers available to communities across the country to enable them to play a greater part in planning for their future. One of these powers is neighbourhood planning, which we discuss in more detail later in this SCI. The Localism Act also introduced a Duty to Cooperate which is a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. In simple terms, this means that councils cannot plan for new development within their areas in isolation, but must make sure that neighbouring councils and other organisations which provide services across larger areas participate fully in plan-making to ensure a co-ordinated, strategic approach to development and growth across administrative boundaries.

What kinds of documents are consulted on?

23. Development plan documents or DPDs (now more usually called "local plans") are the formal policy documents which make up the statutory development 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 policies in the development plan, unless material considerations indicate otherwise.
24. 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. 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.

25. The planning policy documents to be prepared by the council are identified in the Local development scheme (LDS). The LDS includes a timetable of when we aim to produce the documents, and the various stages they must go through to be adopted. The LDS is available on the Council's website and is reviewed and updated regularly (hard copies are available on request): https://www.norwich.gov.uk/downloads/file/1671/local_development_scheme

The current local plan

26. The currently adopted development plan (the 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; the Norwich Development Management Policies Local Plan (the DM Policies Plan), adopted December 2014; and the Northern city centre area action plan (NCCAAP) for part of Norwich city centre, adopted March 2010. The NCCAAP runs only to March 2016 and will expire during the currency of this Statement of Community Involvement. The JCS will be replaced by the emerging Greater Norwich Local Plan (GNLP), which is scheduled to be adopted in 2020.
27. The table in figure 2 shows the relationship between these documents, as well as the supplementary planning documents which are already in place to support their policies. More details of supplementary planning documents the council intends to prepare in future are in the LDS. Both the LDS and this Statement of community involvement (SCI) are procedural documents that support the production of the local plan setting out what will be produced and explaining how people can get involved with the process.

The emerging local plan

28. 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 present JCS, will also include policies and proposals for individual sites. As such, the GNLP will eventually also replace separate site allocations plans for individual districts. It is the only formal Development Plan Document in the current Local Development Scheme programme.
29. The proposed Norfolk Strategic Framework (NSF) will be a non-statutory strategic policy statement which will set 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.
30. Both the above documents will cover the period to 2036. The work programme for the preparation of the GNLP and NSF is set out in the latest revision of the Norwich Local Development Scheme which was

published in March 2016. The programme is subject to review dependent on the extent of evidence likely to be required.

Procedural Requirements

31. Local plan documents 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. This procedure will be followed in preparing the Greater Norwich Local Plan, but a more streamlined and fast-track process will be used for the Norfolk Strategic Framework, as this is not a local plan but an evidence framework to inform other plans.
32. 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 be 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.
33. Certain other documents must be published alongside each DPD, including:
 - the independently prepared sustainability appraisal (SA) report of the DPD 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 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; and
 - an adoption statement and environmental statement (when the plan is adopted).
34. The local plan is supported by a range of research reports, studies and topic papers making up a detailed evidence base which informs and justifies its policies.

Meeting the Duty to Cooperate

35. For many years Norwich City Council has worked in close cooperation with its neighbouring councils Broadland and South Norfolk to plan for and deliver major growth envisaged for the Norwich Policy Area. This work was first undertaken as part of a formal Greater Norwich Development Partnership (GNDP), whose responsibilities have since been inherited by

its successor the Greater Norwich Growth Board (GNGB). The Joint Core Strategy for Broadland, Norwich and South Norfolk was produced by the GNDP, which includes the Broads Authority and Norfolk County Council working in partnership with the three districts. Other documents produced by the GNDP include the Community Infrastructure Levy (CIL) Charging Schedule for each district/authority area. The Community Infrastructure Levy is a statutory charge on new development introduced by the CIL Regulations 2010. It came into force in Norwich in 2013.

36. As noted above, the need for councils and other agencies to work together in developing effective planning strategies for their areas is now a legal duty. Councils must show that they have met this statutory Duty to Cooperate in order for local plans to be accepted (found “sound” and “legally compliant”) when those plans are independently examined by government. Work on preparing the overall Norfolk Strategic Framework – although it will not be a formal local plan – will involve the city council in joint working with all the local planning authorities and other relevant bodies across Norfolk.
37. The planning policy documents which have been (and will be) prepared jointly by the Norwich area authorities are set out in the respective Local Development Schemes for each authority. Public involvement in their preparation is guided by the community involvement standards as set by the partnership councils jointly in their respective statements of community involvement. For the current round of joint local plan preparation, consultation standards and consultation periods will be common across the three local authority areas and all the participating authorities will work to the same consultation timeframes for key documents in their SCIs.

