

Cabinet

Date: Wednesday, 14 January 2015

Time: 17:30

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

Committee members:

Councillors:

Arthur (chair)
Waters (vice chair)
Bremner
Driver
Harris
Stonard

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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 Declaration 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

5 - 14

Purpose - To agree the accuracy of the minutes of the meeting held on 10 December 2014.

5 Equality Information Report

15 - 50

Purpose - To consider the annual equality information report and respond specifically to the recommendations of scrutiny committee

6 Greater Norwich growth programme 2015-16

51 - 66

Purpose - To approve the greater Norwich growth programme 2015-16 and the inclusion of the city council projects in the draft capital programme for 2015-16 which will be submitted to cabinet and council for approval in February.

7 Revenue budget monitoring 2014-15 Period 08

67 - 84

Purpose - To update cabinet on the financial position as at 30 November 2014, the forecast outturn for the year 2014/15, and the consequent forecast of the general fund and housing revenue account balances.

8 Cycling ambition grant programme – ongoing funding

85 - 94

Purpose - To seek approval to accept the invitation from the Department for Transport to apply for funding that it has earmarked for Norwich from its cycling ambition grant programme.

- 9 Award of contract for the provision of a rough sleeper outreach service** 95 - 102
- Purpose** - To consider the procurement process for the contract relating to the provision of a rough sleeper outreach service.
- 10 Bowthorpe Threescore Phase 2** 103 - 118
- Purpose** - To agree to submit a planning application for Threescore phase 2 and to commence a procurement process to procure a contractor to construct the development.
- 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 Bowthorpe Threescore Phase 2 appendix 2**

- 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, 06 January 2015**



CABINET

17:30 to 19:25

10 December 2014

Present: Councillors Arthur (chair), Waters (vice chair), Bremner, Driver, Harris and Stonard.

Also present: Councillors Boswell and Wright

1. APOLOGIES

There were no apologies for absence.

2. PUBLIC QUESTIONS / PETITIONS

There were no public questions or petitions.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

RESOLVED to agree the accuracy of the minutes of the meeting held 12 November 2014.

5. TRANSATLANTIC TRADE AND INVESTMENT PARTNERSHIP

The portfolio holder for resources presented the report, adding a further two recommendations as follows:

To:

- 1) join the LGA in lobbying to have the 'enabling' element of the Small Business, Enterprise and Employment Bill removed; and,

- 2) seek the support of Peers to remove the 'enabling' element of the Small Business, Enterprise and Employment Bill.

These additional recommendations were accepted by all cabinet members. The portfolio holder for resources said that he would draft and circulate to all cabinet members a letter to ministers, MPs, MEPs etc. to ensure that the views of the full council were reflected.

In response to a members question, the portfolio holder for resources explained that there was no rush to legislate by the end of the current parliament, as the timeline was being driven by both the European Union timetable and the US desire to have TTIP in place before President Obama completes his term of office.

RESOLVED to:

- 1) seek assurance from government ministers involved in negotiating TTIP regarding the concerns around public procurement and public services, environment and food safety, the investment state dispute settlement and transparency and consultation;
- 2) seek the views of Norwich MPs and MEPs for the Eastern Region;
- 3) consider the response from government ministers at a future meeting;
- 4) join the LGA in lobbying to have the 'enabling' element of the Small Business, Enterprise and Employment Bill removed; and,
- 5) seek the support of Peers to remove the 'enabling' element of the Small Business, Enterprise and Employment Bill.

6. RISK MANAGEMENT REPORT

The portfolio holder for resources presented the report.

RESOLVED to:

- 1) approve the updated corporate risk register; and,
- 2) approve the minor updates to the risk management policy.

7. QUARTER 2 2014-15 PERFORMANCE REPORT

The leader of the council presented the report.

The executive head of strategy, people and neighbourhoods highlighted the fact that the target for those killed and seriously injured on the roads was a 'fewer than' figure, rather than an absolute number. He added that work was taking place with partners to seek to reduce those killed and seriously injured on the roads.

He also highlighted the figure includes those who spend a night in hospital as a result of slight injury and thus represents a poor indicator.

RESOLVED to note progress against the corporate plan priorities.

8. REVENUE BUDGET MONITORING 2014-15 – PERIOD 06

The portfolio holder for resources presented the report.

RESOLVED to note the financial position as at 30 September 2014 and the forecast outturn for 2014-15.

9. REVENUE BUDGET MONITORING 2014-15 – PERIOD 07

The portfolio holder for resources presented the report.

RESOLVED to:

- 1) note the financial position as at 31 October 2014 and the forecast outturn for 2014-15; and,
- 2) approve the proposed virements set out in the report.

10. CAPITAL BUDGET MONITORING 2014-15 – QUARTER 2

The portfolio holder for resources presented the report.

In response to a member's question, the head of finance explained that repairs on Saint Andrew's multi-storey car park had been delayed as the work itself was weather dependent.

RESOLVED to:

- 1) note the position of the housing and non-housing capital programmes as at 30 September 2014;
- 2) approve the proposed capital virements set out in paragraphs 14 to 18; and,
- 3) approve the addition to the capital programme of spend funded by additional section 106 and external ring fenced monies as set out in paragraphs 21 to 26.

11. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW 2014-15

The portfolio holder for resources presented the report.

RESOLVED to:

- 1) Note the report and the treasury activity; and
- 2) Approve the revised prudential indicators.

12. WRITE OFF OF NON- RECOVERABLE NATIONAL NON DOMESTIC RATE DEBT

The portfolio holder for resources presented the report.

RESOLVED to:

- 1) note the level of NNDR debt which has been written off in the year to date; and,
- 2) approve the proposed write off of £146k of NNDR debt which is now believed to be irrecoverable.

13. COUNCIL TAX HARDSHIP RELIEF POLICY - KEY DECISION

The portfolio holder for resources presented the report.

RESOLVED to approve the *Council tax hardship relief policy*.

14. PRIVATE SECTOR HOUSING FINANCIAL ASSISTANCE POLICY – KEY DECISION

The portfolio holder for housing presented the report, tabling the changes listed on the circulated documents (see appendix 1 to these minutes)

In response to a member's question, the housing strategy officer explained that the quality of workmanship by companies carrying out work would be monitored via the contractor framework which had been put in place with the home inspection team. This way, quality assurance would be a key element of the procurement process.

RESOLVED to approve the *Private sector housing financial assistance policy*.

**15. PRIVATE SECTOR HOUSING ACCREDITATION SCHEME AND
ADDITIONAL LICENCING OF HOUSES IN MULTIPLE OCCUPATION**

The portfolio holder for housing presented the report.

In response to a member's question, the head of city development services explained that he expected a picture of numbers and quality of houses of multiple occupations to build over time.

The housing strategy officer explained that a national code of practice was to be adopted which would contain additional local clauses.

RESOLVED to:

- 1) approve the introduction of the new property accreditation scheme from the 1 April 2015; and,
- 2) carry out statutory consultation under the Housing Act 2004 on an additional licensing scheme for houses in multiple occupation, if the accreditation scheme is successful.

**16. MAIN TOWN CENTRE USES AND RETAIL FRONTAGES
SUPPLEMENTARY PLANNING DOCUMENT – ADOPTION**

The portfolio holder for environment, development and transport and presented the report.

RESOLVED to adopt the *Main town centre uses and retail frontages supplementary planning document* in accordance with regulation 14 of the Town and Country planning (Local Development) (England) Regulations 2012.

**17. SUBMISSION OF A PROPOSAL TO GOVERNMENT UNDER THE
SUSTAINABLE COMMUNITIES ACT 2007 – PROTECTION OF
COMMUNITY PUBS.**

The portfolio holder for environment, development and transport and presented the report.

RESOLVED to:

- 1) approve the content of the Sustainable Communities Act 2007 proposal document; and,
- 2) to submit the document to the Secretary of State.

18. COMMUNAL AREA MANAGEMENT AND INSPECTIONS

The portfolio holder for housing presented the report.

In response to a member's question, the leader of the council explained that 'hands on' work had been carried out to engage with tenants to understand different types of housing need. She added that the substance of the report was vital and wording had been carefully considered. She made it clear that there must be a set of guidelines to ensure the safety of both tenants and fire service personnel.

RESOLVED to agree the procedure for communal area management and inspections for homes rented by council tenants and owned by leaseholders.

19. AWARD OF CONTRACT FOR HOUSING PLANNED HEATING UPGRADES – KEY DECISION

The portfolio holder for housing presented the report.

The executive head of service for strategy, people and neighbourhoods highlighted a correction to recommendation 2 on page 335 of the agenda to remove the reference to a "four year period".

RESOLVED to:

- 1) award a contract to Foster Property Maintenance Ltd (under the Eastern Procurement Ltd. framework) for planned heating upgrades to the 31 March 2015;
- 2) commit to spending up to £815,000 for 2014/15 under the Eastern Procurement Ltd framework for planned heating upgrades from within existing Housing Capital Programme budget forecasts; and,
- 3) delegate to the executive head of strategy, people and neighbourhoods in consultation with the portfolio holder for housing authority to approve the award of a contract or contracts under this framework for the duration of the framework contract.

20. EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the items *21 to *22 below on the grounds contained in the relevant paragraphs of schedule 12a of the local government act 1972 (as amended).

***21 Managing assets HRA Fund (exempt from publication) - KEY DECISION**

The portfolio holder for housing presented the report.

RESOLVED to approve the disposal of land and property from the Housing Revenue Account as described in the report.

***22 Managing Assets General Fund (exempt from publication) - KEY DECISION**

The portfolio holder for resources presented the report.

In response to a member's question, the head of city development services explained that adding clauses to any sale of the property regarding visual amenity and landscaping could be explored through the use of covenants.

RESOLVED to approve the disposal of a property and freehold interest in land held within the General Fund as described within the report.

CHAIR

APPENDIX 1

Private Sector Housing Financial Assistance Policy**Addendum****Changes to the draft policy**

Paragraph	Changes
3.17	Remove paragraph. Only two quotes are required for all works undertaken by an applicant's own choice of contractor regardless of cost.
4.6.1	<i>Footnote: the Health and Housing Safety Rating System (HHSRS) is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales.</i> <i>The HHSRS assesses 29 categories of housing hazard. Each hazard has a weighting which will help determine whether the property is rated as having category 1 (serious) or category 2 (other).</i>
4.11	Any works will be carried out by the Home Improvement Team.
4.27	If you qualify for a repayable loan over [£2,000] we will place a legal charge on your property as security for the loan.
4.28	<i>Note: Comparative figures for assessing income and expenditure levels are based on figures used by Norwich Benefits/ Welfare Officers, and work undertaken by the Joseph Rowntree Trust into living standards. A list of the appropriate up to date figures will be appended to the Policy when it goes live, subject to adoption.</i>
4.35	Grants do not generally need to be repaid, although please see point 4.37 below.
5.3	Financial Assistance will be means tested, and you may be required to pay a contribution to the work that is required. We will ask to see your business accounts, rental agreement, current schedule of income and expenditure relating to the property, mortgage agreement where applicable, letting agency agreement if applicable, and, if your business is not a limited company, we will also ask for personal income and expenditure details.
5.6.3	Where the property has been empty for more than six [6] months, and you intend to retain the property and rent it out as a normal part of your business to people in housing need.

5.20	<i>Note: the interest rate applied to landlords who are not, or who cease to be part of the Norwich Trusted Landlord Scheme is to be agreed with Finance in line with Local Authority lending rules.</i>
5.25	<p>Insert paragraph</p> <p>5.25 If you have more than one property that requires work, a further loan for additional properties may be agreed if we are satisfied that you are able to make the required repayments. Applications of this type will need to be signed off by [the Head of City Development] and will require a report outlining the reasons supporting the application. Your Caseworker will discuss this with you if it is required.</p>
5.27.8	5.28.8 Where you have had a loan under any part of this policy, you may not restrict prospective tenants for those properties on any grounds, including race, age, religion or belief, disability, marital status, employment status, sex (including gender reassignment), sexual orientation, or to those not in receipt of benefits.

NB: where figures or other items are enclosed in square brackets [...] they are recommendations, subject to the policy being adopted.

Report to Cabinet
14 January 2015
Report of Executive head of strategy, people and neighbourhoods
Subject Equality Information Report

Item

5

KEY DECISION

Purpose

To consider the annual equality information report and respond specifically to the recommendations of Scrutiny Committee

Recommendation

To approve the publication of the annual equality information report

Corporate and service priorities

The report helps to meet all of the corporate priorities and the service plan priority to reach the achieving level of the equalities framework.

Financial implications

None

Ward/s: All wards

Cabinet member: Cllr Harris – Customer Services

Contact officers

Russell O'Keefe, Executive head of strategy, people and neighbourhoods 01603 212908

Phil Shreeve, Policy, Performance and Partnerships Manager 01603 212356

Background documents

None

Report

1. The annual equality information report is submitted for review and approval.
2. One point of particular note is that city council female employees now earn more on average than city council male employees regardless of whether they work full or part time. However representation in the top 5% of paid jobs at the council remains at around one third.
3. There is a statutory requirement for the document to be published before 31 January 2015.
4. The Report was discussed at Scrutiny Committee on 18 December 2014 and a number of recommendations were made (based upon draft minutes) with some comments in bold where appropriate. Written responses to pre-meeting questions are also reproduced:

RESOLVED to:

- (1) ask the Policy and performance manager to ensure that the draft equality information report is brought to the scrutiny committee on an annual basis before going to cabinet – **this can be added to the reporting process and can be readily accommodated.**
- (2) ask cabinet to consider including low socio-economic status as an addition to the protected characteristics in the next report – **under the Equality Act 2010 as first envisaged economic equality was to be part of the work within equality activities. This was rescinded following the General Election and as such is no longer a statutory protected characteristic. If required further work could be done to look at various definitions and also readily available datasets to add this in to future reports. For example Census 2011 data categorises employment into one of nine broad types of job. However that is based upon those in work at the date of the Census and covered approximately 64,000 individuals. Cabinet is therefore asked to consider whether this is a categorisation that would be of use, whether a further report on reporting options is appropriate, whether to use the Census categorisations or whether to consider other alternatives and ask officers to allocate time to consider this. Further information has been placed at the end of the pre-Scrutiny written responses**
- (3) ask the Head of local neighbourhood services to prepare a report on best practice in other councils and organisations with regards to tackling transphobia and transphobic hate crime – **data on hate incidents and crimes are reported based upon the categorisations as shown within the report. Transphobic figures are included within those for homophobic incidents and crimes. Cabinet are therefore asked whether to consider specific further activity around transphobia. It is suggested at this point that officers initially make further enquiries of, for example police and county data as well as advocacy groups, to better understand the nature and scale of the issue within the wider context of hate incidents more generally and report back to a later cabinet meeting for a decision**

- (4) ask cabinet to consider including a further breakdown of disability including protected characteristics and hidden disabilities ensuring that individuals are not identified – **information on employees has been added into the body of the report (3.1) to break data down by gender and also by part time / full time employment. These data suggest there is little difference in the percentage of men and women and full and part time workers who define themselves as disabled. Information on individual needs and reasonable adjustments required to enable staff to work are held by HR and the employee's manager. However it is not recommended that any further break down of data be provided as the numbers involved may risk possible identification of individual employees. It should also be noted that as part of the health and wellbeing programme we have recently undertaken work with Time To Change to consider mental well being of employees**
- (5) ask council to take an integrated positive approach to further promoting diversity as a positive element within our city whilst building on the work undertaken with communities of interest –**The council already carries out a range of work in this area and also currently works around a number of dates determined by self-organised groups such as Pride and Black History Month. It is proposed that the overall approach is continued whilst continuing to integrate initiatives and activities wherever possible.**
5. A suggestion was also made to consider some of the confidence intervals around satisfaction data (at for example 4.3 in the draft report). It is proposed that this is looked at as part of developing the next report.

Equality information report

January 2015

1. Introduction

This report provides information about the people who live in Norwich, who work at the council and who use its services. It allows all those who design services for the city's population to do so with the latest information to hand. Publishing information in this way is a specific public sector duty as laid out in the Equality Act (2010) which requires that public bodies publish annual data by 31 January each year.

This report demonstrates how we show due regard to the three general equality duties across our functions:

- Advancing equality of opportunity between people who share a protected characteristic and those who do not,
- Eliminating discrimination, harassment and victimisation and other conduct prohibited by the act
- Promoting good relations between people who share a protected characteristic and those who do not.

The council has four equality objectives, which are aligned with the current corporate priorities:

Equality objective	Corporate priority
Tackling hate incidents and crimes	Safe and clean city
Access to quality information, advice and advocacy including financial capability	Prosperous city
Treating people with dignity and respect	Core values
Accessible and safe housing	Decent housing for all

The council's corporate priorities are to be updated in 2015 and the equality objectives in 2016.

Each service area has equality actions as part of its annual service plans. Reporting is undertaken through our performance management system, on a quarterly basis. In addition, Integrated Impact Assessments are undertaken for each report submitted to cabinet, and Equality Impact Assessments accompany major decisions made at the

council. These are all published with committee reports or in the equality section of the website.

A councillor from cabinet is the portfolio holder for equalities, and receives regular updates from officers. This is currently Councillor Gail Harris.

Detailed progress on equalities is monitored by the Business Management Group, made up of all the council's senior managers, on a quarterly basis, meaning all senior employees are responsible for the agenda.

We are working towards the 'achieving level' of the equality framework for local government.

Glossary of terms

Protected characteristic	This is a phrase used in equalities legislation to identify groups at risk of discrimination. These are: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.
BAME	Black, asian and minority ethnic
Scrutiny Committee	This is a group of non-executive councillors who help to develop policy and improve performance, and holds the council's cabinet to account for their decisions.

