



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000
www.newark-sherwooddc.gov.uk

Monday, 7 October 2024

Chair: Councillor J Hall
Vice-Chair: Councillor L Tift

To: All Members of the Council

MEETING:	Full Council
DATE:	Tuesday, 15 October 2024 at 6.00 pm
VENUE:	Civic Suite, Castle House, Great North Road, Newark NG24 1BY
<p>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.</p> <p>If you have any queries please contact Nigel Hill on Tel: 01636 655243 Email: Nigel.hill@newark-sherwooddc.gov.uk.</p>	

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 by Members and Officers	
4. Minutes from the meeting held on 16 July 2024	7 - 15
5. Communications which the Chair, Leader, Chief Executive or Portfolio Holders may wish to lay before the Council	
6. In accordance with Rule No. 3.1 to receive the presentation or the debating of any Petitions from Members of the Council (if any)	
7. Questions from Members of the Public and Council (if any)	
8. Leaders Appointments	16 - 22
9. Political Composition of the Council and Allocation of Seats on Committees	23 - 29
10. Record of Urgent Decision - Expansion of the Careline Service	30 - 40
11. Notices of Motion	

Building Regulations

In accordance with the Rule No. 3.4.3, Councillor R Jackson will move and Councillor R Holloway, will second a motion to the following effect:

“There continues to be pressure for renewable energy solutions such as solar to address our moves towards achieving net zero. A simple way we could help and reduce pressure for solar farms taking up valuable agricultural land would be to require all new housing and warehouses to incorporate solar panels. I know that Part L of the Building Regulations goes some way towards this but I think we can and should go further. I would ask that the Council considers how it could introduce such a policy in the future and that it writes to Angela Rayner, the Secretary of State for Housing, Communities and Local Government to ask that Building Regulations are strengthened in order to require solar panels on all new developments as standard.”

Winter Fuel Allowance

In accordance with the Rule No. 3.4.3, Councillor R Holloway will move and Councillor T Smith, will second a motion to the following effect:

“The Labour Government has chosen to restrict the Winter Fuel Payment to only pensioners in receipt of means-tested benefits like Pension Credit, as recently announced by Chancellor Rachel Reeves.

We know that the Winter Fuel Payments play a significant role in helping older residents of Newark and Sherwood and across the UK afford heating during the coldest months, thereby preventing 'heat or eat' dilemmas and safeguarding health.

It is nationally acknowledged that this Winter Fuel payment has been a lifeline for many older people across the UK and that restricting its availability solely to those on Pension Credit risks leaving many pensioners in financial hardship, this will have a direct impact on 23,970 Pensioners across the Newark and Sherwood District.

Many of those Pensioners will have been relying on this payment to see them through the coldest winter months and now have no time to set money aside to meet the rising cost of keeping warm.

The decision to means-test Winter Fuel Payments, especially with such short notice and without adequate compensatory measures, is deeply unfair and will disproportionately affect the health and well-being of our poorest older residents.

This Council resolves to:

- Request that the Council Leader write to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment, and asking the government to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty.
- Encourage local efforts to promote Pension Credit uptake through council services and partnerships with local charities and community organisations to ensure that all eligible pensioners in Newark and Sherwood are supported in claiming their entitlement.”

Addressing Violence Against Women and Girls

In accordance with the Rule No. 3.4.3, Councillor P Taylor will move and Councillor M Shakeshaft, will second a motion to the following effect:

“The aim of the motion is to express the seriousness of the amount of violence against women and girls. 1 in 4 women and girls experience violence from male perpetrators.

The Council’s commitment to do all within its power to highlight the issue and assist in increasing the safety of women and girls across Newark and Sherwood.

The Council commits to

- a. Continuing to actively participate in the white ribbon campaign - The [White Ribbon](#) is the globally recognised symbol to end men's violence against women and girls. Allyship is a central message of the White Ribbon; it represents men taking responsibility to challenge this issue and being allies, every day, to stop violence against women and girls before it starts.
- b. Achieving the Domestic Abuse Housing Alliance accreditation (DAHA) which ensures the Council deliver safe and effective responses to incidents of domestic abuse in our district.
- c. Working with partners including the Police & Crime Commissioners Office to make women and girls safer.
- d. Castle House becoming a safe space for women and girls to request support and that all other Council premises should aim to become safe spaces once staff have been trained.
- e. Involving more businesses in this campaign to make women and girls safer.
- f. Ensuring our staff and Councillors are trained to support women and girls when it is needed.

It is time that men who are the principal perpetrators take ownership of addressing this issue in order to reduce the number of women and girls who suffer from violence against them.”

Conduct and Public Service

In accordance with the Rule No. 3.4.3, Councillor R Cozens will move and Councillor P Peacock, will second a motion to the following effect:

“Earlier this year the Local Government Information Unit published findings showing that less than half of people in England trusted their local councillors to act in their best interests. Trust in national Government is even lower. Only 25% of people reported that they trusted national Government to act in their interests.

The purpose of this motion is to encourage us to take a good hard look at ourselves and how we are perceived by others.

This matters for all sorts of reasons. We are collectively the employer to over 700 people, the vast majority live and vote in our District. There is a requirement to promote and maintain high standards of behaviour and conduct throughout the entire Council. This is as well as upholding the Members' Code of Conduct.

In our roles as Councillors we are closely observed, here and online. People expect us to set a good example and be role models for the Council's values. The public also observe us, perhaps only a small selection here, but plenty online and in the newspaper. When they observe poor behaviour, it reflects badly on us and on public service more generally. It can also have a detrimental effect on the mental health and wellbeing of members, employees and relatives.

There is no place for the increasing toxicity and intimidation that prevails in public debate, particularly online and in social media. It is a real deterrent for the next generation of councillors and creates a risk for the future of representative democracy.

It is the case that the vast majority of councillors work very hard, for little reward and recognition, with the utmost dignity, integrity and compassion.

My proposal therefore is:

That Full Council requests the Audit & Governance Committee to review the Code of Conduct and the LGA's Civility in Public Life programme, with a view to identifying practical measures the Council could adopt to address poor conduct by members where it arises. This includes a request for clear and robust guidance around member behaviour on social media. If necessary, the Council shall make representations to Government and the Local Government Association for proposed changes and stiffer sanctions."