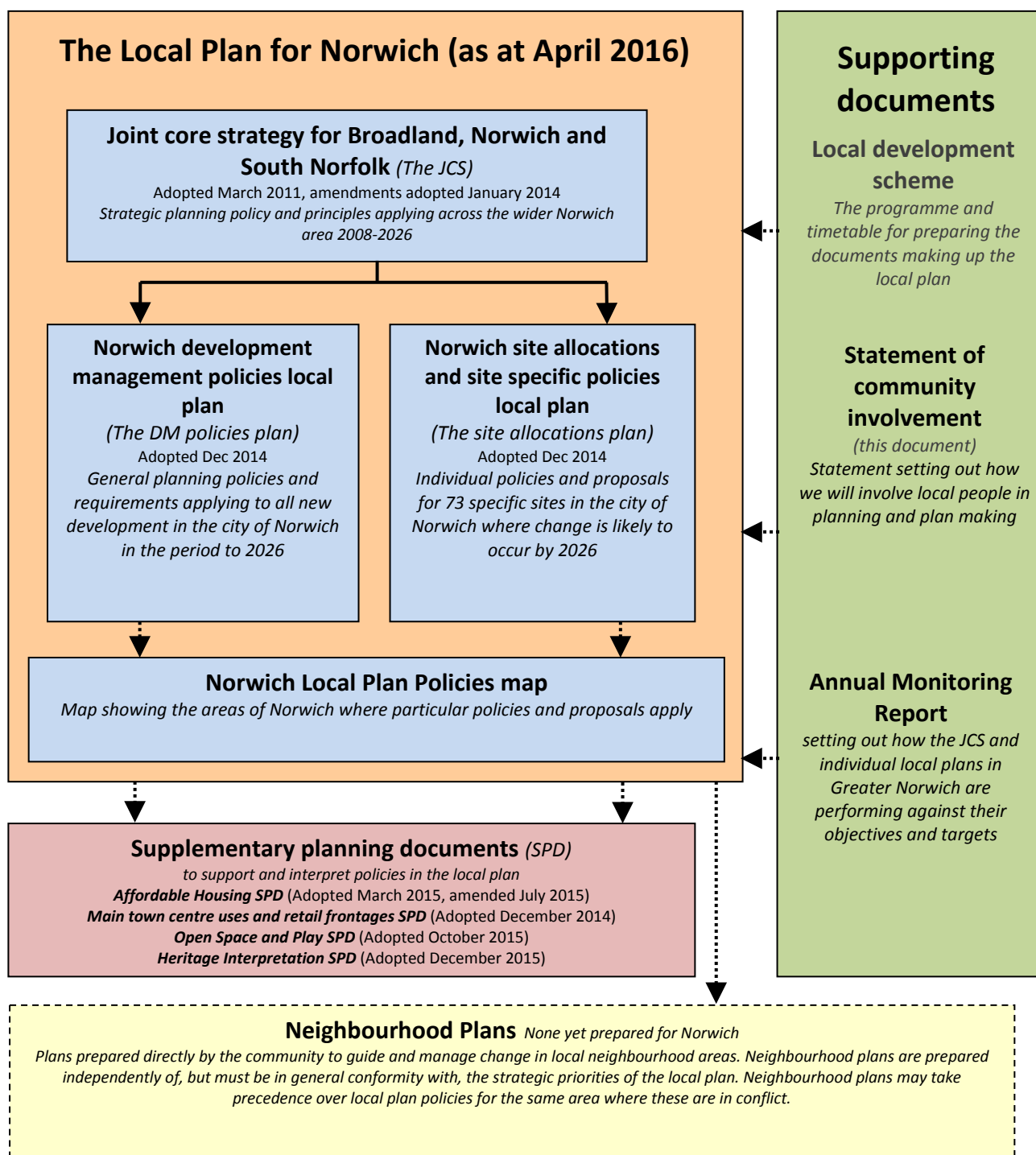


Figure 2: Documents making up the adopted local plan

Consultation Methods

38. The council has a well-established procedure for involving people in plan-making. We will continue to develop our understanding of different consultation techniques over time and learn from what works, and what doesn't. A variety of methods have and will be used during consultations, taking into consideration issues being consulted on and the needs of the audience. These include the use of appropriate locations, and/or the use of particular presentation media for presentations to blind people, people with impaired hearing, and people with mental health issues or learning difficulties.
39. Consultation is carried out increasingly by electronic means but is still rapidly evolving in the digital age. Although almost all the documents we consult on are made available electronically, the challenge remains as to how information can be publicised effectively to attract the widest audience. The council is steadily expanding the use of interactive web technology to enable direct access to its services across a range of devices and allow local people to make payments, submit comments and report issues and problems direct via online forms. We will endeavour in future planning consultations to integrate these mechanisms where possible and extend the use of social media to help access "hard to reach" groups, especially younger people. We will also continue to use more traditional methods of consultation to include those without access to the internet or social media.
40. Based on our current success and lessons learned from previous consultations, we will endeavour to use a range of consultation approaches, as necessary, set out in the following list:
- Letters/emails to groups and individuals
 - newspapers and Citizen magazine
 - paper documents
 - council's website
 - "planning for real"¹ type events
 - presentations to community groups
 - public meetings
 - focus groups
 - exhibitions
 - local councillors
 - social media



¹ "Planning for Real" is a nationally recognised planning process where residents take a hands-on role in registering their views, identifying priorities and suggesting solutions for development in their area using 3D models, plans and maps. Sessions are usually facilitated by an independent organisation such as Planning Aid England.

- local radio

41. We acknowledge that it is important to make public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to consult using all the methods listed above. We will make sure that consultations are tailored appropriately to the kind of plan, policy or proposal being consulted on and the stages it has reached. We will ensure that people with no access to the internet, email, text or social media are kept informed by traditional, non-electronic means.

How long will consultations last?

42. At all consultation stages the Council will comply with the minimum legal requirements. The National Compact (see paragraph 15 above) states that local authorities should "...where it is appropriate, and enables meaningful engagement, conduct 12-week formal written consultations, with clear explanations and rationale for short timeframes or a more informal approach."

43. In most circumstances a 12 week consultation period will not be needed to respond to emerging plans and policies. This is because

- In future, the need to expedite the production of statutory local plans to meet more rigorously enforced government targets for speedy plan-making and timely review mean that an extended period of public consultation may not always be achievable within the timeframes available. In these circumstances the reasons for reducing the consultation timescale will be clearly set out.
- the council's programme for preparing planning policy documents must be set out in the statutory Local Development Scheme (LDS) and this gives details of forthcoming documents and expected timescales well in advance;
- The council's forward agenda gives advance notice of documents which will be considered by council committees.