The data in this report is taken largely from the 2011 Census, the council's own statistics and labour market statistics from the Office for National Statistics. The age of data from these sources vary but this report uses the most up-to-date statistics available at the time of publication.

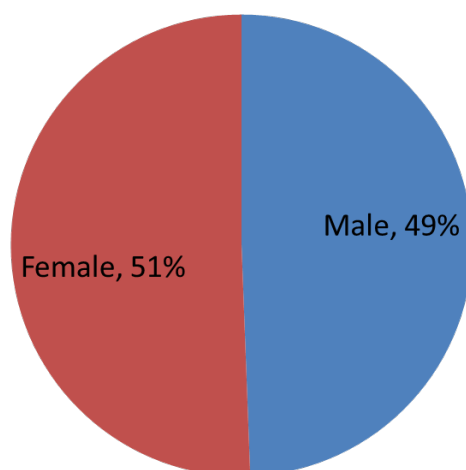
2. What do we know?

2.1 Demographics

Population

The mid-2013 population estimates indicate that **135,900** people live in Norwich, showing that Norwich continues to grow. All demographic figures are from the Office of National Statistics unless otherwise stated.

Norwich residents by gender - mid-2013 estimates



Ethnicity

Percentage of population – Ethnicity 2011 National census statistics		
	Norwich	England
Total White	90.8	86
White Non-British	6.1	5.5
Total Black, Asian or minority ethnic group	9.2	14
Asian/Asian British	4.4	7.5
Black/African/Caribbean/Black British	1.6	3.3
Mixed Heritage	2.3	2.2
Other ethnic group	0.8	1.0

The National Census of 2011 gives us the most accurate figures to date regarding the ethnicity of residents of Norwich which shows that the city is less diverse than the rest of country on average, although has a slightly higher proportion of White non-British residents than is the case nationally .

Disability

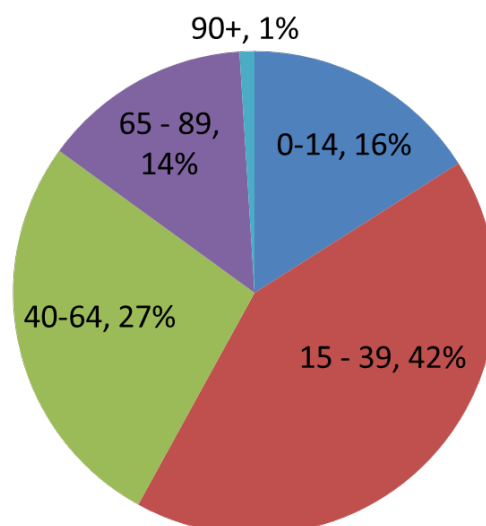
The table below provides responses 'limited a lot' and 'limited a little' to the question: 'Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?'

Disability 2011 National census statistics			
by percentage			
	A little	A lot	Total
Norwich	9.8	8.6	18.4
England	9.3	8.3	17.6

The number of disabled people in Norwich has remained relatively consistent with the figures from a decade ago. These are the only reliable statistics giving a comprehensive picture of disability in Norwich.

Age

Norwich residents by Age - mid-2013 estimates



Population by broad age group in 2011 in England and Wales

Age group	0-14	15-39	40-64	65-89	90+
Percentage	18	33	32	17	1

Mid-2013 estimates (rounded figures provided)

Norwich has a youthful demographic in comparison to Norfolk and the rest of the country, with 42% of residents in the 15 to 39 age group, as opposed to 33% nationally. This has an impact on a range of issues such as working age population on benefits and young people not in employment, education and training.

2.2 Employment in Norwich

Percentage of Norwich population in employment

compared with that of the region and England as a whole June 2014

Year to June 2014	Norwich	East of England	England
Economically inactive - aged 16-64	26.3	19.7	22.4
Economically inactive - aged 16-24	44.3	34.0	38.3
Economically inactive - aged 50+	62.5	56.3	58.2
Economically inactive - aged 65+	89.7	88.5	89.7
Economically inactive - aged 16-64 - Male	22.2	13.1	16.5
Economically inactive - aged 16-64 - Female	30.6	26.3	28.3
Economically inactive - aged 16-64 - White	23.2	19.0	21.0

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Levels of the population economically active across the city are lower than for both England as a whole and the East of England. This is particularly true in the younger 16-24 population.

The table below also suggests that a greater than average number of residents need to claim some form of benefit to support their income. This is reflected across a whole range of different benefit types and personal circumstances.

Percentage of working age population claiming benefits (all) February 2014

	Norwich	East of England	England
People of working age on benefits (working age client group)	15.3	10.8	12.9
All disabled/illness related benefits	8.6	5.9	7.0
All disabled/illness related benefits as percentage of working age client group	56	54.3	54
Claimant count rate (unemployed and seeking work)	3.5	2.3	2.8
ESA/Incapacity benefits (employee support allowance paid to people with disabilities)	7.5	4.8	5.9

£ Median hourly pay – residents 2014

	Norwich	East of England	Great Britain
Full-time workers	10.95	13.62	13.15
Male full-time workers	11.55	14.30	13.70
Female full-time workers	10.54	12.58	12.34

Median hourly pay for residents has reduced slightly since the last equality information report (which contained 2012 data). Median pay for full-time resident workers in Norwich has decreased by 2.5%, whereas regionally it has increased by 1.4% and nationally 2.1%. This is mirrored for each gender with pay for full-time workers decreasing by 1.2% for men and 1.4% for women against slight increases regionally and nationally. The figures for 2013 are available, and show that most of the local decrease has been between 2013 and 2014 figures.

This has exacerbated the existing local gender pay gap slightly from 9.4% to 9.6%, although this compares favourably with the regional gender gap of 13.7% and national difference of 11%. This widening local gap is counter to the narrowing gap at regional and national level, albeit from a more equal starting point.

These trends mean that Norwich residents continue to earn less than their counterparts regionally and nationally, both in cash and percentage terms, with median pay for resident workers being £2.67 less than the regional figure (19.6% less) and £2.20 less than the national (16.7%). The largest gap is for male workers in Norwich versus East of England at £2.75 per hour, or 19.2% lower.

Another key gap is between the pay of Norwich residents and those working in the city. Figures from November 2014 (table below) show that median hourly earnings for people working full time in Norwich (£12.07 per hour) are higher than those for Norwich residents (£10.95 per hour). However, whilst there is a marked difference in median earnings for male full time workers - men working in Norwich (£13.39); men resident in Norwich (£11.55) - for women there is only a slight (but growing) difference between average hourly median earnings based on workplace (£10.31) and residency (£10.54). This shows that higher paid men working in Norwich are more likely than average to live outside of the City Council area and commute in, whereas more women are likely to commute in to Norwich for low-paid jobs.

£ Median hourly pay – workplace 2014			
	Norwich	East of England	Great Britain
Full-time workers	12.07	12.61	13.14
Male full-time workers	13.39	13.17	13.68
Female full-time workers	10.31	11.79	12.33

3. Norwich city council as an employer

3.1 Who works here?

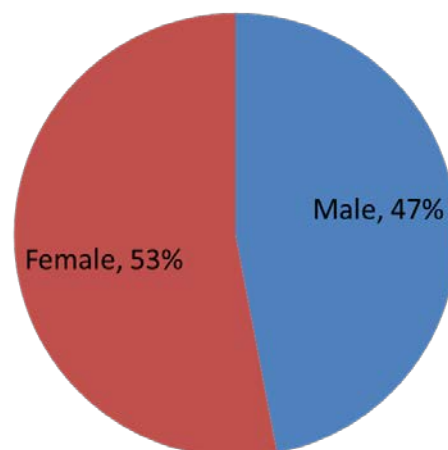
Statistics below are for the period from April 2013-April 2014 unless otherwise stated and are taken from internal records which employees update.

On 31 March 2014 there were **646** employees at the council, a slight increase from the previous year.

Norwich City Council's aim is for the workforce to reflect the % of the local community, who are economically active, from an ethnic minority, have a disability and match the gender balance.

Gender of employees

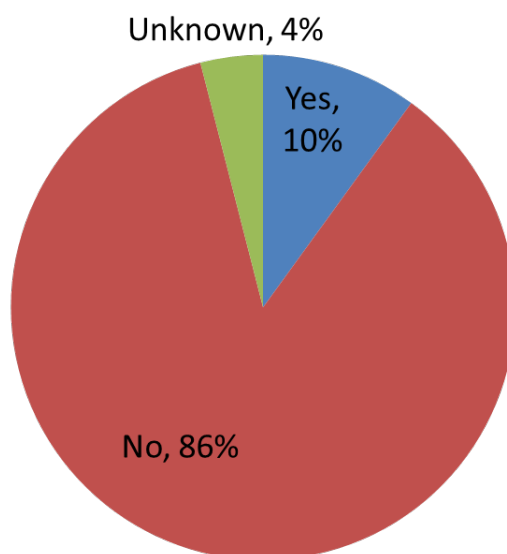
NCC employees by gender - 2013/14



Women make up 73 per cent of part time employees and 42 per cent of full time employees. The gender profile for Norwich (Census, 2011) indicates that 46.6% of males are economically active compared to 53.4% of females. These figures continue to reflect a similar proportions are employed by Norwich City Council. Of those on maternity leave 75 per cent returned in the time stated and the other 25 per cent were either still on maternity leave or had not yet notified us of their intentions. No-one has resigned. Similarly to that of last year, the number of women on maternity leave was low (about half the number of the previous year.)

Disability

NCC employees by disability - 2013/14

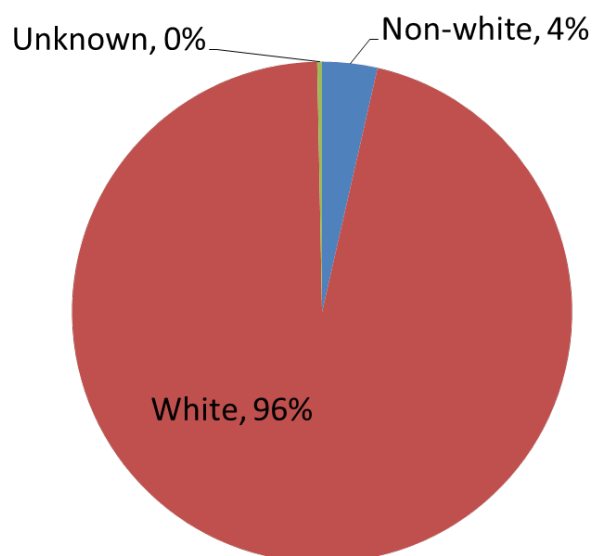


The proportion of employees with a disability has reduced by one percentage point to 10 per cent. The current local profile indicates that 18.4% of the population has a “limiting long term illness”. When counting those defined as “economically active” this falls to around 8%. On that figure our employment figures look in line with the local workforce. The employee survey results were broadly similar with 11% of respondents declaring a disability and 6 % who didn’t state whether or not they had a disability. The differences between the proportion of men and women or full time and part time workers who are disabled are in the order of one or two percentage points and do not suggest any significant variation.

The council operates a guaranteed interview scheme in recruitment and makes reasonable adjustments for new and existing employees to support them at work. We are also “two ticks” accredited

Ethnicity

NCC employees by ethnicity - 2013/14



There is still an under-representation of black, asian and minority ethnic (BAME) employees, as the population stands at approximately nine per cent but only four per cent of employees are from a BAME background. This figure has increased by one percentage point since the previous year. 2.7% of the top 5% of earners are from an ethnic minority.

Percentage of employees by age

16-29	30-44	45-59	60-64	65+
8.5	37.6	45	7.6	1.4

The majority of employees are between 30 and 59 years old, which largely reflects the demographics of the city. The number of employees at or over retirement has increased slightly from the previous year. There remains an under-representation of younger employees, with a decrease of 1.5 per cent, a figure we would want to see rising rather than decreasing in the years to come.

Other protected characteristics

Of the 424 respondents to the 2013 employee survey, we know that 44 per cent have no religion, whilst 38 per cent identify as Christian. Numbers for other religions are too small to report. This is somewhat consistent with National Census data of 2011 which states that 42.5 per cent of residents have no religion, and 44.9 per cent identify as Christian.

There is no national evidence of numbers regarding sexual orientation; we understand that about seven per cent of the population may be gay, lesbian or bisexual. Six percent of respondents to the employee survey identified as gay, lesbian or bisexual. This is an encouraging figure as it means that employees are confident in responding to a survey with such personal details.

Although we have collected data regarding the gender assignment of employees, numbers are too small to report. However we have successfully supported the transition of employees in the workplace, with positive feedback from transgender awareness advocates.

3.2 Training

Number of Training courses attended			Percentages
Gender	Male	990	46.5
	Female	1,137	53.5
Disability	Yes	231	10.9
	No	1,845	86.7
	Unknown	51	2.4
Ethnicity	Non-white	98	4.6
	White	2,015	94.7
	Unknown	14	0.7
Age	16-29	249	11.7
	30-44	872	41.0
	45-59	902	42.4
	60-64	96	4.5
	65+	8	0.4
Totals		2,127	100

Numbers may not add to 100 due to rounding

This chart captures corporate training only. It largely reflects the general make up of employees and as such does not identify any significant issues regarding the proportion of employees who receive training.

3.3 Equal Pay

Median salary (£) by full time/part time & gender March 2014			percentage difference
Full time / Part time	Male	Female	
FT hourly rate	13.34	13.34	0%
P/T hourly rate	10.27	12.90	20%

Average salary (£) by full time/part time & gender March 2014			percentage difference
Full time / Part time	Male	Female	
FT hourly rate	14.60	14.88	2%
P/T hourly rate	11.53	12.80	10%

The figures provided reflect basic pay and do not include enhancements paid for shift and weekend working. As we can see, for full-time workers, there is no gender difference in the median pay received by employees. As the median denotes the midpoint in the distribution this is due to the fact that for both genders there are a significant number of full-time workers on the same pay band. However, when we look at average hourly rate for full-time workers we can see that female employees earn around 2% more on average than male.

The divide is even more pronounced for part-time workers, with the median pay for female part-time employees 20% greater than for male, and on average 10% more, however it should be noted that there are a far greater number of part-time female employees than male.

Top 5% earners:

35.14% of top earners are women, which is not representative of the gender split within the workforce.

3.4 Recruitment

Recruitment by age, disability, gender and ethnicity for 1 April 2013 to 31 March 2014									
Applicants	Ethnicity			Disabled			Gender		
	White	Non-white	Unspecified	Yes	No	Unspecified	Female	Male	Unspecified
Applicants	1,165	78	70	127	1,108	78	676	591	46
Shortlisted	323	19	4	46	294	6	197	145	4
Offered	73	6	2	6	74	1	47	32	2

3.5 Disciplinary/Grievances

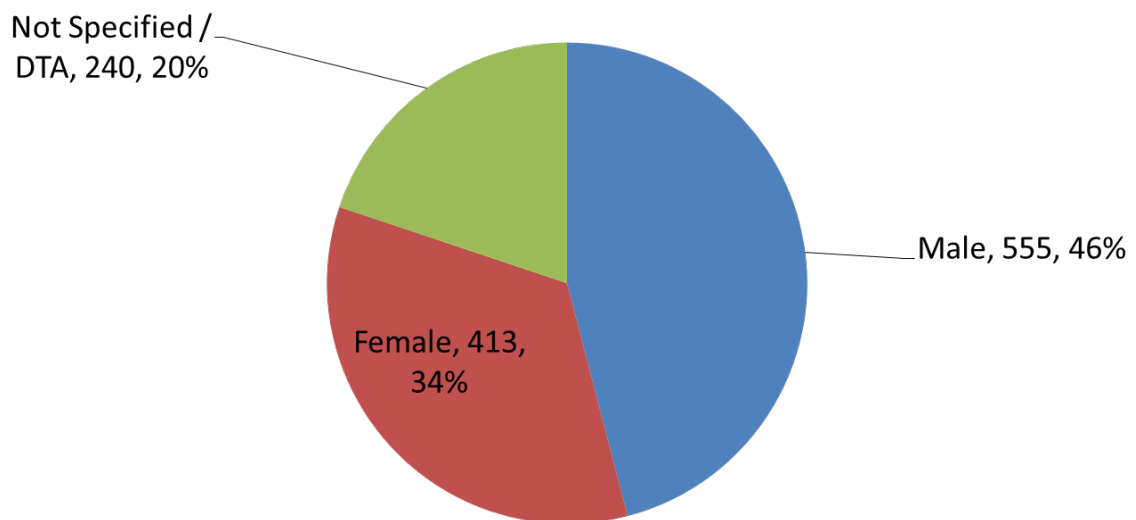
The data available regarding disciplinary, grievance, leavers and promotions for April 2013-14 is not appropriate to publish as some data sets are less than ten employees at a time which may suggest trends that do not exist. Low numbers also pose a threat to the confidentiality of employees.