12. Minutes for Noting

a.	Cabinet - 23 July 2024	41 - 57
b.	Cabinet - 10 September 2024	58 - 61
c.	Cabinet - 24 September 2024	62 - 69
d.	Executive Shareholder Committee - 23 July 2024	70 - 71
e.	Executive Shareholder Committee - 10 September 2024	72 - 73
f.	Policy and Performance Improvement Committee - 22 July 2024	74 - 79
g.	Policy and Performance Improvement Committee - 2 September 2024	80 - 87
h.	Planning Committee - 11 July 2024	88 - 94
i.	Planning Committee - 1 August 2024	95 - 98
j.	Planning Committee - 5 September 2024	99 - 101
k.	Audit and Governance Committee - 31 July 2024	102 - 109
l.	Audit and Governance Committee - 25 September 2024	110 - 113
m.	General Purposes Committee - 12 September 2024	114 - 115
n.	Licensing Committee - 12 September 2024	116 - 117

13. Exclusion of the Press and Public

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 16 July 2024 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Amer, Councillor A Brazier, Councillor L Brazier, Councillor C Brooks, Councillor I Brown, Councillor R Cozens, Councillor S Crosby, Councillor D Darby, Councillor P Farmer, Councillor A Freeman, Councillor S Forde, Councillor P Harris, Councillor S Haynes, Councillor R Holloway, Councillor J Kellas, Councillor J Lee, Councillor K Melton, Councillor S Michael, Councillor D Moore, Councillor E Oldham, Councillor P Peacock, Councillor C Penny, Councillor M Pringle, Councillor P Rainbow, Councillor K Roberts, Councillor N Ross, Councillor S Saddington, Councillor T Smith, Councillor M Shakeshaft, Councillor M Spoons, Councillor P Taylor, Councillor T Thompson, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor L Dales and Councillor R Jackson

Prior to the transaction of business, the Council stood in silence in memory of Steven Adams who worked in Economic Growth & Visitor Economy.

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

The Chair advised the Council that the meeting was being recorded and streamed online in accordance with usual practice.

16 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor J Hall declared an Other Registrable Interest in Agenda Item No. 6 – Petitions – given she had received a petition in her role as Council Chair prior to the meeting in respect of Lowfield Lane. She advised the Council that she had been involved with the action group behind the petition.

The Council noted the interests previously declared by Members in Agenda Item No. 10 – Minutes for Noting.

17 MINUTES FROM THE MEETING HELD ON 21 MAY 2024

AGREED that minutes of the Annual Meeting held on 21 May 2024 be approved as a correct record and signed by the Chair.

18 COMMUNICATIONS WHICH THE CHAIR, LEADER, CHIEF EXECUTIVE OR PORTFOLIO HOLDERS MAY WISH TO LAY BEFORE THE COUNCIL

The Chair informed Members of the D-Day celebrations and remembrance services she had attended on behalf of the Council, including the sunset service at the Victoria Embankment, Nottingham.

The Chair also thanked all officers that had worked tirelessly on the General Election.

The Leader of the Council offered his condolences to Steven Adam's family stating that he would be sadly missed.

The Leader of the Council extended his congratulations to Michelle Welsh and Robert Jenrick on being elected as the Members of Parliament for the Sherwood Forest and Newark constituencies. He hoped that the Council could work in partnership with both MP's in representing residents in the District. He also congratulated Keir Starmer on his appointment as Prime Minister.

The Leader also referred to correspondence he had received from the new Secretary of State for Levelling Up, Housing & Communities, Angela Rayner, giving an assurance to put local government at the top of her agenda, which he welcomed.

The Leader of the Council also thanked Officers that had worked hard and efficiently on 4 July General Election.

Councillor R Cozens also thanked Officers for their hard work on the General Election and extended her congratulations to Michelle Welsh and Robert Jenrick for their election success. She added that it was a good time to recommit to working in a cooperative and diverse way across all parties.

The Portfolio Holder for Public Protection & Community Relations commented upon an inaccurate posting on social media by a Member of the opposition regarding data relating to Anti-Social behaviour, the posting had also asked for his resignation. He considered that to be a breach of the Nolan principles.

The Portfolio Holder for Biodiversity & Environmental Services congratulated Officers as the Council had secured all five green park flags in the District for the ensuing year. She also announced the work to be undertaken on the Sherwood Avenue play area.

The Portfolio Holder for Housing informed the Council that the Housing Development team had been nominated and short listed for the Inside Housing Best Rural and Suburban Development team, the award ceremony would take place 27 September 2024 and wished the team well in securing the award.

19 IN ACCORDANCE WITH RULE NO. 3.1 TO RECEIVE THE PRESENTATION OR THE DEBATING OF ANY PETITIONS FROM MEMBERS OF THE COUNCIL (IF ANY)

No petitions were presented or debated, however the Chair notified the meeting that she had received a petition in relation to a planning application at Lowfield Lane which would be referred to the Council's Planning Team.

20 PROPOSED CHANGES TO MEETING DATES

The Council considered the report of the Assistant Director – Legal & Democratic Services which sought to approve changes to dates of three meetings of the Policy & Performance Improvement Committee in the 2024/25 meeting schedule and to put in a date for a future Member training session.

AGREED (unanimously) that the changes in the dates of the Policy & Performance Improvement Committee as set out in paragraph 1.3 of the report be approved and a future Member training date of 19 November 2024 be noted.

21 NOTICES OF MOTION

Out of Hours Medical Care in Newark

In accordance with Rule No. 3.4.3, Councillor S Crosby moved and Councillor M Spoor, seconded a motion to the following effect:

“The difficulty in accessing out of hours medical care is an increasing concern for people in Newark and its surrounding area.

NHS Nottinghamshire discontinued its Accident and Emergency service in Newark Hospital in 2010. At that time, a specific commitment was made that NHS 24-hour urgent treatment would be available at Newark Hospital so that urgent cases of a lower severity could be treated locally, including at night, without the need for patients to travel outside the town for care¹.

Between 2011 and 2021, the population of Newark grew by 9.8%. This is greater than the District or National increase, and this population growth is projected to continue².