44. For documents consulted on, the timescales are specified on the following page:

Document type	Normal period for consultation	Circumstances in which the consultation period will be extended
Development plan documents (DPDs)	We will consult for at least the minimum statutory period of six weeks (42 calendar days) on DPDs	Where a normal period of consultation would take in all or part of the Christmas/New Year holiday, the Easter holiday or the July/August summer holiday period in addition to bank holidays, extra days will be added to allow for this, up to a maximum of 14 calendar days over and above the statutory minimum.
Neighbourhood development plans ("Neighbourhood plans")	We will consult for at least the minimum statutory period of six weeks (42 calendar days) when proposals for neighbourhood plans prepared by designated neighbourhood planning bodies are published	
Future reviews of this Statement of Community Involvement (SCI)	We will consult for at least six weeks (42 calendar days) on any future reviews of this SCI	At its discretion, and only in the early, informal stages of DPD/SPD production, the Council may allow additional time for representations to be made in circumstances where there is a justifiable reason for not responding within the deadline.
Supplementary planning documents (SPD) including planning briefs	We will consult for at least the minimum statutory period of four weeks (28 calendar days) on SPD and on planning briefs which have the status of SPD	In accordance with the Code of Recommended Practice on Local Authority Publicity, we will not normally run consultations on planning documents in the six week period immediately before local council elections. ("Purdah").
Non-statutory planning documents and informal advice notes	We will consult for a period appropriate to the coverage and content of the document concerned	

45. For supplementary planning documents (SPDs) and planning briefs, the Local Development Regulations specify a minimum four week consultation period, although the period for legal challenge after adoption is longer than it is for DPDs. Because supplementary planning documents typically relate to small geographical areas or subjects of specialist interest, shorter consultation periods are justified, particularly as similar lead-in times and reporting arrangements exist for SPD as they do for development plan documents.

46. For neighbourhood plans a separate period of public consultation by the neighbourhood planning body proposing the plan is required before a draft plan can be formally submitted to and accepted by the council. Although at the time of writing no neighbourhood plans have been prepared or proposed in Norwich, the

Who will we involve, and how?

47. The Council's Community engagement strategy (CES) "Working Better Together" identifies five levels of involvement:

- Keeping you informed;
- Asking what you think;
- Deciding together;
- Acting together; and
- Supporting independent community initiatives.

48. Different types of policy documents need different levels of involvement, depending on factors such as how many people would be affected by the proposed policy and the type of impact it would have. Detailed guidance on who we will involve, how, and at what level at the various stages of the plan making process is given in the tables on the following pages.

Public involvement in Local Plans (Development plan documents)

Key stages	Involvement Level	Public/stakeholder involvement arrangements
1. Pre-production/evidence gathering The information needed for the plan is prepared and potential issues identified.	<ul style="list-style-type: none"> Asking you what you think Deciding together 	<ul style="list-style-type: none"> Writing to statutory environment bodies to initiate Sustainability appraisal screening Early involvement of relevant stakeholders Hold focus group sessions where necessary to help decide issues to be included in the plan
2. Draft Local plan The information gathered at first stage is taken into account in the drafting of detailed policies and allocations. Depending on the level of complexity, the draft local plan stage may involve more than one period of consultation.	<ul style="list-style-type: none"> Asking you what you think 	<ul style="list-style-type: none"> Publish draft documents for consultation for a minimum of six weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> publish the Sustainability scoping report or appraisal as appropriate; inform specific consultation bodies (this will be done by email where possible: postal mailing will be used where there is no email address on the database); inform relevant consultation bodies , other interested bodies and individuals on the consultation database, as above; publish electronic copies of the consultation documents on the Council's website; make hard copies of consultation documents available for inspection at the Council's office and the Millennium library; issue press release in local papers; add consultation information on Council's social media sites. Arrange public meetings, exhibitions, focus groups as appropriate
3. Publication of the Local plan The Local plan is finalised and published for a last stage of consultation. Comments at this stage will only be sought on soundness and legal compliance of the plan.	<ul style="list-style-type: none"> Asking you what you think 	<ul style="list-style-type: none"> Publish the Local plan and relevant documents for consultation for a minimum of six weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> publish a statement of the representations procedure; publish the Sustainability appraisal report for consultation; publish a consultation statement summarising all comments received from the previous stages and how the comments have been considered and taken into account; publish relevant supporting documents; inform specific consultation bodies, as above; inform relevant general consultation bodies , other interested bodies and individuals on the consultation database, as above; publish electronic copies of all the documents on the Council's website; make hard copies available for inspection at the Council's office and the Millennium library;

Key stages	Involvement Level	Public/stakeholder involvement arrangements
		<ul style="list-style-type: none"> ▪ issue public notice in local newspapers; ▪ issue press release in local newspapers; ▪ add consultation information on Council's social media sites. • Arrange exhibition or presentation to interest groups if necessary
4. Submission	<ul style="list-style-type: none"> • No involvement 	The draft Local plan, and all supporting documents and the comments received from public consultation are submitted to the Secretary of State, who appoints an independent planning inspector. The hard copy documents are made available at Council's offices and the Millennium library.
5. Public examination	<ul style="list-style-type: none"> • No involvement 	The Local plan and the comments received are examined by the planning inspector, followed by the inspector's report.
6. Adoption The Local plan is adopted following the consideration of the recommendations in the inspector's report.	<ul style="list-style-type: none"> • Keeping you informed 	<ul style="list-style-type: none"> • Make the inspector's report available for inspection on the Council's website and at the Council's office • Inform consultees who previously made representations about the availability of inspectors report <p>Following adoption of the Local plan, we will:</p> <ul style="list-style-type: none"> • Publish the Local plan, make electronic copies available on the Council's website and hard copies available at the Council's office • Publish adoption statement in Local newspapers • Send adoption statement to specific and general consultees and those who made representations at previous stages or those who have asked to be notified of the adoption • Make the Sustainability appraisal and other supporting documents available for inspection for six weeks after adoption • provide information about the adoption of the plan on Council's social media sites