4. Customer complaints and satisfaction rates

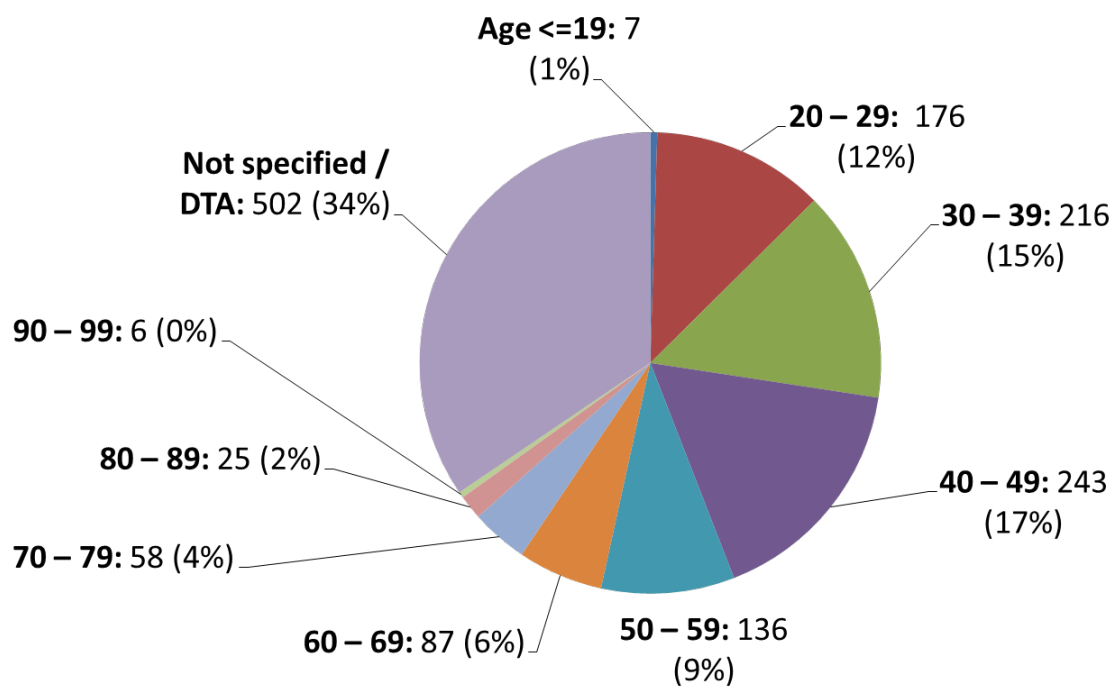
4.1 Complaints

There were **1,453** complaints from April 2013 to March 2014.

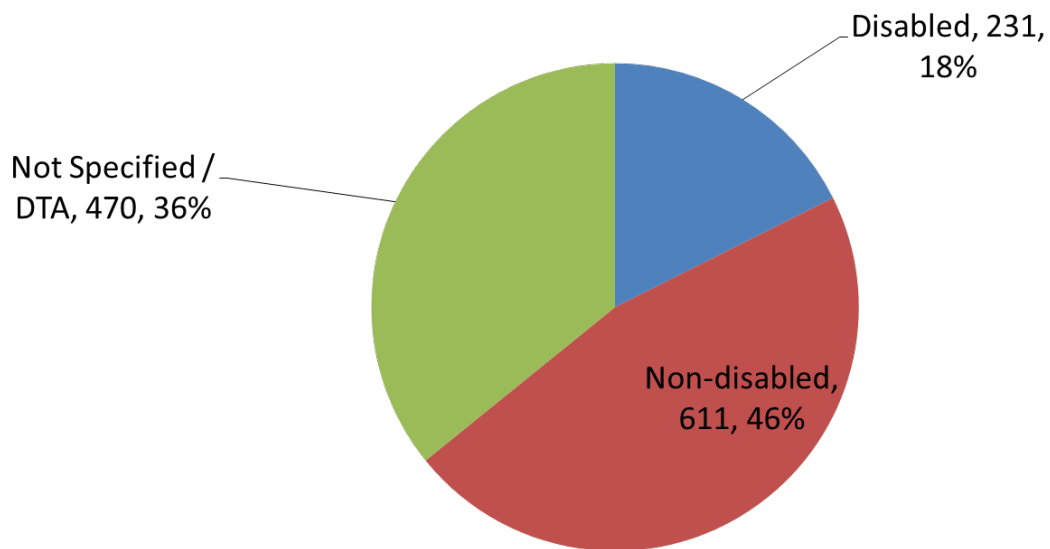
Total complaints by gender 2013/14



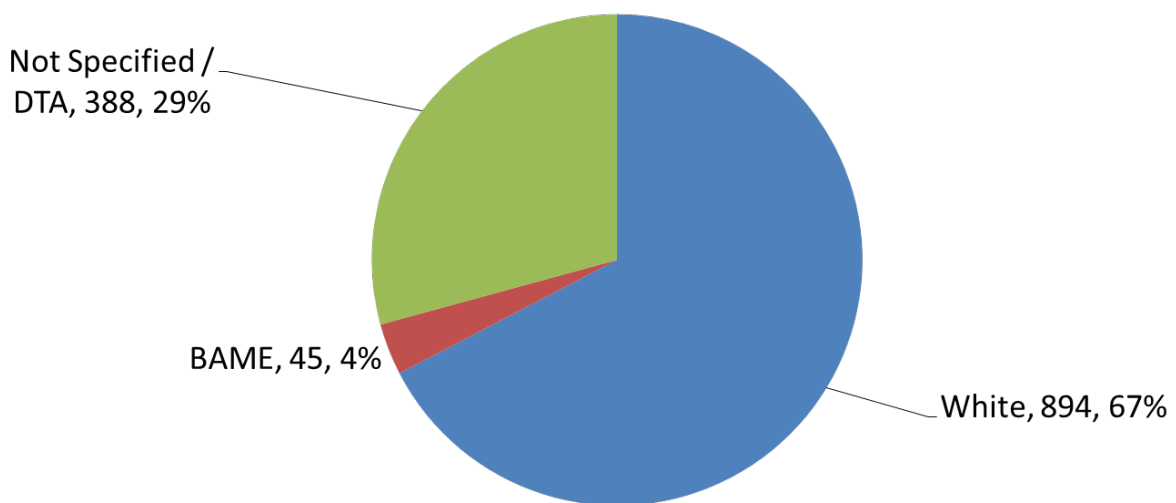
Total complaints by age 2013/14



Total complaints by disability 2013/14



Total complaints by ethnicity 2013/14



At first glance this suggests that residents with a disability are more likely to complain about our services. However with a large number of unknown / declined to answer responses it may be that responses more generally reflect the population of the city. Furthermore satisfaction data (see 4.2 below) does not indicate a significant difference in satisfaction levels between residents with or without a disability.

4.2 Customer satisfaction

Once a quarter the customer contact team asked questions relating to customer satisfaction. This survey is an aggregate of the four quarterly surveys carried out in 2013-14.

Please note that in some cases, numbers of responses are dependent on a combination of questions being answered. Total responses to a given question will therefore not always add up to the total number of customers surveyed.

A total of 2,571 surveys were completed.

The table below indicates respondent's satisfaction levels by ethnicity:

Ethnic Group	Ethnic Composition - population of Norwich (%)	Ethnic composition of survey	Good %	Satisfactory %	Poor %
Black Asian Minority Ethnic group	9.2	7	78	14	8
White (including non British groups)	90.8	93	80	14	6

Numbers may not add to 100 due to rounding. Not all respondents stated their ethnic group – this is based only on those who did.

There is only a 2% difference in satisfaction levels between white and BAME residents which given the relatively low numbers does not represent a significant cause for concern. This also represents a narrowing of the gap in levels of satisfaction on previous years.

Gender: The table below indicates satisfaction levels by gender, with female customer more satisfied than male by just over half a percentage point.

Gender	Number of survey responses	Good %	Satisfactory %	Poor %	Overall Satisfaction %
Female	1504	80	15	5	94.48
Male	1009	79	15	6	93.95

Numbers may not add to 100 due to rounding. Not all respondents stated their gender – this is based only on those who did.

Age: The table below indicates satisfaction levels by age, with under 19s and those aged between 60 and 79 (i.e. two of the groups below combined) less satisfied than other age groups.

Age Group	Number of survey responses	Good %	Satisfactory %	Poor %	Overall satisfaction %
<=19	47	79%	13%	8%	91.48
20-29	531	82%	14%	4%	95.85
30-39	516	80%	15%	5%	95.15
40-49	478	78%	16%	6%	93.72
50-59	342	79%	15%	6%	93.56
60-69	304	77%	15%	8%	92.10
70-79	162	78%	13%	9%	91.35
80-89	75	84%	11%	5%	94.66

Numbers may not add to 100 due to rounding. Not all respondents stated their age – this is based only on those who did.

The table below indicates satisfaction levels by disability:

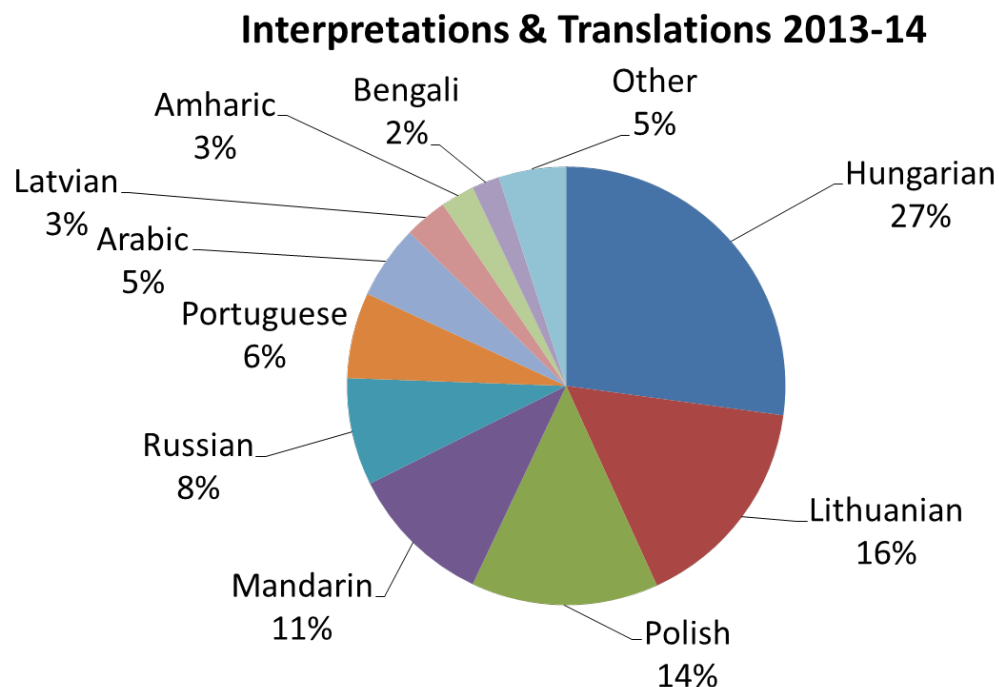
Disability	Number of survey responses	Good %	Satisfactory %	Poor %	Overall satisfaction %
Non-disabled	1958	81	14	5	95
Disabled	420	73	17	10	90

Numbers may not add to 100 due to rounding. Not all respondents stated whether or not they had a disability – this is based only on those who did.

As with last year's figures, a greater proportion of customers with a disability are dissatisfied with services. However, figures are so low that it would be difficult to come to any meaningful conclusion as slight changes would have greater impact.

4.3 Interpretation and translations

We are part of INTRAN which is a multi-agency partnership providing language services throughout the Eastern Region. INTRAN interpretation and translation requests, Norwich City Council 2013-2014:



This chart shows the numbers of interpreters and translators used by the council for the top 10 most commonly requested languages during the period July 2013 to March 2014. The category 'other' includes BSL interpreters, who were used on 4 occasions during the period.

We do not have precise numbers for requests for interpretation and translation, so these figures give a general idea of trends. The numbers of requests are always quite low so any conclusions about patterns are tentative. Although there is a marked increase in the use of Hungarian interpreters during the period, this could be down to a single individual or family requiring intensive support during the period as opposed to a widespread increase in local Hungarian speakers. The main languages represented are broadly the same as in the previous report.

We ensure that we promote the use of professional translation services and issue reminders for employees to use them as needed.

5. How we demonstrate we carry out our equality duties

5.1 Tackling hate incidents and crimes

We are members of the Hate Free Norfolk network, a Norfolk wide response to hate crimes and incidents, where partner agencies work together to improve reporting and responses to incidents and crimes. This has developed in tandem with the Norfolk Community Relations and Equality Board. As part of this partnership, we have participated in and promoted the 'Hate Free Norfolk' campaign, attempting to ensure that people understand what a hate crime or incident is and how they can report it. We are organisational signatories to the Hate Free Norfolk pledge.

In addition this year, Norwich City council has been involved in a pilot project to monitor community tensions, along with Norfolk Constabulary and Gt Yarmouth Borough council, which has helped to better inform our neighbourhood response to low level tensions to help combat situations escalating to hate incidents or crimes. Approx 50% of the community tensions recorded involved an element of protected characteristic(s).

Hate incidents and hate crimes in Norwich and Norfolk

A hate incident is any incident which is perceived by the person, or any other person as being motivated by prejudice or hatred. It may or may not be a crime. A hate crime is a crime committed against someone because of their disability, gender-identity, race, religion or belief, or sexual orientation.

(Q2) July 2013- (Q1) June 2014		
Hate incidents	Norwich	Norfolk
Race	168	381
Homophobic/Transphobic	63	140
Faith	19	39
Disabled	36	103
Hate Other	15	41
Total hate incident indicators	301	704
<i>Total number of hate incidents</i>	<i>282</i>	<i>640</i>

Hate crimes	Norwich	Norfolk
Race	99	283
Homophobic/Transphobic	20	73
Faith	10	18
Disabled	24	77
Hate Other	7	42
Total hate crime indicators	160	493
<i>Hate crime totals without indicators</i>	<i>161</i>	<i>483</i>

A crime or incident can be marked with a multiple number of relevant indicator flags (this means that it could be a race and faith crime and marked as both) which is why there are two figures for totals in the period reviewed.

As noted in previous equality information reports, the majority of hate crimes or incidents are not reported, so what we seek are higher, not lower figures. Norwich has seen a 22.6% increase in reported hate incidents since the last report (26.5% increase in indicators) but a 6.9% decrease in reported hate crimes during the period (albeit an 18.5% increase in the number of indicators for those crimes, which is primarily down to a the closing of the significant gap between numbers of reported hate crimes and indicators in the last report). This is compared with Norfolk which has seen around an 11% increase in both reported hate incidents and hate crimes.

5.2 Domestic abuse

We currently have an officer acting as vice chair of Domestic Abuse Sexual Violence Board (DASVB); which has a remit to progress actions within the 'Violence against women and girls' policy, as well as lessons learned from domestic homicide reviews locally.

Employees have, as a result of this partnership, had the opportunity to undertake free training on domestic abuse awareness including topics such as domestic abuse, stalking and harassment risk model, 'honour' based abuse, female genital mutilation (FGM), domestic abuse briefing sessions, online abuse, 'sexting' and grooming. This was available to statutory and voluntary agencies across Norfolk.

This sub group also delivers an annual domestic abuse conference for practitioners and strategic managers. The DASVB also co-ordinate the annual week long 'Norfolk Says No' campaign; to raise awareness of domestic abuse and sexual violence, promoting healthy relationships and the support services available. This is a high profile campaign involving local dignitaries and ambassadors and involves activities and events delivered by, for and through voluntary, statutory and corporate sector partners. This year the campaign was launched at Norwich City council's City Hall with the message that anyone can suffer from domestic abuse. A wide range of activities took place in all four Norwich neighbourhoods, as well as the city centre, to help raise awareness of the issues and support services available. In addition this year, a strand of the campaign

called 'Norfolk Men Say No' was launched, to increase involvement of men and boys in standing up to say no to domestic abuse and sexual violence.

DASVB has also developed a 'model' domestic abuse workplace policy, as guidance for organisations to use to support employees and volunteers that are subject to domestic abuse. It holds a web page on the county council website with links to resources for individuals and partner organisations.

Norwich City Council will be applying for white ribbon status this year, following the 'Norfolk Says No' campaign, highlighting the ongoing services it provides to support victims of domestic abuse and the non-acceptance of abusive behaviours by perpetrators.

Norwich City Council has been involved this year in a project to improve the County's response to domestic abuse. Four work streams have been identified for implementation this year; to provide a more co-ordinated partnership approach to commissioning, improve workforce capabilities, improve service delivery and increase marketing and awareness. The aim of the domestic abuse change programme is to provide more cohesive, comprehensive services that are consistent across the county, to ensure all voluntary and public sector staff are trained to have a 'public welfare responsibility', to change how we talk about domestic abuse by reducing the stigma, making it easier to both ask about and tell about domestic abuse and then communicate this effectively across the county. Norwich City council leads on one of those work streams and inputs into the other three.

5.3 Training undergone by Norwich City Council staff

- Leading equality & diversity (mandatory for managers)
- Equality and diversity training (mandatory for all employees)
- Mental health awareness for managers (mandatory)
- Raising mental health awareness (for employees)
- Customer Service Excellence face to face training (including a human rights element - mandatory)
- Human Library event
- Domestic abuse awareness
- Child sexual exploitation awareness
- Recruitment and selection training for managers (mandatory)
- Hate crime e-learning package
- Equalities & diversity e-learning package (mandatory for all new employees)

5.4 Working with communities

We support a range of voluntary and community sector activities either through funding, support, advice or signposting, as well as undertaking some activities ourselves:

- We have held the launch of annual Refugee week here at City Hall for the past five years (launch attended by Lord Mayor or Sheriff and Councillors).
- We have funded numerous community groups from minority communities, often applying for any funding for the first time, for activities in the city through small grants.