In October 2023, the NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) review of the Urgent Treatment Centre in Newark resulted in a plan to close the Urgent Treatment Centre (UTC) at night. During this 2023 Engagement Exercise over 70% of people in Newark and the surrounding area were opposed to closing the UTC at night. Such a change is against the wishes of the population and contrary to commitments made to the people of Newark in 2010.

Newark and Sherwood District Council supports the view that provision of NHS urgent medical care and urgent treatment, 24 hours a day, free at the point of need, should be made available in Newark, based on the criteria of accessibility, patient safety, and clinical effectiveness.

This Council calls on the ICB to continue to work with the Health and Wellbeing Portfolio Holder at Newark and Sherwood District Council, alongside other stakeholders, to ensure that NHS capability and capacity for urgent treatment is maintained in Newark, with due regard to the needs of the people of Newark and its surrounding area”.

1. “Retaining A&E is not possible (see page 2). But the PCT has commissioned a 24/7 replacement. As a result, up to 85% of patients will still be treated at Newark, 24 hours a day, seven days a week. For the first time, there will be a GP presence at Newark Hospital through the night. This means people will no longer have to travel outside the town to see a doctor.”

Newark’s Healthcare Review 2010.

2. Department of Levelling Up Housing and Communities, Local data Profile for Newark on Trent, March 2024.

The motion, on being put to the vote, was agreed unanimously.

(Councillor M Shakeshaft left the meeting at this point).

Flood Mitigation

In accordance with Rule No. 3.4.3, Councillor P Taylor moved and Councillor E Oldham seconded a motion to the following effect:

“It is almost a year since Newark and Sherwood residents suffered a services of devastating flooding events including Storm Babet and Storm Henk. We are rapidly approaching the next flood season.

As a Council we are committed to not going back to business as usual until we resolve the flooding issues, as flooding is devastating so many of Newark and Sherwood resident’s lives.

We established the Newark and Sherwood Multi Agency Flood partnership to develop the following asks to address flooding across Newark and Sherwood.

This Council agrees to lobby locally, including our two MPs, regionally the East Midlands Mayor Claire Ward and nationally government Ministers to implement the following 11 urgent requests. As part of any solutions as previously agreed we will seek to promote increased use of natural solutions to flooding when appropriate as often this is the most economic solution.

1. A flood mitigation scheme needs to be developed for the Trent at a national level. This would require support and development from those with the statutory responsibilities. We need a system of assessing flood defences which moves away from a simple financial judgement in terms of how many people are taken out of flood risk compared to the investment required.
2. Funding or at least a format to achieve whole society preparedness for emergencies as was announced post covid. This should be similar to the Scotland prepared programme.
3. A suite of communications tools should be developed for at risk communities so the burden of giving bad news to homeowners regarding climate change and the local impacts they face doesn’t sit on just the shoulders of Councils.
4. Review and tightening of national planning and connection regulations, to require both approval and inspection of completed flood and drainage schemes by the relevant flood risk authority. This would be aimed at reducing unauthorised connections into foul sewer systems and ensuing mitigation measures are correctly installed. The inability to deal with inappropriate connections to foul sewer systems needs revisiting at a national level given an ongoing inability to redress such connections.

5. Consider how developments can robustly mitigate flood risk in locations which have suffered flooding even if flood risk maps have not been updated. It should then be a mandatory requirement that such solutions are implemented and checked by the relevant flood risk authority. Currently, there is a lag between validating where flooding has taken place and updating flood risk maps, meaning planners are making decisions on maps which may change. Flood guidance should require schemes to mitigate that risk where flooding is known to have occurred.
6. Ensure water authorities are required and resourced to deliver effective flood prevention maintenance on rivers and water courses. Whilst this would need to be done sympathetically to protect wildlife and biodiversity, prevention is far better and cheaper than cure.
7. Funding to assist water safety training for essential responders. Our officers have consistently been prepared to put themselves in harm's way, to support vulnerable residents and communities, yet we have no statutory requirement to do so. If we're going to continue to go above and beyond, we should be given funding to appropriately train those staff and provide them with the right equipment.
8. In a similar vein, Government should recognise the revenue resources authorities such as ours need to invest in response, recovery and mitigation activities. Newark and Sherwood encompass a third of the land mass of Nottinghamshire and has historically suffered more flooding than any other part of the County. Yet, those resource requirements don't feature in our settlements currently. When emergency responses are undertaken, the Government should make payments far more rapidly – costs the Council incurred during Storm Babet and Storm Henk (£105k) have still not been recovered despite numerous conversations with officials. There has been no official communication, nor proactive engagement, moreover individual authorities have been left to "forge their own path" for claiming reimbursement, with no deadline dates for submitting information and no deadline dates for confirmation of approval or rejection. There does not appear to be, or it does not appear to be working correctly, any set framework to assist authorities in reimbursement of these additional revenue costs, despite acknowledgement of issue through the various other parts of the Flood Recovery Framework.
9. The Government needs to raise its game in supporting communities in their recovery. Over Storms Babet and Henk, we experienced consistent delays in Government guidance surrounding the flood recovery framework, along with some ill-thought-out guidance and criteria that served to add unnecessary anxiety to those hit by flooding at a time when they needed rapid financial support.
10. Over the last four financial years, the Internal Drainage Board (IDB) levy for Newark and Sherwood has increased by 59% from £595,400 in 2020/21 to £949,800 in 2024/25, far outstripping the increases in Council Tax which is allowed to be charged (a maximum of 10.3% over the same period). As annual

increases in the levy have outweighed the additional yield in Council Tax generatable, budgets available for front line services have had to be diverted to contribute towards the cost of the imposed levy. The impact on service delivery is compounded with inflationary costs (such as pay awards and cost inflation) that are not able to be raised through Council Tax as the whole of the Council Tax increase is being consumed by the increase in the levy. The Leader of this Council has been working with the LGA Special Interest Group in making representations to government for a sustainable funding solution. By either compensating in whole, or centrally funding IDB expenditure, government could reduce the burden on local authority budgets that are disproportionately affected by IDB levies.