Public involvement in Supplementary Planning Documents (SPDs) and planning briefs

Key stages	Involvement Level	Public/stakeholder involvement arrangements
1. Pre-production/evidence gathering The information needed for the plan needs to be prepared and potential issues need to be identified.	<ul style="list-style-type: none"> Asking you what you think Deciding together 	<ul style="list-style-type: none"> Engaging relevant stakeholders in deciding the level of detail to be included in the plan and to identify key issues that need to be addressed Where necessary, preliminary consultations will be carried out prior to the publication of draft SPDs
2. Draft SPDs/ Planning briefs A Draft SPD/planning brief is prepared following the initial evidence gathering stage. Consultations at this stage will involve publishing a draft of the SPD/ planning brief for comment.	<ul style="list-style-type: none"> Asking you what you think 	<ul style="list-style-type: none"> Publish the Draft SPD/planning brief for consultation for a minimum of four weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> make electronic copies of the plan and supporting documents available on the Council's website; make hard copies of the plan and supporting documents available at the Council's office and Millennium library for inspection; inform relevant specific and general consultees and those on the consultation database who may have an interest on the issues (this will be done by email where possible: postal mailing will be used where there is no email address on the database); issue a press release for the matters concerned if appropriate; provide consultation information on Council's social media sites. Arrange exhibition or presentation to interest groups if appropriate
3. Adoption The Council will consider the representations received through the consultations and make any amendments necessary before adopting the SPD/ planning brief.	<ul style="list-style-type: none"> Keeping you informed 	<ul style="list-style-type: none"> Publish the SPD/planning brief – make electronic copies and any supporting documents available on the Council's website and hard copies available at Council's office Publish a consultation statement summarising all comments received from the previous stages and how the comments were considered and taken into account Send an adoption statement to those who have made representations during the previous consultations and those who have asked to be notified of the adoption of the SPD/planning brief. provide information on Council's social media sites

Publicising Neighbourhood Plans

Neighbourhood plans are prepared independently by the local community. As such, deciding how to involve people about what should be in a neighbourhood plan and determining what issues it will cover is the role of the neighbourhood forum or other designated body² actually proposing the plan. The council does not itself have a direct role in preparing a neighbourhood plan but must provide technical advice and support to any group proposing one, to ensure that it will be broadly consistent with the existing development plan for the area. The council is only required to consult formally at key stages, following the legal procedures as described below. The neighbourhood planning body must abide by the neighbourhood planning regulations and must consult “meaningfully” about a proposed plan, but is not bound by this Statement of Community Involvement.

Key stages	Involvement Level	Public/stakeholder involvement arrangements
1. Neighbourhood Area Application A neighbourhood forum or other prospective neighbourhood planning body applies to the city council to designate a Neighbourhood Area for which they propose to prepare a Neighbourhood Plan. The city council publicises the application and invites representations over a minimum 6 week period.	<ul style="list-style-type: none"> • Keeping you informed • Asking you what you think • Supporting independent community initiatives. 	Publish the Neighbourhood Area proposal and invite representations for a minimum of six weeks, and, at the start of the period, <ul style="list-style-type: none"> • make electronic copies of the proposal documentation available on the Council's website; • make hard copies of the proposal documentation available at the Council's office and Millennium library for inspection; • inform relevant specific and general consultees and those on the consultation database who may have an interest in the proposal (this will be done by email where possible: postal mailing will be used where there is no email address on the database); • issue a press release relating to the proposal if appropriate; • add information about how to respond to the proposal on the Council's social media sites.
2. Submission of a Neighbourhood Plan	<ul style="list-style-type: none"> • Keeping you informed 	Publish the submitted plan and invite representations for a minimum of six weeks, and, at the start of the period,

² In areas without a parish or town council (such as Norwich), local people will need to decide which organisation should produce a neighbourhood plan. These can be existing community groups or local people forming a new group. In both cases they will need to be formally designated and must meet the basic conditions set out in the Localism Act. This includes having at least 21 members and being established to promote the wellbeing of the neighbourhood area. It must be open to new members and have a written constitution and have taken reasonable steps to secure membership from residents, business and local elected members across the neighbourhood area.

Key stages	Involvement Level	Public/stakeholder involvement arrangements
The neighbourhood forum submits the Neighbourhood Plan to the city council. The council invites representations on the submitted plan over a minimum 6 week period.	<ul style="list-style-type: none"> • Asking you what you think • Supporting independent community initiatives 	<ul style="list-style-type: none"> • make electronic copies of the submitted plan available on the Council's website; • make hard copies of the submitted plan available at the Council's office and Millennium library for inspection; • inform relevant specific and general consultees and those on the consultation database, as above; • issue a press release relating to the Neighbourhood Plan if appropriate; • provide information about how to respond to the plan on the Council's social media sites.
3. Publication of examiners report The city council publishes the report of the examination into the submitted Neighbourhood Plan and the decision of the council as to whether or not it accepts the examiner's recommendations.	<ul style="list-style-type: none"> • Keeping you informed 	<ul style="list-style-type: none"> • make electronic copies of the examiner's report and decision statement available on the Council's website; • make hard copies of the examiner's report and decision statement available at the Council's office and Millennium library for inspection; • inform relevant specific and general consultees and those on the consultation database, as above; • Provide information about the examiner's report and decision on the Council's social media sites.
4. Referendum information statement The city council publishes the Referendum Information Statement and specified documents, setting out the date and procedure for the Neighbourhood Plan referendum. A minimum of 28 working days' notice will be given.	<ul style="list-style-type: none"> • Keeping you informed 	No less than 28 working days before a Neighbourhood Plan referendum: <ul style="list-style-type: none"> • make electronic copies of the referendum information statement and documentation available on the Council's website; • make hard copies of the referendum information statement and documentation available at the Council's office and Millennium library for inspection; • inform relevant specific and general consultees and those on the consultation database, as above; • Provide information about the referendum on the Council's social media sites