- We have provided grants for Norwich Mind Festival of Cultures to be held in the city centre celebrating cultural diversity in Norwich.
- Norwich Asylum Seekers and Refugees Forum (Nasref) hold regular meetings in our meeting rooms.
- We hosted a British Institute of Human Rights 'Human Rights Tour' awareness-raising event at City Hall
- We commissioned a Human Library event in The Forum to promote dialogue, reduce prejudices and encourage understanding.
- We are members of the Norfolk Community Relations and Equality Board (CREB), a new county wide network which replaces the former county cohesion network.
- We send out a regular community and neighbourhood bulletins which enables those that might not otherwise get a chance for a wider audience e.g. media/councillors/other groups and to be aware of opportunities available to them.
- We run regular City Hall tours for communities to meet staff and Councillors, and gain an understanding of how the Council and how the democratic process works.
- LGBT History Month – we have hosted events at City Hall for three years running
- Norwich Access Group regularly receives a grant. They are a local pressure group of disabled people who are actively involved in trying to improve access for disabled people to all aspects of life in the city of Norwich and surrounding area
- Norwich Access Group liaises with Food safety team on the Business Merit scheme
- When updating our website we used the feedback from disabled volunteers with visual impairments and learning disabilities.
- We support the Women's Institute who run annual International women's day events.
- We provide financial and in-kind support to the Norwich Older People's Forum.
- We have held the launch of annual Black History Month here at City Hall for the last five years (launch attended by Lord Mayor or Sheriff and Councillors).
- Norwich Door-to-door receive a grant to fund core costs delivering subsidised on demand ('dial a ride' type) accessible bus transport, for disabled and mobility impaired residents.
- Age UK Norwich received a grant to provide an income maximisation service aimed at a vulnerable section of the Norwich community.
- We organise regular networking sessions for individuals, groups, organisations, agencies and Councillors from or serving communities of interest city wide and those active in neighbourhoods
- We organise workshops and 1:1work focusing on capacity building of community groups from communities of interest to strengthen community leadership and to support community groups from communities of interest to take action themselves.
- We organise workshops on applying for funding and improving funding applications, in partnership with Voluntary Norfolk as well as workshops on specific funds and meeting those funders with the Big Lottery, Tudor Trust, NCC and Norfolk Community Foundation as examples.
- On-going community engagement at a neighbourhood level and specifically for communities of interest working across the city.

If you would like further information about the contents of this report please contact the Council by calling 01603 212368 or via email at performance@norwich.gov.uk

Scrutiny pre-submitted questions

1) Of the top 5% earners, only one (2.7%) is from an ethnic minority and just over one-third (35.14%) are women. What steps are the council taking to make the senior levels of the organisation more representative? Does the fact that over 60% of the top 5% earners in the organisation are white males have an impact on the culture within the council?

The council had relatively low turnover during the monitoring period, which also followed a long term recruitment freeze to manage reductions in the workforce. Equality impact assessment was carried out on the organisational change proposals. There were only 3 leavers during the period from the top 5 % earners. Two of the posts were deleted and third post was recruited to and a female was appointed. The profile of the workforce is monitored and reported to BMG quarterly. We advertise in national publications to raise our profile as an employer that embraces diversity and recruitment campaigns are open and transparent and appropriate to the level of the post. HR independently review shortlists and where HR metrics indicate underrepresented groups appointment decisions have been investigated. This has consistently confirmed the recruitment decisions made. From May 2014 all job applications received are anonymised for shortlisting purposes. No decision has been made about introducing positive action.

We don't have any specific measures relating to culture and the diversity of the workforce so I am unable to comment on whether the gender profile impacts on the culture. The employee survey carried out during the period indicated a high level of employee engagement and indicators around senior management and leadership had all increased in comparison to the previous survey

2) Hate incidents can leave people who witness them feeling distressed, and sometimes reporting hate incidents can take courage. What steps do the council take to support and reassure people who report such incidents to the council? Do staff receive training in this?

Corporate training; e-learning module on tackling hate crime, other service and job specific training is also delivered. In addition all employees attend face to face equality and diversity training

The city council is a member of the Hate Free Norfolk Network and signatory of the supporting pledge. The pledge is a set of seven commitments that each signatory will:

- stand up for the right of everyone in Norfolk to live free from hate
- address the issues that cause hate
- challenge attitudes and behaviours that can lead to hate
- ensure that victims and witnesses are taken seriously and treated with respect
- make it easy to report hate and support people to do so
- work with others to raise awareness of the impact of hate
- state the actions that we will take to make this happen.

As a signatory, the council agreed the following actions:

Stand up for the right of everyone in Norfolk to live free from hate

By signing up to and supporting the Hate Free Norfolk Pledge

Address the issues that cause hate

The council collaborates with the police to monitor and address emerging community tensions. The council has piloted the gathering of information that might indicate the presence of or increasing community tensions. The learning from this is currently being reviewed.

The council promotes inclusion by supporting and celebrating events such as Norwich Pride, Black History Month, LGBT History Month.

The council has developed neighbourhood agreements in areas experiencing neighbourhood issues where one in particular was as a result of perceptions around a particular group.

The council is currently working towards achieving level of the Equalities Framework for Local Government by 2015.

Our neighbourhood teams work to promote neighbourhood pride building community cohesion.

Specific events have been organised with groups, including networking and tours with the aim of breaking down barriers balanced alongside the need to retain identity of individual communities alongside community cohesion.

The council publishes the equality information report annually.

Challenge attitudes and behaviors that can lead to hate

The council has a proven and publicised record of challenging attitudes and behaviors that can lead to hate.

There is a procedure and guidance for all staff to enable them to identify a hate incident, how to report it and who to. This is easily accessible on the front page of the council's intranet.

All staff can undertake an e-learning training course to help them understand and identify hate incidents and crimes and challenge attitudes and behaviors.

Training has been made available to councillors to support them in their role.

Ensure that victims and witnesses are taken seriously and treated with respect

All reported hate incidents and crimes are dealt with by the council's specialist ABATE team. Each victim/witness will have a designated case officer as their point of contact.

We have developed and use a risk assessment that identifies and prioritises the most vulnerable victims of ASB at the first point of contact.

The ABATE team liaise with the police on each reported case and will work closely with them when it is appropriate to do so.

Make it easy to report hate and support people to do so

Our customer contact call script has been written so that during contact with the public staff can easily identify a hate incident. A separate process is started which ensures the report is handled quickly and is referred to the ABATE team. It also enables us to monitor hate incidents.

We publish an information leaflet which explains how we deal with hate incidents this includes what we can do to support victims and witnesses and what action can be taken against perpetrators.

Further information is available on our website, including links to the Hate Free Norfolk website.

Work with others to raise awareness of the impact of hate

The council will:

- publicise our commitment to the Hate Free Norfolk pledge
- raise awareness in communities by promoting the information through our neighbourhood teams, community engagement activities and events and work with community and voluntary organisations
- ensure that vulnerable people who are experiencing hate incidents are supported or signposted to relevant services e.g. vulnerable individuals who are experiencing hate related anti-social behaviour.

3) Fewer employees have a disability than would be expected (10% as opposed to an “expected” 18.4%). What is the council doing to redress this balance? How does the median pay for disabled staff compare to staff as a whole?

Data from the 2011 census indicates that in Norwich and Norfolk 8 % of the community have a limiting long term illness and are economically active. During the monitoring period 10 % of employees declared themselves of having a disability and a further 4 % who prefer not to say. This indicates a positive profile in comparison with the census data.

Median pay:

Non-disabled £13.04 per hour

Disabled £11.63 per hour

Not disclosed £13.33 per hour

The above rates represent basic rather than actual pay. 27 % of employees who have declared a disability work in job roles where their actual pay will be higher because of enhancements they receive

4) Are there details on the performance of key contractors and partners (such as Norwich Norse/NPS Norwich and LGSS), particularly with regards to the diversity of staff and equal pay issues?

Through the council's priority of living wage and accreditation with the Living Wage Foundation, the council is working with its main contractors to ensure that they adopt the Living Wage.

The council has a business relationship and contract management toolkit in place. The toolkit contains a checklist for use by contract/relationship managers focussing on various areas, one of which is equality. Initially monitoring has focussed on ensuring that partners have the right policies and procedures in place. However a workshop earlier this year identified the need to improve monitoring at a more detailed level. The relationship managers are working with partners to obtain the more detailed information.

5) What are the council and partners doing to tackle transphobia and transphobic hate crime? What adjustments have been made to council services and procedures to improve accessibility for transgender people? Is the council's staff trained to be aware of issues affecting transgender people? Has the council done any work with the transgender community, as opposed to the LGBT community in general?

The council provides mandatory equality and diversity training for all employees which covers this topic. As part of induction all employees also complete an e learning module on equality and diversity. The council also has an employment policy currently in draft on gender reassignment, which includes reference to training being provided on an as required basis to improve understanding of transgender issues

We are not aware of any specific activity by partners to tackle transphobia and transphobic hate crime.

However, the council is working closely with and supporting Norwich Pride which champions the LGBT community in Norwich – this includes grant funding; maintaining contact with and supporting groups that champion transgender issues, as one community of identity; using the feedback and comments to inform service delivery; incorporate transgender into the hate crime e-learning training for staff; service specific training on equalities e.g. customer contact; transgender is one of the six protected characteristics that the council records when customer contacts are made or customer surveying is undertaken.

6) A significant number (around 5%) of hate incidents and hate crimes are under the category "hate other". What does this mean, and are there any types of hate incident within this category that the council and/or partners need to be aware of?

Hate other refers to incidents and crimes that relate to the other protected characteristics under equalities legislation that are not specifically referred to, i.e.

- Age
- Gender
- Marriage & civil partnerships
- Pregnancy & maternity
- Mate crimes (where people pretend to befriend a vulnerable person, while secretly stealing from or abusing them).

It also refers to hate incidents or crimes that are lifestyle related – e.g. Goths.

Data were requested at Scrutiny on the numbers of residents with “**low socio economic status**”. The primary source of such information is likely to be self-categorisation of residents at the Census 2011 and where they place themselves within one of nine categories. This is also a count of such persons employed in the week before the Census and will vary and also exclude those not in work. Of the nine categories three are grouped together at the “higher” end (managers, professionals and associate professionals). These accounted for 39% of the total 62,400 people who gave an occupation.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	14 January 2015
Head of service:	Russell O'Keefe
Report subject:	Equality Information Report
Date assessed:	24 December 2014
Description:	To consider the equality information report which is a statutory requirement under the Equality Act 2010, outlining how we carry out our public sector equality duties

	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"/>	
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Analysis of the organisation as an employer and service provider has a positive impact in identifying good practice and areas for improvement.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council activities outlined in report which have a positive impact on financial inclusion for marginalised communities
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Positive impact in recognising responsibilities
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This document is responsible for identifying how we carry out our duties in these key areas.
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Continue to review and monitor how the organisation is embedding equalities in its every day work.
Negative
Neutral
Issues

Report to Cabinet
14 January 2015
Report of Head of city development services
Subject Greater Norwich Growth Programme 2015-6

Item

6

Purpose

To approve the greater Norwich growth programme 2015-16 and the inclusion of the city council projects in the draft capital programme for 2015-16 which will be submitted to cabinet and council for approval in February.

Recommendations

To:

- 1) Approve the greater Norwich growth programme 2015-16;
- 2) Approve the inclusion of the City Council projects in the draft 2015-16 capital programme; and,
- 3) Endorse the five year *Norwich area transport strategy (NATS) programme* set out in appendix 2 and the use of £2,875,000 of pooled community infrastructure levy (CIL) funds to support delivery from 2016-17 to 2019-20 within future growth programmes.

Corporate and service priorities

The report helps to meet the corporate priority prosperous city.

Financial implications

The council agreed in February 2014 to pool CIL income (not including the neighbourhood funding and administrative funding elements (i.e. excluding 20% or 30% depending on whether there is a neighbourhood plan)).

The total pooled amount for Greater Norwich is currently projected to be as follows:

- Collected in 2013-14- £74,690
- Predicted 2014-15- £1,203,750
- Predicted in 2015-16- £2,675,110

Taking account of existing commitments, this means that £3,702,550 pooled CIL funding will be available in 2015-16. £961,000 of CIL pooled funding is allocated to projects in 2015-16.

£871K for 2015-16 from the pooled fund is proposed to be allocated for projects in Norwich. £525,000 is proposed to be allocated to county council capital projects in

the city; £346,000 is proposed to be allocated for city council capital projects. This needs to be included in the capital programme.

Ward/s: All

Cabinet member: Councillor Brenda Arthur, leader of the council.

Contact officers

Gwyn Jones, city growth and development manager 01603 212364

Background documents:

None

Background

1. In February 2014, council approved the Greater Norwich Growth Board (GNGB) agreement and constitution. Council also agreed to pool its CIL income (not including the neighbourhood element or the proportion retained to cover its administrative costs) across greater Norwich to pay for strategic infrastructure. Delivery of the strategic programme is vital to keep planned housing and jobs growth on track.
2. In September 2014 cabinet and council considered the draft Norwich Business plan for 2015-16 (setting out strategic infrastructure projects for Norwich to be funded from the pooled CIL pot) and recommended that it be presented to GNGB for inclusion in the greater Norwich growth programme.

The 2015-16 greater Norwich growth programme

3. The GNGB met on 8 October 2014 to consider the greater Norwich growth programme and resolved to:
 - a) note the progress on the 2014-15 *Growth programme*;
 - b) approve the 2015-16 *Growth programme* in table 3 (attached as Appendix 1 of this report) and on the conclusion of scheme preparatory work, note that additional schemes will be recommended for approval;
 - c) endorse the 5 year *NATS programme* as set out in Appendix 2 of the report and the use of £2,875,000 of pooled CIL funds to support delivery from 2016-17 to 2019-20 within future annual growth programmes;
 - d) recommend that the responsible groups take forward feasibility / preparatory work to inform future growth programmes for the schemes identified in the annual business plans (attached as appendix 4 of this report).
4. Details of projects included in the 2015-16 *growth programme* are set out in appendix 3.
5. There have been some changes to available funding since the Norwich business plan for 2015-16 was approved. In response to the Local Growth Deal (LGD) announcement made in July 2014, the Norwich Area Transportation Strategy (NATS) programme has been updated. The LGD confirmed £7M of growth funding for NATS measures in the urban area of Norwich from 2015-16 to 2018-19. The NATS programme has been profiled to match the funding available and was approved by the NATS Board on 24 September 2014. The NATS programme is attached as Appendix 2. The NATS programme is also funded from other programmes such as the Integrated Transport Funding received directly from government. The use of the pooled CIL pot will therefore be reviewed alongside availability of funding from other sources to deliver the programme.

6. The Norwich projects included in the growth programme therefore differ slightly from those originally included in the 2015-16 business plan, as follows:

- Golden Ball Street- The business plan sought £500K from pooled CIL funds. As £1M Local Transport Board funding (LTB) is now available for this project, £500K of CIL funding will enable expenditure of £1.5M in 2015-16.
- Yellow pedalway- The Norwich business plan proposed £250K spending from pooled CIL on this project in 2015-16. However, limited funding is currently available to progress scheme development in 2014-15 (£19K allocated from Hall road s.106). Until further feasibility work is undertaken, it is not possible to specify the precise schemes or amounts of funding required. (£100K existing s.106 funding was identified in the growth board papers. This is in the Council's 2014-15 Capital programme so will need to be carried forward to 2015-16. In addition it is proposed to use £85K landscape s.106 from Hall Road in 2015-16 to add to this pot).
- Eaton interchange- £25K from pooled CIL income. This was included in the GNGB report erroneously under South Norfolk District Council's area.

7. The following Norwich projects therefore need to be included in the council's capital programme for 2015-16, recognising that the funding will be provided from pooled CIL income:

- Riverside walk improvements- £30K (already approved in the 2014-15 growth programme)
- Earlham Millennium green path improvements- £66K
- Marriott's Way- £250K

TOTAL- £346K

8. The following capital schemes will be promoted by the County Council in the City Council area in 2015-16:

- Golden Ball Street - £1,500,000 of which £500,000 is from CIL; and
- Eaton interchange - £25,000, all from CIL

9. In addition, there is a requirement to add s.106 funding to the capital programme as follows:

- - Yellow pedalway- £100K s.106 funding will need to be carried forward from 2014-15 to 2015-16 and a further provision of £85K s.106 included in the 2015-16 Capital programme
- - Riverside Walk- £32K s.106 from Hi Tech house needs to be included in the 2015-16 capital programme.

10. As scheme development work and feasibility work progresses this will identify additional schemes that will be considered for inclusion in the 2015-16 growth programme. This may include further green infrastructure projects or elements of the yellow pedalway.
11. The schemes approved by the GNGB for scheme development work in 2015-16 are included in appendix 4. This includes all those proposed in the Norwich business plan.
12. It should be noted that the risk of cost recovery for preparatory work (i.e. revenue funding for feasibility work for schemes which for any reason do not progress to delivery) lies with the scheme promoter.
13. The GNGB gave a commitment (through recommendation (iii)) to support the 5 year NATS programme using CIL funds of £2,875,000 over the next 4 years, 2016-17 to 2019-20. The amount needed each year will need to be included and approved as part of the annual business plan and growth programme process. A commitment is sought at this stage in order to provide greater confidence of delivery of this programme and give confidence for work to start on scheme delivery. This is particularly important in the light of government funding made available through the LGD.

Other business of the greater Norwich growth board

14. In line with the GNGB constitution, it is the role of individual councils to scrutinise the work of the board. At the meeting on 8 October 2014, the other items on the agenda were:
 - a) Greater Norwich City Deal- skills
 - b) Growth deal- update
 - c) Presentation from Lucy McLeod, interim director of public health
 - d) Greater Norwich Local infrastructure fund.
15. A copy of the GNGB papers is available on the GNDDP web site via this link:
<http://www.gndp.org.uk/content/wp-content/uploads/downloads/2014/10/8-October-Agenda-and-Reports.pdf>

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	12 Nov 2014
Head of service:	Andy Watt
Report subject:	Greater Norwich growth programme 2015-16
Date assessed:	16 October 2014
Description:	To approve the Greater Norwich Growth programme for 2015-16 and recommend to council inclusion of the Norwich projects in the council's capital programme. .

