



*Castle House  
Great North Road  
Newark  
NG24 1BY*

*Tel: 01636 650000*  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Monday, 16 September 2024**

**Chair: Councillor P Peacock**

**Members of the Cabinet:**

**Councillor R Cozens  
Councillor S Crosby  
Councillor L Brazier  
Councillor E Oldham**

**Councillor C Penny  
Councillor P Taylor  
Councillor R Holloway**

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Tuesday, 24 September 2024 at 6.00 pm
<b>VENUE:</b>	Civic Suite, Castle House, Great North Road, Newark, NG24 1BY

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Nigel Hill on [nigel.hill@newark-sherwooddc.gov.uk](mailto:nigel.hill@newark-sherwooddc.gov.uk) 01636  
655243.

## AGENDA

	<u>Page Nos.</u>
1. Notification to those present that the meeting will be recorded and streamed online	
2. Apologies for Absence	
3. Declarations of Interest from Members and Officers	
4. Minutes from the previous meeting held on 10 September 2024	4 - 7
5. Chair's Update	Verbal Report
<b>Housing Portfolio</b>	
6. Private Sector Housing Grant Amendments (Key Decision)	8 - 35
<b>Health, Well-being and Leisure Portfolio</b>	
7. Newark & Sherwood Health and Wellbeing Strategy 2022 - 2026 - Year 2 Outturn Report	36 - 53
<b>Biodiversity and Environmental Services Portfolio</b>	
8. Proposal to Adopt the Land and Ongoing Maintenance of the Middlebeck Phase One Development (Key Decision)	54 - 59
<b>Strategy, Performance &amp; Finance Portfolio</b>	
9. Corporate Annual Budget Strategy for 2025/26	60 - 85
10. Commercial Plan Update	86 - 96
11. Annual Review of Exempt Items	97 - 99
<b>Sustainable Economic Development Portfolio</b>	
12. Newark Towns Fund Update (Key Decision)	100 - 103
13. Transfer of Section 106 Open Space - Off Site Sports Contribution to Ollerton Town Football Club	104 - 106
<b>Public Protection and Community Relations Portfolio</b>	
14. Exclusion of the Press and Public	
None.	

# Agenda Item 4

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 10 September 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,  
Councillor E Oldham, Councillor C Penny, Councillor P Taylor and  
Councillor R Holloway

ALSO IN ATTENDANCE: Councillor P Rainbow

APOLOGIES FOR  
ABSENCE:

170 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Leader advised that the proceedings were being audio recorded and live streamed by the Council.

171 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

172 MINUTES FROM THE PREVIOUS MEETING 23 JULY 2024

The minutes from the meeting held on 23 July 2024 were agreed as a correct record and signed by the Chair.

173 CHAIR'S UPDATE

The Leader welcomed Councillor Claire Penny as the new Portfolio Holder for Sustainable Economic Development and thanked Councillor Keith Melton for the work he had undertaken as Portfolio Holder for Climate Change. The Leader advised that whilst the Portfolio for Climate Change was no longer an individual portfolio, the issue of climate change would be a focus for all Portfolio Holders.

174 PROJECTED GENERAL FUND AND HOUSING REVENUE ACCOUNT REVENUE AND CAPITAL OUTTURN REPORT TO 31 MARCH 2025 AS AT 30 JUNE 2024

The Business Manager – Financial Services, presented a report which set out the forecast outturn position for the 2024/25 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets, which detailed performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

The report detailed a summary of actual income and expenditure compared to the revised budget and how any surpluses or deficits have been allocated to/from reserves. Members considered the report and welcomed the Council's financial position, noting the variances due to vacancies and the forecast management fee for Active4Today which had been reduced due to utility costs which had reduced. In response to a question, the Business Manager for Housing Maintenance and Asset Management explained that all vacancies for in the Direct Labour Organisation were filled which would reduce the use of external contractors, however, it was likely to take some time to catch up with the back-log of works required.

AGREED (unanimously) that Cabinet:

- a) note the General Fund projected favourable outturn variance of £0.145m;
- b) note the Housing Revenue Account projected unfavourable outturn variance of £0.048m to the Major Repairs Reserve;
- c) approve the variations to the Capital Programme at Appendix C;
- d) approve the Capital Programme revised budget and financing of £63.232m; and
- e) note the Prudential indicators at Appendix F.

Reasons for Decision:

To consider the provisional 2023/24 financial outturn position on the Council's revenue and capital budgets.

Options considered:

Not applicable.

175 COMMUNITY PLAN PERFORMANCE FOR QUARTER 1 2024/25

The Transformation and Service Improvement Manager was in attendance to present the Community Plan Performance for Quarter 1 2024/25. The report and accompanying presentation highlighted customer feedback, various projects undertaken by Business Units across the Council, responsive repairs telephone calls, levels of occupation within the Newark Beacon site, and garden waste collection.

The Cabinet noted that a report to their next meeting would include more detail on the Council's oral health project and work to support oral health and access to dental care. Members also noted recent anti-social behaviour in the Bridge Ward which



Officers and Partners were working to address. The Portfolio Holder for Housing explained that complaints within housing were viewed as positive by the Housing Ombudsman as it provided assurance that Tenants had the confidence to complain safely and that their concerns would be addressed. The Portfolio Holder for Biodiversity and Environmental Services highlighted work undertaken by Business Units across the Council in relation to the environment and biodiversity.

AGREED (unanimously) that Cabinet:

- a) review the Community Plan Performance Report attached as **Appendix 1**;
- b) review the compliance report attached as **Appendix 2**; and
- c) consider the Council's performance against its objectives highlighting any areas of high performance and identifying areas for improvement.

Reasons for Decision:

Performance management is used to drive improvement by analysing data and progress against key activities as well as building a picture of the context of performance using district statistics, customer feedback and workforce information.

Options considered:

Not applicable.

176 HOUSING COMPLIANCE ASSURANCE REPORT QUARTER 1 2024/25

The Housing Maintenance and Asset Management was in attendance to present the position at the end of Quarter 1 – 2024/5 20 June which set out the Council's performance against the Council's legal and regulatory landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water as well as summarising details of the Council's housing stock. Damp and mould ratings and response levels were also detailed. The new format of reporting had been recommended by the Council's External Auditors. The Homes Standard had been replaced with the Safety and Quality Standard from 1 April 2024.

Gas servicing was now 98.5% compliant with 39 now outstanding, and two homes where the oil had not been serviced reduced from 8 last quarter. There were 27 properties without a EICR electrical certification of less than five years old, which was an improvement on last quarter performance of 39. There were two cases of hoist and stairlift inspection outstanding but both had appointments booked.

AGREED (unanimously) that Cabinet note:

- a) the exceptions to performance of the housing service compliance functions; and
- b) the new format for performance for Quarter 1 2024.25 onwards.

Reasons for Decision:

To enable the Cabinet to monitor performance and compliance relating to the Council's legal and regulatory landlord responsibilities for 27 building safety measures including fire protection, gas, asbestos, electrical and water.

Options considered:

Not applicable.

Meeting closed at 6.40 pm.

Chair



Report to: Cabinet Meeting: 24 September 2024  
 Portfolio Holder: Councillor Lee Brazier, Housing  
 Director Lead: Matthew Finch, Communities & Environment  
 Lead Officer: Jenny Walker, Business Manager – Public Protection, Ext: 5210

Report Summary	
<b>Type of Report</b>	Open report, key decision
<b>Report Title</b>	Private Sector Housing Grant Amendments
<b>Purpose of Report</b>	This report sets out the proposed amendments to the adopted standalone policy covering the administration and distribution of mandatory and discretionary Disabled Facilities Grants (DFG) and changes to the private sector housing Minor Works Grant (MWG) scheme.
<b>Recommendations</b>	<p>That Cabinet approve:</p> <ul style="list-style-type: none"> <li>a) the inclusion of the Armed Forces Covenant into the policy;</li> <li>b) the increase in the discretionary Disabled Facilities Grant funding from £20,000 to £30,000 to be funded through the Better Care Fund Allocation;</li> <li>c) the increase to the Minor Works Grant funding from £5,000 to £10,000 to be funded through the Better Care Fund Allocation;</li> <li>d) a review of the outcome of the amendments to the discretionary grant maximum amounts after 6 months of the policy update approval; and</li> <li>e) delegated authority to the Director – Communities * Environment, following consultation with the Portfolio Holder - Housing and the Leader of the Council to increase the discretionary grant by a further £10,000 without requiring a further report to the Cabinet, if considered appropriate, following the review.</li> </ul>
<b>Alternative Options Considered</b>	<p>Do nothing – this would not allow inclusion of the Armed Forces Covenant in line with other Council policies, limit the number of disabled facilities grants that can be approved due to maximum limits reached and prevent additional minor works to be completed.</p> <p>Consider differing funding limits – The proposed amended grant maximum have been based on the current costs of</p>

	adaptations that are being managed by the team. There will always be a few cases that will exceed any limit but these levels represent the majority of cases.
<b>Reason for Recommendations</b>	To ensure that the Council can continue to deliver necessary adaptations to enable residents to live independently at home for longer.

## **1.0 Background**

- 1.1 Disabled Facilities Grants are a mandatory grant and are designed to provide adaptations to the home to allow a disabled person to continue living in the community. These grants are subject to a means test and some applicants do have to pay a contribution towards the cost of the work. Referrals for these grants come from the Occupational Therapy teams of the County Council.
- 1.2 The Council adopted its standalone DFG policy in 2015 and this was further amended and updated in 2021 with the previous Committee approval. In addition to the DFG policy document Members also approved a small-scale Minor Works Grant scheme in 2017, the purpose being to support either DFG applicants or vulnerable households with essential repairs to their private properties by the provision of a limited grant offer. All councils are required to set out in writing what discretionary grants are provided and the conditions relating to them under the Regulatory Reform Order. What grants we choose to offer, the funding allocated to them and the process for administering is solely down to the authority to determine and operate.
- 1.3 This report seeks to gain approval for a number of amendments to both the DFG and MWG schemes which reflects feedback from service users and partner organisations over recent years, a recognition that building and labour costs have increased significantly since 2021, plus the Councils commitment to the Armed Forces Covenant and assisting ex-service personnel and their families.

## **2.0 Proposal/Details of Options Considered**

- 2.1 The revised policy does not differ fundamentally from the previous document but seeks to address the issues faced in delivering complex adaptations because of the significant increases in building costs experienced over recent years. **Appendix 1** provides the proposed revised policy will amendment proposals in red.
- 2.2 The principal proposal is to increase the maximum discretionary Top Up that the Council might offer to a DFG applicant. There has been no major national DFG review for some years and Government has provided no indication that it is their intention to increase the mandatory grant maximum (£30k), preferring to recognise the option of Councils to adopt local discretionary powers to reflect local issues. Although there is no legal requirement for a policy in relation to DFGs it is considered prudent and appropriate that such a policy should exist. This provides a transparency of approach to service users and they can clearly see the circumstances that might apply to their need. It also enables the Council to set out the circumstances under which it will provide discretionary grant assistance. Given this situation and the inability to fund high value schemes within current grant limits an increase in our discretionary offer is an appropriate response by the Authority.

- 2.3 Members will also be aware of the Council's commitment to supporting service personnel and their families by the adoption of the Arms Forces Covenant. Feedback from representatives of the armed forces and evidence of limited take-up of DFG from this group indicates that the means tested nature of the DFG scheme and the impact of armed forces specific pensions and compensation schemes is a potential barrier to DFG applications. In addition, the often relatively lengthy application process is seen a deterrent to application. The proposed policy changes seek to recognise these barriers and propose practical solutions to assist this specific group.

#### Minor Works Grant

- 2.4 The MWG was implemented in 2017 to offer support to DFG applicants who, in addition to essential adaptations, also required assistance in resolving significant disrepair problems. The grant was also available to those applicants who were accessing the Warms Homes on Prescription scheme for energy efficiency/heating upgrade schemes, for similar works, plus any particularly vulnerable households on low incomes that needed assistance toward essential repairs that represented a risk to their health. This grant was purposefully limited to a modest £5,000 as it was not intended to provide a comprehensive renovation scheme but provide targeted assistance in very specific circumstances.
- 2.5 The draft revised DFG Policy and MWG eligibility criteria are attached as Appendix One to this report (proposed amendments being highlighted in red). A commentary on the main points of change is also provided below.

#### Summary and Rational for the Proposed Changes

- 2.6 The following is a summary of the proposed amendments to the 2021 policy and a description of why these changes are proposed. All of the proposed amendments and increased will be financed through our Better Care Fund Allocation for Disabled Facilities Grants and will not impact our existing capital or revenue budgets and programmes:
- The current mandatory grant maximum of £30,000 has been fixed at this level since 2008 and this no longer reflects the costs associated with delivering the most complex and often expensive adaptations. As a result, in 2015 the Council adopted and implemented an effective discretionary 'Top Up' scheme which was further amended in 2021. The policy currently provides an additional £20,000 assistance over and above the mandatory £30,000 maximum.
  - The costs associated with this type of scheme, generally the construction of extensions, have risen significantly over recent years and when considering architectural costs and VAT (which the Council is not able to reclaim) the current arrangements are insufficient to fund such complex schemes, leaving grant applicants in the difficult position of being unable to progress their DFG. The policy seeks to increase the maximum level of discretionary grant to £30,000 that will enable these complex schemes to progress without the need to identify significant additional funding sources and avoid unnecessary delays in delivering essential adaptations. All the existing conditions regarding recovery of grant in the event of disposal of the property within 10 years will remain unchanged. Any discretionary grant offer will be secured as a Land Registry charge. The maximum award to any one scheme will be £60,000, made up of £30,000 mandatory DFG and £30,000 discretionary Top Up.

Subject to Committee approval of the revised policy it is proposed that the increased discretionary offer be made available retrospectively to all DFG schemes that have received formal approval but the agreed works have yet to start on site.

- A new Armed Forces grant will be implemented that although mirroring the DFG in terms of eligible works, conditions, and application process it will have an amended test of resources that will disregard armed forces personnel pensions and compensation schemes, thus lowering the likely contribution these applicants will be required to make. We will also commit to fast-tracking such applications wherever practicable. These changes will, we hope, make the grant process more attractive and simpler for this group and illustrate in real terms our commitment to the Covenant.
- Since its implementation in 2017 the MWG has proved an effective tool in assisting particularly vulnerable homeowners resolve serious and potentially harmful housing defects and ensuring that proposed adaptations or energy efficiency schemes are not delayed as a result. This scheme is currently limited to £5,000 maximum award and again the general and significant increase in building costs has begun to limit the scope of this scheme. In order to allow the maximum effectiveness of the grant it is proposed that the maximum award be increased to £10,000 thus ensuring the most common identified works (roof repairs, electrical installation defects, damp and mould issues etc.) can be easily accommodated within the scheme.

2.7 The previous DFG Policies have been considered at length by the Nottinghamshire DFG Consistency Group including NCC Occupational Therapy Services and a number of service users that have contributed to the work of the group. It should be noted that the proposed amendments have been shared with the group but given the differing financial pressures across the County it is unlikely that these changes, although supported, will be adopted unilaterally. Although our approach will result in some differences across the County the proposals will not in any way disadvantage the residents of Newark and Sherwood and will ensure best use of available resources.

### **3.0 Implications**

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Financial Implications (FIN24-25/2453)**

- 3.1 The funding for Disabled Facility Grants and Warm Homes on Prescription comes from the Better Care Fund, received via Nottinghamshire County Council annually.
- 3.2 The costs are fully funded, therefore there are no financial implications to the Council, however, the increases will increase the spend on the Better Care Funded schemes.
- 3.3 Since 2016/27 the income for the three projects described in the report has gone from £722,574 to £1,124,455 in 2023/24 which is a 56% increase.

3.4 Spend over the last three years has been between 58% and 77% (detailed below) of the available allocation for Mandatory and Discretionary DFGs and WHOP only, therefore it is considered that the funding available is sufficient to cover the increases.

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
BCF Allocation (DFG & WHOP only)	1,084,836	1,022,252	1,124,455
Spend	836,198.61	677,179.39	648,849.61
<b>% Spend</b>	<b>77.08%</b>	<b>66.24%</b>	<b>57.7%</b>

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

NEWARK AND SHERWOOD DISTRICT  
COUNCIL  
DISABLED FACILITIES GRANT  
POLICY DOCUMENT

Author:	Joint
Responsible Officer:	David Turton/Damian Wilkins
Date:	August 2024
Version:	1.0
Review Date:	tbc



**Contents**

	<b>PAGE</b>
<b>Policy Introduction</b>	<b>4</b>
<b>Part 1 Mandatory Disabled Facilities Grants</b>	<b>5</b>
<b>1.0 Introduction</b>	<b>5</b>
<b>2.0 Amount of Mandatory DFG</b>	<b>6</b>
<b>3.0 Repayment Conditions in Disposal</b>	<b>6</b>
<b>Part 2 Discretionary Grants</b>	<b>8</b>
<b>4.0 Introduction</b>	<b>8</b>
<b>5.0 Top-Up Grant to Mandatory schemes</b>	<b>8</b>
<b>6.0 Dual residency of a disabled child</b>	<b>9</b>
<b>7.0 Relocation Grant</b>	<b>10</b>
<b>8.0 Armed Forces Personnel, Veterans and Immediate Family Grant</b>	<b>11</b>
<b>Part 3 General Requirements &amp; Grant Conditions</b>	<b>12</b>
<b>9.0 Applications for grant</b>	<b>12</b>
<b>9.1 Definition of disabled person</b>	<b>12</b>
<b>9.2 Applicant’s criteria</b>	<b>13</b>
<b>10.0 Cost of Work</b>	<b>14</b>
<b>11.0 Means tested contributions/Successive Grants</b>	<b>14</b>
<b>12.0 Grant Approval</b>	<b>15</b>

<b>13.0</b>	<b>Completion of Work</b>	<b>16</b>
<b>14.0</b>	<b>Entitlement to grant ceases</b>	<b>16</b>
<b>15.0</b>	<b>Changes in circumstances</b>	<b>17</b>
<b>16.0</b>	<b>Cases where grant recalculated</b>	<b>17</b>
<b>17.0</b>	<b>Repayment in case of compensation</b>	<b>18</b>
<b>18.0</b>	<b>General Provisions</b>	<b>18</b>
<b>19.0</b>	<b>Deferring Grant Payment</b>	<b>18</b>
<b>20.0</b>	<b>Installation of Equipment and Maintenance</b>	<b>19</b>
<b>21.0</b>	<b>Contractual Relationships</b>	<b>19</b>
<b>22.0</b>	<b>Complaints</b>	<b>20</b>
<b>23.0</b>	<b>Policy Amendments</b>	<b>20</b>

## **POLICY INTRODUCTION**

This document sets out the way in which Newark and Sherwood District Council will provide Disabled Facilities Grants (DFG's) plus associated discretionary assistance for adaptations in the private residential sector and has been produced in collaboration with the District Councils of Nottinghamshire and Nottinghamshire County Council.

This document contains information on eligibility for grant assistance, conditions relating to applications, approval and payment of grant and other relevant conditions and requirements.

## PART 1 MANDATORY DISABLED FACILITIES GRANTS

### 1.0 Introduction

1.1 The Local Housing Authority, is under a statutory duty by virtue of the provisions of the Housing Grants, Construction and Regeneration Act 1996 (the Act) to provide Disabled Facilities Grants (DFGs) for private sector residential adaptations where the appropriate legislative conditions are met.

1.2 The purposes for which mandatory DFGs may be given are set out in section 23(1) of the 1996 Act and have subsequently been added to by The Disabled Facilities Grants (Maximum Amounts and Additional Purposes)(England) Order 2008. The following is a summary of the categories for which grant might be provided but more detailed information can be found in the Act and associated guidance – see the following link: <https://www.legislation.gov.uk/ukpga/1996/53/contents>. The Council will have regard to the Act and associated guidance in determining the eligibility of any works for DFG. The categories can be broadly summarised as follows:

- Facilitating Access – grant may be given for works to remove or overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling, access to the garden and enjoying use of the dwelling and facilities or amenities within it. This includes facilitating access to the principal family room.
- Making a Dwelling or Building Safe – grant may be given for certain adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with them. This may include the provision of lighting where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural problems.
- Access to a room usable for sleeping – grant may be given for the provision of a room usable for sleeping where adaptation of an existing room in a dwelling (upstairs or downstairs) or the access to that room is unsuitable. Where the disabled person shares a bedroom with a spouse or partner a grant may be given to provide a room of sufficient size so that normal sleeping arrangements can be maintained.
- Access to a bathroom – grant may be given for the provision of, or access to, a WC, washing, bathing and/or showering facilities and includes facilitating the use of such facilities.
- Facilitating preparation and cooking of food – grant may be given to re-arrange or enlarge a kitchen to improve the manoeuvrability for a wheelchair and to provide specially modified or designed storage units, work top area etc. Where most of the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen. However, it might be appropriate to carry out certain adaptations that enable the disabled person to perform minor functions in the kitchen, such as preparing light meals or hot drinks.

- Heating, lighting and power – a grant may be given to provide or improve the existing heating system in the dwelling to meet the disabled person’s needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating will only be considered where the well-being and mobility of the disabled person would otherwise be adversely affected. Provision is also made under this section for the adaptation of heating, lighting and power to make them suitable for use by the disabled person.
- Dependant Residents – grant may be given for works to enable a disabled occupant better access around the dwelling in order to care for another disabled person who normally resides there whether or not they are related to the disabled person. Such works could include adaptations to a part of the dwelling to which the disabled person would not normally need access, but which is used by the person to whom they are providing care and therefore it is reasonable for such works to be carried out.
- Common parts- grant may be given for works to facilitate access to a dwelling through common parts of a building.

1.3 Section 24 of the Act places a duty on housing authorities who are not themselves a social care authority, to consult the relevant social care authority on the adaptation needs of disabled people seeking help through DFG’s. Housing authorities themselves must decide what action to take on the basis of that advice and therefore the type of adaptations, if any, for which grant is approved. Any decision must be based on whether the proposed adaptations are necessary and appropriate to meet the needs of the disabled applicant and whether it is reasonable and practicable to carry out the relevant works having regard to the age and condition of the property.

1.4 The OT service will identify an applicant’s needs and make referrals to the relevant Housing Authority recommending work to be carried out and the Council in line with the previous paragraph will consider these. Any referral made by an independent OT will be considered in the same way and the Council will refer all relevant documentation to the Social Care Authority for comment in compliance with its statutory duty to consult.

1.5 Although the provision of mandatory DFG’s is covered by the Act and the Authority must comply with the legislation, this document sets out the policy that will be applied by the Authority in the provision of DFGs with regard to matters not covered by the legislation.

## **2.0 Amount of Mandatory DFG**

2.1 The maximum amount of mandatory grant that the Authority can pay for any single grant application is set by Order and is currently £30,000. This amount is reduced by any contribution assessed as payable by the grant applicant (see section 10.0 on the Test of Resources).

### **3.0 Mandatory DFG – Repayment Conditions on Disposal**

3.1 Grant repayment conditions run for a specific period following the completion of any mandatory grant that exceeds a grant total of £5,000. These conditions commence from the grants certified date i.e. the date at which the Authority has certified that the works have been carried out to its satisfaction, for a maximum of 10 years. The application of such conditions will apply only if the grant applicant has an owner's interest in the subject property. The maximum amount that the Authority can recover is £10,000.