11. Consider how, in circumstances where developments have already been consented and thus are being lawfully implemented based on a previous version of the flood risk of an area (so the flood risk maps relevant at the time of the consent) how flood risk agencies and/or preferably developers can retrospectively address flood risk if the flood profile or maps upon which the consent was based are now demonstrably out of date to such a degree that flood risk has increased”.

In accordance with Rule 4.6.1 Councillor J Kellas moved and Councillor S Saddington seconded an amendment to the motion as follows:

“It is almost a year since Newark and Sherwood residents suffered a series of devastating flooding events including Storm Babet and Storm Henk. We are rapidly approaching the next flood season.

This Council is committed to working with the appropriate flood authorities, recognising that Nottinghamshire County Council is the Local Lead Flood Authority as flooding is devastating so many of Newark and Sherwood residents’ lives.

This Council established the Newark and Sherwood Multi Agency Flood partnership to develop the following asks to address flooding across Newark and Sherwood.

This Council agrees to lobby the appropriate authorities to implement the following 14 urgent items. This Council will write to the Members of Parliament for Sherwood Forest and Newark, Nottinghamshire County Council, the Environment Agency, the Mayor of the East Midlands and Government Ministers to raise residents’ concerns and request their support, as appropriate. This Council will promote increased use of natural solutions to flooding when appropriate as often this is the most economical solution.

1. A flood mitigation scheme needs to be developed for the river Trent at a national level. The scheme should assess risk to communities holistically, recognising prevention is more cost effective than repeated repairs, without excluding smaller collections of properties.
2. Whole society preparedness for emergencies as was announced post covid. This should be similar to the Scotland prepared programme.

3. A suite of communications tools should be developed for at risk communities to ensure consistent and efficient support.
4. Review and tightening of national planning and connection regulations, to require both approval and inspection of completed flood and drainage schemes by the relevant flood risk authority. This would be aimed at reducing unauthorised connections into foul sewer systems and ensuring mitigation measures are correctly installed. The inability to deal with inappropriate connections to foul sewer systems needs reviewing.
5. Consider how developments can robustly mitigate flood risk in locations which have suffered flooding even if flood risk maps have not been updated. Mandate that such solutions are implemented and checked by the relevant flood risk authority. Currently, there is a lag between validating where flooding has taken place and updating flood risk maps, meaning planners could make decisions on maps which may change. Flood guidance should require schemes to mitigate that risk where flooding is known to have occurred.
6. Ensure water authorities are required and resourced to deliver effective flood prevention maintenance on rivers and water courses, such as dredging where appropriate, such as the River Trent at Farndon. Actions would need to be done sympathetically to protect wildlife and biodiversity; prevention is more efficient than response.
7. This Council will engage with the Lead Local Flood Authority to seek training for NSDC staff, where appropriate, to fully equip them to assist residents during future flooding events.
8. Payments to local authorities to reimburse emergency flood responses should be made swiftly and within an agreed time frame as not to disadvantage the authority and the ability to deliver services.
9. Flood Recovery Framework guidance, criteria and support should be reviewed and refined following local authority feedback to best serve residents and local authorities.
10. Over the last four financial years, the Internal Drainage Board (IDB) levy for Newark and Sherwood has increased by 59% from £595,400 in 2020/21 to £949,800 in 2024/25, far outstripping the increases in Council Tax which is allowed to be charged (a maximum of 10.3% over the same period). As annual increases in the levy have outweighed the additional yield in Council Tax generatable, budgets available for front line services have had to be diverted to contribute towards the cost of the imposed levy. The impact on service delivery is compounded with inflationary costs (such as pay awards and cost inflation) that are not able to be raised through Council Tax as the whole of the Council Tax increase is being consumed by the increase in the levy. This Council will write to the appropriate Government Ministers at the Department for Environment, Food & Rural Affairs, HM Treasury, and the Ministry of Housing, Communities and Local Government regarding the disproportional impact of the internal drainage levies on the finances, and therefore services, of Newark and Sherwood District Council, and highlighting the need for change.

11. This Council will continue to contribute to, through the Leader of the Council, and draw attention to the Local Government Authority Special Interest Group on Internal Drainage Levies led by the South and East Lincolnshire Councils Partnership working on a sustainable funding solution, recognising the disproportional effect on Newark and Sherwood District Council.
12. Consider how developments that have already been consented and thus are being lawfully implemented based on a previous version of the flood risk of an area (so the flood risk maps relevant at the time of the consent) flood risk agencies and/or preferably developers can retrospectively address flood risk if the flood profile or maps upon which the consent was based are now demonstrably out of date to such a degree that flood risk has increased.
13. This Council will lead by example by reviewing all its own proposed, potential and consented planning developments, including those of the Council's connected companies, to ensure they align with the spirit of this motion in preventing rather than causing incidents of flood for both the existing and to-be-developed area.
14. This Council will work collaboratively with the Lead Local Flood Authority, engaging elected members of that authority in the flood-related works of this Council, recognising their role and influence in this important matter".

On being put to the meeting the amendment was declared lost with 13 votes for, 22 against and 1 abstention.

The original motion as proposed by Councillor Taylor and seconded by Councillor Oldahm, on being put to the vote, was agreed with 35 votes for and 1 against.

22 MINUTES FOR NOTING

22a CABINET - 14 MAY 2024

Minute No. 134 – Southwell Leisure Centre Update

Councillor P Harris asked the date the information referred to was received by the Council. The Leader of the Council confirmed that he would clarify that date in writing.

22b CABINET - 4 JUNE 2024

22c POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE - 24 JUNE 2024

Minute No. 8 – Presentation By Councillor L Brazier – Portfolio Holder For Housing

Councillor P Harris stated that the 'Tenant Times' had not been distributed to the community rooms in Southwell to date and asked when that would be undertaken.

Councillor P Harris also sought clarification regarding how long it took to address issues raised at walk-about. He referred to one issue in his Ward that had been raised but not responded to and suggested that a clear timetable was required to address matters raised at walk-about.

Minute No. 14 – Outcomes of Information Sharing with Elected Councillors Working Group

Councillor P Harris sought clarification as to what Power BI system was and commented that the response from the Working Group was not effective and he would like them to consider how Ward Members were engaged in the future.