Key stages	Involvement Level	Public/stakeholder involvement arrangements
5. “Making” of the neighbourhood plan The city council confirms that the Neighbourhood Plan has come into effect (has been “made”) ³ .	<ul style="list-style-type: none"> • Keeping you informed • Supporting independent community initiatives 	<ul style="list-style-type: none"> • Publish the neighbourhood Plan – make electronic copies and any supporting documents available on the Council’s website and hard copies available at Council’s office • Notify those who have asked to be informed about the making of the neighbourhood plan. • Provide information about the made plan on Council’s social media sites.

³ Under planning legislation, neighbourhood development plans prepared by the community are referred to as being “made” when they take legal effect. This is distinct from local plans prepared by a council or other local planning authority, which are “adopted”.

3. Consultations on planning applications

Introduction

- 49. Planning applications are considered through the development management process. It is important that the views of the general public and stakeholders are taken into account to inform decisions.
- 50. The legal minimum requirements of publicity on planning applications are set out in legislation. These requirements include publication on the Council's register, notices displayed near the site and/or neighbours being notified directly. For some applications, an advertisement is required in a local newspaper. Similar requirements apply to applications for listed building consent.
- 51. This section sets out the council's approach to encouraging, and requiring where necessary, developers to undertake pre-application consultations and for the involvement of the community in commenting on planning applications.
- 52. The Planning service standards outline how people can expect to be involved in planning applications and the service they can expect to receive including response times to letters, emails and phone calls. The most up-to-date Planning service standards are available on our website at www.norwich.gov.uk; these will be updated when appropriate to reflect any future changes in legislation or internal processes.

Pre-application consultation

- 53. The National Planning Policy Framework (NPPF) states that local planning authorities should encourage other parties involved in the development process to take maximum advantage of the pre-application stage, so that prospective developers and applicants who are not already required to do so by law may engage effectively with the local community before they make a planning application. This should improve the efficiency and effectiveness of the planning application system for all parties.
- 54. The city council strongly encourages developers and agents of all application types to engage with the community at the earliest opportunity. For major schemes this is a requirement. This will give the best information on which to base proposals and enable any planning application that is subsequently made to have the best chance of success.
- 55. Early involvement between developers, the community, consultees and the local planning authority allows issues and concerns to be discussed before planning proposals are formally submitted for assessment and decisions are made. Pre-application involvement by all parties allows issues and concerns to be raised at an early stage, potentially enabling them to be addressed and giving communities the opportunity to shape or influence the development proposals.
- 56. There are several levels of pre-application service available, depending on the type of development proposed. A fee will be charged for this service. Further guidance can be found on the Council's website at the following link <http://www.norwich.gov.uk/Planning/PlanningApplications/Pages/PreApplicationAdviceService.aspx>.

57. The Council strongly encourages applicants to consult the local community before submitting a planning application for significant development, in particular:

- Housing developments of 10 or more dwellings;
- Any other development with a floor area of 1,000 square metres.

58. The Validation requirements produced by the Council provide details of the pre-application consultation requirements for applications. These will be regularly updated in accordance with legislative requirements. The validation requirements can be accessed from the Council's website: https://www.norwich.gov.uk/downloads/file/1558/validation_requirements

59. The figure on the next page gives some basic advice on how involvement and consultation would be expected to be conducted.