3.2. The Authority has determined that it will require repayment by the applicant if –

- (i) the grant recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and
- (ii) the Authority having considered –
  - (a) the extent to which the grant recipient would suffer financial hardship were they required to repay all or any of the grant;
  - (b) whether the disposal of the premises is to enable the grant recipient to take up employment or to change the location of their employment;
  - (c) whether the disposal is made for reasons connected with the physical or mental health or well-being of the grant recipient or of a disabled occupant of the premises; and
  - (d) whether the disposal is made to enable the grant recipient to live with, or near, any person who is disabled or infirm and in need of care which the grant recipient is intending to provide or who is intending to provide care of which the grant recipient is in need by reason of disability or infirmity;

is satisfied that it is reasonable in all the circumstances to require the repayment.

3.3 If a grant recipient is of the opinion that any of the exemptions detailed above may be appropriate then they will be required to submit written representations to the Authority setting out their case in full.

3.4 If no exemption is deemed appropriate the eligible element of the grant that can be reclaimed following a disposal of the property will be recovered in full.

3.5 In all cases, before demanding repayment, the Council will consider the reasons for the sale/transfer of the property, and whether and to what extent the payee would suffer financial hardship if the grant had to be repaid; the Council will not demand repayment unless it is satisfied that it is reasonable in all circumstances to so.

- 3.6 This condition is a local land charge and is binding on any person who is for the time being an owner of the dwelling or building.

## **PART 2 - DISCRETIONARY GRANTS**

### **4.0 Introduction**

- 4.1 In addition to providing mandatory DFG's, the Authority has the power to offer discretionary financial assistance by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. Using these powers, the Authority has agreed to offer discretionary grant for private sector residential adaptations in certain specific circumstances. This section relates solely to discretionary grant assistance provided by the Council toward disabled adaptations or approved alternative schemes to meet the identified needs of the disabled applicant.

### **5.0 Top-Up to Mandatory Schemes + Repayment Conditions on Disposal**

- 5.1 Although the maximum amount of grant available for a mandatory DFG is currently £30,000, the Authority has agreed through this policy to potentially provide up to an additional **£30,000** as a discretionary top-up. Grant will be considered where circumstances are such that the cost of eligible work exceeds £30,000 (either as a result of unforeseen works post approval or the extent of the original work inclusive of an appropriate contingency sum, that is recommended to the Council). This type of assistance will only be offered as a top up for schemes that fall within the mandatory grant headings as previously described.
- 5.2 Any discretionary assistance awarded under this part will be given without prejudice and will have no regard to any agreed Nottinghamshire County Council funding or the ability of the applicant to self-fund the identified additional costs. Subject to this assessment any discretionary award will potentially make up the difference between the maximum grant and the cost of eligible works (up to a maximum of an additional **£30,000**). Any discretionary top-up may however be repayable on any subsequent disposal of the subject property and will be recorded as a land registry charge against the property.
- 5.3 If the subject property is disposed of within 10 years of the certified date the Authority may require repayment of all or a proportion of the grant following consideration of the reasons behind the disposal. The Authority will apply the same criteria as detailed in sections 3.2 to 3.4 (above) in determining if and how much of the grant will be repayable. All grant conditions will cease on expiry of the 10-year period from the certified date.
- 5.4 The award of any discretionary top-up will only be considered having regard to the amount of resources the Authority has at that time. If it does not have sufficient resources available to deal with other referrals that have been passed to the Authority by the Occupational Therapy Service at the time, the Authority reserves the right not to

approve any discretionary top-up. The Council will however consider the likely demand for discretionary assistance and where practicable build this into its financial planning and bidding process.

## **6.0 Dual residency of a disabled child**

- 6.1 In cases where families separate, and a court order or mediation agreement provides that residency of the subject disabled child is split between the mother and father (or other designated guardian) the Authority may consider the award of discretionary grant to one property. The proposed adaptations will only be considered for discretionary assistance if they fall within those headings applied to mandatory schemes and are determined to be necessary and appropriate and reasonable and practicable (see section 1.2).
- 6.2 Mandatory DFG can only be provided to the 'sole or main residence' of the disabled applicant and in circumstances covered by this section it is assumed that one party would apply for mandatory grant on the basis that the child occupies the subject property as their sole or main residence. The main residence will be determined by consideration of the applicant's particular circumstances including which party receives child benefit and the details of any court order or mediation agreement.
- 6.3 The Authority will consider the details of any court order or mediation agreement and specifically the allocation of time spent with each parent in determining eligibility for assistance. No specific percentage split is proposed by this policy as each case will be reviewed on its own merits. Factors to be considered include the specific details of any order, likely time to be spent at each property, whether the child will stay overnight at the subject property and for what period etc.
- 6.4 Any assistance provided under this heading will be determined and assessed using the mandatory DFG criteria and will be up to a maximum award of £30,000 and will not be subject to any form of means testing as per mandatory DFG applications for children/young persons. The grant will be recorded as a Land Registry charge against the property.
- 6.5 If the subject property is disposed of within 10 years of the certified date the Authority may require repayment of all or a proportion of the grant following consideration of the reasons behind the disposal. The Authority will apply the same criteria as detailed in sections 3.2 to 3.4 (above) in determining if and how much of the grant will be repayable. All grant conditions will cease on expiry of the 10-year period from the certified date.
- 6.6 Any discretionary award will only be considered having regard to the amount of resources the Authority has at the time. If the Authority does not have sufficient resources left to deal with other mandatory referrals that have been passed to the them by the Occupational Therapy Service at the time, the Council reserves the right not to approve any discretionary assistance. The Council will however consider the likely



demand for discretionary assistance and where practicable build this into its financial planning and bidding process.

## **7.0 Relocation Grant**

- 7.1 A relocation grant may be available to an applicant who owns or privately rents their property if adaptations to their current home through DFG are determined not to be feasible or reasonable and they are considering relocation to a property they intend to purchase or rent.
- 7.2 Applicants must be 18 or over on the date of application is made and, in the case of a disabled child, the parent(s) would make the application. Any application must be supported by a recommendation from the Nottinghamshire County Council's OT service or relevant Health or Social Services Care partner in the event of hospital discharge.
- 7.3 The Authority and the OT must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or are satisfied that it can adapted at a reasonable cost.
- 7.4 Applicants must be relocating within the Authority's boundary. Consideration may be given to a move within Nottinghamshire, but this would require the approval of the relevant district/borough council, whether or not adaptations are required and the scale of any adaptations before a relocation grant can be considered.
- 7.5 A grant of up to £5,000 may be made available towards specific relocation expenses, which includes estate agent fees, legal costs, removal costs and up to a 75% contribution toward cooker and/or fridge if built-in appliances are being left behind and none are, or have been fitted in the new property.
- 7.7 Applications must be submitted prior to the relocation as grants cannot be paid retrospectively. Assistance will not be given toward the purchase price of the new property.
- 7.8 The Authority will require quotations from independent contractors in compliance with the Authority's adopted procurement rules, that realistically reflect the cost of the works/service provided. In some circumstances, one estimate may be accepted if the Authority is satisfied that the cost is reasonable.
- 7.9 All applicants will be required to complete the move within 12 months from the date of approval of their application. Any payments made will be made either directly to the service/work provider or to the grant applicant. Valid invoices or receipt must be provided prior to payment.
- 7.10 If on sale of the applicant's existing property, a net equity of more than £20,000 is released, the Relocation Grant will only fund the physical removal costs. (Net equity refers to any equity released when the purchase price of the new property is less than the existing property's selling price).

- 7.11 If the move is aborted through the fault of the applicant then costs will not be paid, and any costs already paid will be reclaimed from the applicant. If the reason for the move failing is through no fault of the applicant, then the Authority will not recover the costs.
- 7.12 The new property must be the disabled person's main residence and no applicant will be awarded a Relocation Grant on more than one occasion.
- 7.13 The Relocation Grant scheme will be subject to the same Test of Resources as the mandatory Disabled Facilities Grant scheme unless the relocation is for a disabled child in which case no test will be applied.
- 7.14 Any Relocation Grant will be recorded as a Land Registry charge and will mirror those repayment conditions attached to mandatory DFG's that breach a £5,000 threshold (see section 3.2 to 3.4).

## **8.0 Armed Forces Personnel, Veterans, and Immediate Family Grant**

- 8.1. As a signatory to the Armed Forces Covenant, Newark and Sherwood District Council is committed to supporting both serving and veteran armed forces personnel in any way possible and this includes ensuring those personnel and their families who require adaptations receive appropriate and priority assistance. Historically few armed forces personnel, including veterans, progress through the DFG application process and this is often attributed to the timescales associated with assessment, application and approval process. In addition, the limited financial disregards for armed forces pensions and compensation schemes adversely influence contributions toward mandatory DFG. This discretionary grant recognises these barriers and provides solutions to prioritise armed forces personnel in the spirit of the Covenant. This grant will provide an alternative to a DFG and will not be offered in combination with a mandatory scheme. It does not however restrict or prohibit any individual's right to apply for a mandatory grant.
- 8.2. Eligibility for a grant will be limited to serving personnel and their co-habiting families plus veterans and their co-habiting families who do not live within a recognised Ministry of Defence base. This is on the basis that the MoD retains responsibility for adapting accommodation of those personnel who reside on base accommodation. Applicants for this grant will be required to provide suitable evidence of their armed forces status.
- 8.3 Any application for this discretionary grant will be restricted to those categories of eligible works defined for mandatory DFG as detailed in Section 1.2 of this policy. The scheme will not offer enhanced works so assessment by Occupational Therapy staff will mirror the current DFG process. Both NCC OT Services and Local Authority Grants Teams will **fast-track** any application to this scheme to ensure a rapid delivery of assessed adaptations. Any fast-track process will however consider any funding and staffing restrictions relevant at the time of application.
- 8.4 The grant will have an amended Test of Resources to remove some of the recognised limitations of the standard DFG Test and provide an enhanced offer to eligible applicants.

The subject means test will disregard in full the following pensions and compensation schemes:

- Armed Forces Pension scheme.
- Armed Forces Compensation Scheme – Guaranteed Income Payments.
- War Widow pensions.

All other earned and pension income plus eligible capital will be assessed as per the standard test of resources. Any grant offer will be calculated as per a standard DFG i.e. eligible costs less client assessed contribution using the revised Test of Resources. Competitive quotations for the eligible cost will be required as detailed elsewhere within this policy.

- 8.5. The maximum grant offer will mirror that of the mandatory DFG in force at the time of application (see Section 2.1) and grant recovery conditions will also mirror those associated with a mandatory DFG (see Section 3.0).

### **PART 3 - GENERAL REQUIREMENTS & GRANT CONDITIONS**

The following general requirements and conditions will apply to both mandatory DFGs and discretionary DFGs.

#### **9.0 APPLICATIONS FOR GRANT**

##### **9.1 Definition of disabled person**

9.1.1 For the purposes of the legislation relating to DFGs, a person is defined as being disabled if:

- their sight, hearing, or speech is substantially impaired,
- they have a mental disorder or impairment of any kind, or
- they are physically substantially disabled by illness, injury, impairment present since birth or otherwise.

9.1.2 A person aged 18 or over is taken to be disabled if:

- they are registered as a result of any arrangements made under the care act or any subsequent act, or
- they are a person for whose welfare arrangements have been made under that section or might be made under it.

9.1.3 A person aged under 18 is taken to be disabled if:

- they are registered in a register of disabled children maintained under the Children Act 1989 or any subsequent act, or

- in the opinion of the social services authority (Nottinghamshire County Council) they are a disabled child as defined for the purposes of Part III of the Children Act 1989.

## **9.2 Applicant's criteria**

9.2.1 The Authority cannot consider an application for a mandatory or discretionary DFG unless it is satisfied that;

- the applicant has or proposes to acquire, an owner's interest in every parcel of land on which the relevant works are to be carried out, or
- the applicant is a tenant of the dwelling where the relevant works are to be carried out.

### *Certificate required in case of owner's application*

9.2.2 An owner's application for a DFG must be accompanied by an owner's certificate which will certify that the applicant has or proposes to acquire an owner's interest and that they intend that the disabled occupant will live in the dwelling as their only or main residence throughout a period of five years following completion of the works.

### *Certificates required in case of tenant's applications*

9.2.3 A tenant's application for a DFG must be accompanied by a tenant's certificate which will certify that the application is a tenant's application and that the applicant intends that the disabled occupant (whether that is the applicant or someone in the applicant's household) will live in the dwelling as their only or main residence throughout a period of five years following completion of the works.

9.2.4 A tenant's application should be accompanied by an owner's certificate from the person who at the time of the application is the landlord under the tenancy. The Authority can waive this where it is not reasonable in the circumstances to request a certificate.

9.2.5 Private tenants must obtain their landlords written permission for the subject works before a DFG can be approved. Where a landlord withholds this permission for the works to be undertaken a grant cannot be approved. Any DFG approved would not normally include any element of reinstatement.

### *Occupiers and Consent Certificates (houseboats and park homes)*

9.2.6 Occupiers of houseboats and park homes must provide an 'occupiers certificate' certifying the intention of the disabled occupier to occupy the qualifying houseboat or park home as his only or main residence throughout the grant condition period (5 years from the certified date). Any such certificate must also be accompanied by a 'consent certificate' from each person who owns the mooring or land on which the houseboat or park home is stationed or who owns the houseboat or park home.

## **10.0 COST OF WORK**

- 10.1 The Authority uses public money to fund the provision of both mandatory and discretionary DFGs and as such it must take into account value for money.
- 10.2 When officers schedule the work to be carried out, they will ensure it meets the needs of the applicant but at the same time they will only prepare a basic specification. If grant applicants wish to have a higher or more complex specification that costs more, they will have to pay the difference themselves.
- 10.3 The applicant will be required to obtain quotations in compliance with Authority's adopted procurement rules for the cost of work (although the Authority will do this for applicants if they request us to do so- see section 20.1 below). The provision of stair lifts that fall within the scope of the Nottinghamshire Procurement Framework will however be exempt from this requirement. The grant will be approved on the basis of the cheapest quote unless there are extenuating circumstances. Where the applicant wants to use a contractor that will cost more than the quote that is deemed acceptable by the Authority, the applicant will have to pay the difference direct to the contractor. The Authority will notify the contractor that the client will have to make a contribution and advise them of the value of the contribution.
- 10.4 If a grant applicant has a preferred scheme of works that meets their assessed need to the same degree as the scheme proposed by Authority i.e. the provision of a ground floor extension in lieu of a vertical through floor lift installation, the Authority will part fund the preferred scheme to the same degree as the grant eligible works. Any extra over costs associated with the clients preferred scheme, including unforeseen works, architects' fees etc., must be met by the grant applicant. Evidence that sufficient funds are in place must be made available prior to works starting. The Occupational Therapy Service will be consulted to ensure that the applicants preferred scheme meets their assessed need in full.

## **11.0 MEANS TESTED CONTRIBUTIONS/SUCCESSIVE APPLICATIONS**

- 11.1 Applicants for DFG's will be required to complete a test of resources form (means test) to determine whether any contribution is to be paid towards the cost of works. The Authority will undertake such means tests in line with the prevailing statutory provisions in force at the point of application. At present parents of disabled children and young persons are not subject to a test of resources. In the majority of cases a Preliminary Test of Resources will be undertaken prior to the provision of an OT referral to provide the prospective applicant with an early indication of their likely contribution. Such preliminary tests will not be applied in urgent cases or where the OT is aware that the client is in receipt of a passport benefit. The recipient of a passport benefit (a number of means tested mainstream benefits) will automatically be assessed as having a NIL contribution toward any grant award and will receive full grant.

- 11.2 If an applicant has an assessed contribution toward any application any payment of this contribution is generally made to the scheme contractor on completion of the works. In certain circumstances the client may however be asked to pay this contribution in advance, to be held by the Local Authority until satisfactory completion of the works i.e. schemes within the Nottinghamshire Procurement Framework agreement for stair lift installations. If the level of contribution is high the Authority may require evidence that the applicants have the resources in place to fund their contribution and that they may wish to seek independent financial advice on how they might raise the necessary funds.
- 11.3 In circumstances where an applicant has a degenerative condition and where it is likely additional adaptations may be required over time it should be noted that there is no restriction on further grant applications at a later date. Any contribution paid by an applicant toward an initial application will be deducted from any future assessed contribution if the second application is made within a prescribed period (10 years for owner occupiers and 5 years for tenants).
- 11.4 This provision means that it may be in the interest of applicants to proceed with a grant application even if their assessed contribution is higher than the likely cost of works, leading to the award of a 'nil grant' approval. In such circumstances the applicant must proceed to complete the subject works to a satisfactory standard. If a second application is submitted within the prescribed period, the cost of the previously completed works will be deducted from any assessed contribution the applicant might have.

## **12.0 GRANT APPROVAL**

- 12.1 The Authority is required to approve or refuse the grant within 6 months of a valid grant application being made. A valid application is deemed to be made when the following documentation is submitted:
- A completed application form
  - The appropriate certification (see 7.2 above) together with proof of ownership or tenancy
  - The appropriate evidence of financial resources in order that the Council can undertake the Test of Resources
  - The appropriate number of quotes

The Authority is required to consult with and obtain confirmation from the OT Service that the works which are the subject of the application are necessary and appropriate to meet the needs of the disabled occupant.

- 12.2 Officers from the Authority will work with prospective grant applicants to ensure the appropriate documentation is in place to make a valid application.
- 12.3 The Authority will not usually approve an application for grant where the relevant work has already begun. It can approve however if it is satisfied that there were good

reasons for beginning the works before the application was approved. Any grant offer may be reduced to reflect the works undertaken prior to approval.

- 12.4 The Authority will not approve an application for a DFG if the relevant works have been completed.

### **13.0 COMPLETION OF WORK**

- 13.1 The legislation requires the Authority to pay the grant on condition that the work has been carried out to its satisfaction. It also states that it is able to pay the contractor direct where it has advised the grant applicant prior to the grant being approved that this would be the method of payment.

- 13.2 The Authority has resolved through this policy that other than in exceptional circumstances it will always pay the contractor direct and the grant applicant will be notified of this prior to the grant being approved.

- 13.3 The Authority will inspect the works once completed and if in their opinion the work has been done satisfactorily will pay the contractor direct to the value of the grant. Any other payments that the grant applicant is responsible for must be made by the applicant.

- 13.4 If there is a dispute between the grant applicant and the contractor and the Authority is satisfied that the work has been completed to a satisfactory standard, payment of any outstanding grant money will be made to the applicant and it will be the responsibility of the applicant to pay the contractor. If the Authority is not satisfied with the standard of work it will retain the grant money until such time as any works issues have been resolved at which point it will pay the contractor or if the applicant is still not satisfied, it will pay the applicant.

### **14.0 Entitlement to a grant ceases**

- 14.1 Where a grant applicant ceases to be entitled to a grant before completion of the works the legislation states that the Authority cannot pay any grant or any further instalments (as the case may be) after that date. If the grant applicant makes an owner's application, he ceases to be entitled to a grant when he ceases to have a qualifying owner's interest or ceases to have the intention specified in the owner's certificate which accompanied the grant application. If the grant applicant makes a tenant's application, he ceases to be entitled to a grant when he ceases to be a qualifying tenant of the dwelling or if the landlord ceases to have the intention specified in the owner's certificate submitted with the application.

- 14.2 The Authority has the right under the legislation to demand any instalment that has already been paid to be repaid forthwith together with interest from the date on which it was paid until repayment. The Authority will consider each case on its own merits in deciding whether to recover any such payments.

**15.0 Changes in circumstances**

15.1 In some cases there is a change in circumstances after the grant has been approved that affects the payment of grant. These circumstances (which are prescribed in the legislation) are;

- where the works cease to be necessary or appropriate to meet the needs of the disabled occupant;
- the disabled occupant ceases to occupy the dwelling; or
- the disabled occupant dies.

15.2 In such circumstances, the legislation states that the Authority can take such action as appears to be appropriate and may decide:

- that no grant shall be paid or as the case may be, no further instalments shall be paid;
- that the works or some of them should be completed and the grant or an appropriate proportion of it paid; or
- that the application should be redetermined in the light of the new circumstances.

15.3 The Authority has the right under the legislation to demand any instalment that has already been paid to be repaid to the Authority forthwith together with interest from the date on which it was paid until repayment. Each case will be considered on its own merits in deciding whether to recover any such payments.

**16.0 Cases in which grant may be recalculated, withheld or repaid**

16.1 The Authority is entitled to refuse to pay grant or any further instalment of grant which remains to be repaid or make a reduction in the amount of grant in the following circumstances:

- The Authority ascertains that the amount of grant was approved on the basis of inaccurate or incomplete information and exceeds that which the grant applicant was entitled,
- The Authority ascertain that without their knowledge the eligible works were started before the application was approved,
- The works are not completed within 12 months,
- The cost of works is less than the estimated expense upon which the grant was calculated,
- The work has been carried out by a contractor who was not one of the contractors who originally quoted for the work.

16.2 Where any of the above situations arise, the Authority can demand repayment by the applicant in whole or part, of the grant or any instalment of the grant paid together with interest from the date of payment until repayment. Each case will be considered on its own merits in deciding whether to recover any such payments.



**17.0 Repayment in case of compensation**

17.1 It is a condition of the grant that the applicant takes reasonable steps to pursue any relevant claim and to repay the grant so far as appropriate out of the proceeds of such a claim. A claim is:

- (i) an insurance claim or legal claim against another person in respect of damages to the premises to which the grant relates, or
- (ii) a legal claim for damages in which the cost of the works to premises to which the grant relates is a part of the claim, and a claim is a relevant claim to the extent that the works to make good the damage or the cost of which is claimed are works to which the grant relates.

17.2 In the event of a breach of this condition the applicant shall on demand pay to the Authority the amount of grant so far as relating to any such works together with compound interest from such date as may be determined, calculated at such reasonable rates as the Authority may determine.

17.3 The Authority may determine not to make such a demand or to demand a lesser amount. The assumption is that the amount will be demanded in full however on representations from the applicant, the Authority will consider each case on its own merits.

**18.0 General Provisions**

18.1 Where work has commenced but grant entitlement has ceased and where the Authority has decided that the works or some of them should be completed and the grant or an appropriate proportion of it paid the Authority will arrange to make good the work so that the property is safe, secure and water-tight.

18.2 This may not include carrying out such work as finishing internal surfaces and plumbing any new facilities (unless these are the only facilities in the property) for example. Any work over and above making the property safe, secure and water-tight would have to be paid for by the applicant or some other appropriate person.

**19.0 Deferring Grant Payment**

19.1 The Authority has the discretion to defer any payment of an approved grant for a period of up to twelve months from the date of grant approval. Any such decision must be set out within the grant approval notice.

## **20.0 INSTALLATION OF EQUIPMENT AND MAINTENANCE**

- 20.1 Equipment which can be installed and removed fairly easily with little or no structural modification will not be funded by either a mandatory DFG or discretionary grant. The cost of supplying such equipment will fall to Nottinghamshire County Council.
- 20.2 Typically the type of equipment that will be covered by a mandatory DFG includes (this is not an exhaustive list):
- Stair lifts
  - Ceiling track hoists (excluding slings)
  - Through floor lifts
  - Rise and fall showering tables that are electrically powered
  - Rise and fall baths that are electrically powered
  - Wash and dry toilets
- 20.3 Where the provision of equipment is to be funded by a mandatory DFG it is usually the responsibility of the applicant to take out the necessary insurances and maintenance agreements to ensure the equipment is properly maintained. However, the Authority will include within the grant the cost of a supplier's standard maintenance/service agreement to give cover for up to 5 years. This will exclude hoist installations where cover is arranged by Nottinghamshire County Council.
- 20.4 If a grant application is made for replacement of defective/obsolete equipment it will not be approved if it can be shown that the equipment can be repaired at a reasonable cost in comparison to renewal. In such cases the costs of the repairs will fall to the householder.