Councillor M Pringle commented that the Working Group Chaired by Councillor J Kellas considered the Power BI system had been well received. Councillor K Kellas commented that a training session had been provided for Officers and Members which had been recorded and was available to view.

(Councillors I Brown and S Saddington left the meeting at this point).

22d PLANNING COMMITTEE - 28 MAY 2024

22e PLANNING COMMITTEE - 6 JUNE 2024

22f PLANNING COMMITTEE - 19 JUNE 2024

Meeting closed at 7.55 pm.

Chair



Report to: Full Council – 15 October 2024

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

Director Lead: John Robinson, Chief Executive

Lead Officer: Nigel Hill, Business Manager - Elections & Democratic Services, Ext. 5243

Report Summary	
Report Title	Leader's Appointments
Purpose of Report	To note a change in the appointments of the Executive Leader of the Council for Portfolio Holders and the Cabinet and to set out the new Portfolio Holder remits following the change.
Recommendations	That Council: (a) note the appointments of the Deputy Leader, Cabinet Members and Portfolio Holders; and (b) note the revised remits of Portfolio Holders following the change.

1.0 **Background**

1.1 As Members will be aware the Leader announced a change to Portfolio Holders on 21 August 2024.

1.2 The change was to reduce the number of portfolios to 7 (with the Climate Change Portfolio being deleted and Biodiversity & Environmental Services being changed to Climate and the Environment) and therefore the numbers on Cabinet to 8. The Leader of the Council had also advised of a change in the Portfolio Holder for Sustainable Economic Development on 7 August 2024.

1.3 The revised make-up of the Cabinet is therefore now set out as follows:

Cabinet Members

Councillor Paul Peacock

Councillor Rowan Cozens

Councillor Lee Brazier

Councillor Susan Crosby

Councillor Rhona Holloway

Councillor Emma Oldham

Councillor Claire Penny

Councillor Paul Taylor

Portfolio Holders

Strategy, Performance & Finance – Councillor Peacock
Heritage, Culture & the Arts – Councillor Cozens
Climate & the Environment – Councillor Oldham
Sustainable Economic Development – Councillor Penny
Housing - Councillor Lee Brazier
Health, Wellbeing & Leisure – Councillor Crosby
Public Protection & Community Relations - Councillor Taylor

- 1.4 The functions which fall within each Portfolio are set out in Part C of the Constitution, Section 2: The Cabinet and Executive Functions and this is set out in the **Appendix** to the report which reflects the change in portfolio remits.
- 1.5 Given that Councillor Penny was appointed as the Portfolio Holder for Sustainable Economic Development she automatically become a member and Chair of the Planning Policy Board. She has also been replaced on the Board of Arkwood Developments by Councillor Maurice Shakeshaft following a Portfolio Holder decision taken by the Leader. This was to ensure there was no conflict of interest arising from her appointment as the Portfolio Holder and her subsequent membership of the Cabinet and the Executive Shareholder Committee which is responsible for the strategic oversight of Arkwood Developments Ltd.

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 and Sustainability 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.

1.3.4 If for any reason the Leader and Deputy Leader are unable to act, or their offices are vacant, the remaining Cabinet Members may act collectively or appoint an interim Leader.

2. The Cabinet

2.1 The Cabinet will discharge all Cabinet functions (Executive functions). These are the functions which are not the responsibility of the Council, a Committee any other part of the Council.

2.2 The Cabinet also discharges those 'local choice' functions set out in Schedule 2 of the Local Authorities (Functions and Responsibilities (England) Regulations 2000 (as amended).

2.3 The Cabinet comprises the Leader and Deputy Leader along with no more than nine other Councillors appointed to the Cabinet by the Leader.

2.4 The term of office of a Cabinet Member will be the same as for the Leader unless the Cabinet Member:-
i. resigns from office; or
ii. is no longer a Councillor; or
iii. is removed from office, either individually or collectively, by decision of the Leader.

2.5 The portfolios of areas of responsibility of Cabinet Members (if any) for which they are delegated authority in accordance with the Cabinet Scheme of Delegation are allocated by the Leader.

2.6 The Cabinet is responsible for the preparation of the Council's Forward Plan and those functions reserved to it as set out in paragraph 5.4 below.

2.7 The Cabinet can establish executive committees, chaired by the relevant Portfolio Holder, to which the Cabinet can appoint non-voting advisory members; subject to the adoption by Cabinet of an executive committee protocol which all executive committees must adhere to.

2.8 The proceedings of the Cabinet, including those of any of its Sub-Committees, shall be accordance with the Cabinet Procedure Rules set out in in Part D Section 2 of this Constitution.

3. Cabinet Member Portfolio Holders and their Portfolios

3.1 The Cabinet comprises ~~eight~~ **seven** portfolio holders including the Leader and Deputy Leader. The Leader of the Council's largest opposition group is a Cabinet Member with voting rights but without portfolio.

3.2 The eight portfolios are: -
i. Strategy, Performance & Finance (held by the Leader)

- ii. Heritage, Culture and the Arts (held by the Deputy Leader)
- ~~iii. Climate Change~~
- ~~iv. iii Biodiversity and Environmental Services~~ **Climate and the Environment**
- ~~v. iv Sustainable Economic Development~~
- ~~vi. v Housing~~
- ~~vii. vi Health, Wellbeing and Leisure~~
- ~~viii. vii Public Protection and Community Relations~~

3.3 The functions which fall within the portfolios and for which the Leader has delegated responsibility and decision-making to the portfolio holders in accordance with the Cabinet Scheme of Delegation (below at paragraph 5) are set out below.