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"/>	CIL income will allow delivery of projects in Norwich
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CIL projects eg transportation and public realm make Norwich more attractive for investors

Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposes support for transportation projects which include priority for non- car modes
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"/>	
S17 crime and disorder act 1998	<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"/>	Projects promote active lifestyles
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects will improve transportation in Norwich
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Projects provide for improvements to strategic open space
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sustainable transport projects will provide potential to reduce pollution through reduced car use.
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"/>	Sustainable transport projects will provide potential to reduce energy consumption through reduced car use.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendations from impact assessment				
Positive				
The projects proposed will improve the quality of the environment and provide benefits for local people.				
Negative				
Neutral				
Issues				

(Table 3 from the report to GNGB 8 October 2014 (as amended))

Schemes approved for delivery commencing 2015-16

Scheme	Scheme Promoter	Scheme Total (£)	(£'s)			
	Funding source	Committed funding	15/16	16/17	17/18	18/19
Salhouse Road Walk/Cycle Route	NCC / Broadland	200,000	200,000			
	City Cycle Ambition Grant	(200,000)	(200,000)			
Blue Pedalway – School Lane/ Chartwell Road/ Denton Road – Toucan Crossing and associated works	NCC / Broadland	120,000	120,000			
Golden Ball St	NCC/ Norwich	2,500,000	1,500,000	1,000,000		
	LTB funding	(2,000,000)	(1,000,000)	(1,000,000)		
Yellow Pedalway	Norwich	100,000	100,000	TBC following outcome of scheme identification work		
	S106 funding	(100,000)	(100,000)			
Guardian Road/Dereham Road junction improvements	NCC/ Norwich	1,650,000	50,000	50,000	750,000	750,000
	LTB funding	(1,650,000)	(50,000)	(50,000)	(750,000)	(750,000)
Earlham Millennium Green Path improvements	Norwich	66,000	66,000			
Marriott's Way	Norwich	250,000	250,000			
Eaton interchange	NCC / Norwich	100,000	25,000	75,000		
Roundhouse Way Interchange	NCC / South Norfolk	500,000	50,000	450,000		
	LTB funding	(500,000)	(50,000)	(450,000)		
Longwater Scheme Development	NCC	2,000,000	750,000	750,000	500,000	
	LTB funding	(2,000,000)	(750,000)	(750,000)	(500,000)	
Total (£)		5,836,000	3,061,000	2,325,000	1,250,000	750,000
Identified Funding (£)		4,800,000	2,100,000	2,250,000	1,250,000	750,000
Pooled funding requirement (£)		1,036,000	961,000	75,000	0	0

Note: £30K CIL funding for 2015-16 for the Riverside Walk already committed in the 2014-15 growth programme

Norwich Area Transportation Strategy, Pre-committed LGF Programme

	Ref	Total	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Salhouse Rd Sustainable Transport Corridor	NEGT							
ainable Transport Corridor Scheme Identification (BRT/Pink Pedalway)	NEGT1	(30)	(30)					
Salhouse Rd Corridor Scheme delivery		(400)			(400)			
Repton Ave Link (Purple Pedalway)	NEGT2	(1,000)			(1,000)			
Repton Ave Link developer funding		1,000			1,000			
Repton Ave Link Scheme Identification		(20)	(20)					
Salhouse Road Walk/Cycle Route (Pink Pedalway)	NEGT3	(200)		(200)				
Salhouse Road Walk/Cycle Route CCAG funding		200		200				
Walsham Road Core Bus Route Enhancements Scheme Identification	NEGT4	(10)		(10)				
North Walsham Road Core Bus Route Enhancements		-						
Denton Road Toucan Crossing and associated works (Blue Pedalway)	NEGT5	(120)		(120)				
Broadland Way Scheme Development (pink pedalway extension)	NEGT6	(15)	(15)					
NE Norwich link road		(14,250)		-	(6,000)	(5,000)		(3,250)
NE Norwich link road - developer funding	NEGT7	14,250		-	6,000	5,000		3,250
		-						
Yarmouth Road Sustainable Transport Corridor	YAR							
nable Transport Corridor Scheme Identification (BRT/Green Pedalway)	YAR1	(20)		(20)				
Lower Clarence Road	YAR2	-						
Rail Station Cycle Hub	YAR3	-						
Broadland Gate S106 Est		-						
		-						
A11 SustainableTransport Corridor	SW							
ustainable transport corridor scheme identification (BRT/Pink pedalway)	SW1	(60)	(60)					
Roundhouse Way Bus Interchange	SW2	(500)		(50)	(450)			
Pink Pedalway Route Extension	SW3	(250)			(250)			
B1172 Bus/Cycle enhancements	SW4	(250)			(250)			
		-						
Thickthorn Scheme Development	SW5	-						
Thickthorn Scheme Development		-						
Eaton interchange	SW6	(100)		(25)	(75)			
		-						
Dereham Road Sustainable Transport Corridor	DER							
ion to Longwater/Easton Scheme Identification (BRT/Green Pedalway)	DER1	(40)	(20)	(20)				
Guardian Road Traffic Signals Feasibility	DER2	(1,650)	(50)	(50)	(50)	(750)	(750)	
Longwater walk/cycle	DER3	-						
Longwater Scheme Development	DER4	-						
Longwater Scheme Development		(2,000)		(750)	(750)	(500)		
		-						
BRT Fakenham Road/Drayton High Road	FAK							
Fakenham Rd BRT Feasibility (Scheme Identification) - revenue	FAK1	(30)			(30)			
		-						
City Centre Measures	CC							
Golden Ball Street / All Saints Green Scheme Development	CC1	(125)	(125)					
CC1 delivery		(2,500)	-	(1,500)	(1,000)	-	-	-
Golden Ball Street (two-way for general traffic)	CC1a	-						
Westlegate (remove right turn and pedestrianise)	CC1b	-						
Bus only on All Saints Green	CC1c	-						
Finkelgate/Queens Rd Junction	CC1d	-						
Ber Street	CC1e	-						
Farmers Ave Two Way	CC1f	-						
POW Rd, Rose Lane, Ag Hall Plain	CC2	(5,100)	-	-	-	(1,100)	(2,000)	(2,000)
Prince of Wales Road (two-way bus only)	CC2a	-						
Rose Lane (two-way for general traffic)	CC2b	-						
Agricultural Hall Plain (bus only)	CC2c	-						
		-						
A140 Corridor IPS/CRO								
A140 Corridor scheme identification (BRT/Yellow Pedalway)	CRO1	(60)		(60)				
Yellow Pedalway - Lakenham Way Improvements	IPS1	(119)	(19)	(100)				
Yellow Pedalway - Lakenham Way (S106)		119	19	100				
Long Stratton	IPS2	(20,000)			(5,000)	(10,000)	(5,000)	
Long Stratton funding package*		20,000			5,000	10,000	5,000	
Long Stratton bypass		-						
Hempnall Crossroads		-						
Long Stratton town centre enhancements		-						
Bus priority Harford A47 Junction	IPS3	(1,750)			(100)	(100)	(1,100)	(450)
		-						
Other NATS								
Committed NATS schemes		(735)		(205)	(155)	(150)	(225)	
Committed NATS funding		735		205	155	150	225	

*Totals excluding Long Stratton Bypass

		Total	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
costs	Total Cost	(30,995)		(3,110)	(10,510)	(7,600)	(4,075)	(5,700)
	Scheme development		(313)	(110)	(30)	-	-	-
	Capital Cost	(30,855)		(3,000)	(10,480)	(7,600)	(4,075)	(5,700)
income	LTB City Centre	7,000	-	1,050	1,850	1,850	2,250	-
	LTB Longwater	2,000	-	750	750	500	-	-
	LTB2	2,000	-	-	-	-	-	2,000
	Cycle City Grant	200	-	200	-	-	-	-
	S106	15,350	19	100	7,000	5,000	-	3,250
	NATS LTP Committed	735	-	205	155	150	225	-
	NATS LTP Uncommitted	-	-	-	-	-	-	-
	Total income	27,285	-	2,305	9,755	7,500	2,475	5,250
	CIL requirement	(3,570)		(695)	(725)	(100)	(1,600)	(450)
NATS LTP Uncommitted				200	100	300	300	

Greater Norwich growth programme.

2015-16 Annual Business Plans

Broadland, Norwich City and South Norfolk Councils have each prepared their own Annual Business Plans setting out schemes considered to be their priority for funding support in the 15/16 Growth Programme. Below is a summary of the projects, these are:

Broadland

Salhouse Road Walk/Cycle Route

The first stage of an off carriageway cycle link in the city deal strategic infrastructure programme between Rackheath and the Norwich Cycle Network via Salhouse Road. This first phase is to be delivered in 2015/16 through the Cycle City Ambition Bid. Cost £200k, funded through Cycle City Ambition Grant. It needs no funding support but demonstrates delivery of an element of the strategic programme through the Cycle City Ambition Grant.

Chartwell Road/Denton Road Toucan Crossing

Part of the Blue Pedalway route which links the city centre with the North East Growth Triangle (NEGT). Cost £120k. An identified discreet scheme on the route of the Blue Pedalway.

Norwich City

Golden Ball St / Westlegate, Norwich

This scheme build on the traffic improvements realised as part of the Chapelfield North scheme and is an important element of the City Centre NATS measures that will provide a more attractive environment for pedestrians and cyclists. Cost £2.5m.

Yellow Pedalway

Investment in the Greater Norwich cycle network, the yellow route connects the new University Technical College through Lakenham to the city centre, and continues northwards to the airport. Cost £3.5m.

Earlham Millennium Green Path Improvements

Enhancement of Earlham Millennium Green for site users and wildlife. This project is a further phase of the project approved for inclusion in the 14/15 Growth Programme. Cost £66k.

Marriott's Way

A second phase of improvement to the section of Marriott's Way from Thorpe Marriott to Norwich City Centre in addition to those agreed in the 2014/15 AGP. Cost £250k .

Eaton Bus Interchange

This is a NATS programme project to provide a further phase of bus improvements on the A11 corridor linking the City, NRP, NNUH, Cringleford, Hethersett and

Greater Norwich growth programme- 2015-6.**Scheme development 2015-6.****Broadland**

- North West Norwich Forest Connections: Enhance woodlands and heathlands, creating links between in the Horsford, Felthorpe, Drayton and Hevingham area.
- Burlingham: Green Infrastructure
- Thorpe Ridge: protection and enhancement of woodlands and provision of public access
- Section of North East orbital route between Salhouse Road and the proposed junction on the northern edge of Brook Farm
- Improvements to Bittern Line including potential rail halt at Broadland Business Park
- Cycle improvements at junction between Wroxham Road, Cozens Hardy Road and Cannerby Lane

Norwich City

- Rose Lane / Prince of Wales Road
- Tombland: Public Realm
- Dereham Road BRT - Guardian Road roundabout
- Guardian Road Traffic Signals scheme development
- Blue Pedalway

South Norfolk

- Hempnall Crossroads improvements
 - Long Stratton Bypass
 - Longwater / Easton highways improvements, including improved walking and cycling
 - BRT Longwater to City Centre
-

Wymondham. Cost £25K in 15/16 for scheme development with £75,000 for delivery in 2016/17

South Norfolk

Roundhouse Way Bus Interchange

Linked to the Eaton bus interchange, this is another NATS programme project to provide a further phase of bus improvements on the A11 corridor linking the City, NRP, NNUH, Cringleford, Hethersett and Wymondham

Cost £50K for scheme development in 2015/6 and £450K for delivery in 2016/17

Longwater Scheme Development

Improvements are required in the Longwater/Easton area of Norwich to resolve existing issues on the transportation network and accommodate additional traffic arising from planned growth as set out in the adopted Joint Core Strategy (JCS) for the Greater Norwich area.

Norfolk County Council has carried out a feasibility study informed by a Developer and Stakeholder Forum with input from local Parish, District and County Councillors. Further work will commence shortly evaluate 2 options plus an alternative suggested by various parties during the consultation.

The remaining strategy elements will be progressed in the interim, using S106 and other funds such as the LEP Growth Fund. £2million of Growth Fund money was allocated to the Thickthorn interchange to develop an improvement scheme, but following the Autumn Statement announcement that the Highways Agency will be developing this, the £2m has been reallocated to the Longwater/Easton strategy.

Report to	Cabinet	Item
	14 January 2015	
Report of	Chief finance officer	7
Subject	Revenue budget monitoring 2014-15 : Period 08	

Purpose

To update cabinet on the financial position as at 30 November 2014, the forecast outturn for the year 2014/15, and the consequent forecast of the general fund and housing revenue account balances.

Recommendation

To note the financial position as at 30 November 2014 and the forecast outturn for 2014-15.

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 achieve an underspend of £0.869m. The housing revenue account budget is forecast to achieve an underspend of £0.834m.

Monitoring of key budgets does not indicate any unusual cause for concern; however the position will need to be continually monitored in order to deliver to the forecast outturn

Ward/s: All wards

Cabinet member: Councillor Waters – Deputy leader and resources

Contact officers

Justine Hartley, Chief finance officer	01603 212440
Neil Wright, Service accountant	01603 212498

Background documents

None

Report

1. Council approved budgets for the 2014-15 financial year on 18 February 2014.
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 £0.541m to 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	18,407
Non-Domestic Rates	(4,651)
Revenue Support Grant	(5,980)
Council Tax precept	(7,776)
Total General Fund budget	0

4. The general fund has been forecast to underspend by **£0.869m** at year end. This compares to a forecast underspend of **£0.874m** at the end of October. Significant forecast overspends and underspends are explained below:

<i>Previous forecast over/(under) spend £000s</i>	<i>General Fund Service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
179	Finance	182	Following adjustments to payments made by the DWP, and following finalisation of the audit of the 2013/14 Revenues amounts, the previously reported overspend on Benefits subsidy will continue.
(265)	Corporate Management	(262)	The corporate contingency budget is expected to underspend by £250k in 2014/15. Going forward this saving is reflected in the transformation programme for future years.

<i>Previous forecast over/(under) spend £000s</i>	<i>General Fund Service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
(94)	City Development:	(220)	Forecast underspend is due to higher than budgeted parking income, also higher profit share from NPS than expected
(145)	Planning:	(136)	Forecast underspend is due to staff charges to capital, CIL management fees and higher income from pre application charging.
(165)	Democratic Services	(127)	This relates to an underspend on salaries within the Committee secretariat which has been taken forward as savings within the transformation programme; and to Government grant received for Individual Electoral Registration.

5. For the year to date an underspend against budget of **£2.982m** is being reported. This underspend is made up of many debit and credit figures where various income and expenditure lines are ahead of or behind budget profile. Significant variances are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>General Fund Service</i>	<i>Variance To Date P08 £000s</i>	<i>Commentary</i>
Business Relationship Management	657	The overspend against profile is due to insurance premiums which are still to be allocated across service areas.
Finance	(702)	The net underspend against profile on finance is due to timing differences in respect of payments made / income received / depreciation charged.
City Development:	(1,655)	The current underspend against profile relates to parking recharges to be re distributed, which will take into account County income; works recharges to be distributed; and pension recharges still to be processed.
Citywide Services:	(787)	The underspend on Citywide Services is due to higher than budgeted highways income, Integrated waste management contractual payments running behind schedule, garden waste income being higher than profiled budget and pension recharges not yet applied.
Neighbourhood Housing:	(652)	Submission of invoices does not match profiled budget.
Human Resources	2,447	This relates to pension charges which will be reallocated across service areas in December.
Strategy & Programme Management	(561)	This relates to funding received from DECC for the Greener Communities (Cosy City) project, and second homes money received being greater than budgeted.

Housing revenue account

6. The budgets reported include a £7.7m use of HRA balances, so that the net budget totals zero:

<i>Item</i>	<i>Approved Budget £000s</i>
Gross HRA Expenditure	80,827
Gross HRA Income	(73,120)
Contribution from HRA Balance	(7,707)
Total net HRA budget	0

7. The housing revenue account has been forecast to underspend by **£0.834m**. This compares to a forecast underspend of **£1.160m** at the end of October. Significant forecast overspends and underspends are explained below:-

<i>Previous forecast over/(under) spend £000s</i>	<i>HRA Division of Service</i>	<i>Current forecast over/(under) spend £000s</i>	<i>Commentary</i>
129	Rents, Rates, & Other Property Costs	127	Due to unbudgeted costs for NPS.
(609)	General Management	(643)	The majority of the projected underspend is due to: Contingency fund (£97k); audit fee not required as included in LGSS recharge (£105k); budget for software interface may no longer be required (£50k); lower NPS fees at this stage than budgeted for (£74k); and professional advice / fees budget not required (£190k).
(244)	Special Services	(342)	Mainly due to projected underspend on district heating fuel and Community Alarm Service
(691)	Provision for Bad Debts	(607)	Provision increased in anticipation of the effects of full implementation of bedroom tax and universal credit. Delayed implementation of universal credit and better than anticipated rent collection performance have delivered a lesser call on this provision.
99	Dwelling Rents	144	Write-offs included within this figure, partially offsetting the underspend on the bad debt code.
(149)	Garage & Other Property Rents	(153)	Lower than anticipated garage voids rate
358	Service Charges - General	634	Lower income than budgeted for (tenants), partially offset by underspend in Special Services (district heating). Also lower leasehold income than budgeted for.

8. For the year to date an underspend of **£4.157m** is being reported. This underspend is made up of many debit and credit figures, where various income and expenditure lines are ahead of or behind budget profile.