## **21.0 CONTRACTUAL RELATIONSHIPS**

- 21.1 Following the referral from the Occupational Therapy Service at Nottinghamshire County Council, officers from the Authority will schedule the works that are required. The scheduled works will form the basis upon which contractors quote. As referred to above at paragraph 10.3 the grant applicant will need to obtain appropriate quotations however officers will source such quotes on behalf of the applicant if requested. The Authority reserves the right to recover their costs for this and associated services i.e. scheme design, producing plans and specification, release of interim payments, assistance with the completion of application forms etc.
- 21.2 Whilst work is being undertaken officers will wherever possible visit the property to ensure that the work is being undertaken as per specification and when the work is completed, the officer will carry out a final inspection to ensure it has been completed satisfactorily (see paragraph 13.3 above).
- 21.3 Grant applicants must be aware however that the Authority is in no way responsible for the work of the contractor and that there are no contractual obligations between the contractor and the Authority. The purpose of the final inspection is simply to confirm

that the works have been completed as per the scheme specification and therefore protect the public purse. All contractual relationships with respect to the carrying out of the work are between the grant applicant and the contractor.

- 21.4 If there is a dispute between the grant applicant and the contractor, the Authority will not be able to get involved unless by some act or default the Authority has caused the issue which has led to the dispute.

## **22.0 COMPLAINTS**

- 22.1 Where Applicants are dissatisfied with the service they have received (including where a grant has been refused), they should contact the Public Protection Business Manager at the main Council address. If the matter is not resolved to Applicants' satisfaction, they can make a formal complaint via the Authority's adopted Customer Comments procedure.

- 22.2 If after receiving the Authority's response the complainant is still dissatisfied, they can write to the Local Government and Social Care Ombudsman.

## **23.0 POLICY AMENDMENTS**

- 23.1 The Public Protection Business Manager has delegated authority to make minor policy amendments which do not affect the broad thrust of policy direction. Other changes must be approved by the appropriate Council Committee for Housing Strategy and Regeneration.

**The Integrated Independent Living Funding Model and Minor Works Grant.**

**Summary.**

This is a locally administered discretionary scheme aimed to ensure that clients who are undergoing a DFG or WHOP scheme can also have financial support to address serious housing disrepair. It is also available to homeowners who are vulnerable and are at serious risk of harm resulting from serious disrepair, within their property.

There is a 3 part test to determine eligibility for the grant:

- 1 They must meet the Financial Eligibility Criteria.
- 2 The disrepair being addressed must be Relevant Work.
- 3 The Client must have a relevant Vulnerability.

**Introduction.**

The Minor Works Grant is a discretionary scheme, not a mandatory grant with automatic eligibility criteria. It is meant to have a degree of flexibility because the people that we assist come from such complicated situations. This said it has been agreed that if work needs to be carried out to enable either a DFG or a WHOP grant these cases will effectively allow someone to be passported into the scheme. The third route into the scheme is only available to people who pass the Financial Eligibility Test, have serious disrepair ( Cat 1 or high scoring Cat 2)that require Relevant Work to be carried out and are vulnerable or suffering a serious or long term health condition, with the aim of making sure that they can continue to live safely in their home.

**Applications associated with a WHOP or DFG scheme.**

All the referrals that come from the WHOP scheme won't need any financial, health or assessment of vulnerability because we have already determined that as applicants they are "vulnerable" by way of fuel poverty and have passed a financial test. Similarly anyone being offered a DFG won't need any financial, health or assessment of vulnerability because their disability evidences a long term health condition and they have also been Means tested.

**Applications Associated with LMAPS.**

Anyone referred through LMAPS will have met the vulnerability criteria. The LMAPS Vulnerability Matrix is used by LMAPS when carrying out a Vulnerable Adult Risk Assessment. Those highlighted in yellow are pertinent to our private sector housing and health functions. Those in blue probably won't apply as often. If a person referred by LMAPS is not applying for WHOP or a DFG they will still have to pass the Financial Eligibility test , is very similar to the WHOP financial test. The Matrix is shown below.

**Independent or Officer Referrals.**

With regards to this final eligibility route, if a case has not gone through WHOP, DFG or LMAPS the following applies. Firstly a person will need to pass the financial eligibility test, secondly we need to show that the work required is to remedy serious disrepair scoring as a HHSRS Cat D or above, and thirdly that they are vulnerable or have a long term health condition, using the factors listed above. Often these referrals will be generated by officers from NSDC or by our partner agencies. In these instances we will already be aware of a person's circumstances and there will be other partner agencies who can confirm a person's vulnerability or health condition.

For example officers might observe the following circumstances:

- Fire Safety Risks
- Self neglect and Public Health Risks relating to hoarding or filthy homes
- Risk of homelessness

These are recognised factors of vulnerability on the LMAPS list.

The following steps will then be followed.

- 1 **Financial Eligibility:** Complete MEANS test or evidence receipt of Council Tax Support
- 2 **Relevant Work:** Officer completes an assessment stating that there is disrepair causing a Cat 1 or High Scoring Cat 2 hazard, with simple schedule of required works.
- 3 **Declaration of Vulnerability:**
  - Client self declares that they consider themselves to have a disability or long term physical or mental health condition
  - The Env Health Officer or Housing Officer makes a statement referring to circumstances based on vulnerabilities are already evidenced, such as hoarding, F & V, homelessness, this evidence will satisfy the vulnerability test. ( signed off later by Alan or myself)

If the officer has not witnessed this type of physical indication of vulnerability, the person will be asked to self-declare and provide either evidence that they are under continuing care of a health professional or a referee who could verify their other vulnerabilities: The following steps will then be followed.

- 1 **Financial Eligibility:** Complete MEANS test or evidence receipt of Council Tax Support
- 2 **Relevant Work:** Officer completes an assessment stating that there is disrepair causing a Cat 1 or High Scoring Cat 2 hazard, with simple schedule of required works.
- 3 **Declaration of Vulnerability:**
  - Client self declares that they consider themselves to have a disability or long term physical or mental health conditionOr
  - If with reference to the list shown ( LMAPS) the client consider themselves to have other vulnerabilities that seriously effects their health or housing situation the case will be passed to LMAPS for multi-agency support. The referral for the Minor Works Grant will be via LMAPS route and not lead by Env Health.

The referee will only be contacted if the officer is not satisfied that they have enough information to make an informed decision. It is recognised that this is a subjective assessment, based on the same vulnerability factors listed above for LMAPs. For these reasons an application that is not generated from LMAPS, DFG or WHOP will be signed off by either the Environmental Health and Licensing Manger or Public Health Business Unit Manager.

Factors Indicating a relevant vulnerability, taken from LMAPS.

Factors leading to the LMAPS referral (tick as applicable):			
<b>Has capacity?</b>		<b>Non-engagement</b>	
<b>Agency concerns: such as social services being unable to deliver home care</b>		<b>Public safety issues: such as hoarding</b>	<b>Risk of serious harm or death due to housing conditions, Cat D or above</b>
<b>Self-neglect, possible suffering from Diogenes can be associated with filthy living conditions</b>		<b>Fire safety concerns, including housing conditions</b>	<b>Serious or deteriorating health condition including mental health</b>
<b>Targeted by local community</b>		<b>Hate Crime,</b>	<b>CBOs/CPN</b>
<b>Risk of Homelessness, including living in an unfit house subject to a Prohibition Order</b>		<b>Self-Harm, included as an indication that someone is mentally vulnerable</b>	<b>Drugs and/or alcohol included as socially vulnerable</b>
<b>Sexual Violence</b>		<b>Begging</b>	<b>Street Drinking</b>
<b>Domestic Violence</b>		<b>ASB/Petty Crime</b>	<b>*Lack of support network inability to look after a house.</b>

If a person has a serious housing disrepair problem (Cat 1 or High Scoring Cat 2) and we are aware of any of the vulnerabilities shown in yellow above the person can apply for a Minor Works Grant. Vulnerabilities highlighted in Yellow can be substantiated by Environmental Health or Housing Services in partnership with agencies such as Social Services.

Vulnerabilities highlighted in Blue require a referral to LMAPS and will not be led by Environmental Health.



Report to: Cabinet Meeting: 24 September 2024  
 Portfolio Holder: Councillor Susan Crosby - Health, Wellbeing & Leisure  
 Director Lead: Suzanne Shead, Director - Health, Housing & Wellbeing  
 Lead Officer: Helen Ellison, Senior Health Improvement Officer, Ext. 5990

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Report Title</b>	Newark & Sherwood Health & Wellbeing Strategy 2022 - 2026 - Year Two Outturn Report
<b>Purpose of Report</b>	To provide a progress update on the Health & Wellbeing Strategy 2022 to 2026
<b>Recommendations</b>	That Cabinet note the work delivered to date in line with the Health & Wellbeing Strategy for 2022 to 2026
<b>Alternative Options Considered</b>	None, the Council had local priorities in respect of health and wellbeing
<b>Reason for Recommendations</b>	To share the progress made against the Health & Wellbeing Strategy for 2023-24

## 1.0 Background

1.1 Newark & Sherwood District Council approved its four-year Health & Wellbeing Strategy in November 2022. The Health & Wellbeing Strategy helps deliver against Objective 1 of the Council's Community Plan to 'Improve Health & Wellbeing' and aligns to Nottinghamshire County Council's Joint Health & Wellbeing Strategy, also produced every four years.

1.2 Nottinghamshire County Council has a statutory responsibility to produce a joint Health & Wellbeing Strategy. Newark & Sherwood's Health & Wellbeing Strategy reflects the priorities at a county level whilst also setting out our priorities locally. Newark & Sherwood's six priorities are:

- i. Improving Healthy Lifestyles
- ii. Tackling Physical Inactivity
- iii. Addressing the needs of an aging population
- iv. Improving housing and the environment
- v. Ensuring the best start
- vi. Recognising Mental health

- 1.3 **Appendix A** provides a detailed midterm update on the strategy at year two.
- 1.4 Partnership working to deliver health improvement can be complex with multiple layers of different organisations each working across different but overlapping geographies. As a delivery mechanism for the Newark & Sherwood strategy, a health improvement action plan (**Appendix B**) was created to provide an overview of the work specifically being delivered by the Newark & Sherwood Health Improvement Team either as business as usual or as part of a project/event delivery. It sets out how the work plan aligns to the six priority areas. An update against each area of work has been provided at appendix B.
- 1.5 Performance against the action plan is also reported quarterly to the Mid Notts Place Based Partnership Exec via the Place Team on how each of the objectives in the Place Plan are being delivered in Newark & Sherwood. Whereas the Joint Health & Wellbeing Strategy is a county level strategy, the Place Based Partnerships Place Plan is across Mid Notts. The quarterly returns are then used to create a Mid Notts report to the Health & Wellbeing Board which the Health, Wellbeing & Leisure Portfolio Holder attends.

## **2.0 Proposal/Details of Options Considered**

- 2.1 To note the work to date of the Health Improvement Team in response to delivering the Council's Health & Wellbeing Strategy 2022-2026.
- 2.2 To note the additional reporting mechanisms in place to ensure partnership working is successful against both the County Council's Joint Health & Wellbeing Strategy and the Place Based Partnership Place Plan.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **3.1 Financial Implications – FIN24-25/3124**

There is current revenue budget provision for staffing within the General Fund, related to the teams delivering the Health & Wellbeing strategy. As such, there are currently no financial implications associated with this report. Any specific projects arising from the strategy will need to have their individual financial implications considered as and when they are submitted for future approval.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



## Newark and Sherwood Health and Wellbeing Strategy 2022-2026 Year Two Out-Turn Report

### 1. *Purpose, values & objectives*

We developed our four-year health and wellbeing strategy in order to deliver objective 1 of our community plan 'Improve Health and Wellbeing', and to align to Nottinghamshire County's Council Joint Health and Wellbeing Strategy 2022 – 2026 that is produced every four years.

The fundamental purpose of the Newark and Sherwood Health and Wellbeing Strategy is to address health inequalities and the disparity in life expectancy throughout the district, in partnership with primary and secondary health, social care and the voluntary and community sector.

### 2. *Where are we? Reflections*

The Health Improvement Team sits within the Regeneration and Housing Strategy business unit working directly alongside the Community Development Team. Both teams have pooled resources together to tackle food insecurity and more recently support the challenges families face in the cost of living crisis. This has culminated in the recruitment of a two-year fixed term Food Co-ordinator to expand the work being delivered.

The Community Development Team have a place-based model with a specific officer responsible for their own locality. The CDO's are supporting the delivery of the Building Blocks for Health in two priority areas (Hawtonville and Ollerton) alongside CVS and Public Health to address health inequalities.

We have unfortunately seen an increase in suicides, from 10.4 per 100,000 to 11.4 per 100,000, it is important to note though that this data is a year behind so isn't a true reflection of the current situation we face in supporting people with their mental and emotional wellbeing. A real strength of the team has been to continue to build relationships, with the Senior Health Improvement Officer now included in Public Health Real Time Surveillance meetings alongside partners like the police and coroner when reviewing recent suicides. It allows us to provide hyperlocal information and insight to build a much clearer picture around individual cases in an appropriate time frame considering the lag in national data.

We have successfully expanded our Community Alcohol Partnerships (CAP) into Newark and Hawtonville, with three strong networks tackling underage drinking. Our work now includes Ollerton, Boughton and Edwinstowe (OBE), Clipstone and Forest Town and Newark including Hawtonville. Each CAP has created a partnership action plan that is driven by the district council.

Newark and Sherwood has been an active partner on NCC's Sustainable Food Network, supporting the creation of both the Food Charter and the first JSNA covering food insecurity. The team are collectively planning the county's first food summit in October and have submitted a Bronze application to be recognised as a Sustainable food places nationally with the creation of an action plan for the county.

Staff wellbeing remains a priority at Newark & Sherwood District Council. The introduction of 'Thrive at Work' assessment has provided the team with guidance on best practise within the work place on staff wellbeing. NSDC were recently awarded Foundation level certification and are now progressing

to bronze



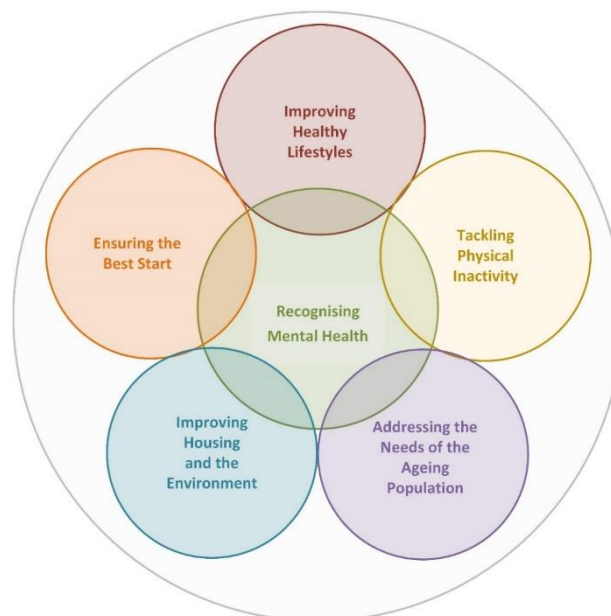
The 12-month pilot Barber’s project was launched in 2023, with an initial focus on raising awareness of prostate cancer. After a successful evaluation and by the request of the barbers across Newark & Sherwood, resources and support materials were extended to include men’s mental health. These resources have given local barbers the confidence and tools alongside free training to be able to support their clients.

Newark and Sherwood successfully received Carer Friendly Employer status in November 2023, we now have an active programme of support available for carers in the workplace and manager training.

### 3. **Health & Wellbeing Priorities**

Our six priorities (below) remain the same, with strong partnership networks created over the last two years that meet regularly.

**Health and Wellbeing Priorities for Newark and Sherwood**



- **Ensuring the Best Start** is chaired by The Family Hubs Manager, this group aligns directly to the Mid Notts Place Plan and Nottinghamshire’s Best Start Strategy. This partnership focus on conception up to 18 years (25 with SEN)
- **Improving Healthy Lifestyles** is chaired by Active 4 Today, this group aligns to the Mid Notts Place Plan via the Living Well and Health Inequalities ambitions.
- **Addressing the needs of an Ageing Population** is co-chaired by the Frailty lead for Mid Notts Place Team and the Senior Health Improvement Officer, the group aligns not only to the Mid Notts Place Plan but also to both the Newark and Sherwood Integrated Neighborhood Team (INT) whose focus is frailty.
- **Recognising Mental Health** is chaired by NSDC and brings all system partners together in creating the Prevention Concordat for Better Mental Health.



- **Move More N&S (Tackling Physical Inactivity)** is chaired by Active Notts with a tiered approach. A strategic leaders group sets the oversight and vision with 2 newly created partnerships with a focus on place, one with a focus on Newark and aligning to the place work in Hawtonville and one with a focus on Sherwood and aligning where possible to Levelling up and regeneration work.
- **Improving Housing and the Environment** – we are proposing to rename this group to ‘Housing, Health and Homelessness’ with a focus on bringing housing providers together, a focus on delivering the Homelessness Strategy and to merge with the interagency forum, avoiding duplicate meetings for partners. This group will be chaired by the District Council’s Homelessness Strategy and Safeguarding Officer.

**4. Mid Notts PBP Objectives**

Since our Health and Wellbeing Strategy was agreed the Mid Notts Place Team have adopted a new place plan, replacing their previous five objectives. The Place Plan aligns with our priorities of which we report on, on a quarterly basis. Within each themed area Mid Notts partners have collectively agreed ambitions and objectives. Below is an infographic that details the 5 themes with a broad objective.


**Vision**

“Working together to enable everyone across Ashfield, Mansfield, Newark and Sherwood to live healthier and happier lives, to prosper in their communities and remain independent throughout life”

**Ambitions**

1. Give every child the best chance of maximising their potential
2. Create healthy and sustainable places
3. Everyone can access the right support to improve their health
4. Keep our communities safe and healthy

**Themes and Objectives**

<p><b>Best Start</b></p> <p>Local prioritisation and co-ordination of the Nottinghamshire Best Start Strategy 2021-2025 (first 1,001 days from conception to 2 years) to ensure children have the best start in life and <b>improve mental health support</b> for young people (up to 19 years/ 25 years SEND) to help shape lifelong health and wellbeing outcomes.</p>	<p><b>Living Well</b></p> <p>Help people in our communities live healthier for longer through a focus on promoting <b>primary prevention</b>, responding as a partnership to the <b>cost-of-living crisis</b> and <b>transforming services</b>.</p> <p></p> <p>PBP Executives Recommended Priority Theme for 2024/25</p>	<p><b>Ageing Well</b></p> <p>Support our <b>older people</b> with underlying conditions to maintain their independence, using risk stratification and <b>multi-disciplinary personalised care</b> approaches, which also aims to <b>increase community connections</b>, activity and relationships.</p>	<p><b>Health Inequalities</b></p> <p>Address key <b>health inequalities</b> and equity of access through proactive population health management programmes (using the <b>Core20Plus5</b> framework for children and adults) prioritising geographical areas and population groups most in need and experiencing <b>severe multiple disadvantage</b>.</p>	<p><b>PBP Development</b></p> <p>Continue to enable our partnership to <b>mature</b>, embody our principles and values in the way we work together to deliver <b>integrated services</b> and achieve our vision for the population of Mid Nottinghamshire.</p>
--	---	---	--	--



## 5. Addressing our priorities

Partnership working to deliver health improvement can be complex with multiple layers of different organisations each working across different but overlapping geographies. As a delivery mechanism for the Newark and Sherwood strategy, a health improvement action plan (appendix A) was created to provide an overview of the work. For the purpose of the midterm report an additional column has been added to show progress against the variety of work the team undertakes.

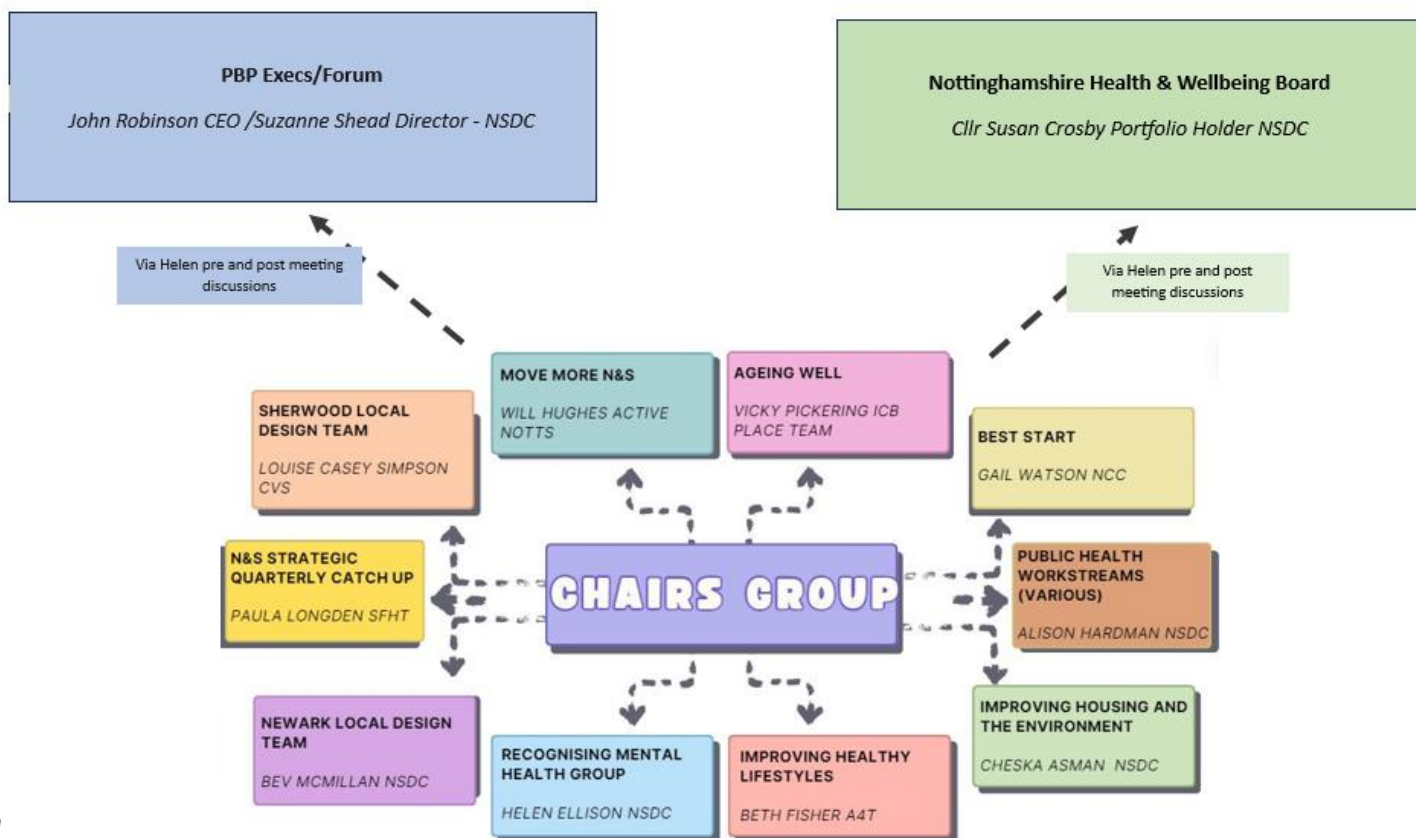
## 6. Measuring our success

National health data can often lag and where the team see increases in health issues or partners provide intel, the teams impact is measured through case studies, feedback and groups supported. A recent example of this is the support and funding given to local volunteers to create peer support groups specific to mental health, bereavement, and suicide.