Portfolio for Strategy, Performance & Finance

- Development and implementation of the Council's Community Plan
- Representing the interests of the Council and the wider community on strategic partnerships such as the Economic Prosperity Committee, East Midlands Councils and East Midlands Combined Authority (once established)
- Budget strategy, budget setting and financial management
- Local taxation and housing benefits
- Assets/facilities management, including the Council's commercial property, compliance, acquisitions and disposals of Land, car parks and the Council's lorry park
- Commercialisation
- Internal and external communications and media relations
- Customer experience and insight
- Information and Communications Technology (ICT) including digitalisation
- Information Governance and Data Protection
- Building and maintaining positive relationships with and between elected Councillors and Officers

Portfolio for Heritage, Culture and the Arts

- Championing and promoting the arts, culture, and heritage
- Oversight of major projects relating to heritage and culture including membership of delivery boards where relevant
- Equality and diversity
- Maximising access to Newark and Sherwood's cultural and heritage facilities, with a particular focus on young people and specific communities
- Marketing and promotion of Newark and Sherwood as a visitor destination including Sherwood Forest
- Oversight of the Palace Theatre, National Civil War Centre & Newark Castle
- Arts development
- Developing opportunities to maximise the visitor offer linked to Sherwood Forest

~~Portfolio for Climate Change~~

- ~~• Oversight of delivery of the Climate Change action plan~~
- ~~• Energy generation, energy management and tackling fuel poverty~~
- ~~• Waste collection and recycling~~
- ~~• Fleet management and maintenance~~
- ~~• Air Quality~~

Portfolio for ~~Biodiversity and Environmental Services~~ **Climate and the Environment**

- Oversight of delivery of the Climate Change action plan
- Energy Generation, energy management and tackling fuel poverty
- Waste collection and recycling
- Fleet management and maintenance
- Air Quality
- Biodiversity and conservation
- Oversight of the Council's Tree Strategy, tree maintenance and tree planting programme
- Maintenance and enhancement of parks and open spaces, including oversight of the Council's Open Spaces Strategy
- Public engagement in relation to the natural environment
- ~~• Street cleansing~~
- ~~• Removal of graffiti and fly-tipping~~
- Land contamination

Portfolio for Sustainable Economic Development

- Planning Policy, Development Management and building control
- Oversight of the Council's Local Development Framework and associated plans
- Business liaison and support
- Upskilling the local community and developing links with schools, further and higher education
- Inward investment and the creation of new employment opportunities
- Regeneration and development of town centres
- Oversight of the Town's Fund, Levelling Up, Shared and Rural Prosperity funding programmes
- Transportation and major infra-structure improvements
- Built heritage

Portfolio for Housing

- Oversight of the Council's landlord functions, including housing repairs and investment, building safety, tenancy and estate management, planned maintenance and collecting rents and leasehold management

- Housing Strategy and oversight of the HRA Business Plan
- Rent and Service charge setting
- Council housebuilding
- Tenant engagement
- Provision of housing with care e.g., Gladstone House and The Broadleaves
- Housing Allocations and the Housing Register
- Homelessness and rough sleeping
- Oversight of Housing Revenue Account led regeneration schemes including Yorke Drive
- Protection of tenants in private housing sector e.g., HMO licensing
- Disabled Facilities Grants
- Empty properties
- Re-settlement

Portfolio for Health, Wellbeing and Leisure

- Tackling health inequalities and delivering health improvement through campaigns, programmes and targeted actions
- Lead member for Active4Today and Notts Health and Well-Being Board
- Sports provision and sports development, including playing pitch and facilities strategies
- Promoting and championing cycling and walking, and the development of plans to improve cycling and walking infrastructure
- Development and implementation of plans for future leisure centre provision
- Cemeteries and Crematoria – see joint arrangements Part C Section 3

Portfolio for Public Protection and Community Relations

- Tackling crime and anti-social behaviour
- CCTV
- Environmental Health
- Enviro-crime prevention and enforcement
- Emergency planning, business continuity and risk management
- Health and Safety
- Safeguarding
- ~~Cemeteries and Crematoria – see joint arrangements Part C Section 3~~
- Liaison with the voluntary sector, parish and town councils and oversight of grant aid
- Community events
- Community Centres
- Community Development and Community Engagement
- Street cleansing
- Removal of graffiti and fly-tipping

- 3.4 The Leader of the Council's largest opposition group is a Cabinet Member with voting rights but without portfolio. Their role is to provide leadership in the constructive challenge of the Council's policies and strategies and in the co-ordination of alternative policies, strategies and service delivery. They are the main political spokesperson for the Council's opposition.

4. Responsibility for Functions

4.1 Functions of the Cabinet (Executive Functions)

- 4.1.1 The Cabinet exercises those exercises those functions which are not Non-Executive functions or otherwise reserved to the Council.
- 4.1.2 The Council has determined that the Cabinet shall exercise those 'local choice' functions set out in Schedule 2 of the Local Authorities (Functions & Responsibilities (England) Regulations 2000 (as amended).
- 4.1.3 Functions of the Cabinet may be discharged by the Cabinet as a whole, a Cabinet Committee, an individual Cabinet Member, and individual Officer or a joint committee in accordance with the Cabinet Scheme of Delegation or the Officer Scheme of Delegation respectively.

5. The Cabinet Scheme of Delegation

5.1 Introduction

- 5.1.1 The Leader is responsible overall for the discharge of Cabinet functions and may discharge any such function themselves regardless of whether the given function has been delegated.
- 5.1.2 The Leader has the power to delegate the discharge of Cabinet functions to:-
- i. The Cabinet as a whole
 - ii. A Committee of the Cabinet
 - iii. An individual Cabinet Member
 - iv. An individual Officer
 - v. A Joint Committee

5.2 Functions Delegated to Cabinet Members (Portfolio Holders)

- 5.2.1 The Leader delegates to those Cabinet Members with portfolio the Cabinet functions which fall within their respective portfolio as set out at Part C Section 5 of this Constitution.
- 5.2.2 Cabinet Members with portfolio may take any decision in relation to their delegated functions including Key Decisions.



Report to: Full Council – 15 October 2024
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance
 Director Lead: John Robinson, Chief Executive
 Lead Officer: Nigel Hill, Business Manager - Elections & Democratic Services, Ext. 5243

Report Summary	
Report Title	Political Composition of the Council and allocation of seats on Committees to Political Groups.
Purpose of Report	To inform the Council of the political composition of the Council following recent Group changes.
Recommendations	That the Council: a) agree the allocation of seats to Political Groups in accordance with Appendix A to the report; and b) changes to appointments to Committees etc. be made in accordance with Appendix B to the report.
Reason for Recommendation	To ensure the Council complies with Section 15 of the Local Government & Housing Act 1989 and the Local Government (Committees & Political Groups) Regulations 1990.