Significant underspends and overspends to date are explained below. These lines will be monitored closely as the year progresses to identify any potential impact on forecast outturn figures.

<i>HRA Division of Service</i>	<i>Variance To Date P08</i>	<i>Commentary</i>
Repairs & Maintenance	(3,270)	There are 2 main reasons for this variance: i) The valuation and invoice process creates an artificial delay between the work being completed on site and the final stage of the invoice amount being posted to the ledger; and ii) Due to the responsive nature of some budget lines within this group it is extremely difficult to accurately profile a years work in advance and some budget line spend is behind profile due to work not being required as predicted.
Rents, Rates, & Other Property Costs	1,906	Water rates accounted for as one annual amount (although actually paid in 10 instalments) – budget profile assumes 10 instalments
General Management	(1,842)	Overall underspend projected, as per comments on previous table. Also pension recharges are yet to be distributed across service areas
Special Services	(1,067)	Mainly district heating spend not matching anticipated spending profile – profiles to be updated for period 9
Service Charges - General	645	Overall income to be lower than budget, so also high variance to date.

Risks

9. A risk-based review based on the size and volatility of budgets has identified a 'Top 10' of 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	Forecast Variance	Forecast Var %	Forecast RAG
Housing Benefit Payments - Council tenants	36,254	-165	0%	GREEN
Housing Benefit Subsidy - Council tenants	-35,514	961	-3%	GREEN
Housing Benefit Payments - Other tenants	32,280	-2,119	-7%	RED
Housing Benefit Subsidy - Other tenants	-32,923	1,817	-6%	RED
HRA Repairs - Tenanted Properties	12,408	112	1%	GREEN
HRA Repairs - Void Properties	2,630	0	0%	GREEN
Multi-Storey Car Parks	1,797	-25	-1%	GREEN
HRA Rents - Estate Properties	-58,916	145	0%	GREEN
Corporate Management including Contingency	1,340	-246	-18%	RED
Private Sector Leasing Costs	2,570	-133	-5%	RED

10. The red/amber status of items in the 'forecast RAG' column is explained below. In all cases the forecasts are for underspends and so although these are rated as red / amber because they are forecast to vary from budget by more than 5% (red) or 3% (amber) they do not pose a significant threat to the delivery of the council's budget at the current time.

Key Risk Budgets	Comment
Housing Benefit Payments and Subsidy - Other tenants:	Reduced value of payments than planned for but offset by reduced subsidy to fund these payments.
Corporate Management including contingency	Contingency budget not anticipated to be needed. Remaining balance will be transferred to reserves at year end.
Private Sector Leasing Costs:	PSL rental costs currently lower than anticipated

11. The 2014-15 budgets approved by council were drawn up in the expectation of reduced resources as announced by the coalition government. There are risks to the current and medium term financial position from:

- 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.
- 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.

12. 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. This may be reflected in higher provisions for bad debt, as may the impact of welfare reforms such as the so-called 'bedroom tax'.
- 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 and 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

- 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.
- Net overspends and underspends will be consolidated into the general fund and housing revenue account balances carried forward to 2015-16. These are reflected in periodic updates to the *Medium term financial strategy* and *Housing revenue account business plan*.

Impact on Balances

- The prudent minimum level of general fund reserves has been assessed as £4.496m. The budgeted and forecast outturn's impact on the 2013/14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(8,313)
Budgeted use of balances 2014/15	(541)
Forecast outturn 2014/15	(869)
= Forecast balance at 31 March 2015	(9,723)

- The general fund balance is therefore expected to continue to exceed the prudent minimum.
- The prudent minimum level of HRA reserves has been assessed as £3.067m. The budgeted and forecast outturn's impact on the 2013/14 balance brought forward, is as follows:

<i>Item</i>	<i>£000s</i>
Balance at 1 April 2014	(25,129)
Budgeted use of balances 2014/15	7,707
Forecast outturn 2014/15	(834)
= Forecast balance at 31 March 2015	(18,256)

- The housing revenue account balance is therefore expected to continue to exceed the prudent minimum.

Collection fund

- 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 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.

20. 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. Although the Valuation Office has a large backlog of appeals, 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.

21. These risks are monitored and mitigated through normal revenues operations.

22. 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			
53,797	53,797	Expenditure	37,911	53,797	0
(53,797)	(53,797)	Income	19	(53,797)	0
		Business Improvement District			
656	656	Expenditure	491	666	10
(656)	(656)	Income	(214)	(655)	1
		National Non-Domestic Rate			
77,698	77,698	Expenditure	63,227	76,830	(868)
(77,698)	(77,698)	Income	(78,403)	(74,842)	2,856
0	0	Total Collection Fund	23,031	1,999	1,999

23. 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).

24. The council operates the BID account on behalf of the BID company, so no surplus or deficit will fall on the council's accounts.

25. If a deficit materialises on the NNDR account, this will roll forward and be distributed in the 2015/16 budget cycle; the city's share would be 50%. Additional (section 31) grant may be received in the general fund to offset all or part of any shortfall in business rate income due to additional reliefs granted by government.

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 2014/15
Date assessed:	19/12/14
Description:	This is the integrated impact assessment for the Revenue Budget Monitoring 2014/15 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: 2014/15

Period: 08 (November)

GENERAL FUND SERVICE SUMMARY

Approved Budget	Current Budget		Budget To Date	Actual To Date	Variance To Date	Forecast Outturn	Forecast Variance
Business Relationship Management							
2,717,718	2,652,417	Business Relationship Management	1,589,068	2,246,498	657,430	2,584,628	(67,789)
(20,186,020)	(20,170,990)	Finance	(6,515,367)	(7,217,228)	(701,861)	(19,989,326)	181,664
33,733	(355,794)	Procurement & Service Improvement	1,632,593	1,520,666	(111,927)	(326,275)	29,519
(17,434,569)	(17,874,367)	Total Business Relationship Management	(3,293,706)	(3,450,063)	(156,357)	(17,730,973)	143,394
Chief Executive & Corporate							
0	0	Chief Executive	165,248	75,380	(89,868)	(61,145)	(61,145)
(1,079,432)	(673,209)	Corporate Management	(2,232,108)	(2,375,656)	(143,548)	(935,277)	(262,068)
(1,079,432)	(673,209)	Total Chief Executive & Corporate	(2,066,860)	(2,300,276)	(233,416)	(996,422)	(323,213)
Customers, Comms & Culture							
2,525,619	2,325,357	Communications & Culture	1,342,478	1,078,925	(263,553)	2,264,596	(60,761)
(116,196)	(141,175)	Customer Contact	1,639,866	1,218,478	(421,388)	(185,971)	(44,796)
2,409,423	2,184,182	Total Customers, Comms & Culture	2,982,344	2,297,402	(684,942)	2,078,625	(105,557)
Operations							
(965,936)	(954,804)	City Development	(2,679,730)	(4,335,097)	(1,655,367)	(1,175,079)	(220,275)
9,978,887	10,006,606	Citywide Services	5,282,442	4,495,278	(787,164)	10,064,330	57,724
0	0	Deputy Chief Executive	106,020	61,189	(44,831)	2,809	2,809
2,654,201	2,661,895	Neighbourhood Housing	1,311,457	659,491	(651,966)	2,619,088	(42,807)
2,229,016	2,332,505	Neighbourhood Services	1,139,181	1,037,485	(101,696)	2,298,802	(33,703)
1,743,316	1,743,036	Planning	757,770	327,890	(429,880)	1,607,469	(135,567)
125,419	252,319	Property Services	1,074,966	916,990	(157,976)	207,728	(44,591)
15,764,903	16,041,557	Total Operations	6,992,106	3,163,227	(3,828,879)	15,625,149	(416,408)
Strategy, People & Democracy							
303,787	229,444	Democratic Services	638,884	674,417	35,533	102,062	(127,382)
(4)	(5,100)	Human Resources	804,535	3,251,425	2,446,890	(490)	4,610
35,892	95,447	Strategy & Programme Management	381,646	(179,606)	(561,252)	51,223	(44,224)
339,675	319,791	Total Strategy, People & Democracy	1,825,065	3,746,236	1,921,171	152,795	(166,996)
0	(2,046)	Total General Fund	6,438,949	3,456,526	(2,982,423)	(870,826)	(868,780)

GENERAL FUND SUBJECTIVE SUMMARY

Forecast	Approved Budget		Current Budget	Budget To Date	Actual To Date	Variance To Outturn	Forecast Variance
0	0		0	(313)	(313)	(469)	(469)
17,366,808	17,429,262	Employees	11,863,262	12,337,780	474,518	17,161,895	(267,367)
8,577,187	8,522,187	Premises	6,206,494	6,993,008	786,514	8,444,593	(77,594)
314,000	313,998	Transport	178,376	130,386	(47,990)	281,837	(32,161)
15,884,736	16,005,344	Supplies & Services	10,243,559	8,796,158	(1,447,401)	15,558,545	(446,799)
7,784,578	7,427,772	Third Party Payments	3,612,187	3,308,223	(303,964)	7,376,630	(51,142)
94,462,444	94,462,444	Transfer Payments	66,919,028	65,996,681	(922,347)	91,980,747	(2,481,697)
3,685,062	3,685,062	Capital Financing	6,788,703	6,546,859	(241,844)	3,416,994	(268,068)
0	15,030	Rev Contribs to Capital	0	0	0	0	(15,030)
(55,000)	0	Savings Proposals	0	0	0	0	0
(23,185,762)	(22,831,002)	Receipts	(14,894,171)	(16,154,548)	(1,260,377)	(23,010,317)	(179,315)
(118,033,744)	(118,117,443)	Government Grants	(83,303,567)	(82,389,217)	914,350	(115,754,965)	2,362,478
1,304,093	1,304,093	Centrally Managed	870,431	89,738	(780,693)	1,401,701	97,608
17,496,584	17,552,192	Recharge Expenditure	2,143,139	1,352,267	(790,872)	17,447,347	(104,845)
(25,600,986)	(25,770,985)	Recharge Income	(4,188,492)	(3,550,494)	637,998	(25,175,365)	595,620
0	(2,046)	Total General Fund	6,438,949	3,456,526	(2,982,423)	(870,826)	(868,780)

Budget Monitoring Report

Year: 2014/15

Period: 08 (November)

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>
15,923,170	15,923,170	Repairs & Maintenance	10,566,874	7,296,815	(3,270,059)	16,020,265	97,095
6,178,443	6,178,443	Rents, Rates, & Other Property Costs	4,042,904	5,949,085	1,906,181	6,305,454	127,011
11,382,720	11,372,054	General Management	5,106,803	3,264,751	(1,842,052)	10,728,906	(643,148)
5,628,948	5,718,660	Special Services	3,340,834	2,274,107	(1,066,727)	5,376,918	(341,742)
21,924,793	21,924,793	Depreciation & Impairment	68,336	(13)	(68,349)	21,924,793	0
941,000	941,000	Provision for Bad Debts	470,500	0	(470,500)	333,815	(607,185)
(58,915,983)	(58,915,983)	Dwelling Rents	(40,062,872)	(39,965,284)	97,588	(58,772,043)	143,940
(1,951,186)	(1,951,186)	Garage & Other Property Rents	(1,371,612)	(1,504,270)	(132,658)	(2,104,574)	(153,388)
(9,643,814)	(9,643,814)	Service Charges - General	(7,018,021)	(6,372,647)	645,374	(9,009,476)	634,338
0	0	Miscellaneous Income	0	(48,553)	(48,553)	(72,830)	(72,830)
9,382,073	9,305,073	Adjustments & Financing Items	(98,100)	(105,972)	(7,872)	9,287,116	(17,957)
(700,164)	(700,164)	Amenities shared by whole community	0	0	0	(700,164)	0
(150,000)	(150,000)	Interest Received	(100,000)	0	100,000	(150,000)	0
0	2,046	Total Housing Revenue Account	(25,054,354)	(29,211,981)	(4,157,627)	(831,819)	(833,865)

HOUSING REVENUE ACCOUNT SUBJECTIVE SUMMARY

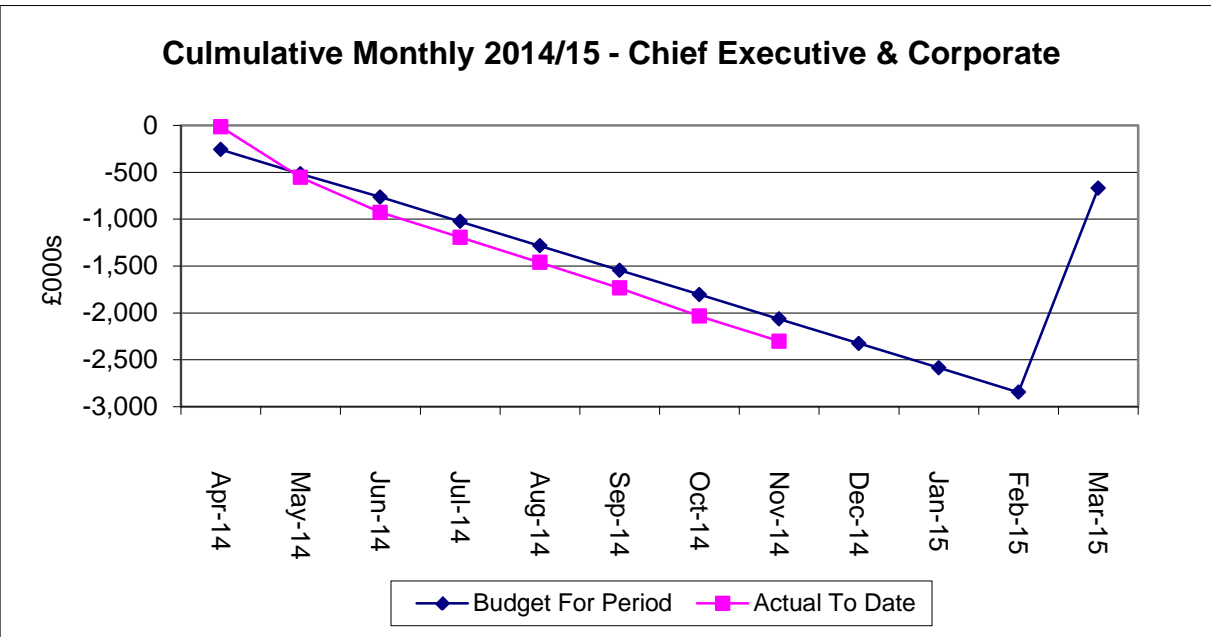
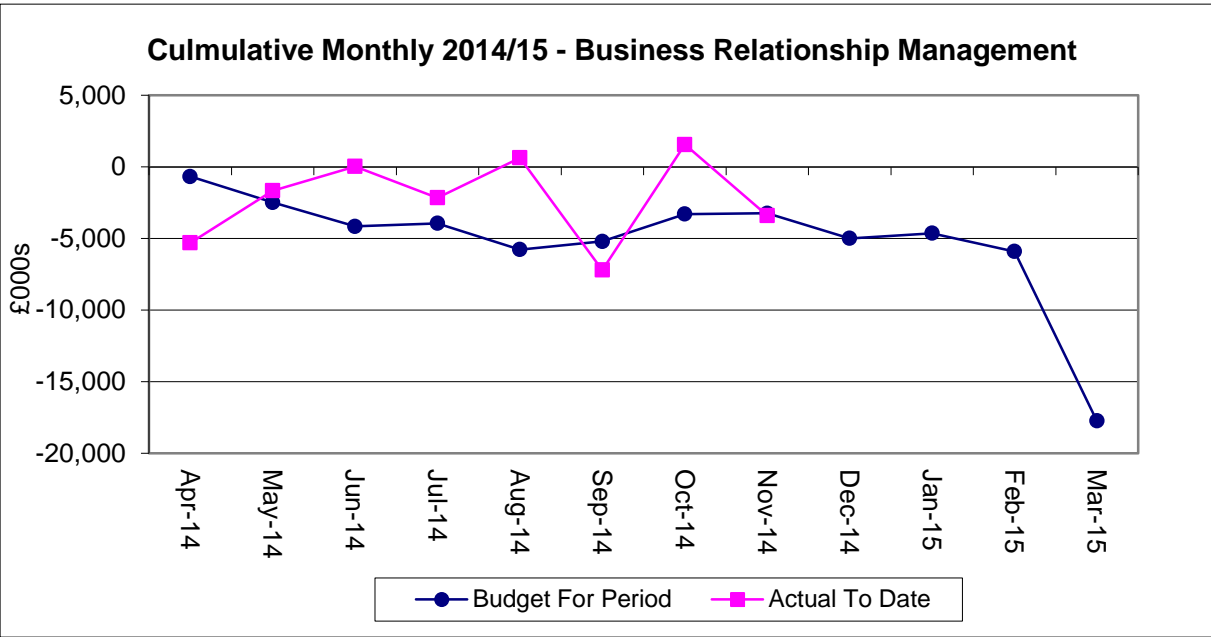
<i>Approved Budget</i>	<i>Current Budget</i>		<i>Budget To Date</i>	<i>Actual To Date</i>	<i>Variance To Date</i>	<i>Forecast Outturn</i>	<i>Forecast Variance</i>
0	0					78,216	78,216
6,467,099	6,472,099	Employees	4,420,752	3,456,034	(964,718)	6,152,841	(319,258)
25,086,833	25,163,833	Premises	16,407,971	14,291,171	(2,116,800)	24,967,931	(195,902)
122,263	122,263	Transport	81,520	83,720	2,200	107,919	(14,344)
3,997,007	3,925,114	Supplies & Services	2,020,820	830,338	(1,190,482)	2,911,925	(1,013,189)
348,001	350,047	Third Party Payments	55,424	55,578	154	350,272	225
5,847,385	5,914,278	Recharge Expenditure	1,568,628	1,058,315	(510,313)	5,997,147	82,869
1,167,846	1,167,846	Capital Financing	68,336	0	(68,336)	1,167,846	0
(71,877,097)	(71,877,097)	Receipts	(49,330,333)	(48,836,624)	493,709	(71,429,315)	447,782
(221,256)	(221,256)	Government Grants	(314,168)	(150,500)	163,668	(150,500)	70,756
(1,021,221)	(1,021,221)	Recharge Income	(33,304)	0	33,304	(992,242)	28,979
17,035,000	16,958,000	Rev Contribs to Capital	0	0	0	16,958,000	0
13,048,140	13,048,140	Capital Financing	0	(13)	(13)	13,048,140	0
0	2,046	Total Housing Revenue Account	(25,054,354)	(29,211,981)	(4,157,627)	(831,819)	(833,865)