Building on our previous successes the now over the last two years the team has increased from one full time officer to three full time officers with a broadening depth of work to address the needs of the communities we serve.

## 7. Governance

On reflection our Strategic Health Partnership didn't gain the support we required and have made the decision to create a district Health and Wellbeing Chairs group, this group will bring together lead officers of all local partnership/networks. This group will enable us to provide information and feedback to both the Health and Wellbeing Board and the Place Based Partnership Exec. It will strengthen our local voice, allow us to work better together and avoid duplication. The infographic below details which partners are involved.



## 8. *Future projects*

Sherwood Forest Hospital Trust and Macmillan are working to create a new Macmillan Information and Support Service in Newark to support cancer patients and their families. This service will be the first community based service in the country with the creation of not only information but support groups post diagnosis.

Introduction of two Integrated Neighbourhood Teams within primary care will commence summer 2024. The Sherwood Primary Care Network (PCN) will on frailty and with Newark Primary Care Network (PCN) focussing on Newark as place, with 2 smaller focus areas being frailty and smoking cessation.

Newark and Sherwood CVS will receive 2<sup>nd</sup> year Public Health funding in 2025 to expand the Investing in Communities work into Ollerton.

The Integrated Care Board will be rolling out the pilot Targeted Lung Health Checks across the Sherwood Primary Care Network area late 2024 with residents being invited to much needed Lung screening assessments. The pilot scheme will look to move into Newark from 2025.

A dedicated resource has been created within County Council's Public Health team to rollout Making Every Contact Count (MECC) to frontline officers including health and social care colleagues.

The recent Institute of Health Equity report on 'Englands widening health gap' highlighted 14 local authority areas that have seen significant increases in inequalities in female life expectancy. Newark and Sherwood were identified as one of those local authorities with the portfolio holder requesting support at the next Health and Wellbeing board in response to this.

Continue to build on the quarterly strategic joint working approach for health across both the Primary Care Networks and secondary care with Sherwood Forest Hospital Trust, with a focus on key priorities we share.

Continue to support and build on the success of the Newark and Sherwood Local Design Teams. These 100 day cycles focus on identifying gaps in local communities and create projects across the system to address health inequalities as place based approach.





Health Improvement Action Plan 2022-2026

Activity	Timescale	23/24 progress to date	Lead Officer	Objective
Family Hubs	Enabling and connecting ensuring NSDC are represented Commenced 2022 Launches 01/06/2024	The Family Hub in Hawtonville will launch in July 24 pushed back due to the general election.	HE	Support rollout of pilot hub in Newark at Hawtonville Childrens centre and support creation of virtual hub via the Families Information Service.
Breast Feeding Friendly Award Scheme	Direct delivery - BAU ongoing	Cleansing of the database has taken place, there are currently 32 venues accredited with work continuing the support the scheme and train staff.	AH	Increase breastfeeding rates through supporting venues to be a welcoming place to breastfeed. Supporting mums to breastfeed for as long as possible.
Sustainable Food Places and Nottinghamshire Food Charter	BAU but specific events and projects as part of the action plan	A range of activities have taken place over the last 2 years including support to sustain Food Clubs, community growing projects, cookery courses, emergency funding to support families living in food poverty. A Food Co-ordinator has now been recruited to drive this work forward expanding on the successes to date and supporting partners to deliver more. NSDC officers have supported the submission of the countys sustainable food places bronze application and are supporting the organisation of the first food summit in October	HE/AH/JP/SS	Action plan to deliver aims and ambitions around sustainable food linked to Nottinghamshires Food Charter ( <i>Appendix A</i> ) and the Sustainable Food Places Framework
Community Alcohol Partnership – addressing underage drinking	OBE CAP BAU commenced in 2018 Clipstone CAP BAU (reduced to 6 monthly) commenced in 2019 Newark CAP launched 2023 - project to establish over 2024 then BAU	The work of each of the CAP's is captured on separate action plans. Bringing partners together within Newark and Hawtonville has been the main focus for 23/24 to be able to collaboratively create the action plan.	HE/AH	Ollerton, Boughton & Edwinstowe action plan ( <i>Appendix B</i> ). Clipstone & Forest Town action plan ( <i>Appendix C</i> ) Expand CAP into Newark Town Centre in 2023
Public Health England – Level 2 Young Health Champion training	directly delivered 2 courses in 2023 paused	paused due to capacity	HE	Deliver the level 2 qualification to young people alongside the Community Alcohol Partnership in both school and community settings.
YMCA Developmental Assets Pilot	Part of the partnership to connect NSDC in Commenced in 2023	SS chairs the community steering group, 2 sets of surveys have been completed by the 3 secondaries in Newark. A number of actions have now been identified for all partners to target the areas of most concern to support Young People in Newark. A survey has been sent to all parents of secondary age children to establish a young persons community action group.	HE/SS	Support the pilot project both strategically and via the steering group - led by the Youth Lead internally with the community development team.

Schools Health and Wellbeing bulletin	Connecting and signposting to schools when necessary BAU - decision taken to create only when information justifies sharing with secondary schools	We have created and distributed 2 bulletins over the last academic year with information about the schools survey and Vaping and Smoking resources	HE/AH	To strengthen awareness and access to resources to improve health and wellbeing within schools. This includes the schools growing project, the wellbeing audit toolkit and Schools Intent Programme. This will include national toolkits and resources and support staff wellbeing where requested.
Smoking and Vapeing	Smokefree action plan - direct delivery BAU linking to other workstreams	All schools have been encouraged and supported to sign up to INTENT - the schools smoking and vaping resources. Worked with HR to amend internal smoking policy to reflect inclusion of vaping Social housing smoking project commenced with 15 housing colleagues attending brief advice training and community settings identified to run door step stop smoking services.	HE - pause attendance at strategic level AH - operative lead	Develop and deliver a Smokefree action plan ( <i>Appendix D</i> ) Ensure NSDC are represented at strategic and steering group level meetings.
Health and Wellbeing pop up events	Co-ordinate and directly deliver events focussed on H&WB As and when required in communities BAU	A series of health events have taken place or health areas provided at community events. Partner agencies are invited to improve visibility of commissioned services like Your Health Notts across the district.	HE/AH + CDO's	Attend partner events to promote services/signposting and organise series of specific H&WB events, bringing together a range of partners. This can often link to national campaigns and events.
Thrive at Work accreditation (Internal)	Direct delivery alongside HR To work through the levels Foundation 2023/2024 Work towards Bronze 2024 Ongoing staff wellbeing support BAU Create Wellbeing Hub (intranet) 2024	Foundation accreditation achieved June 2024 work towards bronze has commenced with an action plan and campaign calendar proposing areas of focus. Members wellbeing champions have been identified and training is to be organised Wellbeing hub launched February 2024 NSDC were awarded 'Carer Friendly Employer' status November 2023 Over 100 body mots and 40+ health checks have been delivered with 2 peer support groups launched internally supporting staff with menopause and carer support.	HE/AH	1 - Promote and support staff wellbeing internally through the Thrive accreditation. Support internal Wellbeing champions and rollout a range of support, advice and resources. Collate and evidence actions taken to achieve each level of Thrive from Foundation to Gold. Deliver a range of activities and training to staff. 2 - Identify and support elected member wellbeing champions in each of the political parties, support member wellbeing through a series of activities, events and resources.
Thrive at Work accreditation (External)	Promote the Thrive accreditation to businesses and companies locally to enable them to support our working age population	A number of local businesses have engaged with Thrive at work. In addition the team have delivered health pop ups/body mots to support staff wellbeing.	AH	Work with external businesses to support staff wellbeing through each level of the Thrive at Work accreditation. Or support organisations informally on specific areas/campaigns around staff wellbeing.
Health campaigns	BAU linked to Thrive at Work	A campaign calendar is created annually with a variety of campaigns to raise awareness, support the national screening programme and support both staff and community wellbeing. This has included a successful community based 'Know Your Numbers' blood pressure checks feed directly into GP's	AH	Produce an annual health campaign framework and joint messaging for use internally to support staff wellbeing and within external workplaces, organisations and schools. Run events, activities and/or provide information on specific health campaigns internally, within the community or for external partners.

<b>Barbers Initiative</b>	Direct delivery 1 year evaluation to take place in 2024 and extend to include more Men's MH information, ongoing support to Barbers	16 barber shops have continued to engage post the 1st year evaluation with all requesting more specific information on Men's Mental Health	AH	Support mens health by working with local barbers to raise the awareness of prostate cancer and mental health.
<b>Body MOT's and 40+ health checks rollout</b>	Body MOT's direct delivery to internal staff and externally at events as and when required. 40+ health checks are delivered by PH, we act as connectors to promote and organise sessions	over 100 body mots have been delivered each year both internally and externally linked to both staff wellbeing and health pop up events. 40+ health checks internally have taken place bi-annually, with 40+ health checks promoted to all schools and external businesses linked to Thrive at work.	HE/AH	Run a series of Body MOTS supporting staff wellbeing, at partner events and support public health to rollout the 40+ NHS health checks.
<b>Physical Activity Insight</b>	Paused - move into Move More T&F group when agreed	Paused	HE	Paused in 2020 - £5k funding remaining and Move More N&S will look to realign funds to best deliver the Move More Cornerstones
<b>Physical Activity and Sport Plan</b>	Paused and moved into delivering the move more cornerstones through the T&F group	Transferred to 'A Framework for Tackling Physical Inactivity in N&S' created collaboratively through our Move More N&S group	HE	Support officers ensuring plans link to H&WB strategy and the work of the T&F groups specifically to reflect the Move More Cornerstones
<b>Support delivery of Active 4 Today's business plan – Sports Development and Community Outreach</b>	Support where necessary and link into specific pieces of work as defined in annual plan	The A4T team have written their business plan and have linked back directly to the six health and wellbeing priorities - the A4T team proactively engage in all task & finish groups and chair our 'Improving Healthy Lifestyles' group.	HE/AH	Ensure plans link back to NSDC H&WB strategy utilising the Move More N&S Group and the cornerstones
<b>Suicide prevention</b>	Direct delivery - finalise the Prevention Concordat for Better Mental Health (appendix J) Lead on rolling out actions/project work across the Recognising Mental Health T&F Group	Actions have been created inline with 'real time surveillance' meetings where spikes of suicides have occurred. this work has included work in partnership with Network Rail. The team have supported and rolled out a variety of training to frontline colleagues around mental health and suicide prevention. Linked to annual Suicide Prevention campaign sharing resources and highlighting the importance of the campaign. Have supported and funded the creation of four new mental health and bereavement groups. Have supported 'The Town that Talks' in	HE/AH	Attend quarterly distict/county group, utilise county resources, deliver campaigns and projects linked to Public Health action plan 2024. Rollout training to staff and partner organisations.
<b>Active Travel</b>	Feed into the work from a health perspective where necessary	This work has been aligned to the Move More groups framework for Tackling Physical Inactivity	HE	UKSPF funded feasibility study - health involvement through the Move More N&S Group and ensure regular involvement with the Active Travel Project Team



<b>Loneliness and isolation</b>	BAU - attendance at meetings and signposting	Social eating opportunities identified to support communities in addition to local warm spaces. Heatmap created to identify 65+ adults classified as frail or living alone. Activities will be plotted to support those areas of activity around falls prevention, friendship groups or social eating. Loneliness and isolation has been identified as a priority within the Ageing Well Group.	AH	Through the 'Tackling Loneliness Collaboration' cascade information and raise awareness. Expand networking opportunities to strengthen communication opportunities.
<b>Working towards Dementia Friendly Community - Newark &amp; Sherwood</b>	Direct delivery - create action plans and lead on actions and work (revisit in 2025 pause)	paused due to capacity	HE/AH	Through our Ageing Well task and finish group we aim to achieve the Dementia Friendly Communities accreditation by developing and delivering on 7 specific action plans ensuring involvement for a wide range of partners. <i>(Appendix F)</i>
<b>Falls prevention</b>		Ageing Well has now been identified within the Sherwood Integrated neighbourhood working. All PCN's have identified Frailty and work has begun around the clinical frailty score and utilising frontline colleagues to complete. Falls prevention programmes have been established via a 12 week programme delivered by Your Health Notts.	HE/AH	Work with partners to map current opportunities and identify gaps. Support Your Health Notts to roll out Otago and PSI programmes, to recruit volunteers to train to deliver more classes locally. Work with primary and secondary care to identify a formal pathway to support with falls prevention and rehabilitation.
<b>100 day Community Transformation Programme - Newark and Sherwood Local Design teams</b>	Attendance at meetings is BAU Older persons housing officer chairs the Newark LDT Alison and Sue attend the Sherwood LDT	Newark LDT over the past year has delivered the My Support Network, Carers Roadshow and rolled out a survey around barriers to accessing health services locally. Sherwood LDT commenced in April 2024 with their first 100 day cycle focussing on men's mental health and local support.	AH	Attend Local Design Team and work on projects as and when required. Help identify opportunities to build stronger connections across partners - chaired by Older Person Housing Officer at NSDC (Newark) / Newark CVS (Sherwood)
<b>Cost of Living</b>	2 year food co-ordinator 24-26 Projects delivered by March 2025	A series of cookery courses have been delivered in partnership with ATTFE. Four teens cookery courses have been delivered at Beaumont walk engaging 45 young people. Food Co-ordinator recruited. Emergency funding given to food clubs to further support emergency parcels. 3 additional community growing spaces have been created supported by	HE	Deliver actions as detailed in councils response, this will include financial support to Food Clubs for emergency provision, cookery courses all linked to our Feeding N&S action plan
<b>Health Inequalities Innovation Investment Fund</b>	Paused until April 2024 - involvement will be dependent on future ICB funding	Best Years Hub launched in May 2024 at Clisptone and Cleveland Sq Newark - run by the CVS supported by frontline officers inc CDO and TO.	HE	ICB funding to deliver the Mid Notts Place Plan across the 5 domains

<b>PH Building Blocks</b>	Year 1 - 23-24 (Hawtonville) Year 2 - 24-25 (Ollerton)	Investing in Communities project Hawtonville identified Action plan created linked to Hawtonville place work and IIC Movers and shakers group established miro board created for partners to capture ongoing insight	HE	Health inequalities are addressed with a much wider focus than access to health care, include third sector organisations with a focus on housing, employment, education and finances.
<b>Operation Cogntion - Safer Streets</b>	project funded via PCC and will finish April 2024	Video created as part of the PCC funded work inc Health, regular patrols have taken place with the police in Newark Town Centre. Resources shared with health partners	HE/AH/JP/SS	Awareness is raised on Cocoathylene, the impact on families and the wider community, as well as the negative effects on health.
<b>Hawtonville Partnership work - Lead by NCC Transformation</b>	To ensure the work aligns to the Building blocks for health	2 multi agency meetings have taken place and creation of an action plan is in draft to guide the place work linked to IIC over the next year	HE	Align to the building blocks for health, ensure this work ties into place based work like investing in communities. Identify and
<b>Green social prescribing scheme</b>	Pause and review in 2025 - additional resource required and additional programmes being reviewed	Identified as an area to explore within the Newark LDT, partners currently exploring options to create and sustain the 'N&S Big Green Book'	HE/AH	Support Green Social Prescribing Link worker roles to introduce patients to Green opportunities locally Create N&S Big Green Book as part of pilot roll out and support with the development of green activities locally e.g. <u>Community Growing Schemes</u>
<b>Carer Friendly Employer Accrediatation</b>	Directly deliver the accreditation internally via an action plan 2024 - embed the carer friendly approach within our workplace post 2024 becoming BAU Connect services into Carers Association in 2024 and expand offer in N&S	Carer Friendly Accreditation achieved Nov 23 Bi annually peer support group established Manager training organised and rolled ouy July 24 Carers identified internally to ensure the correct support is given. Internal policy reviewed to reflect policy changes nationally	AH	Work towards the accrediatation alongside HR via an action plan (Appendix F) supported by Wellbeing Champions. Work to support organisations externally to achieve the accreditation.
<b>Co-ordination of the six task and finish groups</b> - Best Start Plus - Improving Healthy Lifestyles - Ageing Well - Move More (tackle physical inactivity) - Housing and the Environment - Recognising Mental Health	BAU - ongoing for the Strategy term 22-26	All networks have been established in this 2 year period, with groups chaired by partners. Action plans have been developed collaboratively to reflect areas of need or where data justifies a joined up approach.	HE/AH	Health Improvement Team will act as chair or provide administrative support for each of the 6 T&F Groups. Creation and delivery of action plans/forward plan for each group. - Best Start Plus Action Plan ( <i>Appendix G</i> ) - Improving Healthy Lifestyles action points ( <i>Appendix H</i> ) - Move More Cornerstones ( <i>Appendix I</i> ) - Prevention Corcordat for Better Mental Health ( <i>Appendix J</i> )
<b>Co-ordination of N&amp;S Strategic Health Partnership</b>	BAU feeding into Health and Wellbeing Board and PBP Exec	Meetings chaired by NSDC throughout 2023 with the decision made to change to a chairs meeting from Sept 24. Bringing together all chairs of the above T&F groups, the LDT's and Public Health.	HE	Quarterly oversight group feeding into PBP execs and receiving updates on the 6 task and groups. Influencing partners and ensuring collaboration across place to address health inequalities.
<b>Sherwood Forest Hospital Trust – Newark Hospital Transformation</b>	Through quarterly strategic catch up - actions and project work when required - link back to 1-2-1 notes	A specific work programme has been created to capture actions of each quarterly meeting. The main areas of focus are joint comms, community based midwifery and transport	HE	Support the expansion of additional hospital services via the Health promotion working group Promoting the use of Newark Hospital as a community asset, aligning preventative services.

<b>Internal Corporate Health and Wellbeing</b>	BAU quarterly	paused due to capacity	HE	Co-ordinate and oversee internal working group to ensure all business units are connecting work streams around Improving the health and wellbeing of local residents. An oversight group to avoid duplication and ensure best use of services.
<b>Reports to Health and Wellbeing Board and Place Based Partnership Execs</b>	BAU quarterly	pre and post meetings have proved successful for both the HWBB and the PBP execs meeting.	HE	Reports back to PBP execs on the 23/24 PBP Place Plan and quarterly reports to NCC Health and Wellbeing Board.
<b>Support community and sports events</b>	Provide support to large scale events as and when necessary across the district alongside Community Development / Sports & Arts	Support given to the following events - Crop Drop celebration event Town centre cycle race Tour of Britain Veterans events Volunteer Celebration events Days of action with food regularly provided by the team	HE/AH	As and when required supporting the wider team e.g. Tour of Britain and Town Centre Cycle Race.
<b>Newark Health Consultative Group (parish and town councils)</b>	NSDC undertakes a supporting role, giving admin support every quarter as BAU Actions that arise depend on identified need within meetings	4 meetings per year have taken place with admin support given. Actions coming out of the meeting have been linked to the NSDC/SFH quarterly meeting ensuring we continue to include primary care into these conversations	HE	Provide admin support to group at quarterly meetings, create agenda and support delivery of actions where required.
<b>Mid Notts Health Inequalities group</b>	NSDC representative on monthly meeting - feedback on N&S Health Inequalities work and take actions where necessary BAU	Ongoing attendance and feedback to monthly meetings.	HE	to address health inequalities across Mid Notts
<b>Mid Notts Partnership board</b>	NSDC representative on bi-meeting - feedback from N&S BAU	meeting stopped late 2023	AH	
<b>Supported under-represented groups within our communities</b>	Ensure health is considered when working with different under rep groups - attend meetings and take actions as and when necessary BAU and project work dependant on identified needs	The team have been part of the GRT multi agency meetings, supported events and activities for veterans as requested by the Community Development Officer	HE/AH	Work within our wider community development team, engaging with multi agency meetings, events and ensure the team are working to address health inequalities within the following communities - GRT, Eastern European, Veterans, Resettlement
<b>Core 20 Plus 5 framework to address health inequalities in both priority places and health profiles.</b>	No direct involvement in framework link to direct pieces of work as identified by PBP - when necessary	No update - sat directly in Primary Health	HE	

Activity		Objective	Strategic							Links to external action plans/strategies
			Ensuring a best start	Improving Healthy Lifestyles	Tackling physical inactivity	Addressing the needs of an ageing population	Improving housing and the environment	Recognising mental health	Strategic	
Family Hubs		Support rollout of pilot hub in Newark at Hawtonville Childrens centre and support creation of virtual hub via the Families Information Service.	X	X				X	X	NCC Joint H&WB Strategy NCC Best Start Strategy Mid Notts Best Start Plus Place Plan
Breast Feeding Friendly Award Scheme		Increase breastfeeding rates through supporting venues to be a welcoming place to breastfeed. Supporting mums to breastfeed for as long as possible.	X							NCC Joint H&WB Strategy NCC Best Start Strategy Mid Notts Best Start Plus Place Plan
Sustainable Food Places and Nottinghamshire Food Charter		Action plan to deliver aims and ambitions around sustainable food linked to Nottinghamshires Food Charter ( <i>Appendix A</i> ) and the Sustainable Food Places Framework	X	X		X		X	X	
Community Alcohol Partnership – addressing underage drinking		Ollerton, Boughton & Edwinstowe action plan ( <i>Appendix B</i> ). Clipstone & Forest Town action plan ( <i>Appendix C</i> ) Expand CAP into Newark Town Centre in 2023	X	X	X				X	
Public Health England – Level 2 Young Health Champion training		Deliver the level 2 qualification to young people alongside the Community Alcohol Partnership in both school and community settings.	X	X				X		
YMCA Developmental Assets Pilot		Support the pilot project both strategically and via the steering group - led by the Youth Lead internally with the community development team.	X					X	X	
Schools Health and Wellbeing bulletin		To strengthen awareness and access to resources to improve health and wellbeing within schools. This includes the schools growing project, the wellbeing audit toolkit and Schools Intent Programme. This will include national toolkits and resources and support staff wellbeing where requested.	X	X				X		
Smoking and Vapeing		Develop and deliver a Smokefree action plan ( <i>Appendix D</i> ) Ensure NSDC are represented at strategic and steering group level meetings.	X	X			X		X	
Health and Wellbeing pop up events		Attend partner events to promote services/signposting and organise series of specific H&WB events, bringing together a range of partners. This can often link to national campaigns and events.	X	X	X	X	X	X		
Thrive @ Work accreditation (Internal)		1 - Promote and support staff wellbeing internally through the Thrive accreditation. Support internal Wellbeing champions and rollout a range of support, advice and resources. Collate and evidence actions taken to achieve each level of Thrive from Foundation to Gold. Deliver a range of activities and training to staff. 2 - Identify and support elected member wellbeing champions in each of the political parties, support member wellbeing through a series of activities, events and resources.		X	X			X	X	
Thrive @ Work accreditation (External)		Work with external businesses to support staff wellbeing through each level of the Thrive at Work accreditation. Or support organisations informally on specific areas/campaigns around staff wellbeing.		X	X			X		