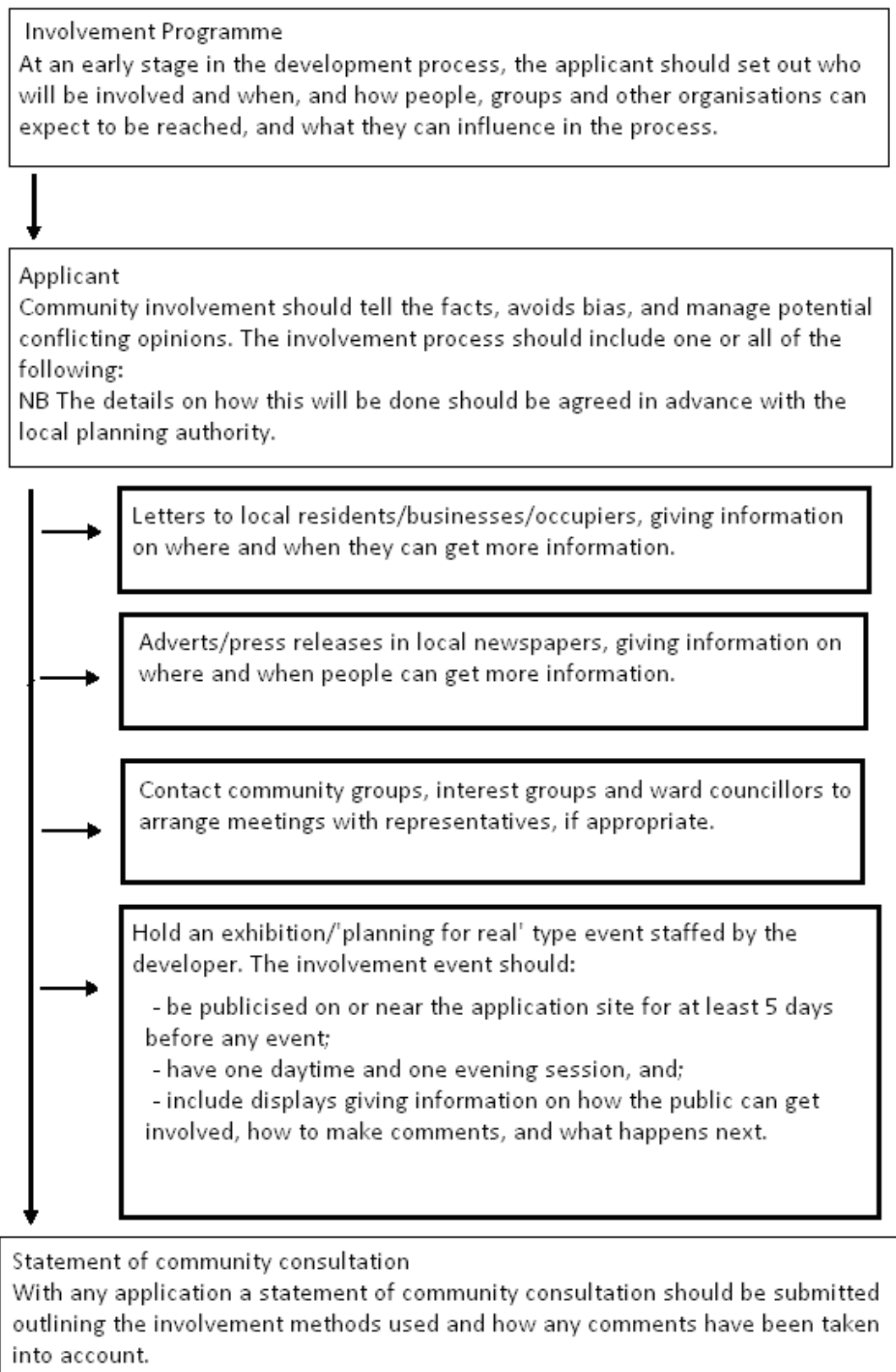


Figure 3: An example of how a pre-application community consultation could be conducted

Planning application consultation

60. It is important that the community have suitable opportunities to be involved in commenting on planning applications and that those comments are taken into account when the decision is made.

61. The council has a well-established process of consultation on planning applications. The main way to find out information on planning applications is through the Planning Public Access service⁴ on our website: <http://planning.norwich.gov.uk/online-applications>. You can also sign up to receive e-mail alerts of proposed developments in your area through this service. Other methods currently include:

- i) letters and emails to statutory consultees, other organisations and interest groups;
- ii) letters and emails to residents, businesses and properties within 10metres of the boundary of the site;
- iii) the display of site notices (for some applications);
- iv) publication in local newspapers (for some applications);
- v) viewing of all comments received on our website;
- vi) viewing of all decision reports on our website;
- vii) presentations at committee (for some applications) (in accordance with the requirements of the Planning Service Code of Conduct);
- viii) committee papers – available a week before each meeting (in paper form/website), and;
- ix) committee minutes – available 7 days prior to the next meeting.

NB: The methods listed at ii), iii) and iv) above will be carried out in accordance with at least the minimum requirements of Section 15 of the The Town and Country Planning (Development Management Procedure) (England) Order 2015 (or any updated version thereafter). The above list is not exhaustive and may be amended in response to future changes in national planning legislation or regulation. Full details of the consultation methods on planning applications can be found at the following

links: https://www.norwich.gov.uk/info/20017/planning_applications/1201/april_2009
https://www.norwich.gov.uk/info/20017/planning_applications/1202/june_2013

62. If any planning application is amended during the process of its assessment and the amendment would be likely to have a significant adverse impact on

⁴ The Planning Public Access website allows you to search for details of planning applications, plans and supporting documentation that have been submitted to Norwich City Council's planning service.

neighbouring properties, then the occupiers of properties affected will be re-notified. All revised or additional documentation or plans will be published on the website. If necessary, the case officer for the application will agree a new determination deadline with the developer/agent as required.

63. The Planning Portal (www.planningportal.gov.uk) provides information on planning in general, with Norwich City Council's website providing more specific information relevant to Norwich. Public Access contains details of all planning applications and comments of consultees and the consideration of the application by officers from December 2005 onwards, with some information on applications from January 1988 to November 2005.

Material planning considerations

64. In the process of assessing an application the planning officer must have regard to material planning considerations. Some examples of material considerations and non-material considerations can be found below (please note, this list is not exhaustive). For example, the loss of property value is not a material planning consideration and will not be taken into account in the assessment of an application.
65. More advice on material planning considerations can be found via the Planning Portal and Planning Aid England by following the links below:

<http://www.planningportal.gov.uk/general/faq/faqapplyprocess%20-%20Whatarematerialconsiderations#Whatarematerialconsiderations>
<http://www.rtpi.org.uk/media/686895/Material-Planning-Considerations.pdf>

Material planning considerations	Non-material considerations
National and local policies	Issues considered under Building Regulations
Planning history and previous appeal decisions	Land/boundary disputes, including rights of access
Case Law	Opposition to business competition
Impact on sunlight, outlook, privacy and amenity	Loss of property value
Highways issues (e.g. increased traffic movements)	Loss of view (NB this does not include 'outlook')
Effect on a Listed Building or Conservation Area	Opposition to the principle of a development if permission has been granted by an outline application or appeal decision

Figure 4: Examples of material and Non-material considerations
 (Source: RTPi/Planning Portal/ Planning Aid England)