Budget & Expenditure – Monthly by Service Graphs

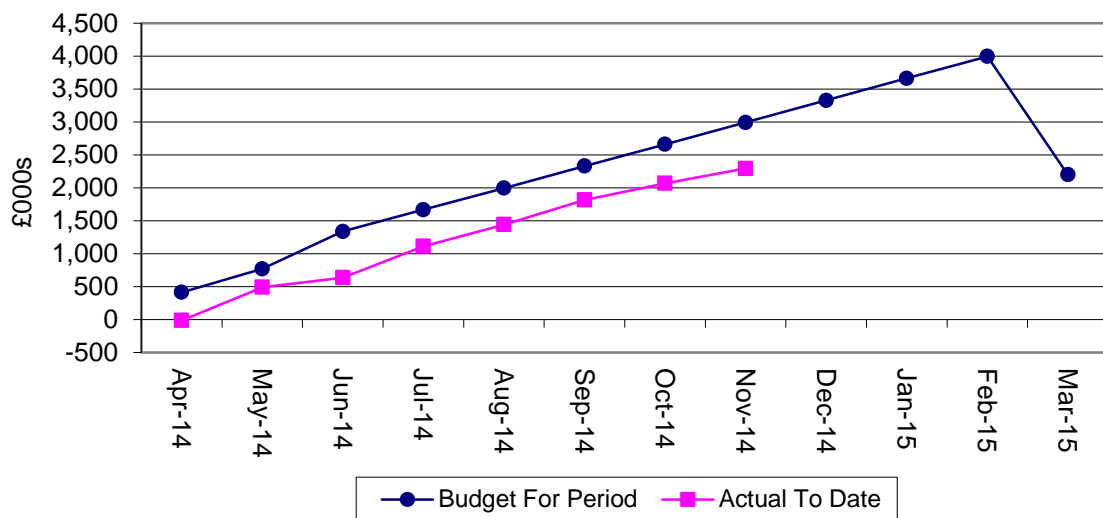
The following graphs show the monthly budget profile and income/expenditure to date for each service (both General Fund and Housing Revenue Account) for the financial year.

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.

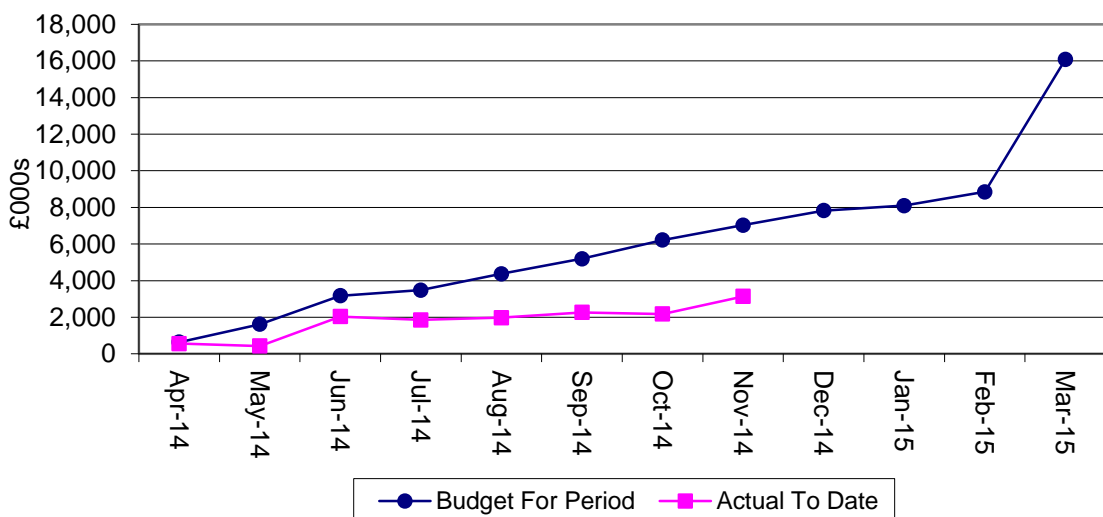
Budgets are profiled to show the expected pattern of income & expenditure, and will be refined and improved during the course of the financial year.



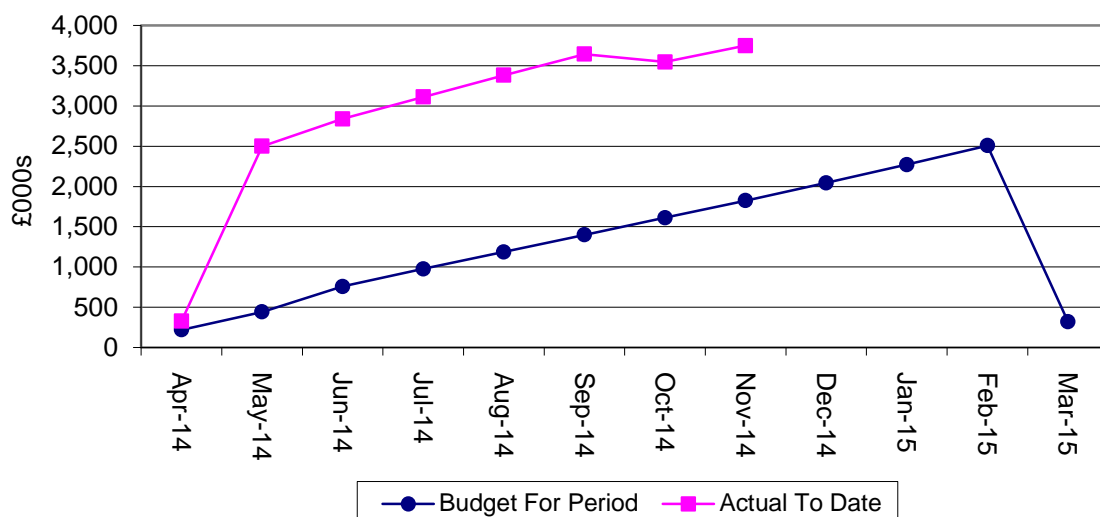
Culmulative Monthly 2014/15 - Customer, Comms & Culture



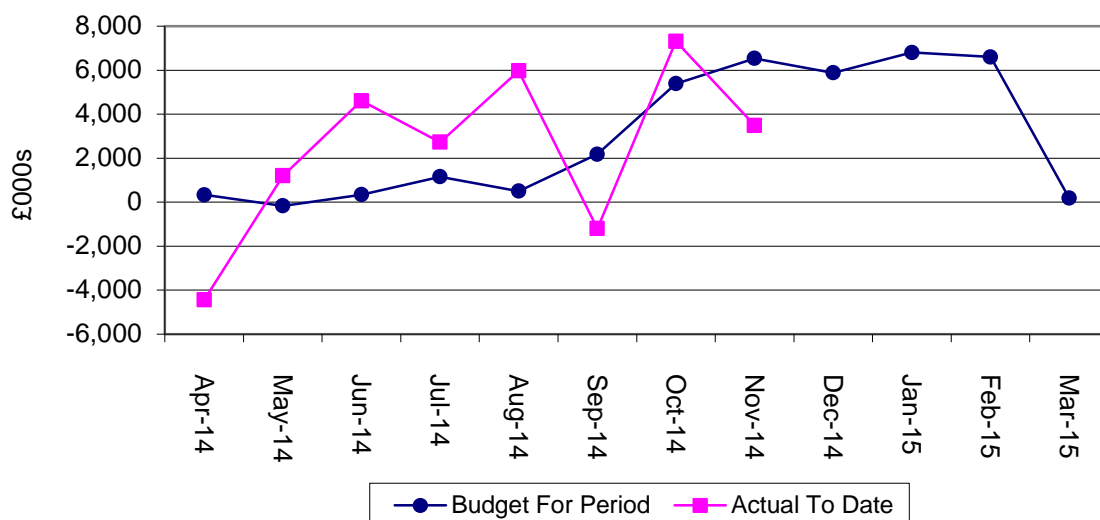
Culmulative Monthly 2014/15 - Operations



Culmulative Monthly 2014/15 - Strategy, People & Democracy



Culmulative Monthly 2014/15 Norwich City Council (Revenue)



Report to Cabinet
14 January 2015
Report of Head of city development services
Subject Cycling ambition grant programme – ongoing funding

Item

8

KEY DECISION

Purpose

To seek approval to accept the invitation from the Department for Transport to apply for funding that it has earmarked for Norwich from its cycling ambition grant programme.

Recommendation

To accept the invitation from the Department for Transport to apply for funding that it has earmarked to Norwich from its cycling ambition grant programme.

Corporate and service priorities

The report helps to meet the corporate priority of a prosperous city, safe and clean city a city of character and culture and the service plan priority to implement the *Norwich area transport strategy*.

Financial implications

An application will be submitted for a grant of around £8.4m to pay for improvements to the quality of cycling infrastructure on the Greater Norwich cycle network.

If the application is successful, approval will be sought from cabinet and council to incorporate the funds into the capital programme for 2015/16 and the capital plan for 2016/17 and 2017/18 alongside other funds that have already been approved for projects that benefit cyclists.

Ward/s: Various

Cabinet member: Cllr Mike Stonard

Contact officers

Ben Webster, Design, Conservation and Landscape
Manager

01603 212518

Background documents

None

Report

Background

1. The policies of the city and county councils recognise the importance of promoting cycling as a useful, healthy, cheap and enjoyable way of carrying out day to day journeys around the city. In April 2010 the *Norwich area transport strategy implementation plan* was approved containing a commitment to improve conditions for cycling.
2. In June 2012 the Norwich cycle network was launched following consultation with cyclists. It covers the whole urban area and out to neighbouring parishes within commuter cycling distance of the city centre. It comprises seven colour coded pedalways, which are strategic routes for longer journeys. They are complemented by neighbourhood routes that connect to the pedalways and local facilities.
3. In August 2013 the Prime Minister announced that Norwich's application to become a cycle ambition city had been successful and awarded the city £3.7m in capital funds. This money was supplemented by £2m of local funds, to enable the *Push the pedalways programme* to begin. It forms part of the *Healthy Norwich initiative* and money was provided by the county's public health service and the Norwich clinical commissioning group because of the important contribution active travel makes to improving levels of physical and mental health. Securing cycle ambition funding entitled the city council to bid for over £200k revenue funding to support walking, which it also received.
4. The *Push the pedalways programme* concentrates on improving the pink pedalway, which connects the Norfolk and Norwich Hospital / UEA / Norwich Research Park via the city centre to the 'growth triangle' on the north east edge of Norwich, so that it can be ridden confidently by people of all ages and cycling ability. It now consists of 20 projects, some of which help people to reach the pink pedalway and move around their neighbourhoods. Examples are allowing contraflow cycling on the northern part of Magdalen Street, signposting the network and creating 20mph areas in the city centre, around The Avenues and Heartsease. The programme is planned to be completed before the end of September 2015.
5. The *Push the pedalways programme* is strengthening the approach to monitoring levels of cycling, the demographic characteristics of cyclists and their satisfaction with the infrastructure. A bicycle account will be published by the county and city councils at the start of national bike week in June 2015 that presents this data and explains what it means for the health and prosperity of the city and its citizens. This is the first edition of a document that will be published every couple of years to track our progress towards achieving the ambitious goals we have set. We will also publish a new edition of the Norwich cycle map that shows the adjustments to routes that have become possible as a result of the *Push the pedalways programme*, other developments and the identification of better alignments for routes in certain areas.

Ongoing funding

6. On 27 November 2014, Norwich was represented at a cycling summit in Bristol at which the Deputy Prime Minister announced a £114m extension to the existing cycling ambition grant programme. He explained that the extra funds would only be available to the eight cycling ambition cities because continuity of funding is needed

to create the kind of transformative changes that other places can learn from and emulate. The other cities that received funding were Birmingham, Bristol, Cambridge, Leeds, Manchester, Newcastle and Oxford.

7. On 31 December 2014 guidance on the arrangements for allocating the funds were published. Government funds of between £7 and £8 per capita per year will be allocated over the three years amounting to around £8.4m for Norwich.
8. The cities must submit applications by 30 January 2015 that demonstrate their programmes of investment over the next three years offer sufficient value for money and draw on the ten year strategies that featured in the original bids made in 2013. Norwich's original bid contained a target to double cycling between 2013 and 2023 by systematically upgrading a pedalway every two years.
9. The content of the application will be developed with officers from Norfolk County Council, Broadland District Council and South Norfolk Council. Views will also be sought from colleagues in public health, the clinical commissioning group, the Local Enterprise Partnership and the Norwich Cycling Campaign. It will be submitted by the city council's executive head of regeneration and development following discussion at the Norwich Area Transport Strategy Board and consultation with the cabinet member for environment, development and transport.
10. There is less than one month to produce the application and therefore it will be neither possible nor democratically appropriate for the detail of the projects on which the money will be spent to be fixed. The maximum amount of flexibility will be sought from the Department for Transport whilst also ensuring that a convincing application is submitted.
11. It is however possible to identify at this stage some principles on which the application would be based. These are derived from the principles of the *Push the pedalways programme*.
 - a) The pedalways are the most important parts of the cycle network and should be prioritised for investment.
 - b) Improvements to pedalways should be implemented comprehensively so that a coherent section of pedalway is upgraded from the city centre moving outwards to residential neighbourhoods within easy commuting distance of the city centre.
 - c) The choice of pedalways to be upgraded next will be determined by the extent to which it fulfils council objectives for transport, planning and public health; complements other planned improvements in the vicinity of pedalways that already have local match funding allocated to them; and do not face insurmountable obstacles to implementation.
 - d) The alignment of the pedalways can be altered if necessary to achieve a more direct route using the funding to overcome existing obstacles such as difficult junctions or gradients or to take advantage of development projects.
 - e) The budget allocated to projects should allow a high standard of cycling infrastructure to be achieved, which in essence means that the whole route should be capable of being ridden confidently by people of all ages and abilities

because generous space for cycling is provided that is protected from vehicles moving faster than 20mph.

- f) Achieving a high standard of cycling infrastructure requires more than meeting the functional requirements of safety, coherence, directness and comfort. The attractiveness of the surrounding landscape and public realm affects peoples' willingness to cycle and the enjoyment they derive from it and enhancing it is a legitimate use of the money, especially in our fine city.
 - g) It must be easy to reach the comprehensively upgraded pedalways from adjacent residential neighbourhoods because traffic speeds have been reduced to a maximum of 20mph throughout those neighbourhoods and the connecting neighbourhood routes.
 - h) Overcoming obstacles to access for cyclists in the city centre is an important objective because this is the focus of many journeys.
 - i) Opportunities to provide better conditions for pedestrians, for example by discouraging cycling on pavements, would recommend projects.
 - j) Secure cycle parking and good information should be provided at key destinations on the pedalways.
12. The Department for Transport will inform the cities whether their applications have been successful in March 2015. If our application is successful design work is likely to start in April 2015 with construction from January 2016, with completion in March 2018.

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:	14 January 2015
Head of service:	Andy Watt, Head of City Development
Report subject:	Norwich Cycling Ambition
Date assessed:	5 January 2015
Description:	To seek approval to submit an application to the Department for Transport to its cycle city ambition programme.

	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"/>	If the application is successful money that is already committed to projects that will benefit cyclists would be used to help secure around £9.1m from central government.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cycling infrastructure will be created that enables development to occur in a way that minimises the effect on the environment; connects people to job opportunities and boosts patronage of businesses along the cycle route.
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People in relatively deprived parts of the city will be given an affordable route to get conveniently to work.
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"/>	

	Impact			
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cyclists provide natural surveillance of areas through which they pass. Cycle routes would be lit to minimise that threat of crime to cyclists.
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"/>	The projects would boost cycling levels making people healthier and improving the quality of the local environment by reducing car use.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cycling is an affordable way of undertaking utility and recreational journeys.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It fulfils policies in the Norwich Area Transport Strategy.
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project aims to improve the aesthetic and landscape quality of the areas through which it passes, for example by planting trees.

	Impact			
Waste minimisation & resource use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cycling uses less energy than motoring.
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Promoting cycling over car use is beneficial for the built and natural environment because it reduces pollution.
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"/>	Promoting cycling over car use reduces carbon emissions.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The application will be subjected to a risk analysis.

Recommendations from impact assessment

Positive

There are numerous positive attributes. The scale of the benefit will depend on the detailed design and implementation of the projects that would be funded through the Cycle City Ambition Grant.

Negative

There are no negative attributes that need to be mitigated.

Neutral
Issues

Report to	Cabinet	Item
	14 January 2014	
Report of	Executive head of strategy, people and neighbourhoods	9
Subject	Award of contract for the provision of a rough sleeper outreach service.	

KEY DECISION

Purpose

To consider the procurement process for the contract relating to the provision of a rough sleeper outreach service.