Health campaigns			Produce an annual health campaign framework and joint messaging for use internally to support staff wellbeing and within external workplaces, organisations and schools. Run events, activities and/or provide information on specific health campaigns internally, within the community or for external partners.	X	X	X	X		X		
Barbers Initiative			Support mens health by working with local barbers to raise the awareness of prostate cancer and mental health.		X				X		
Body MOT's and 40+ health checks rollout			Run a series of Body MOTS supporting staff wellbeing, at partner events and support public health to rollout the 40+ NHS health checks.		X						
Physical Activity Insight			Paused in 2020 - £5k funding remaining and Move More N&S will look to realign funds to best deliver the Move More Cornerstones			X				X	
Physical Activity and Sport Plan			Support officers ensuring plans link to H&WB strategy and the work of the T&F groups specifically to reflect the Move More Cornerstones			X				X	
Support delivery of Active 4 Today's business plan – Sports Development and Community Outreach			Ensure plans link back to NSDC H&WB strategy utilising the Move More N&S Group and the cornerstones			X				X	
Suicide prevention			Attend quarterly distict/county group, utilise county resources, deliver campaigns and projects linked to Public Health action plan 2024. Rollout training to staff and partner organisations.						X	X	
Active Travel			UKSPF funded feasibility study - health involvement through the Move More N&S Group and ensure regular involvement with the Active Travel Project Team			X		X		X	
Loneliness and isolation			Through the 'Tackling Loneliness Collaboration' cascade information and raise awareness. Expand networking opportunities to strengthen communication opportunities.				X		X		
Working towards Dementia Friendly Community - Newark & Sherwood			Through our Ageing Well task and finish group we aim to achieve the Dementia Friendly Communities accreditation by developing and delivering on 7 specific action plans ensuring involvement for a wide range of partners. <i>(Appendix F)</i>		X	X	X	X	X	X	
Falls prevention			Work with partners to map current opportunities and identify gaps. Support Your Health Notts to roll out Otago and PSI programmes, to recruit volunteers to train to deliver more classes locally. Work with primary and secondary care to identify a formal pathway to support with falls prevention and rehabilitation.				X			X	
100 day Community Transformation Programme - Newark and Sherwood			Attend Local Design Team and work on projects as and when required. Help identify opportunities to build stronger connections across partners - chaired by Older Person Housing Officer at NSDC (Newark) / Newark CVS (Sherwood)		X		X				
Cost of Living			Deliver actions								

HIIF Ageing Well			ICB funding to deliver the Mind Notts Place Plan across the 5 domains									
PH Building Blocks												
Operation Cogntion - Safer Streets			Cocoathylene									
Hawtonville Partnership work - Lead by NCC Transformation												
Green social prescribing scheme			Support Green Social Prescribing Link worker roles to introduce patients to Green opportunities locally Create N&S Big Green Book as part of pilot roll out and support with the development of green activities locally e.g. <del>Community Growing Schemes</del>			X		X	X			
Carer Friendly Employer Accreditation			Work towards the accreditiation alongside HR via an action plan (Appendix F) supported by Wellbeing Champions. Work to support organisations externally to achieve the accreditation.		X		X		X	X		
Co-ordination of the six task and finish groups - Best Start Plus - Improving Healthy Lifestyles - Ageing Well - Move More (tackle physical inactivity) - Housing and the Environment - Recognising Mental Health			Health Improvement Team will act as chair or provide administrative support for each of the 6 T&F Groups. Creation and delivery of action plans/forward plan for each group. - Best Start Plus Action Plan (Appendix G) - Improving Healthy Lifestyles action points (Appendix H) - Move More Cornerstones (Appendix I) - Prevention Corcordat for Better Mental Health (Appendix J)	X	X	X	X	X	X			
Co-ordination of N&S Strategic Health Partnership			Quarterly oversight group feeding into PBP execs and receiving updates on the 6 task and groups. Influencing partners and ensuring collaboration across place to address health inequalities.								X	
Sherwood Forest Hospital Trust – Newark Hospital Transformation			Support the expansion of additional hospital services via the Health promotion working group Promoting the use of Newark Hospital as a community asset, aligning preventative services.	X	X		X		X	X		
Internal Corporate Health and Wellbeing			Co-ordinate and oversee internal working group to ensure all business units are connecting work streams around Improving the health and wellbeing of local residents. An oversight group to avoid duplication and ensure best use of services								X	
Reports created quarterly to Health and Wellbeing Board and Place Based Partnership Execs			Reports back to PBP execs on the 23/24 PBP Place Plan and quarterly reports to NCC Health and Wellbeing Board.								X	
Support community and sports events			As and when required supporting the wider team e.g. Tour of Britain and Town Centre Cycle Race.									
Newark Health Consultative Group (parish and town councils)			Provide admin support to group at quarterly meetings, create agenda and support delivery of actions where required.								X	



planing policy			deliver spatial planning framework								
Public Protection - DV , ASB, Envir health											
Environmental Services - Cleaner, Safer, Greener											
Customer Services - 1st point of contact											
ICT - digital exclusion											
WHOP + Connected for Warmth											
Climate Change / Air Quality											





Report to: Cabinet Meeting: 24 September 2024

Portfolio Holders: Councillor Emma Oldham, Biodiversity & Environmental Services  
Councillor Paul Peacock, Strategy, Performance & Finance

Director Leads: Matthew Finch, Director - Communities & Environment  
Matt Lamb, Director - Planning & Growth

Lead Officer: Ben Stacey, Street Scene Manager, Environmental Services, Ext 5738

Report Summary	
<b>Type of Report</b>	Open report, key decision
<b>Report Title</b>	Proposal to Adopt the Land and Ongoing Maintenance of the Middlebeck Phase One Development
<b>Purpose of Report</b>	To put forward a proposal for Member consideration that would see land from the first phase of the Middlebeck Development being maintained by NSDC over the next 20 years through a commuted sum payment of £2million.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) approve, subject to appropriate legal mechanisms and formal decision from Newark Town Council it does not wish to take on the land, the Council entering into a long-term arrangement to adopt and maintain the open space from the first phase of the Middlebeck development in Newark;</li> <li>b) approve the maintenance of the land in return for a £2million commuted sum agreed with the developer, Urban &amp; Civic;</li> <li>c) agrees that, at the end of the 20-year period, ongoing maintenance of the land would be funded from the Council's own resources;</li> <li>d) approves that delegated authority be given to the Council's Directors - Communities &amp; Environment and Planning &amp; Growth, in consultation with the Portfolio Holders, to enter into an appropriate legally-binding contract with the developer Urban &amp; Civic, as detailed at paragraph 2.6 of the report; and</li> <li>e) approves that Newark Town Council be formally approached for a decision about whether it wishes to take on responsibility for the future ownership and</li> </ul>

	<p>maintenance of the land in line with the principles set out in the Devolution Agreement.</p>
<p><b>Alternative Options Considered</b></p>	<p>The existing S106 Planning legal agreements set out that the land will be passported to Newark &amp; Sherwood District Council in stages when certain housebuilding milestones are reached. A management company option, which exist in some other parts of the district, is not deemed to be viable by the developer, with sales in the first phase not having this mechanism incorporated. Homeowners would understandably have an expectation that an additional charge in this regard would not be placed upon them. The Council could look to passport the land and the funding to the Town Council which does have precepting powers to fund the maintenance of the land once the commuted sum has been defrayed. This was envisaged in the devolution deal with the Town Council in that they would have the first option on any new space in their administrative boundary. The Middlebeck Open Space crosses town and parish boundaries, stretching beyond the devolution agreement. Moreover, Members may be aware of the financial challenges the Town Council faces, irrespective of the additional challenge that comes with an asset of the size and scale of future Open Space cumulatively across Middlebeck which incorporates open space in every phase and new country parks. Informal discussions with the Town Council have seen these concerns raised, but there is not yet a formal decision from the Town not to take on the land or otherwise.</p>
<p><b>Reason for Recommendations</b></p>	<p>The recommendations align with the Community Plan objectives in relation to biodiversity, the environment and climate change. As set out in the report, the development has the potential to help the Council meet objectives set out in the community plan, thereby offering value beyond the £2-million commuted sum to maintain the open spaces.</p>

## 1.0 Background

- 1.1 Land south of Newark is one of the strategic sites included with the Newark & Sherwood Core Strategy, which aims to provide a significant element of the growth in Newark & Sherwood over a 25-year period.
- 1.2 Outline planning permission was granted to Catesby Estates (Residential) Ltd in November 2011 for the development and the proposal included provision for 3150 dwellings, two local centres, two primary schools, community buildings, 50 hectares of commercial development, open space and access roads, including the Southern Link Road. Subsequently, in January 2014, a number of variations were made to the earlier permission which sought to address various phasing and delivery issues. Catesby Estates (Residential) Ltd was also subsequently purchased by Urban & Civic.
- 1.3 At the time land south of Newark was consented the District Council agreed to take on the public open space as part of the new development, something it now does not

normally do. In the agreement, which was signed in November 2011, it was envisaged that the public open space would be transferred to the district council in three distinct phases when a certain number of houses were built and the Council was satisfied that the elements of open space had been delivered satisfactorily.

- 1.4 Urban & Civic are close to reaching that first milestone of 650 homes which has led to conversations between the developer and the district council about when and how the transfer would occur and to revisit the commuted sum calculations that would have been undertaken in 2011. It is clear that the some of the assumptions at the time of consent have now moved on significantly, alongside the developer providing more open space that originally envisaged, which is a welcome change from a place-making perspective. This has also provided NSDC with an opportunity to consider how the public open space can further enhance the ambitions set out in the Council's new Community Plan.

## **2.0 Proposal/Details of Options Considered**

- 2.1 The Community Plan 2023/27 references a number of objectives which would be enhanced through the potential of the public open space in both Phase 1 and subsequent phases. Within Phase 1, the Council would take on core Street Scene services such as litter collection, street sweeping and litter bin emptying, but also the following:

- Tree maintenance for 267 juvenile trees
- Maintenance for 572 linear metres of hedgerow
- More than 1,000 metres squared of planted shrubbery
- 35,000 metres squared of amenity grass
- 14,500 metres squared of meadow grassland
- More than 600 metres squared of wildflower meadows
- 150 linear metres of water planting
- 1 Large Children's Play Area
- Cycle and pedestrian bridleways in excess of 2,500 linear metres.

- 2.2 Through the development, the Council would be taking on assets which would have the potential to meet the following aspirations set out in the Community Plan:

- Improve health and wellbeing
- Protect and enhance the district's natural environment and green spaces
- Reduce the impact of climate change

- 2.3 Furthermore, members will be aware that the latest Resident Survey showed the growing importance our residents were placing on parks and open spaces. Over recent times this has led the Council to plant or giveaway in excess of 20,000 trees, invest £350,000 in improving play parks at ten sites across Newark and Sherwood and work in partnership with Newark Town Council to deliver a £500,000 transformation of Sherwood Avenue Park in Newark. The Council also operates five green flag parks across the district – Sconce and Devon Park, the Castle Gardens and the Queen Elizabeth Memorial Gardens in Newark and Vicar Water at Clipstone and Sherwood Heath in Ollerton.

- 2.4 As a result, there are very practical advantages that taking on the open land would enable. These include:

- Ownership of play parks to continue our drive to maintain and improve standards and accessibility across the district
- More directly owned open space to deliver or enable tree planting initiatives
- Similarly, the Council would have more available land to deliver other greening initiatives such as wetland, habitat recovery, wildflower meadows, orchards and naturalised rain gardens
- The ability to do more in partnership with others including those within the Council's Biodiversity and Conservation Opportunities Partnership
- As Phase 1 neighbours the Sustrans, enabling control of bridleways and pathways to encourage active travel including cycling to school
- Delivering a base similar to the one at the Queen Elizabeth Memorial Garden to provide outreach services from our Park Rangers, including Forest Schools and build a relationship with the primary school in Middlebeck
- Working towards a 'Friends Group' to have residents directly involved in the future development of the site
- Linked to the above, there would be scope to work towards another Green Flag park for Newark and Sherwood
- New employment opportunities within the district council, including an apprentice.

2.5 Subject to contract, Newark & Sherwood has agreed a commuted sum of £2million to take on and maintain the public open land for a period of 20 years. This is inclusive not just of maintenance costs, but also repairs and renewals which would be required over that period. The figure is also inclusive of annual inflation.

2.6 From a procedural perspective, the open space within Phase 1 that would be subject to this £2-million sum covering the next 20 years comprises some maintenance costs from those envisaged (and therefore covered by) the original S106 agreements, together with the additional quantum of open space which have gone in over-and-above that S106 requirement.

2.7 There remain two possible ways to secure the £2million payment, either via a revised Planning S106 agreement or a contract for works agreement, which would sit outside of any planning agreement. At the time of writing it is considered that both options should be kept open, allowing the respective legal teams to determine the appropriate mechanisms. However, the critical outcomes are to:

- a) To secure the £2m payment to take on the Phase 1 Public Open Space on the terms detailed at paragraph 2.5;
- b) To ensure sufficient funding remains within the S106 Planning Agreements after this £2m payment (the original S106 agreements contain various 'capped' amounts with respect to payments which any £2m should not unreasonably prejudice)
- c) To ensure that a schedule of costs for future open space, based on those negotiated for Phase 1 inform future phases, plus indexation.

2.8 Subject to appropriate legal mechanisms being agreed, the commuted sum methodology and handover process would also repeat for the subsequent delivery of

Phases 2 and 3, which currently have outline planning position. These would see the potential addition of sports pitches and country parks. Building a relationship with the developer to take on those further phases will also enable the Council to shape their delivery in line with greater strategic and operational alignment.

### **Alternative Options Considered**

- 2.9 As set out in paragraph 1.3, Newark & Sherwood agreed to take on the open public land, although this is not something it would normally now do. Whilst there are good examples of Management Companies, many residents simply do not understand the model and are often looking to NSDC to resolve issues that simply are not in our gift to fix. Delivering the service in-house will drive up service standards, ensure greater consistency of approach and accountability to residents. Gaining a legal agreement at the outset of phase 1 to guide subsequent phases will also mitigate the risk of future residents being asked to pay a ManCo contribution as well as Council Tax.
- 2.10 An alternative approach would be to passport the land and the commuted sum to the Town Council who would then be able to tender the works, which the Council could bid for, or they could directly deliver themselves. This would not apply for the full Middlebeck site given the open space crosses other parish boundaries. Irrespective, the main advantage of this model to NSDC would be that the Town Council would be responsible for the ongoing maintenance of the land when the commuted sum had been defrayed through its precepting powers. However, over the intervening period, the Council would be unable to control standards, promote consistency and take advantage of the opportunities outlined above as they link to the Community Plan. At this time, the Town Council has informally raised concerns about their ongoing ability to finance the services into the longer-term. Nevertheless, given the Devolution Agreement, it is considered necessary to approach the Town Council for a formal decision about whether they wish to take on responsibility for its future ownership and maintenance. If they wish to, they could then seek to enter into their own negotiations with the developer for a commuted sum to do so.
- 2.11 At the present time there are many developments linked to Middlebeck or around it which could deliver open space. Having control over the future development of the open space at Middlebeck will give Newark and Sherwood District Council greater ability to control how these developments may link together and be coordinated.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **Financial Implications (FIN24-25/4958)**

- 3.1 The commuted sum has been calculated in consultation with both Environmental Services and Financial Services, including estimates for running costs, repairs and

renewals (such as fencing, benches, play areas, bridleways and Paths) and maintenance, averaged out across the 20-year period.

- 3.2 The costs associated with completing the legal agreement will be passed on to the developer, in line with normal practice.
- 3.3 Once agreed, the land to be transferred to the Council will need an independent valuation and added to the asset register, in order for it to be recognised in the Council's Balance Sheet within Property Plant and Equipment. The cost of this valuation can be contained within existing budgets.
- 3.4 Once the Legal agreement is finalised, this will set out the terms of the payment and once received, will be held on the Council's balance sheet and drawn down in equal annual instalments to cover the additional running costs, including staffing, maintenance and machinery required in taking on the additional land. At the end of the 20-year period, these additional costs will need to be funded from the Council's own resources.

#### **4.0 Legal Implications**

- 4.1 There are a number of clauses within the relevant s106 agreement as varied by the deeds of variation which would require further variation to facilitate the proposals set out in this report and to not prejudice the Council in future transactions relating to the wider site. The responsibility of this function falls within the remit of the Planning Committee with further delegation to the Director of Planning and Growth within the constitution. In addition to this there is a delegation to the Business Manager – Planning Development in the Planning Committee Scheme of Delegation to Officers which would provide the authority for the required variation to the original s106 agreement.
- 4.2 The original s106 agreement requires that the transfer of the land under the agreement be for a nominal consideration. It would be anticipated that the Council would recover their costs for the legal transaction required for the land transfer from Urban & Civic but this would have to be negotiated.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



Report to: Cabinet Meeting: 24 September 2024

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive and Director - Resources

Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Reason for Report</b>	To enable the Council’s budget process to proceed encompassing agreed assumptions
<b>Report Title</b>	Corporate Annual Budget Strategy for 2025/26
<b>Purpose of Report</b>	To set out the General Fund, Capital & HRA Budget Strategy for 2025/26, for consideration by Members before detailed work commences.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) approve the overall General Fund, Capital &amp; HRA Budget Strategy for 2025/26;</li> <li>b) note the consultation process with Members;</li> <li>c) note that Budget Officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and</li> <li>d) note that Budget Managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income.</li> </ul>
<b>Alternative Options Considered</b>	Not applicable, the Budget Strategy is required each year in accordance with the Council’s Constitution.

<b>Reason for Recommendations</b>	To enable the Council's budget process to proceed encompassing agreed assumptions.
-----------------------------------	--

## **1.0 Background**

- 1.1 The Council's Constitution sets out the process for developing the Council's Annual Budget.
- 1.2 The process requires that, each year, the Council's Section 151 Officer presents a report on the overall budget strategy for the forthcoming financial year, to the Policy and Performance Improvement Committee.
- 1.3 The Policy & Performance Improvement Committee is then required to consider the report of the S151 Officer and make recommendations to Cabinet for the forthcoming financial year. Accordingly, the Strategy was considered by Policy & Performance Improvement Committee on 24 June 2024 and was recommended to Cabinet accordingly.

## **2.0 Budget Proposals**

### **2.1 Budget Presentation**

- 2.1.1 The budget process will result in setting the General Fund budget and the Council Tax for 2024/25 and will be approved by Council at its meeting on 6 March 2025.
- 2.1.2 The budget process will result in setting the Housing Revenue Account budget and the rent setting for 2024/25 and will be approved by Council at its meeting on 11 February 2025.
- 2.1.3 The budget process will result in setting the Capital Programme budget for 2024/25 to 2027/28 and will be approved by Council at its meeting on 6 March 2025.

### **2.2 Financial Policies**

- 2.2.1 The Council has agreed policies on Budgeting and Council Tax, Reserves and Provisions, Charging, Value for Money and also a set of Budget Principles which set out the approach to be taken to the budget process. These policies were last reviewed by the Cabinet in July 2023. The policies and principles have been reviewed and updated where necessary and are attached as **Appendices A to F**.

## **3.0 Budget Strategy**

### **General Fund**

- 3.1 The current Medium Term Financial Plan (MTFP) was approved on 7 March 2024.
- 3.2 The table below sets out the summary of the financial forecast, identified within the current MTFP, assuming that Council Tax at average Band D will increase by the same rate as in the 2024/25 financial year, i.e. 1.94%:



	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
Net Service Expenditure (less capital charges)	19.787	20.749	20.718	21.376
Total Other Expenditure	0.092	1.348	2.250	2.250
<b>Total Expenditure</b>	<b>19.879</b>	<b>22.097</b>	<b>22.968</b>	<b>23.626</b>
Business Rates: receivable annually	(9.117)	(9.597)	(9.597)	(9.597)
Business Rates: other adjustments	(0.093)	0.000	0.000	0.000
Council Tax: receivable annually	(8.286)	(8.614)	(8.955)	(9.307)
Council Tax: other adjustments	0.117	0.000	0.000	0.000
Other Grants	(3.294)	(2.597)	(0.407)	(0.353)
Contribution (to) or from Reserves	0.994	0.272	0.278	0.283
<b>Funding Shortfall prior to Mitigations</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>

- 3.3 The national context around future local government funding is uncertain. The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. It has now delayed these reforms further to 2026/27, at the earliest. By the time of this report being considered by Cabinet, a General Election will have been completed. Should the current Government succeed in being appointed for another term of office it is likely that the funding reforms will be completed by the suggested timeline, albeit should there be a new Government appointed, the timeline for reform is undetermined, as there will be many other national policies that may be reviewed prior to the reform of local government finance.
- 3.4 Since approval of the MTFP in March 2024, no further information has been released regarding the impact on the Local Government Finance Settlement. Latest indications that have been received are that there is likely to be little change between those forecast within the MTFP approved in March 2024.

### **Bridging the Gap**

- 3.5 Whilst the table above forecasts large gaps in each of the final two financial years, the MTFP, approved in March 2024, also described ways in which the Council will bridge the gaps in funding. The table below summarises these mitigating measures:

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
<b>Funding Shortfall prior to Mitigations</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.650)	(0.650)
Savings from service reviews	-	(0.100)	(0.170)	(0.170)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.150)	(0.150)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Use of MTFP reserve to offset contributions from reserves in future years	(0.200)	(0.751)	(3.107)	(1.845)
<b>Proposed General Fund Funding Gap</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.627</b>

3.6 Whilst these mitigations bridge the gaps in each of the first three years, there is still a shortfall of £1.627m to find in 2027/28.

3.7 Post the year end position for 2023/24 the Business Manager – Financial Services together with the S151 Officer have reviewed this position. The table below revises the position based on assumptions of forecast year end positions together with reductions in MRP due to the additional £1.165m set aside at the conclusion of 2023/24 to contribute towards future capital expenditure that was originally funded by borrowing. The table shows that there is still an inherent circa £3m annual deficit to fund from 2028/29 onwards. Policy and Finance Committee previously approved, at its meeting of 27<sup>th</sup> January 2022, a Commercial Strategy underpinned by an action plan, which would bring forward activities in order to assist with closing this gap. A steering group has been established and progress against these actions will be monitored. Update reports have been brought to Cabinet in July of 2023 and July 2024. These updates will be factored into the budget and MTFP to be presented to Council on the 6 March 2025.

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
<b>Current shortfall prior to mitigations 2024/25</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>
<b>Revised shortfall prior to mitigations</b>		<b>1.301</b>	<b>3.123</b>	<b>3.078</b>
Notional savings generatable	(0.250)			
Dividends from Arkwood Developments Ltd		(0.500)	(0.150)	
Savings from service reviews		(0.100)	(0.070)	
Savings/efficiencies from making business processes more efficient		(0.100)	(0.050)	
Increased income from the council becoming more commercial		(0.100)	(0.100)	
MRP savings due to additional contribution to Capital of £1.165m		(0.104)	(0.040)	
Use of MTFP reserve to offset contributions from reserves in future years	0.050	(0.397)	(2.693)	(3.078)
<b>Proposed General Fund Funding Gap</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

3.8 The table above describes the cumulative savings necessary, hence once a saving has been identified this is then assumed to be based into the revised shortfalls, meaning that the incremental additional savings are the ones necessary to find.