4. Resources and management

66. This section discusses the management of the involvement process and the resources available to the council. The local plan is managed by the council's planning policy and projects team and supported by officers from other council departments who will provide expertise, support and advice during the process. The resources are designed to ensure that the Local plan, Sustainable community strategy and other council strategies are linked and that all local community involvement events are coordinated.
67. The council will aim to make the most efficient use of limited staff time and resources to prepare local planning documents and involve people throughout the plan-making process. We will closely work with those involved to understand and agree policies and proposals at an early stage so that outstanding issues can be resolved where possible, meaning that fewer resources are needed at the examination stage to debate outstanding objections. From previous experience of consulting on planning policy documents, using time and resources efficiently to involve the public, developers and other stakeholders at the earliest stage can greatly shorten the length of examination time and reduce unnecessary delays in the plan production process. This helps to ensure that emerging policies and proposals have a broad consensus and will be appropriate and effective in bringing forward sustainable development.
68. The council may engage specialised agencies or consultants for specific parts of the planning policy framework such as master planning and evidence studies. They will be expected to undertake public participation and involvement on their proposals and results which will be consistent with this document.



Appendix 1: Local plan consultees

In the planning policy making process, the Council is required to consult organisations which are known as either 'specific' or 'general' consultees. In addition the government has introduced a 'Duty to co-operate' in the 2012 planning regulations⁵; many of the consultees required under the Duty to co-operate are already included in the list of 'specific consultees' below, but for completeness they are all listed separately on page 25. As the legislation and regulations are frequently updated, the lists of consultees below may change over time and must be checked against the requirements set out in any new regulations.

The recent planning regulations set out the specific consultation bodies. Along with relevant government departments, the list contains the bodies below.

Regard will also be had to the consultation requirements indicated in the Neighbourhood Plan Regulations (2012 as amended).

Specific consultation bodies

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Norfolk County Council
- Broads Authority
- Adjacent local authorities
- Norfolk, Suffolk and Cambridgeshire Clinical Commissioning Bodies (or successor health care bodies)
- NHS England Midlands and East (East)
- Norfolk Constabulary
- Office of Police and Crime Commissioner for Norfolk
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant water and sewerage undertakers
- The Homes and Communities Agency
- Local nature partnerships

⁵ The Town and Country Planning (Local Planning) (England) Regulations 2012

General consultation bodies - examples

Through this Statement of community involvement, we are committed to involving a wide range of other groups, organisations and interested individuals in the planning process. This will ensure that as many people as possible who are interested are involved in the future development of Norwich.

The list below provides some examples of general consultation bodies:

- Community groups (area based and topic based)
- Parish councils in Norwich policy area
- Housing organisations
- Housebuilders
- Residents and tenants groups
- Business and commerce organisations
- Economic development agencies
- Educational bodies
- School councils
- Community safety bodies
- Environmental and heritage organisations
- Equal opportunities bodies
- Ethnic minority groups
- Disabled people's organisations
- Older people's groups
- Faith groups
- Health and social care groups
- Norfolk and Waveney Mental Health Trust
- Youth organisations
- Agents/developers
- Landowners
- Regeneration bodies
- Tourism bodies
- Transport bodies
- NCC Public Health
- Community centres
- Volunteer development organisations
- Sports and recreation organisations
- Health and Safety Executive

- Royal Mail
- Emergency services.
- Gypsies, Travellers and Travelling Show people
- Design Review Panel
- Norfolk Historic Environment Service
- Local Enterprise Partnerships
- Interested individuals

Duty to Co-operate: consultees required under the 2012 Planning Regulations
(as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013)

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- Clinical Commissioning Groups (established under section 14D of the National Health Service Act 2006);
- The National Health Service Commissioning Board
- The Office of Rail Regulation
- Integrated Transport Authorities
- Highway Authority (Norfolk County Council)
- The Marine Management Organisation

Note that consultees specific to London are not included in this list.

Report to	Cabinet	Item
	16 November 2016	
Report of	Director of neighbourhoods	9
Subject	Procurement of the housing gas heating servicing and repairs contract	

KEY DECISION

Purpose

To inform cabinet of the procurement process for the re-provision of the housing gas servicing and repairs contract and to seek approval to award the contract

Recommendation

To approve the award of the contract to Gasway Services 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 at a cost of £6,272,658.33 over a four-year period, which will be included within the Housing Revenue Account budgets and financial forecasts commencing 2017/18.

This represents a saving of approximately £100,000 per year, depending upon the number of repairs required.

Ward/s: Multiple Wards

Cabinet member: Councillor Harris – Deputy Leader and council housing

Contact officers

Carol Marney, Head of Operation Property Services, NPS 01603 227904
Norwich

Gary Atkins, Associate Director of Operations, NPS 01603 227903
Norwich

Background documents

None

Report

Background

1. The council has a statutory duty to service and maintain all housing heating systems. A robust procedure is operated to ensure that all domestic boilers are serviced every year and the council's performance is upper quartile compared to other similar housing providers. NPS Norwich and Housing officers work closely with the council's contractor to ensure that the council's landlord's responsibilities are met with respect to this important safety issue.
2. In addition to this, the council maintains a number of district heating systems and communal boilers which heat flats and sheltered housing blocks. These are also maintained within the same contract. This means that leaseholders receive and pay for this service.
3. The Council's current heating servicing and repairs contract is due to finish on 31 March 2017. It is being delivered by Gasway Services Ltd under a contract that was tendered in 2010/11 for three years and then extended for an additional three years due to the good performance delivered by Gasway.
4. Eastern Procurement Ltd (EPL) is a local consortium of 11 small/medium Registered Providers and 4 local authorities who have 'joined together' to procure housing maintenance and improvement works. EPL has a number of responsive, cyclical and planned contracts in place which are all OJEU compliant from a procurement perspective. In effect EPL procure contracts on behalf of its members. The members can then 'call' down works from these contracts. This has the significant collective advantage of increasing buying power and taking the burden of procurement away from individual members. The group has been in existence now for around 10 years and the Council joined the consortium in October 2011.
5. As members of EPL the Council can take advantage of what contracts it wishes, or decide not to procure any work at all through the consortium. In this way the Council retains complete control without any commitment.
6. At the beginning of 2016 EPL carried out a procurement process to put a heating servicing and repairs framework agreement in place for members to access. The framework lasts for four years. The proposal is that the council should take advantage of this framework to replace the current contract from 1 April 2017.