1.0 Background

- 1.1. Section 15 of the Local Government & Housing Act 1989 requires the Council to consider the political composition of the Council. The Act, together with Local Government (Committees & Political Groups) Regulations 1990, require local authorities to allocate seats on Committees of a local authority on a proportional basis, in accordance with the number of seats on the Council held by each political group.
- 1.2 Councillor Spoons advised on 29 July 2024 that he had joined the Green Party and subsequently had left the Labour Group on the District Council. Councillor Oldham advised that she had left the Independents for Newark & District on 11 August to join the Green Party.
- 1.3 Councillors Spoons and Oldham have given notice that they have formed a Green Party group on the Council in accordance with the Local Government (Committees and Political Groups) Regulations 1990, with Cllr Oldham as Leader.
- 1.4 Following these changes, the seats held by each Group on the Council are now as follows:

	<u>No. of Seats</u>
Conservative	14
Labour	10
Independents for Newark & District	6
Liberal Democrat	3
Newark & Sherwood District Independents	2
Green	2
Independent N/A (Amer)	1
Independent N/A (Brown)	1

1.5 Under the Leader / Executive model of governance only certain Committees are required to reflect the political balance. There are a total of 77 seats on Committees which must comply with political balance rules as follows:

Committee	No. of Members
Policy & Performance Improvement Committee	15
Planning Committee	15
Licensing Committee	15
General Purposes Committee	15
Audit & Governance Committee	12
Board of Gilstrap Trustees	5
Total	77 seats

Based on these new arrangements the following calculation can be made:

a) No of seats on Council = 39

% of total seats held by each Group (rounded) =

	%
Conservative	35.9%
Labour	25.6%
Independents for Newark & District	15.4%
Liberal Democrats	7.7%
N&S District Independents	5.1%
Green	5.1%
Ind N/A (Amer)	2.6%
Ind N/A (Brown)	2.6%
	100%

b) The allocation of seats to each Group on these Committees would be:

			<u>Rounded</u>
Conservative	77 x 35.9%	27.64	28*
Labour	77 x 25.6%	19.71	20
Independents for Newark & District	77 x 15.4%	11.86	12
Liberal Democrats	77 x 7.7%	5.93	6

N & S District Independents	77 x 5.1%	3.92	4
Green	77 x 5.1%	3.92	4
Ind N/A (Amer)	77 x 2.6%	2.00	2
Ind N/A (Brown)	77 x 2.6%	2.00	1*
			77

*Following discussion with groups and Councillor Brown.

- c) The number of seats allocated on Committees to each Political Group is therefore as follows:

Conservative	28
Labour	20
Independents for Newark & District	12
Liberal Democrats	6
Newark & Sherwood District Independents	4
Green	4
Independent N/A (Amer)	2
Independent N/A (Brown)	1

- 1.6 The allocation of seats on Committees to each political group calculated above, gives seats to the two independent non-aligned Members but the allocation of these seats is at the discretion of the Full Council and currently Cllr Irene Brown has only taken one seat.
- 1.7 As a result of the formation of the new Green Group, the Labour and Independents for Newark & District groups, both having two less seats on committees. The matrix at **Appendix A** of the report sets out the proposed allocation of seats to political groups to reflect this change.
- 1.8 A revised schedule of Member Appointments (incorporating the changes in the Leaders appointments reported at the previous item and reflecting the amended allocation of seats to groups) is attached as **Appendix B** to the report.

2.0 **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 and Sustainability 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

APPENDIX A

ALLOCATION OF SEATS TO POLITICAL GROUPS

Committee	Conservative	Labour	Independents for Newark & District	Liberal Democrats	Newark & Sherwood District Independents	Green	Independent N/A - Amer	Independent N/A - Brown	Total Seats By Committee
Policy & Performance Improvement	5	4	3	1	1	1			15
Planning	5	4	2	2		1	1		15
General Purposes	6	4	2	1	1	1			15
Licensing	6	4	2	1	1	1			15
Audit & Governance*	4	3	3	1	1				12
Board of Gilstrap Trustees+	2	1					1	1	5
Total Seats by Group	28	20	12	6	4	4	2	1	77

*Note The Audit & Governance Committee includes one independent co-opted member acting in an advisory capacity

+Note The Board of Trustees of the Gilstrap Charity includes up to four non-voting co-opted Members (Newark Wards)

MEMBERS APPOINTMENTS – 2024/25

(as at 15.10.24)

Chair of the Council	Councillor Jean Hall
Vice Chair of the Council	Councillor Linda Tift

PORTFOLIO HOLDERS

Strategy, Performance & Finance	Councillor Paul Peacock (Leader of the Council)
Heritage, Culture & the Arts	Councillor Rowan Cozens (Deputy Leader of the Council)
Climate & the Environment	Councillor Emma Oldham
Sustainable Economic Development	Councillor Claire Penny
Housing	Councillor Lee Brazier
Health, Wellbeing & Leisure	Councillor Susan Crosby
Public Protection & Community Relations	Councillor Paul Taylor

CONSERVATIVE GROUP

Leader	Councillor Rhona Holloway
Deputy Leader	Councillor Roger Jackson

LABOUR GROUP

Leader	Councillor Paul Peacock
Deputy Leader	Councillor Lee Brazier

INDEPENDENTS FOR NEWARK & DISTRICT

Leader	Councillor Rowan Cozens
--------	-------------------------

LIBERAL DEMOCRAT GROUP

Leader	Councillor Peter Harris
Deputy Leader	Councillor Keith Melton

NEWARK & SHERWOOD DISTRICT INDEPENDENTS

Leader	Councillor Tina Thompson
--------	--------------------------

GREEN

Leader	Councillor Emma Oldham
--------	------------------------

Note Paragraph 1.1 of the Constitution

1.1 Appointment and Term of Office

- 1.1.1 The Leader is elected by the Council and holds office for a four-year period starting on the day of their election as Leader at an Annual Meeting of the Council, unless their term of office as a Councillor is shorter, in which case the term of office as Leader will be the same as their term of office as a Councillor.
- 1.1.2 The Leader's period of office will cease at an earlier date if they
- i. resign from the office; or
 - ii. are no longer a Councillor; or
 - iii. are removed from office by resolution of the Council.
- 1.1.3 If there is a vacancy in the position of Leader, the Council will elect a Leader at the first meeting following such vacancy.