### Housing Revenue Account

3.9 The assumptions to be used within the update of the Housing Revenue Account (HRA) Business Plan will be presented to the Policy and Performance Improvement Committee in September and Cabinet in November. These HRA specific assumptions (such as numbers of Right to Buy receipts) will then inform the creation of the HRA budget.

### Budgeting Assumptions

3.10 The following underlying assumptions will be applied in compiling the draft General Fund and HRA budgets for 2025/26:

### 3.10.1 Base Budget

The base budget for 2025/26 will be derived from the original 2025/26 notional budget as compiled in the preparation of the MTFP for 2024/25 to 2027/28 and approved by Council on 7 March 2024. This will aid in the transparency of the change in assumptions process and will also ensure that changes in resource allocations are captured and reported accordingly.

### 3.10.2 Staff Costs

It has been assumed that within the Service Unit budgets, the Council will employ 100% of the Council's establishment throughout the year with the exception of known unfilled vacancies where salaries are budgeted to commence on the anticipated starting date.

The Council are yet to receive information relating to the current years (2024/25) pay award for green and red book staff. A budget equivalent to a 5% increase was applied to 2023/24 salary scales for the 2024/25 financial year. This has been replicated currently throughout the MTFP period and hence 5% year on year has been assumed. This will continue to be the case for the 2028/29 financial year.

A vacancy provision of 4% of the total salary budget for 2025/26 will be made to allow for natural savings being made from posts remaining vacant before being filled. With the challenges in recruiting that have been seen over the last two financial years, this appears to be a reasonable approach. The actual outturn of savings from vacancies amounted to 3.52% for 2023/24. As it is not possible to predict precisely which business units will experience vacancies in the year, an overall saving will be set aside. This value of this provision will be determined once the total salary budget for 2025/26 has been calculated.

### 3.10.3 Employer's Superannuation

A triennial review was completed on the Nottinghamshire Pension fund, in order to determine the contributions necessary for the three year period from 1 April 2023. The impact of this has already been included within the MTFP for the period. The primary contribution rate (which represents the employer's future service contribution rate expressed as a percentage) is therefore set and will be applied to the establishment based on the number of Full Time Equivalent (FTE) posts and the salary grades those posts are on. The secondary contributions (which represents an adjustment to the primary rate to arise at the total rate each employer is required to pay – to allow for deficit recovery) have also been set as a monetary amount. A similar assumption in terms of values will be applied from 2026 onwards.

### 3.10.4 Provision for Inflation

The Council is exposed to a number of different costs that rise at various different rates of inflation. The Consumer Price Index is the measure that references the weighted average prices of a basket of consumer goods and services and is measured on a rolling annual basis. This measure is used against the vast majority of Council consumables outside of Pay/Utilities and vehicle costs. Prior to August 2021, CPI had been 3% and under back to April 2012. Since that point CPI has increased month on month with the peak being 11.09% in October 2022. Whilst CPI has come down to 2.37% in April 2024, this does not mean prices are cheaper than at their peak, it means that prices are increasing at a slower rate than the peak. Indeed looking at the measure prices are 23.04% higher in April 2024 compared to April 2020, whilst a four year comparison between October 2022 and October 2018 shows that prices were 18.28% higher in October 2022. This is due to the sustained increase in

prices month on month between October 2021 and March 2024, where CPI was 3% or greater throughout that period.

The Council has a number of properties within its portfolio and hence is exposed to increases in cost in relation to electricity and gas. Wholesale energy prices have been at an all-time high over the course of the last 12 months, based on a number of factors such the post covid increase in activity and the war in Ukraine. Due to this energy prices have ranged in increase but are putting significant strain on both residents and business' for which the Council is not immune.

Based on the above, it is felt reasonable to utilise the following inflation rates (for non-contracted costs) in the production of the budget and MTFP:

	2025/26	2026/27	2027/28	2028/29
General Inflation	2%	2%	2%	2%
Utilities	5%	5%	5%	5%
Transport (Fuel)	5%	5%	5%	5%
Transport (parts)	8%	6%	6%	6%

### 3.10.5 Fees and Charges

Changes in fees and charges will be subject to specific, detailed review by business managers who will compare the Council's fees for discretionary services to other neighbouring and family group authorities that provide the same services. The business managers will also benchmark the fees with other commercial organisations where similar services are provided. Business managers will also assess and evaluate whether new fees and charges can be introduced for discretionary services that are not currently being charged for. The Council's charging policy is included in Appendix D.

Where comparative benchmarking information is not available, an increase equivalent to general inflation, **as stated in the table above will be applied**. For clarity, this figure is used for uplifts in fees and charges, but will not be used to set car parking fees or forecast changes in rental income for dwellings within the HRA. The assumptions around that figure will be included within the refresh of the HRA Business Plan.

### 3.10.6 Interest Rate

The Council is proposing to borrow money in order to support its cash flow position. During previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The Council is proposing to utilise elements of its reserves to fund various capital projects going forward. This will mean that cash backed by these reserves will be utilised, hence there is a need to borrow money to ensure that the Council has cash at hand to service its day to day costs. The timing of borrowing funds will be dictated by the Council's cash flow which forecasts daily expected income and expenditure over the next 4 years. Treasury Advisors Link Group will be consulted with prior to borrowing to ensure that the Council takes the most economic route, be that either a fixed or variable rate borrowing, ensuring compliance with the approved Treasury Management Strategy. Rates will be monitored over the coming months until such time that the borrowing is secured.

#### **4.0 Risks in Preparation of the Budget**

- 4.1 The basis of the budget strategy will ensure that the Council delivers a balanced budget in March 2025; however, there are risks that may cause expenditure to increase or income to reduce. Consequently, income and expenditure levels will be kept under review throughout the budget process.
- 4.2 It is essential to ensure that the strategic budget efficiencies and additional income are delivered as this is central to ensuring that the Council has a balanced budget. The delivery of the efficiencies and additional income will be kept under continuous review throughout the budget process.
- 4.3 It will not be possible to finalise funding in the budget until government announcements on future funding levels are published later in the year. Members are asked to approve the budget strategy as set out in this report, in order for the main provisions of the budget to be built.

#### **5.0 Timetable**

- 5.1 The Budget Timetable is dictated by the corporate timetable for the Executive arrangements. The essential deadline is that the Council is able to set the level of Council Tax for 2025/26 at its meeting on 6 March 2025.
- 5.2 The table below describes the key activities and dates in order for the production of the budget.

Date	Activity	Description
24 June 2024	Budget Strategy reviewed by Policy & Performance Improvement Committee	Sets the overall direction of the setting of the budget and high level assumptions
23 July 2024	Budget Strategy approved by Cabinet	Sets the overall direction of the setting of the budget and high level assumptions
31 October 2024	Cash budgets completed	The completion by all Budget holders of the cash resources needed to fund service provision over the MTFP period
w/c 4 November 2024	Director and Budget Holder review	In order for the Director to challenge the budget holders to ensure internal scrutiny of resource provision
26 November 2024	Service budget review by SLT	Holistic review of overall service budget provision by SLT
2 December 2024	Policy & Performance Improvement Committee review (HRA Only)	To review the assumptions around the HRA budget
w/c 9 & 16 December 2024	Portfolio Holder review	Portfolio holder scrutiny over service budget provision
w/c 13 January 2025	Informal meeting with Portfolio Holders, Chair and Vice Chair of Policy & Performance Committee	Holistic review of the whole budget inclusive of the draft LGFS

18 January 2025	SLT review of overall budget position	Holistic review of the whole budget inclusive of the draft LGFS
21 January 2025	Cabinet review (HRA Only)	Cabinet review and recommendation to Full Council for approval of 2025/26 HRA budget
TBC 2025	Policy & Performance Improvement Committee review (GF Only)	PPI Committee to scrutinise proposed budget for 2025/26
11 February 2025	Council approval (HRA Only)	Council approves HRA budget for 2025/26 and Rent setting
18 February 2025	Cabinet review (GF Only)	Cabinet review and recommendation to Full Council for approval of 2025/26 GF budget
6 March 2025	Council approval (GF Only)	Council approves GF budget for 2025/26 and Council Tax setting

## **6.0 Consultation**

- 6.1 As the production of the budget will be predicated on the priorities within the Community Plan, resource allocation will be linked to spending priorities. As the budget is to be derived based on the notional budget set for the forthcoming year (as per the approved MTFP), and changes made during the current financial year are factored in, consultation will continue to take place throughout the 2024/25 financial year. Members will continue to have an opportunity to shape the budget through approving/rejecting reports brought to Cabinet in year.
- 6.2 Once the first draft of the budget has been prepared, this will be reviewed by the Senior Leadership Team to ensure budget is aligned to the Community Plan priorities, during November 2024 as described in the table above.
- 6.3 Portfolio Holders will then be briefed on the proposals. This will enable a review of service budgets prior to presentation to Policy & Performance Improvement Committee during the January cycle of meetings. This will be facilitated by Financial Services, with the services Director and Budget holders presenting their budgets.
- 6.4 The Policy & Performance Improvement Committee will have the opportunity to scrutinise the budget proposals prior to Cabinet recommending to Council for approval.
- 6.5 As in previous years, consultation on the budget will take place with Commercial Business Ratepayers. This will be advertised on the Council's website between the Cabinet meeting in February and the Council meeting in March.

## **7.0 Capital Programme 2025/26 – 2028/29**

### **7.1 Prioritisation for the General Fund Schemes**

- (a) When business cases for new schemes are brought to Cabinet, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section

151 Officer, in line with the Council's Constitution. This may include use of internal resources, borrowing from internal resources or external borrowing. An appraisal of the most appropriate funding source will be included within the business case.

- (b) Capital projects for the new financial year will initially be commissioned by the Senior Leadership Team. These projects will then be assessed against the prioritisation criteria (see **Appendix D**) and will be ranked accordingly. Based on this assessment a report will be prepared for submission to Cabinet in February 2025, before final approval by Council on 6 March 2025.

## 7.2 Prioritisation for the Housing Revenue Account Schemes

The current HRA Capital programme reflects the latest available information agreed by officers within the Housing, Health and Wellbeing directorate. Resources for future years will reflect the ability of the HRA to support any necessary borrowing, and other funding opportunities which may arise.

## 8.0 Implications

In writing this report and in putting forward recommendations officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

## **Policy on Budgeting and Council Tax**

### **Introduction**

Each year the Council is required to set a Council Tax in accordance with the provisions of the Local Government Finance Act 1992. It is a requirement of the Act that the Council Tax must be set by 10 March each year.

The Council sets its Annual Revenue Budget in March each year in accordance with the provisions of the Budget Process, which forms part of the Council's Constitution.

The District Council is also responsible for collecting the Council Tax requirement (precepts) for Nottinghamshire County Council, Nottinghamshire Police & Crime Commissioner and Nottinghamshire Fire and Rescue Service and any precepts set by the Parish and Town Councils or Parish meetings within the District. All of these Councils are required to notify the District Council of their requirements before 1 March each year.

The District Council has no control over the level of Council Tax or precept set by the precepting bodies. This policy covers the District Council element of the Council Tax only. Nevertheless, it is recognised that public perception is influenced by the overall level of Council Tax and it can be difficult to appreciate that the requirements of the District Council form only a part of this. In fact, the District Council's spending requirements account for around 8% of the total Council Tax bill.

The Government has powers to require local authorities setting "excessive Council Tax increases" to hold a local referendum on the level of Council Tax. The level of excessiveness for the 2024/25 financial year was set at 3% or £5 increase but may be different in subsequent years. This information is provided within the Local Government Finance Settlement which is published during Winter each year.

The District Council's spending requirement includes an amount levied upon it by other bodies. For this Council an annual levy is made by the Trent Valley and Upper Witham Internal Drainage Boards of circa £950,000.

### **Current Level of District Council Tax**

The District Council's level of Council Tax for 2024/25 is £194.82 for a Band D property. This represents a 2.99% increase in council tax on 2023/24. The total bill, including all major precepts, is £2,376.26 whilst the average Parish Precept is a further £91.25. In order to arrive at this level of Council Tax, the Council assessed its needs over the medium term and resolved to approve an increase at the minimal level possible whilst ensuring it remains cognisant of the challenges it faces ahead.

### **Consultation**

The latest Resident Survey was delivered in 2022 and was open for nearly 6 weeks. Within the survey, a range of questions were asked to gather a picture of their experiences as a resident, their satisfaction with Council services and their views on their local area. It consisted of 16 questions that were predominately multiple choice, with some open questions allowing residents to expand on their answers.



As the feedback from the Resident Survey helps inform and shape our Community Plan, it is important that the consultation provided a holistic and balanced account of the district. To ensure this was achieved, three work streams were delivered as a part of the consultation:

- The open survey that was available for any resident over the age of 16
- A representative survey to allow us to recognise any bias in the open survey from under or overrepresented demographics
- Focus groups to ensure the voices of typically underrepresented groups were heard

In the open survey, 4,577 responses were captured, and this equated to a 3.7% response rate, so around 4 in 10 residents completed the survey. The results of this consultation was used to shape Council services and inform the strategic direction of the Council with the creation of the Community Plan. Budgets have been and will continue to be aligned to the Community Plan to ensure that resources are directed at services which will deliver the priorities described in this document.

### **Proposals**

The absolute level of Council Tax, and any annual increase, will depend on the demands facing the District Council, external funding available, and the Council's assessment of the appropriate level of Council Tax. Whilst these factors will vary from year to year, the following criteria will be taken into account when considering the level of Council Tax:

- The Priorities and Objectives of the Council as set out within the Community Plan
- Inflation
- Consultation Responses
- The level of Council Tax considered to be acceptable to the public
- Government views on grant levels and referendum criteria
- Service demands

**Newark & Sherwood District Council aims to set the minimum level of Council Tax acceptable consistent with the achievement of its Priorities and Objectives and other financial and service demands.**

**General Fund Balances and Reserves Policy**

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.

The Council will review the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (over-prudent) based on their purpose and likely use.

Council's generally hold useable reserves for three purposes:

- as a working balance, to mitigate the impact of uneven cash flows;
- as a contingency, to mitigate the impact of unexpected events or emergencies; and
- as earmarked reserves, to pay for known or predicted future requirements.

The Council has a fixed £**Error! Reference source not found.**m General Fund balance which has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain its current General Fund balance of £**Error! Reference source not found.**m, it is intended that the General Fund balance will only be used to fund expenditure once other appropriate/earmarked reserves have been fully utilised.

One of the most important principles used to prepare the MTFP is that council reserves and other one-off resources are not used to balance ongoing, base budget pressures: that all other mitigating actions are used before the use of one-off resources. Over the years, the Council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; support and improve service delivery; and offset declining levels of income.

Members and officers are required to ensure the council operates as a going concern: that the council will continue to fulfil its functions for the foreseeable future. If this were not the case, for example, because of an imprudent use of council reserves, the Council's external auditors would be required to express a going concern opinion (GCO). A GCO would be the external auditor's way of expressing significant doubt on the Council's ability to operate longer-term.

**It is recommended that:**

- a) Reserves should be subject to an annual review by the Section 151 officer;**
- b) Reserves should not be over-provided;**
- c) Reserves should be used for the purpose for which they are provided (subject to a and b above)**
- d) Reserves should not be used to support ongoing general fund expenditure (subject to recommendations a and b, above)**

**Budgeting Principles**

The Council will prepare its budget in accordance with the following principles:

**Council Objectives:**

The purpose of the budget is to enable the Council to achieve its objectives, as set out in the Community Plan, and meet its statutory duties. In setting the budget and Council Tax, the Council will also have regard to Government requirements, including the Local Government Finance Settlement and the latest Comprehensive Spending Review.

**Balanced Budget:**

The Council is required to set a “balanced budget” with sources of funding identified to cover all expenditure proposed.

**Affordable Budget:**

In setting the budget, the Council will consider the affordability of proposals and their impact on the level of Council Tax.

**Inflation:**

The Council will have regard to the level of inflation when considering budget proposals. It may consider different indices of inflation for different purposes. For example, the retail prices index (RPI) and the consumer prices index (CPI) do not always reflect the rate of inflation faced by the Council and this may be better measured by specific indices such as those widely available for construction costs or energy.

**Sustainable Budget:**

The Council will set a budget to be sustainable over time. This will be reflected in the Council’s Medium Term Financial Plan and Capital Programme. The budget will include an overall risk assessment and will incorporate appropriate sensitivity analysis in order to ensure a robust final budget.

**Budget Demands:**

Any developments in the Council’s revenue and capital budgets will be required to go through the Council’s formal bidding process. Only those items approved as part of this will be included in the final budget.

**Use of 3<sup>rd</sup> Party Funding:**

Where third party funding is used to contribute towards the Council’s budgets, a plan is required to ensure that this element of the budget is sustainable if and when the 3<sup>rd</sup> party funding ceases. Where appropriate, an exit strategy is required.

**Adequate Reserves and Provisions:**

The Council aims to have adequate, but not excessive, reserves to cover unforeseen expenditure. Specific provisions are also in place to cover items of expenditure that are certain but where their timing is not known. Further details are set out in the policy on balances and reserves.

**Asset Management:**

The Council aims to manage its assets efficiently in accordance with best practice. Full details are set out in the approved Asset Management Plan.

**Council Tax Levels:**

In accordance with this policy, the Council aims to set the minimum level of Council Tax possible consistent with the achievement of its Aim and Priorities and other financial and service demands.

**Value for Money:**

The Council aims to achieve value for money in the provision of all of its services. This is set out in the Council's Value for Money Strategy.

**Risk Assessment:**

In accordance with section 25 of the Local Government Act 2104, the s151 officer will conduct an annual risk assessment of the robustness of the estimates made in the Council's budget.

**Sensitivity Analysis:**

The s151 officer will carry out a review of the impact of variations to key elements of the proposed budget (a "sensitivity analysis") on an annual basis.

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**CORPORATE CHARGING POLICY**

**Revised: July 2024**

**Date of next revision: July 2025**

**CONTENTS**

- 1. Introduction**
- 2. Purpose of the Policy**
- 3. Processes and Frequencies for Reviewing Charges**
- 4. Factors relevant to the Annual review of Charges**
- 5. Processes for setting charges for new sources of income**
- 6. Calculation of Charges**
- 7. Concessionary Charges**
- 8. Discounts**
- 9. Use of Market Intelligence**
- 10. Further Guidance**

## **1. Introduction**

This Policy applies to external fees and charges other than those prescribed by the government. It provides a guide to internal charging arrangements but is subject to CIPFA's 'Service Reporting Code of Practice' and has regard to the Audit Commission's publication "*Positively Charged*".

It is not intended to apply to the disposal of Council assets, rents, internal charges or rechargeable works, nor will it apply where charges are governed by statutory regulation or guidance.

The Policy does apply if we have discretion, but not if there is a prescribed fixed charge.

Over the period of the Medium Term Financial Plan services will align their charges and processes with this policy.

This policy must be read in conjunction with the other related Council policies and strategies, including Financial Regulations, Equalities Policy, VFM Strategy, Corporate Plan.

If after reading this policy you require further guidance or clarification, or you are not sure how best to comply with the Policy then please contact your Business Manager or the Deputy Chief Executive and Director of Resources.

## **2. Purpose of the Policy**

To establish a policy within which fee and charge levels will support the Medium Term Financial Strategy and Community Plan; and,

To encourage a consistent approach to the setting and reviewing of charges for services provided by Newark and Sherwood District Council by:

- specifying the processes and frequencies for reviewing existing charging levels or introducing new charges for areas of the council's work for which charges could in principle be set;
- providing guidance on the factors that need to be taken into consideration when charges are reviewed on an annual basis;
- establishing parameters for calculating different levels of charges;
- recommending the criteria for applying concessions or discounted charges on a consistent council wide basis;
- requiring more active use of market intelligence relating to different services.

## **3. Processes and Frequencies for Reviewing Charges**

The following arrangements for reviewing charges will be applied throughout all areas of the Council where charges for services already exist or could in principle be set:

- all discretionary charges will be considered and approved by Council as part of the Budget and Council Tax setting process in March of each year.
- a major review of each business unit's charging strategy will take place at least once every three years to ensure consistency with the council's priorities, policy framework, service

aims, market sensitivity, customer preferences, and income generation needs, and the justification for any subsidy that the council as a whole makes to the service.

- annual reviews will be carried out for all of these services as part of the budget process, and shall have regard for the budget strategy approved each year.
- where fees are not to be increased or are proposed to be increased below inflation, this must be reported to SLT by the budget officer clearly stating the financial implications and budget shortfall before the deadline for completion of the revenue budget.
- these formal reviews will be overseen by the appropriate Director.
- where decisions on fees and charges, including any concessions or discounts, are taken outside the budget process approved by SLT and Cabinet, any proposals must have due regard to the Medium Term Financial Plan.

#### **4. Factors Relevant to the Annual Review of Charges**

Annual reviews of charges will consider the following factors:

- a. inflationary pressures generally and input costs specific to the service;
- b. any statutory framework relating to the service
- c. the actual or potential impact of any competition in terms of price or quality;
- d. trends in user demand and the forecast effect of price changes;
- e. equality and access to services;
- f. customer survey results;
- g. benchmarking results;
- h. council wide and service budget targets;
- i. cost structure implications arising from developments such as investments made in the service;
- j. consistency with other charges;
- k. alternative charging structures that could be more effective;
- l. validity of continuing any concessions;
- m. proposals for targeted promotions during the year, and evaluation of any that took place in the previous year;
- n. where less than the full cost is being recovered (including nil charges), the justification for the decision is reviewed and documented to ensure that this decision remains valid and that significant income is not being lost.

#### **5. Processes for Setting Charges for New Sources of Income**

All Business Managers should explore new business opportunities with a view to generating additional income.

All guidance in this Policy must be considered when setting new fees and charges.

A business plan must be prepared.

Any potential new income streams will need to be approved by SLT and Cabinet.

The setting of the fees and charges must be made in accordance with the current VAT regulations.

The proposed billing and recovery administrative process must be agreed with the S151 officer prior to the charges being implemented.

A central record will be maintained by the relevant Business Manager of any decisions made not to charge for a service where a charge could be made.

## **6. Calculation of Charges**

Charges will apply to all users, and will be set at a level to maximise take-up and income targets and wherever possible covering or exceeding the full cost of providing the service in question.

It is the responsibility of the relevant Business Manager to ensure that the proposals comply with the appropriate legal framework and any legal restrictions. Advice should be taken from the Council's Legal Business Unit before any proposal is finalised.

This calculation of full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. Overheads and capital asset depreciation charges should be included but consideration may be given to a less than full cost recovery of these elements where inclusion would distort competition.

Where less than the full cost is being recovered, the justification for the decision must be documented and retained by the appropriate Business Manager and clearly state the financial implications and budget shortfall.

All fees and charges must be calculated in accordance with the current VAT regulations.

## **7. Concessionary Charges**

In some circumstances the Council will offer subsidies to all users or concessions to specific user groups where this is consistent with achieving its priorities.

Entitlement to concessionary charges must have regard to equalities legislation and is designed to reduce barriers to participation arising from:

- Age;
- Level of income;
- Family circumstances;
- Health
- Educational circumstances.

Concessions will not apply to retail sales from shops or cafes.

Concessionary charges may also be made available to organisations whose purpose is to assist the Council in meeting specific objectives in its priorities and policy framework, or which contribute to the aims of key local partnerships in which the Council has a leading role.

Concessionary charges should not normally apply to peak times or in situations that would result in the loss of income from customers paying standard charges. Neither would they normally be available to organisations that are based outside of the Council's area other than on a reciprocal basis.