Recommendation

To award a contract for the provision of a rough sleeper outreach service to St Martins Housing Trust for a period of up to 3 years from 01 April 2015.

Corporate and service priorities

This report helps to meet the corporate priorities “Decent housing for all”, “A safe & clean city” and “Value for money services.”

Financial implications

The financial consequences of this report are awarding a contract the value of which is £274,950.00 over the three year term. The funding of this service is drawn down from the preventing homelessness grant fund. This represents a £13k reduction from the current contract price.

Ward/s: All wards

Cabinet member: Councillor Bremner – Housing

Contact officers

Russell O’Keefe, executive head of strategy, people and neighbourhoods	01603 212908
Tracy John, head of housing	01603 212939
Chris Hancock, housing strategy officer	01603 212852
Gillian Newton, contract officer	01603 212169

Background documents

None

Report

Background

1. Under the current system of central government funding, each year the Department for Communities and Local Government allocates a specific sum of money to local authorities to assist in delivery of their statutory and discretionary homelessness functions. This grant is used as the authority sees fit in order to deliver services to people who are homeless, or at risk of homelessness. In addition, Section 180 of the Housing Act 1996 gives local authorities the power to give monetary assistance to voluntary organisations concerned with homelessness or matters relating to homelessness.
2. On 8 February 2012 cabinet agreed to the award of the Norwich Rough Sleeper Outreach Service contract to St Martins Housing Trust for a period of three years. The value of this current three year contract is £287,949.96.
3. This current contract is due to expire 31 March 2015 and an award of a contract to enable the service to continue is required.
4. The current service employs 3 full-time members of staff. Transfer of Undertakings (Protection of Employment) (TUPE) regulations do not apply as the recommendation is to award the contract to the incumbent supplier.
5. Having regard to the *Changing pace council blueprint*, a number of options have been considered regarding the future provision of this service.

Scope of the service

6. The rough sleeper outreach service is intended to provide individuals aged 16 years or above, who are living rough and on the streets, with the necessary support to get them off of the streets and into suitable accommodation.
7. The main focus of this service is to prevent people becoming entrenched in rough sleeping. Where individuals find themselves living on the streets, this service will provide a timely response to prevent the person from spending another night without a roof over their head. The current provider of this service saw 230 people rough sleeping on the streets of Norwich in 2013-14.
8. If the service were not provided then there will be significantly higher risk of:
 - Increased numbers of entrenched rough sleepers
 - Increased incidents of anti-social behaviour including: street drinking, begging, theft and vandalism
 - Increased likelihood of winter deaths amongst the rough sleeping population
 - A negative effect on business and tourism in the city
 - Negative press from the local media and voluntary agencies because of increased rough sleeping on the streets
 - Pressure from central government to do something about the increasing rough sleeping issue

Procurement process

9. An open competitive tendering process was used identify a suitable supplier to provide the service.
10. A contract notice was placed on the council's e-procurement website and on the Contracts Finder national portal.
11. Six suppliers expressed an interest in the opportunity. One tender return was received from the incumbent supplier.
12. Evaluation of the tender revealed that the St Martins Housing Trust provided comprehensive evidence of being able to successfully deliver the required outcomes contained within the service specification.
13. St Martins Housing Trust currently provide this service for the council and deliver it to a very high standard, they employ well trained / knowledgeable staff who understand the needs of people who find themselves homeless and on the streets. They deliver the service both efficiently and effectively, collaborate well with council officers and have offered a saving on the price currently being paid. They are a local based charity whose aim is to 'provide food, shelter and accommodation in the county of Norfolk for poor people having no other residence or the place to sleep'.
14. Following on from the evaluation the decision by the panel is to recommend that St Martins Housing trust be awarded the contract for the Norwich Rough Sleeper Outreach service.

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:	14 January 2015
Head of service:	Tracy John
Report subject:	Award of the contract relating to the provision a rough sleeper outreach service.
Date assessed:	5 January 2015
Description:	To advise cabinet of the procurement process for the contract relating to the provision a rough sleeper outreach service.

	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"/>	This procurement process will ensure that the Council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This option helps to reduce the number of people who would need to come into contact with our housing options service.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The recommended option will not impact on our ICT systems.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This service helps people off the streets and offers signposting to the right agencies where any safeguarding issue arises.
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This service helps people off the streets so there will be a decrease in the number incidents of anti-social behaviour including: street drinking, begging, theft and vandalism
Human Rights Act 1998	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This service will help prevent unnecessary suffering.
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This service helps people off the streets and increases their levels of health and well being.

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

Recommendations from impact assessment
Positive
Value for money Other depts. & services Safeguarding children and adults S17 crime and disorder act 1998 Human Rights act 1998 Health and well being
Negative
None
Neutral
N/A
Issues
None

Report to Cabinet
14 January 2015
Report of Head of city development
Subject Bowthorpe Threescore Phase 2

Item

10

KEY DECISION

Purpose

To agree to submit a planning application for Threescore phase 2 and to commence a procurement process to procure a contractor to construct the development

Recommendation:

To agree:

1. To submit a reserved matters planning application for the development and delegate approval of the final scheme for submission to the executive head of regeneration and development in consultation with the Leader of the council;
2. To agree to levy a management fee to cover the ongoing maintenance of the open space within the development;
3. Approve the inclusion of the Threescore phase 2 project in the draft 2015-16 capital programme

Financial Implications:

£548,000 is already included in the 2014-15 capital programme. It is forecast to be fully spent. £4,698,451 will need to be included the 2015-16 capital programme (housing and non- housing) to enable the development to progress. The scheme is forecast to deliver a positive cash flow after 2015-16.

Ward/s: Bowthorpe

Cabinet member: Councillor Arthur- Leader.

Contact officers

Gwyn Jones

01603 212364

Background documents

None

Report

Background

Norwich and HCA Strategic Partnership

1. In September 2009 the council entered into a collaboration and investment agreement with the Homes and Communities Agency (HCA). This established a long term partnership between the council and HCA and brought a total of £8m investment from HCA to Norwich.
2. £2.5m of the total £8m HCA investment was earmarked as “Bowthorpe funding” in order to cover the cost of the professional fees and enabling infrastructure for the Threescore site.
3. The site at Threescore is the last remaining land parcel to be developed as part of the Bowthorpe area. The area of approximately 32 ha (79 acres) is owned by the council and outline planning permission was secured (in June 2013) for 1,000 homes (33% affordable), community facilities, a care home, together with open space.
4. The council has agreed to enter into a contract with Lafarge Tarmac for the construction of the road/ infrastructure to serve the whole development. Initial site clearance started in December 2014 and the project is due to be completed by autumn 2015.
5. Phase 1 of the development is the 172 housing with care and dementia care scheme being taken forward by Norsecare. Work has already started on site on this scheme and it is due to be completed in 2016.
6. In February 2014 Cabinet agreed to proceed with the development of phase 2 on a three stage basis. Stage 1 included:
 - a) Market analysis;
 - b) Development appraisal and feasibility;
 - c) Initial architectural and design services;
 - d) Development of a community engagement strategy ; and
 - e) Advice on the future management and maintenance of communal facilities and open space.
7. In September 2014, stage 1 was completed and cabinet resolved;
 - a) To proceed to Stage 2 of the development of phase 2 at Threescore;
 - b) To approve the concept plans to form the basis of pre-planning public consultation;
 - c) To agree to investigate further the option of a community trust to manage the open space and community facilities included on the Threescore development as a whole; and
 - d) That further reports be presented to Cabinet to seek approval to submit a planning application, to determine the precise mix of size type tenure and

environmental standards of the housing and the procurement method for this phase of the development

Progress on Stage 2

Planning application

8. Pre planning consultation on phase 2 has now been completed, following an event and exhibitions held at Clover Hill Village Hall and the Roy's store in November 2014. There was general support for the scheme and the main issues that arose related to car parking and open space. A number of design changes have been made to take account of the public's comments and concerns. Supporting documents to accompany the planning application are now being produced so that a reserved matters planning application may be submitted at the end of January 2015. In addition pre-commencement archaeological investigations have been commissioned.
9. The scheme now includes 174 units of which 112 are to Passivhaus standards. Of the 174 dwellings, 33% are planned to be affordable, with the intention that the council would manage the social rent units. Copies of the latest plans are included in Appendix 1. The housing mix currently proposed is as follows:
 - 2 x studio flats
 - 32 x 1 bed flats
 - 18 x 2 bed flats
 - 47 x 2 bed houses
 - 50 x 3 bed houses
 - 20 x 4 bed houses
 - 5 x 5 bed houses
10. The scheme is intended to be "tenure blind", however for planning purposes the dwellings proposed as affordable units will be identified. This is to demonstrate compliance with the policy for 33% affordable housing and show an appropriate mix of sizes and types of units. It is also needed to demonstrate compliance with the policy for at least 10% energy within the scheme to come from renewable sources. It is proposed to include solar PV on the affordable homes as this will provide a more straight forward contractual arrangement with a supplier plus it will reduce the energy bills for council tenants yet further. The panels will not be visible from the street as the design includes a roof parapet.
11. The HCA's design advisor has been consulted on the scheme and has provided very positive feedback. His comments will be addressed before the plans are finalised and submitted. In addition some further detailed comments, made by the Strategic Board of the Norwich and HCA Strategic Partnership, are now being taken on board. As further final changes to the design and composition of the scheme will need to be made it is suggested that the approval of the planning submission should be delegated to the executive head of regeneration and development in consultation with the Leader of the council.

12. There is a pre-commencement planning condition attached to the outline approval which requires a landscape management plan and schedule of maintenance operations for all green infrastructure to be submitted to and approved by the local planning authority. The Council therefore needs to resolve how to fund the maintenance of the public open space/ community facilities.
13. This aspect was considered by the Strategic Board of the Norwich and HCA Strategic Partnership. The Board recommended raising a management fee on each of the properties to cover the ongoing maintenance costs. A fee of £100 p.a. would generate a sum of £17,500 to cover the ongoing maintenance of open space. Some initial modelling has been carried out and this is considered more than adequate to cover the ongoing maintenance costs.
14. Some work on the option of setting up a community trust to manage the open space has been carried out. A full options appraisal will now be prepared to test out the benefits/ dis-benefits of such an approach (possibly as part of a housing company- see section 19 below) compared with the management of open space by the council.

Procurement

15. The procurement options for the construction contract have been considered by the Norwich and HCA Strategic Partnership Board. This included the type of contract and the route to procurement. The benefits/ dis-benefits of a design and build or construction only contract were considered. Use of a framework agreement or full OJEU process, were also discussed.
16. For Passivhaus projects, a design and build contract is favoured. Having the contractor and sub-contractors on board early as part of the design process is likely to enhance the design and build ability of the project. It is also likely to lead to some value engineering and cost reduction.
17. Some testing of the level of interest from contractors on the Norfolk County Council framework agreement was undertaken and 4 expressions of interest were received. This avoids a full OJEU process so is quicker and provides opportunities for local contractors but may not provide sufficient competition to demonstrate best value or provide sufficient expertise in new construction techniques and technologies. A Passivhaus panel is in the process of being established however this is unlikely to be in place before April 2015 and will have been untested.
18. Whilst a full OJEU process could take till June 2015 to compete (if commenced in January 2015), it will provide opportunities for a wider range of tenders from contractors with relevant Passivhaus expertise, is likely to lead to drive efficiencies and result in best value.
19. It is likely that the council will need to set a company to hold and rent any private rent properties and market and sell the private housing for sale. Work on the establishment of a company is underway and a full report will be brought to Cabinet shortly for a decision.
20. To avoid delaying the procurement, it is suggested that the process should allow for either the council or a company to act as client for the construction contract. The Norfolk Framework was set up for use by local authorities so may not be available for use by a company. This further underlines the recommendation to follow a full OJEU process for the procurement.

Next steps

21. The programme proposes the following next steps:

- Submission of reserved matters planning application – end of January /early February 2015
- Commencement of tender process – January 2015
- Determination of planning application – early May 2015
- Selection of contractor – summer 2015
- Start on site – Autumn 2015
- Completion of phase 2 – 2018/9 (based on a 2-3 year build programme)



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:	14 January 2015
Head of service:	Andy Watt
Report subject:	Bowthorpe Phase 2
Date assessed:	22 December 2014
Description:	To agree to submit a planning application for Three score phase 2 and to commence a procurement process to procure a contractor to construct the development.

	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 proposal will generate a return to recover the cost of investing in the road/ infrastructure to serve the whole development and for future reinvestment for the Norwich and HCA strategic partnership.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project will create construction jobs through the contracts which will be linked to Building Futures in Norwich project.
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provision of affordable housin
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"/>	

	Impact			
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through the provision of high quality new homes with good quality open space and well connected pedestrian/ cycle routes.
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phase 2 will help with integration with HWC facility
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowthorpe development provides effective pedestrian and cycle and public transport facilities.
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whilst loss of a greenfield site to development, Bowthorpe development will enhance the built and natural environment
Waste minimisation & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bowthorpe development will use resources and contribute to waste although this will be dealt with in a resource efficient manner
Pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Development will contribute to pollution
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Energy and climate change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bowthorpe development will impact on climate change however renewable sources of energy will be used in line with planning policy.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Developing the site will reduce the cost risk relating to financing infrastructure.

Recommendations from impact assessment
Positive
The development of the Threescore site will have a positive impact providing new homes and jobs and minimising the risk associated with financing the road and infrastructure
Negative
There will inevitably be environmental consequences associated with any development but the design standard of development will attempt to minimise this
Neutral

Issues

THREE SCORE MASTERPLAN | PHASE 2

NORWICH AND HCA
STRATEGIC BOARD MEETING
DECEMBER 2014



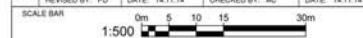


NOTES:

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D				Blocks updated and block C fate updated. Roads rationalised			
REVISED BY:	AC	DATE:	14.12.14	CHECKED BY:	AC	DATE:	14.12.14
C				Blocks updated and flat designs added			
REVISED BY:	AC	DATE:	08.12.14	CHECKED BY:	AC	DATE:	08.12.14
B				Block D updated			
REVISED BY:	JAPD	DATE:	04.12.14	CHECKED BY:	AC	DATE:	04.12.14
A				PARKING REVISED IN BLOCK C			
REVISED BY:	PD	DATE:	14.11.14	CHECKED BY:	AC	DATE:	14.11.14



PURPOSE OF ISSUE

FILE STATUS CODE

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Property Design and Management Services

CLIENT

Norwich City Housing

PROJECT

**Bowthorpe Housing
Three Score Masterplan
Phase 2**

TITLE

Proposed Site Plan

SCALES	DATE	DRAWN	CHECKED
1:500 @A1	November 2014	JAPD	AC
FILE / DRAWING NAME	PROJECT NO	DRAWING FIELD	UNIQUE NR
	15-1-1086	NPS-DR-A	010
REV CODE	D		

Landscaping Proposals




The Greenway plan



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-  Allocated parking
-  Unallocated on street parking
-  Curtilage/ garage parking

D				Blocks updated and block C fate updated. Roads rationalised			
REVISOR:	AC	DATE:	14.12.14	CHECKED BY:	AC	DATE:	14.12.14
C				Blocks updated and flat designs added			
REVISOR:	AC	DATE:	08.12.14	CHECKED BY:	AC	DATE:	08.12.14
B				Block D updated			
REVISOR:	JAPD	DATE:	04.12.14	CHECKED BY:	AC	DATE:	04.12.14
A				PARKING REVISED IN BLOCK C			
REVISOR:	PD	DATE:	14.11.14	CHECKED BY:	AC	DATE:	14.11.14
SCALE BAR							
1:500							

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Property Design and Management Services

CLIENT
Norwich City Housing

PROJECT Bowthorpe Housing Three Score Masterplan Phase 2			
TITLE Proposed Site Plan Parking Strategy			
SCALES	DATE	DRAWN	CHECKED
1:500 @A1	November 2014	JAPD	AC
FILE / DRAWING NAME	PROJECT NO	DRAWING FILE NO	UNIQUE NR
151-1086	NPS-DR-A	010	D

Street Elevations and Plan The Greenway



The proposed greenway pedestrian and cycle route that works its way north to south will sit at the heart of the new development.

To the north it will connect with the existing community, and as it moves south will take in views of the care village main entrance with its civic design and triangular community garden before connecting with the cycle path behind the care village, existing tree belt and sustainable water feature which will sit along the southern boundary of the site.

Pedestrian and cycle activities will be focused along this link and in response to this the built form and street scape will offer a great variety of building treatments and landscape activities, giving the feeling of a more organic and individual street experience. This along with deep front gardens which homeowners can make their own and a variety of landscape spaces will make The Greenway the social focus of the development.

Pedestrians and cyclists will be given priority along the majority of the link by using shared surfaces without defined pavements.

Parking will be on street.



Street Elevations and Plan Urban Edge



Housing mix

- 175 houses which vary in size from one bedroom flats up to five bedroom houses. These type and number of homes have been identified by using local housing needs surveys and detailed market analysis.
- A mixture of private homes for sale and rent, plus affordable housing.
- Homes will be designed in accordance with the Norwich City Council Design Standards 2014.
- The mix of housing and flats have changed slightly from the first consultation proposals to reflect the local need in the area.
- This change has seen a small increase in 1 bedroom flats and 2 bedroom houses.

The western edge of the site addresses the avenue which will provide the main vehicle entrance to the site and future development areas of the Three Score development.

Traffic movements will be more frequent along the avenue and this, along with the wide green space identified to the north, mean that a more robust elevation response is proposed.

Roof lines will be flat, and opposite the future green space, four-storey flats and three-storey townhouses have roof gardens.

There are smaller front gardens along the avenue, with front doors opening directly onto the pavement and homezone areas.