Tender process

7. Three suppliers were appointed to the framework agreement thereby allowing EPL members to choose to award contracts by direct call-off or by mini-tender. The suppliers are:

Gasway Services Ltd
Liberty Gas Group Ltd
Sure Maintenance Ltd

8. A mini-tender was conducted with the three suppliers, based upon the service required for the council. Minor amendments were made to the specification to ensure that the current high standard of performance continues to be met.

9. Leaseholders have been consulted on the use of the framework. All observations have been answered and there have been no major objections to the proposal.

Mini-tender evaluation and results

10. The evaluation was based on price only. This is because the earlier framework procurement had included a detailed quality evaluation which the three successful suppliers had passed. This allows the mini-tender to be a quicker process without asking the suppliers to duplicate information that has already been provided.

Evaluation results

11. The lowest priced tender was submitted by Gasway Services Ltd for the sum of £1,568,164.58 per year. This equates to a sum of £6,272,658.33 over a four-year period. This represents a saving of approximately £100,000 per year, depending upon the number of repairs required.
12. It is recommended that the contract for housing heating servicing and repairs is awarded to Gasway Services Ltd.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	16 November 2016
Head of service:	Head of neighbourhood housing services
Report subject:	Procurement of the housing gas heating servicing and repairs contract
Date assessed:	27/10/2016
Description:	This relates to the award of the four year contract to service and repair housing gas boilers and solid fuel heaters – both domestic and communal.

	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"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular servicing and repairs of gas boilers minimises any risk to safety from carbon monoxide poisoning and gas explosion.
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"/>	

	Impact			
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"/>	Regular servicing and repairs keeps the assets in good condition.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular servicing ensures that the boilers are working efficiently to minimise energy consumption.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular servicing and repairs of gas boilers minimises any risk to safety from carbon monoxide poisoning and gas explosion.

Recommendations from impact assessment
Positive
Finance, health and well being, built environment, energy consumption and risk management.
Negative
Neutral
Issues

Report to Cabinet
16 November 2016
Report of Director of neighbourhoods
Subject Award of contract for structural repairs to council homes

Item

10

KEY DECISION

Purpose

To advise cabinet of the tender process for a contract for structural repairs and improvements to council homes and to consider the award of the contract

Recommendation

To approve the award of the structural repair and improvement contract for Orchard St, West Pottergate and Paragon Place – stair replacement phase 4

Corporate and service priorities

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

Financial implications

The financial consequences of this report are the award of a contract for structural repairs and improvements with a tendered cost of £181,006, which is included within the Housing Revenue Account budgets and financial forecasts for the 2016-17 financial year.

Ward/s: Multiple Wards

Cabinet member: Councillor Harris – Deputy Leader and council housing

Contact officers

Gary Atkins, Associate Director of Operations 01603 227903

Carol Marney, Head of Operational Property Management 01603 227904

Background documents

None

Report

Background

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.
2. The scope of the contract is the replacement of external staircases at Orchard St, West Pottergate and Paragon Place (phase 4). The staircases are made of reinforced concrete which has deteriorated to a point where it is more economic to replace rather than repair.

Tender process

3. The contract was advertised on the council's e-tendering portal and Business Link/Contracts Finder.
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 then evaluated to ensure that suppliers met the Council's basic requirements.
5. At the same time suppliers submitted 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.
6. The tender return date was 29 September.

Tender evaluation

7. The supplier selections process required suppliers to complete a questionnaire. The responses given were then evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements.
8. For Orchard Street three suppliers returned quotations on time and the initial evaluation was conducted by NPS Norwich using the agreed evaluation criteria as set out in the documentation provided to the suppliers. All three suppliers passed the qualitative assessment with the tender from JB Specialist Refurbishments Ltd being the lowest compliant tender, i.e. the lowest price that fully meets all the requirements of the specification.
9. It is recommended that the contract be awarded to JB Specialist Refurbishments.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	16 November 2016
Head of service:	Head of neighbourhood housing services
Report subject:	Award of contract for structural repairs to council homes
Date assessed:	28 October 2016
Description:	Replacement of external concrete staircases to low rise flats

	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"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
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"/>	
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"/>	

	Impact			
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 contract will ensure the built environment is maintained and improved to a high standard.
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			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. There is a risk of challenge from an unsuccessful supplier. This risk is mitigated by the fact the value of contracts is below the thresholds in the Public Contracts Regulations. Also the tender has followed an open process with award criteria being based on the lowest compliant tender, but there is always a risk of challenge from unsuccessful suppliers.</p> <p>2. There is a risk that the appointed supplier could fail during the duration of the contracts. This is low risk due to the relatively short nature of the contracts and the planned nature of the works. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact the work is planned not responsive in nature.</p>

Recommendations from impact assessment	
Positive	
Value for money and the built environment.	
Negative	
Neutral	

Issues