Only one concession can be applied to the standard charge at any given time.



Services wishing to adopt a concessionary charging scheme must demonstrate the scheme is practicable in terms of assessment, collection and evidencing for audit purposes.

## **8. Discounts**

For certain services it will be normal practice to set promotional discounts, frequent user discounts or group discounts.

Promotional discounts are defined as short-term charges that are targeted to increase take-up or awareness of the services that are available.

Frequent user discounts are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Group discounts are to be used to encourage take up by organisations able to block book and family discounts to encourage parents and children's take up.

Discounts can be applied to both the standard charge and the concessionary charge.

Discounts can only be applied where the Service has received prior approval of the principle to apply a discount to the charge for this service.

## **9. The Use of Market Intelligence**

All managers of discretionary services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging strategy;
- the range of services provided;
- the quality of services provided;
- their cost structure.

All managers of services for which a charge is made should consult with customers, relevant partners and stakeholders on the range, quality and cost of services provided prior to the triennial review.

Consultation should also take place with potential customers and target groups to determine improvements needed to encourage participation at least every five years.

Comprehensive and accurate usage statistics will be maintained for all services and at all facilities where charges are made, to enable analysis of usage, justification of any subsidy given by the Council, and accurate forecasting of the effect of price changes on usage.

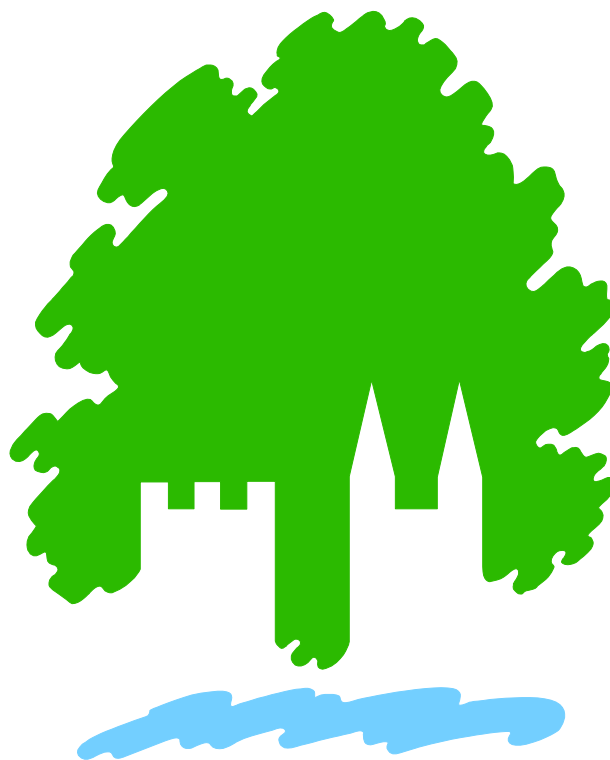
Benchmarking should be undertaken at least annually with other Councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

**10. Further Guidance**

Charges should be payable in advance wherever possible or collected by direct debit or through the corporate income system.

All fees/charges must be reported annually to the Financial Services Business Unit as part of the budget process for publishing in the annual budget book.

All fees/charges must be published on the Council's website.



**NEWARK &  
SHERWOOD  
*DISTRICT COUNCIL***

**Value for Money Strategy**

**Revised: July 2024**

**Next revision due: July 2025**

## Introduction

Newark & Sherwood District Council recognises its responsibility to achieve value for money from all its activities, however they may be funded.

The council is committed to the pursuit of economy, efficiency and effectiveness as part of its corporate strategy. It will seek to achieve value for money in the pursuit of its objectives and in the delivery of all services.

The council has a neutral position on service delivery methodologies. It will consider all service delivery options, including in-house provision, partnerships with other public sector organisations (including shared services), partnerships with private sector organisations, and bought in services as appropriate for individual services or groups of services.

In light of the current high inflation environment, it is inevitable that the annual revenue and capital budget setting will be challenging each year. The council has a range of methodologies in place to ensure that its aims and priorities are delivered within an acceptable level of council tax. The Value for Money Strategy is a key element of this process.

## Value for Money Principles

The principles involved in achieving value for money are:

Efficiency: Considering the relationship between the amount of resources used (inputs) and the level of performance.

Effectiveness: The ability to achieve stated goals or objectives, judged in terms of both output and impact.

Economy: The acquisition or use of resources of an appropriate quality at minimum cost.

There are several aspects to be considered:

- Balancing effectiveness with efficiency
- Balancing efficiency with economy
- Sustaining the funding arrangement (where this is desirable)
- Demonstrating the most appropriate use of resources

Value for money can be defined as: **the use of available resources in an efficient and economical way to deliver effective services or achieve desired outcomes.**

The council is accountable for using resources efficiently to avoid wasting public funds, but this does not mean always seeking the lowest short-term cost. Waste occurs when a service – no matter how cheap or expensive – is ineffective. Effectiveness and efficiency needs to be balanced to achieve value for money.

The costs and benefits of each arrangement must be evaluated in terms of what the council seeks to achieve.

The council will manage any risks to its own interests, and use arrangements and processes such as monitoring, review and evaluation to demonstrate effectiveness and value for money.

At the planning stage, the council should be able to justify how it intends to apply its resources. After implementation it should be able to demonstrate that the policy is having the desired effects, and that the money is not going to waste. If there are unintended outcomes from its policies the council needs to adapt its funding arrangements to take them into account.

## **Objectives**

To achieve value for money, the council will:

- target resources towards achieving the council's objectives and meeting the needs of local people;
- integrate VFM principles within existing planning, management and review processes;
- adopt recognised good practice as appropriate;
- analyse potential budget issues for the following financial year at an early stage and take a corporate approach to developing solutions;
- ensure that VFM principles are taken into account during the commissioning process;
- benchmark activities against other similar activities and organisations where appropriate;
- respond to opportunities to enhance the economy, efficiency and effectiveness of activities;
- promote a culture of continuous improvement;
- demonstrate actively to both internal and external stakeholders that the achievement of VFM is sought in all activities undertaken;
- ensure that all staff recognise their continuing obligation to seek VFM for the council as part of their activities;
- seek external funding where appropriate to support the council's services if the external funding assists the achievement of the council's objectives.

## **Methodologies for achieving VFM**

The council has a number of different methodologies that contribute to the achievement of VFM.

These include:

- An annual refresh of the Community Plan focus' on the key objectives based on local need;
- development of Business Unit business plans which are referenced to the Community Plan objectives;
- resources are aligned, through the budget process including the refresh of the Medium Term Financial Plan, with the key objectives as set out in the Community Plan;
- effective use of ICT (supported by the ICT Digital Strategy);
- service reviews;
- scrutiny by Policy and Performance Improvement Committee;
- scrutiny by the Audit & Governance Committee through Internal Audit reports;
- corporate procurement mechanisms (supported by the Contract Procedure Rules and external providers Welland Procurement);
- partnership working including consideration of shared services and public/private partnerships;
- customer feedback.

## **How the Council monitors the achievement of VFM**

The Council sets a range of performance indicators for key activities in order to monitor the effectiveness of those functions. Each of these are built into Business Unit business plans and are referenced to objectives set within the Community Plan. These are reported through the Senior Leadership Team and on to Members for their scrutiny.

## **Responsibility for delivering VFM**

The council is required to satisfy itself that VFM is being sought and achieved from the use of public funds.

The responsibility for achieving VFM lies with all Members and staff and is not restricted to those with resource or financial responsibilities. All Members and staff should endeavour to seek and achieve VFM in all activities and to bring to management's attention any opportunities for improvement.

Business Managers have the responsibility to maintain an awareness of good practices in their own area of operation and ensure that these are followed appropriately.

The Senior Leadership Team will provide a corporate overview of VFM to ensure that initiatives are not restricted to individual service areas.

The Council has an expectation that bodies with which the Council has partnership arrangements and organisations in receipt of grant aid from the council will follow VFM guidelines.

**NEWARK & SHERWOOD DISTRICT COUNCIL**

**CAPITAL PROGRAMME 2025/26 – 2028/2029 PRIORITISATION SCHEME**

	<b>STAGE 1 FACTOR</b>	<b>Comments</b>	<b>STAGE 2 DETAILED PRIORITISATION</b>	<b>STAGE 2 WEIGHTING</b>
1	<p><b>Key Priorities</b> Scheme must link to at least one of the Council's priorities and be an objective contained within a Service Plan.</p>	<p>If a scheme does not clearly relate to these areas it will not be considered further.</p>	<p>Each scheme to be marked as to how well it fits with the Community Plan</p>	<p><b>35%</b></p>
2	<p><b>Evidence of Need</b> Service Strategy National Strategy or Guidelines Statutory Obligation</p>	<p>In some cases local demands are in excess of national guidelines and strategies and this tries to acknowledge that the two must be balanced. This will cover Health and Safety related schemes.</p>	<p>The following factors will receive equal weighting :-</p> <ul style="list-style-type: none"> <li>• Statutory Obligation</li> <li>• National Strategy</li> <li>• Validity of consultation in relation to project. e.g. How specific to this project? Who was consulted, was this comprehensive?</li> <li>• Quality of evidence of need for project .e.g. size of sample base, date of evidence, format of evidence</li> </ul>	<p><b>10%</b></p>
3	<p><b>Partnership</b> Eligibility under existing criteria can be demonstrated.</p>	<p>Show that work has been done to ensure that the obtaining of external finance is realistic. The degree to which the partnership will add value to the project.</p>	<p>The proportion of finance which will be met by third party. The likelihood of receiving support. Assessment of the value the partner will add to the project.</p>	<p><b>15%</b></p>

4	<p><b>Outputs and Outcomes</b></p> <p>These have been clearly identified and can be justified from supporting evidence.</p> <p>Specific comments should be made as to how the scheme represents value for money when compared to other options</p>	<p>This will enable the council to improve the way it reports its work and clearly show what is being achieved. The comments should refer to any performance indicators which the proposal is addressing specifying what the improvement target is.</p>	<p>Assessment then made on what the scheme will achieve.</p>	<p><b>15%</b></p> <p>Assessment of all factors or group of factors</p>
5	<p><b>Financial</b></p> <p>Capital costs have been based on internal or external professional advice</p> <p>Revenue implications have been properly developed</p>	<p>Capital costs include both works and land purchase and cover all associated costs.</p> <p>Try and avoid “guesstimates” which result in schemes requiring increased finance or having to be reduced to meet finance available.</p>	<p><u>Capital</u> will be based on the quality of work which has been put into estimate. e.g. costed feasibility studies.</p> <p><u>Revenue</u> will be based on whether the effect is positive, neutral or negative on the revenue budget.</p> <p>Positive effect scores 10 Neutral effect scores 3 Negative effect scores 0</p>	<p><b>5%</b></p> <p><b>10%</b></p>
6	<p><b>Risk Assessment</b></p> <p>Identify the level of risk in a project not being able to proceed. For example planning appeals, listed building consent. Over subscription of partnership funds</p>	<p>Try and ensure that not all schemes selected are high risk with the danger that there will be delays in delivery or no-delivery.</p>	<p>The following will all need to be considered:-</p> <ul style="list-style-type: none"> <li>Technical Issues</li> <li>Financial Uncertainty</li> <li>Partnership uncertainty</li> <li>Planning Issues</li> <li>Legal issues</li> <li>Timescale</li> </ul>	<p><b>10%</b></p>





Report to: Cabinet Meeting: 24 September 2024  
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance  
 Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director – Resources  
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Report Title</b>	Commercial Plan Update
<b>Purpose of Report</b>	To provide an update on the Commercial Strategy action plan to demonstrate how the Council is responding to the anticipated reduction in funding by making strategic savings and generating additional income.
<b>Recommendations</b>	That Cabinet note the update on the Commercial Plan.
<b>Alternative Options Considered</b>	None, this is just an update report.
<b>Reason for Recommendations</b>	To share how the Council is seeking to address our forecast financial deficit.

## 1.0 Background

- 1.1 As a result of changes in the financial climate and anticipated reductions in government funding, the Council forecasted a financial deficit, back in 2021, to impact budgets from 2023/24 onwards. To tackle this deficit the Council identified areas where additional income could be made and/or savings could be achieved without impacting the quality-of-service delivery. The detail of the strategy to address this funding challenge was approved by Policy & Finance Committee on 27 January 2022, in the form of the Commercial Strategy 2022-2026 and its associated Action Plan.
- 1.2 After Members approved the strategy and action plan, an officer group representing a number of services across the authority was set up to identify projects and initiatives that could deliver savings or generate additional income. An action plan was developed and progress against the action plan has been monitored with quarterly meetings with the Business Managers leading these projects. These meetings have involved updating progress on the action plan and continuing conversations around where the Council could be generating income from commercialisation.
- 1.3 It is important to note that “commercialisation” i.e. the identification and realisation of efficiency savings and/or additional income; thereby providing value for money services to our residents, is imbedded in the council’s budget and decision-making processes.

Over a period of years, several actions have resulted in increasing the income from our services. The primary objective has always been to provide improved services to our residents and businesses; with the biproduct being an increase in our income base. The table below sets out some examples of initiatives where there has been a service improvement which has also resulted in an increase in net revenue which has gone towards funding existing and/or new budgetary pressures. For the purposes of illustration, the comparison is between the most recent approved budget, 2024/25 and the reported outturn in 2020/21 i.e., over the last 3 years:

Service	Action	Outturn 2020/21	Budget 2024/25	Increase in Revenue(£)	Increase (%)
Newark Buttermarket	Acquisition, repurposed and refurbished	Net cost of £81,745	Net Revenue of £95,840	£177,585	217%
Lorry Park	Improvements in welfare and improved security	Net Income of £317,795	Net Income of £472,260	£154,465	52%
3 Commercial Units at Beaumont Cross (former Robin Hood Hotel)	Redevelopment and regeneration of key gateway site.	£0	£62,380	£62,380	100%
<b>Total</b>		Net income of £236,050	Net income of £630,480	£394,430	267%

In addition, an increase in the number of homes in the district and an increase in the number of households taking up the garden waste recycling service has increased the gross income to the Council from £572,146 in 2020/21 to a budget for the current 2024/25 year of £740,000 i.e. an increase of 29%. This income budget will be exceeded by the year end as the income to 14 June 2024 is already £758,835.

Similarly, an increase in the number of businesses signing up to the trade waste collection service has increased the gross income from £333,072 in 2020/21 to a budget for 2024/25 of £477,720 i.e. an increase of 43%. This income budget has already been exceeded as the income to 14 June 2024 is already £490,527, albeit this represents income for the full year for current customers. Any further income will be in relation to new customers.

## 2.0 Current Position:

2.1 The table below sets out the position that was presented to Council in March 2024 within the Medium-Term Financial Plan.

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
<b>Funding Shortfall prior to Mitigations</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.650)	(0.650)

Savings from service reviews	-	(0.100)	(0.170)	(0.170)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.150)	(0.150)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Use of MTFP reserve to offset contributions from reserves in future years	(0.200)	(0.751)	(3.107)	(1.845)
<b>Proposed General Fund Funding Gap</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.627</b>

- 2.2 Post the year end position for 2023/24 the Business Manager – Financial Services together with the S151 Officer have reviewed this position. The table below revises the position based on assumptions of forecast year end positions together with reductions in MRP due to the additional £1.165m set aside at the conclusion of 2023/24 to contribute towards future capital expenditure that was originally funded by borrowing. The table shows that there is still an inherent circa £3m annual deficit to fund from 2028/29 onwards. Policy and Finance Committee previously approved, at its meeting of 27<sup>th</sup> January 2022, a Commercial Strategy underpinned by an action plan, which would bring forward activities in order to assist with closing this gap. A steering group has been established and progress against these actions will be monitored. Update reports have been brought to Cabinet in July of 2023 and July 2024. These updates will be factored into the budget and MTFP to be presented to Council on the 6 March 2025.

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
<b>Current shortfall prior to mitigations 2024/25</b>	<b>0.200</b>	<b>1.551</b>	<b>4.277</b>	<b>4.642</b>
<b>Revised shortfall prior to mitigations</b>		<b>1.301</b>	<b>3.123</b>	<b>3.078</b>
Notional savings generatable	(0.250)			
Dividends from Arkwood Developments Ltd		(0.500)	(0.150)	
Savings from service reviews		(0.100)	(0.070)	
Savings/efficiencies from making business processes more efficient		(0.100)	(0.050)	
Increased income from the council becoming more commercial		(0.100)	(0.100)	
MRP savings due to additional contribution to Capital of £1.165m		(0.104)	(0.040)	
Use of MTFP reserve to offset contributions from reserves in future years	0.050	(0.397)	(2.693)	(3.078)
<b>Proposed General Fund Funding Gap</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

- 2.3 Further delays in the review of the local government financing system and in the base line business rates re-set, has meant that the financial deficit that was forecast from 2023/24 onwards (when the Commercial Strategy was approved by Policy and Finance Committee on 27 January 2022) has not occurred. However, officers have continued their work in identifying areas where savings can be made, or additional revenue generated as it is still anticipated that the Local Government Finance Reform and

business rate re-set will happen - it is just uncertain as to when this will happen. The most recent view is that it will take effect in 2026/27 and therefore the latest revision of the Medium - Term Financial Plan (MTFP), approved by Council on 7 March 2024, assumes that this Council will experience a funding gap from 2026/27 onwards. The target included in the MTFP for additional revenue/savings is as follows:

2.4 The table shows reductions in expenditure and additional income of £0.300m to occur from the 2025/26 financial year, split over the three target headings.

2.5 The following projects/actions have been identified as generating income and/or achieving savings. They have been broken into three categories: -

- Significant ongoing projects (where largest savings/income is forecasted)
- Ongoing projects (where some savings/income is forecasted)
- Planned projects (projects identified but not started yet)

**2.6 Significant Ongoing Projects**

Ongoing projects where largest savings/income is forecasted.

Project/Activity	Business Unit Lead	Detail	Expected income/reduction in expenditure (£)
Development of Town Centre Brown Field Land	Corporate Property	Corporate property assessed the small areas of land in town centres (brownfield land not utilised) the Council owned to scope if these areas of land could be developed into contract car parking. As a result of this the area of land next to Newark Hospital (Bowbridge Road) was identified for car parking. This project has now been delivered and leased to the NHS. The residual land has been valued and is being considered for sale to either Arkwood or the council's Housing Revenue Account (HRA) before possibly testing the open market.	£0.100m  (Annual rent from car parking spaces after the first year. This is already budgeted for within the MTFP)
Development of Clipstone Holdings	Corporate Property	Clipstone holdings site has now been purchased (freehold) to allow the Council to have flexibility of use and development. The site is being cleared and detailed design of the development is now being progressed with the aim of having a green employment park Site clearance is underway and construction work is anticipated to start on site during 2024/25.	Included in MTFP £0.112m 25/26 full £0.224m 26/27 onwards

Project/Activity	Business Unit Lead	Detail	Expected income/reduction in expenditure (£)
Industrial Units at Crew Lane, Southwell	Corporate Property	The 6 industrial units on this site have reached end of life and require some investment and 4 of the units are not occupied by tenants as these are not fit for purpose. A feasibility study of the site has been undertaken in order to examine the refurbishment options to modernise the units. This involves utilising the current structures but modernising the units by installing WCs to all plots, small kitchenettes, low-carbon, energy efficient buildings, fire compartmentation works, new door systems and windows. After some market testing, the units will be designed to suit potential new incoming tenants. There is also an opportunity to create a secure external storage area for larger items along the open perimeter of the site. It is anticipated that a report will be brought to Cabinet during 2024/25 relating to this.	Additional revenue of £0.049m not currently reflected within the MTFP
Reduction in Management Fee to Active 4 Today	Regeneration and Housing Strategy	The forecast budget within the MTFP for the Management Fee to Active4Today over the next three years equates to £1.75m. Through various initiatives it is anticipated that the annual budget for the Management Fee can be reduced.	£0.300m through both reductions in expenditure and generating additional income, not currently reflected in the MTFP
Expansion of Private Sector Lifeline Service	Housing and Estates Management		£0.248m through additional income not currently reflected within the MTFP

## 2.7 Ongoing Projects

The following projects have been identified as beneficial and are in progress or have been implemented but are not currently generating a quantifiable income or saving.

Project/Activity	Business Unit Lead	Project description	Progress update
Promotion of Income Generating Services	Communications	Promotion and marketing of income generating services based on a seasonal calendar, and train front facing staff on marketing our commercial services as part of customer contact.	Four strands to the project: 1 - what can NSDC provide to local businesses. 2. what can NSDC provide on behalf of Newark Towns Fund board. 3. what can NSDC provide for partners. 4. How can we promote existing Council services. Communications manager is considering the next steps.

Project/Activity	Business Unit Lead	Project description	Progress update
Extending the Lorry Park	Corporate Property	Look to extend Newark Lorry Park (with more parking spaces and services) on a new site as part of the Towns Fund, SisLog/Gateway project.	Now paused as a project. We are now reviewing the option of a development plot subject to early inception of a new access road at the lorry park to be provided by National Highways.
Tablets for Mobile Officers	Planning Development	Officers able to use tablets/mobile on site visits to deliver time efficiencies.	Planning Development all have tablets with mobile connectivity which should now deliver time efficiencies. Planning Officers have tablets. Planning Enforcement team have mobile connectivity which is delivering time efficiencies. More exploration will be given as the procurement for a new Planning system progresses.
Contract Review	Transformation	Review of contracts for supplies and services for rationalisation and joint procurement e.g., amalgamate contracts across sites and/or services to enable savings via joined up procurement. Potential amalgamations on contracts like cleaning of Council assets, repairs, and utilities.	The contracts register is still under development. The admin team are working through with assistance from transformation to establish a reliable contract register. Once this is complete we will be able to explore further
Service Reviews	Transformation	Undertake two projects streamlining internal Council processes using business process re-engineering, namely using a defined methodology to redefine processes to identify efficiencies and remove duplication, resulting in service efficiencies	There are three service reviews identified within the Transformation and Service Improvement Business Plan for delivery in 24/25. Each service review has a different focus. Service reviews are due to start in Spring 2024.
Ticketing System	Heritage & Culture	Ticketing system and website for theatre and National Civil War Centre to market services and future proof online sales.	The new system and website was procured in March 2023 and has been operational for over a year. An uplift of 6% has been seen in online sales, and last year's Box Office income significantly exceeded budget, although this cannot all be attributed to the new system.

Project/Activity	Business Unit Lead	Project description	Progress update
Develop the Weddings and Events Offer	Heritage & Culture	Develop the events and wedding offer at the National Civil War Centre, Palace theatre and Castle.	The Theatre and NCWC have successfully applied for a wedding license, and plans are being made to promote this refreshed offer. The Castle Gatehouse project will however severely restrict weddings at that location and consequently no bookings are currently being taken. At the end of the project (expected to be 2026) there will be an opportunity with the new garden layout and facilities to increase income, as identified in the project's business plan.
Specialist in-house resource	Planning Development	Get in-house resource for specialist advice such as a tree officer, archaeology officer or conservation officers. This creates saving as the Council don't have to 'buy-in' this specialist and allows the Council to 'sell' this service to other authorities and/or private companies.	This idea is being explored to identify areas for cost savings. Planning is also considering the possibility of 'growing your own' in terms of providing existing staff with specialist training.
Grounds Maintenance Contracts	Environmental Services	Increase the number of external Grounds Maintenance contracts to include playground inspections etc.	The business unit has consistently tried to bring in as much external income as resource has allowed. These contracts currently run at circa £285,650 per year
Use of Consultants	Transformation	Map use of consultants across the authority with an aim of rationalising and understanding what is needed. Considering questions such as should we have a shared contract for repeated services and would an officer be more efficient.	The ongoing Legal review is looking at consultants in that area and the aim is to take a wider view across the Council. This is in part reliant on the contracts register which is under development.
Expand the Trade Waste offer	Environmental Services	Look to increase the revenue achieved by the Trade (commercial) Waste service by looking to rationalise the current contract base.	This is an activity that continues to grow each year, currently it is forecast to be £12,900 over the budget for 2024/25, which will then continue into 2025/26.
Re-engineering existing Council processes	Transformation	Undertake two projects streamlining internal Council processes using business process re-engineering, namely using a defined methodology to redefine processes to identify efficiencies and remove duplication, resulting in service efficiencies	<ol style="list-style-type: none"> <li>1. Licencing - Work has started with the team to enhance our licencing offer. Already adjustments have been made to limit paper copies being distributed which results in not only financial savings but also officer time.</li> <li>2. Housing (Voids) - The voids process is under review due to the significant financial loss (rental income) experienced due to extended voids periods. Confident that efficiencies can be made in several areas.</li> </ol>



2.8 The following projects have been identified but due to capacity have not currently been progressed past scoping/development stage. However, they will however remain under review to develop if necessary.

Project/Activity	Business Unit Lead	Project Description	Project update
Fees and Charges	Transformation & Finance	Annual review of fees & charges that are non-statutory and look for new areas for charging such as selling consultancy skills, car park development, planning consultancy and environmental health advice.	The annual review of fees and charges is being completed for 2024 during the summer alongside the production of the budget. Areas for 'new' charging were identified. The most viable areas will now be scoped out further.
Cinema and Live Shows	Heritage & Culture	Consider expansion of the offer at the theatre to include cinema and live shows online within the Palace Theatre. Develop a business case to explore the viability.	It is planned to undertake some public consultation during 2024 to test the market for a cinema offer sitting alongside the town's existing provision.
Bin Purchasing for New Developments	Environmental Services	Scope the possibility of enacting a planning requirement on developers to purchase residual, recycling and garden waste bins for all new properties. This would theoretically produce savings on bin purchases whilst also possibly driving uptake on garden recycling.	This cannot be done legally, and hence this activity will be closed.



Project/Activity	Business Unit Lead	Project Description	Project update
Expand the Garden Waste service	Environmental Services	Expand the scale of the garden waste service. This service covers 3 trucks we need to invest in vehicles and staff for a fourth truck and thus be able to expand to meet the need. Build a business case considering the viability of investment in a fourth vehicle.	Financial year 23/24 saw the highest uptake of the service yet. For the new financial year the subscription price was raised by £2 per bin. The service will need to look at the uptake for this year (uptakes don't peak until well into the summer) to ascertain whether the price increase has lowered demand. In addition we now have the glass vehicles and a round restructure to do. Next financial year will require the council to offer a comprehensive commercial waste recycling service (over and above what we deliver now) and a commercial food waste service. Before any case can be made for additional green waste vehicles all other requirements need to be factored in. Obviously the ongoing work around space at the depot will play a role in how many vehicles we can actually operate safely. In addition the team has been completely consumed over the last 8 to 12 months in setting up the delivery of kerbside glass collections. This project is still not finished even though the service has started
Develop our arboriculture service	Environmental Services	The Council to develop its arboriculture team undertaking tree works on a commercial basis. This requires investment in staff and equipment and a continuous marketing programme alongside the team. Develop a business case to consider if a team is viable. This would require input from Planning and require heavy involvement from the new Tree & Landscape Officer	Currently the department has applied for training funding through the yearly training budget. If this is granted a number of Grounds Maintenance staff will undertake the first level of training. Once this has been completed a smaller number will be put forward for the level 2 training. Once this is completed we will ascertain whether we have existing staff that have an aptitude for this work at high level. A cost analysis is being drawn up to ascertain the possible savings against contracting out. An ARB can be very expensive to run due to the equipment and certification costs as well as the highly skilled labour that attracts reasonably high wages. Our study is looking at current requirements and the levels currently undertaken
Culturally exempt certain Assets	Finance & Heritage and Culture	Explore the viability of naming some Council assets as 'culturally exempt' to create savings.	Impact on fees has been determined, but work needs to commence to review the impact on show promoters and whether or not any additional income would need to be shared between NSDC and the promoter. The impact of this would then need to be reviewed based on the Council's VAT arrangements for exempt income.

### 3.0 **Implications**

In writing this report and in putting forward recommendation's, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### Financial Implications (FIN24-25/1988)

- 3.1 From the tables at paragraphs 2.1 and 2.2 (an extract from the approved MTFP from 7 March 2024 and subsequently the Annual Budget Strategy for 2025/26) this shows an anticipated £0.300m reductions in Council net expenditure in 2024/25, increasing in later years to £0.520m in 2026/27 profiled over three main headings.
- 3.2 The table below shows from paragraphs 2.4 and 2.5 above, in summary, the details of the items that were included within the update to this plan during July 2023. Three of the four items have subsequently been included within the MTFP approved at Council 7<sup>th</sup> March 2024, and hence are already contributing towards the savings identified within the MTFP approved 9<sup>th</sup> March 2023. Hence they are already inherent within the 2024 iteration of the MTFP.

	<b>Included in MTFP March 24</b>	<b>Year 1 2024-25</b>	<b>Year 2 2025-26</b>	<b>Year 3 2026-27</b>	<b>Year 4 2027-28</b>	<b>Year 5 2028-29</b>
Clipstone	Yes	£0	£0	£224,000	£224,000	£224,000
Crew Lane	No	£0	£49,615	£49,615	£49,615	£49,615
Grounds Maintenance Contracts	Yes	£40,000	£40,000	£40,000	£40,000	£40,000
<b>Total</b>		<b>£40,000</b>	<b>£92,015</b>	<b>£316,015</b>	<b>£316,015</b>	<b>£313,015</b>

- 3.3 The item in the table below is again from paragraph 2.4 above but is yet to be reflected within the MTFP approved on 7<sup>th</sup> March 2024, and hence would contribute towards the target savings identified within that document.

	<b>Year 1 2025-26</b>	<b>Year 2 2026-27</b>	<b>Year 3 2027-28</b>	<b>Year 4 2028-29</b>
Reduction in Management Fee for Active4Today	£300,000	£300,000	£300,000	£300,000
Expansion of Private Sector Lifeline Service	£248,000	£248,000	£248,000	£248,000
<b>Total</b>	<b>£548,000</b>	<b>£548,000</b>	<b>£548,000</b>	<b>£548,000</b>

- 3.4 As can be seen from the table above the Council is on track to achieve the £0.300m target during years 2025/26 and is expected to hit the target of £0.520m for 2026/27 also.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.





Report to: Cabinet Meeting: 24 September 2024  
 Portfolio Holder: Councillor Paul Peacock – Strategy, Performance & Finance  
 Director Lead: Sue Bearman, Assistant Director – Legal & Democratic Services  
 Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services, Ext: 5243

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Report Title</b>	Annual Review of Exempt Items
<b>Purpose of Report</b>	To consider the list of exempt business considered by the Cabinet for period 11 July 2023 to date, and which if any, reports can be released into the public domain.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) note the report, with any items being released into the public domain if considered no longer exempt by report authors; and</li> <li>b) consider if this annual review needs to be brought to the Cabinet going forward, given the provisions of the Freedom of Information Act and the Access to Information Procedure Rules.</li> </ul>
<b>Alternative Options Considered</b>	<p>This report reviews previous exempt items of business considered by the Cabinet over the previous 12 months, in order to release any information into the public domain if appropriate.</p> <p>However, given the report only reviews confidential items over the previous 12 months it is limited in scope and an alternative approach to taking this report on an annual basis is to utilise the Freedom of Information regime which enables the public to request reports / information to be released at any time which would then be assessed on a case-by-case basis.</p> <p>There is also provision under the Access to Information Procedure Rules for Members to request the Monitoring Officer to release exempt information into the public domain if there are substantive reasons to do so (paragraph 1.3 of the report refers).</p>

<b>Reason for Recommendations</b>	To review previous exempt reports considered by the Cabinet over the previous 12 months and to consider if this report is still required going forward given its limited value.
-----------------------------------	---

## 1.0 Background

- 1.1 This report sets out the reports which were considered by the Cabinet as exempt items of business for the period from 11 July 2023 to date.
- 1.2 Officers have been requested to consider if any of these reports could now be released into the public domain or if the information contained in these reports remains confidential.
- 1.3 Members also have the opportunity to request (under Rule 4.18 of the Access to Information Procedure Rules) the Monitoring Officer to release exempt information into the public domain if there are substantive reasons to do so.
- 1.4 The following table provides the exempt business considered by Cabinet for the period 11 July 2023 to date, and the opinion of the report author as to whether the report could be released into the public domain.

<b>Date of Cabinet Meeting</b>	<b>Agenda Item</b>	<b>Exempt Paragraph(s) / Reason(s) for Exemption</b>	<b>Opinion of Report Author as to current status of the report</b>
11.07.23	Land at Hall Farm, Edingley	Paragraphs 1, 3, 6 & 7 - Information relating to individuals; commercially sensitive; subject to legal professional privilege; and relates to the prosecution of crime.	Information to remain confidential
	Ollerton Hall - Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
	Social Housing Decarbonisation Fund Wave 2.1 - Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
19.09.23	Housing Services Structure Proposal	Paragraph 5 – Information relating to consultations in connection with employees	Information to remain confidential
	Allocations and Development Management DPD	Paragraph 3 - Commercially sensitive information	Information to remain confidential
31.10.23	Southwell Leisure Centre Works – Appendix	Paragraph 3 - Commercially sensitive information	The cover report has been published as a FOI request but the appendices remain confidential
19.12.23	Ollerton Town Centre Update and Purchase of Property – Appendix	Paragraph 3 - Commercially sensitive information	Information can be released into the public domain
26.03.24	In House CCTV Monitoring Business Case	Paragraph 3 - Commercially sensitive information	Information to remain confidential
	Growth Investment Fund	3 Paragraph - Commercially sensitive information	Information to remain confidential

	14 Market Place, Newark – Feasibility and Delivery – Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
	Sherwood Levelling Up Fund 3 Update – Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
	Newark Long term Town Fund Update – Appendix	3 Paragraph - Commercially sensitive information	Information can be released into the public domain
14.05.24	Newark Towns Fund Update- Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
04.06.24	Sherwood Levelling Up 3- Update 3 – Ollerton and Clipstone – Appendix	Paragraphs 3 & 5 - Commercially sensitive information and information relating to consultations or negotiations	Information to remain confidential
	220-224 London Road, Balderton Options Appraisal – Appendix	Paragraph 3 - Commercially sensitive information	Information to remain confidential
23.07.24	Approval for Disposal of HRA Property	Paragraph 3 - Commercially sensitive information	Information to remain confidential

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



Report to: Cabinet Meeting: 24 September 2024

Portfolio Holder: Councillor Claire Penny, Sustainable Economic Development

Director Leads: Sanjiv Kohli – Deputy Chief Executive and Director - Resources  
Matt Lamb - Director - Planning & Growth

Lead Officers: Neil Cuttell, Business Manager - Economic Growth & Visitor Economy, Ext. 5853  
Elaine Poon, Town Programme Manager, Ext. 5876

Report Summary	
<b>Type of Report</b>	Open report, key decision
<b>Report Title</b>	Newark Towns Fund Update
<b>Purpose of Report</b>	To update on the Newark Towns Fund Programme and seek approval to submit a Project Adjustment Request to Government to redistribute the grant funding from the Gateway Project to the Newark Heart Project.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) note and welcome the progress on the Towns Fund Programme; and</li> <li>b) approve, subject to agreement from the Newark Town Board, the following: <ul style="list-style-type: none"> <li>i. an increase to the Newark Cultural Heart delivery budget by £2,203,737 (made up of £2,110,000 from the Towns Fund Capital grant and £93,737 from the Towns Fund Revenue grant;</li> <li>ii. delegate to the Director - Resources, in consultation with the Director - Planning &amp; Growth, authorisation to submit a Project Adjustment Request form to Government seeking authorisation to re-allocate the remaining £2,203,737 detailed at b) ii from the Newark Gateway scheme to the Newark Cultural Heart project; and</li> <li>iii. to undertake the Full Business Case and return to Cabinet for approval in late 2024.</li> </ul> </li> </ul>
<b>Alternative Options Considered</b>	The Council could return the grant earmarked for the Newark Gateway (SiSCLog) to Government. This has been discounted given the ability to enhance Newark Market Place as part of Newark Cultural Heart, another Town Fund project.

<b>Reason for Recommendations</b>	Through the recent Newark Masterplan consultation, the Market Place continues to be a priority for the community. Additional grant will allow for a visible and impactful transformation of the space, enhancing the space for events and animation.
-----------------------------------	--

## **1.0 Background**

1.1 In November 2019, Newark was selected as one of the 101 towns that would be eligible to apply for a £25m Town Fund Grant, in July 2020 Newark & Sherwood District Council submitted a five-year Investment Plan on behalf of the Newark Town Board that identified ten priority projects. The Investment Plan was approved in May 2021 and the full £25m grant was offered by the Government. The programme of projects included the Air & Space Institute, Construction College, YMCA Community Activity Village, Stodman Street Regeneration, Castle Gatehouse, Cycle Town, Newark Gateway (SiSCLog) and Newark Heart project and required the funding to be committed by 31 March 2026.

1.2 The following Towns Fund project have, so far, been delivered:

- Air & Space Institute (ASI)
- Construction College Centre of Excellence
- The YMCA Community Activity Village
- The Cycle Town Project

1.3 The remaining Towns Fund Projects are underway:

- 32 Stodman Street – In construction phase
- Castle Gatehouse – National Heritage Lottery Funding now been secured, planning permission secured and commencement expected in early 2025
- Newark Heart – event programme is being delivered, full business case being developed
- Newark Gateway– the Council made a decision to pause the Newark Gateway/SiSCLog Towns Fund project until such time as a viable solution for the relocation of Newark Lorry Park and redevelopment of the Newark Gateway site can be presented back to Cabinet. Further, there was agreement to informing the Newark Town Board of the decision to pause the Newark Gateway/SiSCLog development, noting that the £4.294m of Towns Fund money allocated to this project will be reallocated to existing undelivered Towns Fund projects by Newark Towns Board, as delegated to its Chair and s151 Officer.

## **2.0 Proposal/Details of Options Considered**

2.1 The original Newark Cultural Heart project envisaged a £1.5m capital Towns Fund grant towards the visible transformation of Newark Market Place. The aspiration was that this would allow a space, with associated infrastructure (power, seating, lighting) that could accommodate a range of experiences from the markets to events, to al-fresco dining, to areas to relax and play. It has become clear over the last 12 months that the current £1.5m budget would be insufficient to change the Market Place as originally hoped, especially given the level of reinforcement work required on infrastructure which is not



seen, such as power supply. In order to achieve visible impactful change a significant additional budget approaching £4m is required.

- 2.2 Reallocation of some of the originally earmarked grant for the Newark Gateway (SiSCLog) project has already taken place, notably to the Castle Gatehouse and Stodman Street schemes as previously reported to Cabinet. There is £2,203,737 which remains allocated to the project, with a split of £93,737 revenue and £2,110,000 capital.
- 2.3 The existing allocation of Town Fund grant to the Newark Heart Project and specifically Newark Market Place is £1,500,000 capital. As was presented to Cabinet on 14 May 2024 it was the intention of the Council and Towns Board to reallocate some or all of this grant to other Towns Fund projects, either Newark Cultural Heart and/or Stodman Street Phase II (St Marks). The Stodman Street Phase II project is not yet developed sufficiently such that Officers would recommend reallocation of Towns Fund spend. That is not the case for transforming Newark Market Place, which is part of the Cultural Heart project. A grant injection of the full £2,203,737, alongside the original £1,500,000 will allow for meaningful and impactful change in the Market Place.
- 2.4 Any reallocation of funding will be subject to Newark Town Board approval, which will be sought at the Towns Board meeting on 11 September 2024.

### 3.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **Financial Implications (FIN24-25/9299)**

- 3.1 The Towns Fund grant of £25m was split over the projects listed in paragraph 1.2 and 1.3 as follows:

Line	Project	Current Approved Capital	Revenue	Total
1	Air & Space Institute (ASI)	10,600,000		10,600,000
2	Gatehouse	3,310,000		3,310,000
3	Stodman Street	3,980,000		3,980,000
4	Newark Heart	1,500,000	600,000	2,100,000
5	Gateway	2,110,000	200,000	2,310,000
6	YMCA Community Activity Village	2,000,000		2,000,000
7	Cycle Town	200,000		200,000
8	Project Management		500,000	500,000
	<b>Total</b>	<b>23,700,000</b>	<b>1,300,000</b>	<b>25,000,000</b>

- 3.2 The proposal in this report is to reallocate the funding shown in line 5 for the Gateway, to line 4 for Newark Heart.
- 3.3 The Capital allocation of £2,110,000 is available, and £210,000 has been received already. The revenue allocation has been fully received, and there is £93,737 remaining.
- 3.4 The Capital Programme currently has a budget of £1,500,000 in 2025/26, and this will increase to £3,610,000 with no further implications on the Council.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Newark Town Board website for:

- Town Investment Plan, July 2020
- Newark Town Board meeting reports
  - [27 March 2024](#)
  - [30 May 2024](#)
  - [27 June 2024](#)

Cabinet/ Committee reports:

- Economic Development Committee
  - o 19 January 2022  
[Newark Towns Fund Update](#)
- Policy & Finance Committee
  - o 27 January 2022  
[Newark Towns Fund Update and Approvals](#)
  - o 17 March 2022  
[Newark Towns Fund Update](#)
  - o 23 March 2022  
[Towns Fund Projects Update](#)
- Cabinet
  - o 14 May 2024  
[133. Newark Towns Fund Update](#)
  - o 23 July 2024  
[11. 32 Stodman Street Development](#)

Long Term Plan for Towns [Guidance](#)



Report to: Cabinet Meeting: 24 September 2024  
 Portfolio Holder: Councillor Paul Peacock - Strategy, Performance & Finance  
 Director Lead: Matt Lamb, Director - Planning & Growth  
 Lead Officer: Andy Hardy, Sports, Community Facilities & Events Manager, Ext. 5708

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Report Title</b>	Transfer of Section 106 Open Space - Off Site Sports Contribution to Ollerton Town Football Club
<b>Purpose of Report</b>	To secure Cabinet approval to transfer Section 106 contributions held by the District Council for open space off site sports to Ollerton Town Football Club for improvements at the Walesby Lane Sports Ground in Ollerton.
<b>Recommendations</b>	That Cabinet approve: <ul style="list-style-type: none"> <li>a) the Section 106 contributions for open space off site sports held by the District Council be transferred to Ollerton Town FC for improvements at the Walesby Lane Sports Ground in Ollerton; and</li> <li>b) the Council’s Capital Programme for 2024/25 is increased by £59,696.76 financed by the Section 106 receipt reference AG924 held for open space off site sports improvements in Ollerton.</li> </ul>
<b>Alternative Options Considered</b>	<p>The Section 106 receipt held under this agreement must be spent on open space off site sports in Ollerton, therefore it is appropriate that the District Council transfers the receipt held to Ollerton Town Football Club in order that the Club, as long term leaseholder and operator of site, can deliver much needed improvements to the sports ground for the benefit of local community groups which access and use the site.</p> <p>The District Council is working closely with the Ollerton Town Football Club to improve the facilities at its ground in order to grow its capacity to accommodate increased active participation in sport and leisure activities at one of the communities most valuable assets and it is appropriate therefore to support the Club to deliver improvements at the</p>

	<p>site as part of a wider ambition to regenerate the site and protect it for future generations.</p> <p>The Walesby Lane site was determined as the most appropriate site to invest in based on the recent growth in the numbers of teams based at the site particularly women and girls participation and the scope the ground offers for further expansion of activity to meet the growing demand for football locally. The only other local sports club with its own outdoor facility has suitable provision to meet local demand.</p>
<b>Reason for Recommendations</b>	To enable Ollerton Town Football Club to deliver improvements to its sports ground in Ollerton which will deliver improved sporting, health and community benefits and outcomes for local residents.

## 1.0 Background

- 1.1 Newark & Sherwood District Council is currently holding a Section 106 contribution for open space off site sports in Ollerton under agreements AG924 - £59,696.76 which can be used to improve sports open space and off-site facilities in the Parish of Ollerton as deemed appropriate. The Football Club has, for some time, been working on a major regeneration ambition for the Walesby Lane site having secured a 25-year lease from the owners, the Coal Industry Social & Welfare Organisation (CISWO), which will enable it to develop a project to secure significant investment in the site from funding partners. Subject to Cabinet approval, this contribution would be transferred under a 'side agreement', to ensure that the monies are only used as intended, as defined in the legal agreement and are delivered in a timely manner and are consistent with the Section 106 agreement.
- 1.2 The District Council is currently working with the football club and Nottinghamshire Football Association to secure capital investment for the site through the Football Foundation and other appropriate funding partners to improve the facilities at Walesby Lane, as it is an important community sporting asset for the local community. The football club actively participated in the development of the recently adopted Playing Pitch & Open Spaces Strategy (PPOSS) and is committed to developing the existing site and through working with a local developer to take on the management and operational responsibility for an additional sport pitch provision which is co-terminus with its ground to further grow the sites capacity to accommodate future growth in sporting activity and widen the sites offer and appeal to other local sports.
- 1.3 Accordingly the allocation of Section 106 monies will enable the initial improvements proposed to progress in a timely manner as part of the planned improvements for the site which will be delivered over time as and when additional funding can be secured. The contribution will also enable priority health and safety compliance works to be completed to ensure the site remains safe for use as a community asset and will enable the Club to secure some additional external grant funding towards further improvements at the site from the Football Foundation's grass pitch improvement scheme the quality of which are determined as being poor in the recently adopted PPOSS.

- 1.4 The use of this contribution has been discussed with Ollerton and Boughton Town Council which is supportive of the Club's aspiration to secure investment in the site and supportive of the proposal.

## **2.0 Proposal/Details of Options Considered**

- 2.1 It is proposed that the open space off site sports contribution totalling £59,696.76 be transferred to Ollerton Town Football Club in order that improvements can be delivered at the Walesby Lane site that align to the Section 106 agreement reference AG924 in a timely manner. The planned improvements will make a positive contribution to the achievement of the District Council's Community Plan objective 1 'Improve health and wellbeing' Objective 5 'Protect and enhance the district's natural environment and green space' and Objective 7 'Celebrate and invigorate community spirit, pride of place and a sense of belonging'. In addition, the proposal will contribute to the ambitions of the Ollerton Town Football Club as a leader of sport, recreation, health and community development in Ollerton and the surrounding area.
- 2.2 That the Council's Capital Programme is increased by £59,696.76 financed by the Section 106 receipt reference AG924 held for open space off site sports improvements in Ollerton.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### Financial Implications (FIN24-25/2360)

- 3.1 The Council is currently holding £59,696.76 in AG924 for the provision of open space off site sports facilities in Ollerton.
- 3.2 Due to the expenditure being Capital in nature, the equivalent budget will need to be added to the Capital programme, financed by the S106 receipt.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None