MEMBERSHIP OF COMMITTEES

POLICY & PERFORMANCE IMPROVEMENT COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. S. Forde	1. K. Roberts	1.T. Thompson	1. M. Spors	
2. R. Jackson	2. C. Brooks	2. D. Moore				
3. J. Kellas	3. A. Freeman	3. N. Ross (V/C)				
4. P. Rainbow	4. M. Pringle (C)					
5. T. Wendels						
SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES
1. P. Farmer	1. L. Tift	1. J. Hall	1. P. Harris	1.D. Darby	1. -	
2. S. Michael	2. -	2. -				
PLANNING COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. L. Dales	1. C. Brooks	1. S. Forde	1. P. Harris		1. E. Oldham	1. A. Amer
2. P. Rainbow	2. A. Freeman (C)	2. D. Moore (V/C)	2. K. Melton			
3. S. Saddington	3. M. Shakeshaft					
4. T. Smith	4. L. Tift					
5. T. Wildgust						
LICENSING COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. J. Hall (C)	1. K. Roberts	1. D. Darby	1. M. Spors	
2. R. Jackson	2. L. Brazier	2. D. Moore				
3. S. Michael	3. P. Taylor					
4. S. Saddington	4. L. Tift (V/C)					
5. T. Wendels						
6. T. Wildgust						
GENERAL PURPOSES COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. J. Hall (C)	1. K. Roberts	1. D. Darby	1. M. Spors	
2. R. Jackson	2. L. Brazier	2. D. Moore				
3. S. Michael	3. P. Taylor					
4. S. Saddington	4. L. Tift (V/C)					
5. T. Wendels						
6. T. Wildgust						

Agenda Page 28

AUDIT & GOVERNANCE COMMITTEE						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. P. Farmer	1. A. Freeman	1. R. Cozens	1. P. Harris (C)	1. T. Thompson		
2. S. Haynes	2. C. Penny	2. S. Forde (V/C)				
3. J. Kellas	3. M. Shakeshaft	3. J. Hall				
4. S. Michael						
BOARD OF GILSTRAP TRUSTEES^						
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK & DISTRICT	LIBERAL DEMOCRATS	N&S INDS	GREEN	IND - NON-ALIGNED
1. S. Haynes	1. P. Taylor					1. A. Amer (C)
2. J. Kellas						2. I. Brown
MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE#						
CABINET						
1. L. Brazier						
2. S. Crosby						
3. P. Peacock						
TENANT ENGAGEMENT BOARD						
Membership to comprise of the Portfolio Holder with responsibility for housing and three representatives to be appointed by the Policy & Performance Improvement Committee (plus three tenant representatives).						
PLANNING POLICY BOARD						
Membership to comprise of the Portfolio Holder with responsibility for planning policy and three representatives to be appointed by the Planning Committee and three representatives to be appointed by the Policy & Performance Improvement Committee.						

Notes:

1. C = Chair
2. VC = Vice-Chair
- ^ Newark Ward Members not appointed to sit on the Trustee Board as non-voting co-optees.
- # The Mansfield Crematorium Joint Committee is an Executive Function which does not need to reflect political balance and will comprise of Executive Members.



RECORD OF URGENT DECISION

Date: 24 July 2024

Lead Officer: Julie Davidson, Business Manager - Housing Services
Ext 5542

Part D, Section 6 of the Council’s Constitution provides that the Head of Paid Service (or in their absence a nominated deputy) shall have delegated authority to take urgent decisions following consultation with the Monitoring Officer and the Section 151 Officer (or their deputies). In respect of Executive Functions the Head of Paid Service (or their nominated deputy) will consult with the Leader of the Council (or in their absence the Deputy Leader or in their absence a Portfolio Holder), and in respect of non-Executive functions the Head of Paid Service (or their nominated deputy) will consult with the Chairman of the Council (or in their absence the Vice-Chairman of the Council or in their absence the Chairman of the relevant Committee).

If the matter is likely to be a key decision and has not been advertised for a minimum of 28 clear days on the Council’s website, the decision can still be taken if a) it is impracticable to defer the decision until it has been possible for 28 clear days’ notice to be given; b) the Monitoring Officer has informed the Chairman of the Policy & Performance Improvement Committee.

Note – this urgent decision record will be reported to the next available meeting of the Full Council.

Decision Record Summary	
Nature of Decision	Open
Decision Title	Careline Service extension - Mansfield
Summary of Decision	Expansion of Careline Service to accept customers from Mansfield with associated budget commitments relating to resources and purchase of equipment.
Decision Taken	Approval of: i) the expansion of the Careline Service to accept customers from Mansfield; ii) to appoint two permanent Careline Advisors based on current growth in customer numbers and call volume and to provide extra resources for the digital installation programme;

	<p>iii) to appoint a temporary Careline Advisor to accommodate increased caseload of c.1000 private customers from Mansfield District Council;</p> <p>iv) the revenue budget for both HRA and General Fund be increased to take account of the additional costs and income detailed below; and</p> <p>v) additional HRA Capital Budget of £90,000 for Proposal ii), above financed by the MRR; and £195,000 additional budget in the General Fund Capital Programme financed by borrowing for Proposal iii) above.</p>
Decision Taker and Consultation	John Robinson, Chief Executive and Head of Paid Service
Members Consulted	<p>Councillor Paul Peacock – Leader of the Council</p> <p>Councillor Lee Brazier – Portfolio Holder for Housing</p> <p>Sanjiv Kohli - Section 151 Officer</p> <p>Sue Bearman - Monitoring Officer</p>
Reason for Urgency	<p>Mansfield Careline customers will have no provider as of 31 January 2025.</p> <p>The handover of the service to the Council will take several months so budget arrangements and recruitment needs to be commenced urgently to ensure a continuance of service delivery for the customer base.</p> <p>The Council’s Financial Regulations require variations to the Capital Programme to be reported to Cabinet for approval. Due to the date this decision needs to be implemented it cannot wait until the Cabinet meeting on 24 September 2024.</p>

1.0 **Background**

- 1.1 The telecare alarm service run by the Council offers customers with additional needs the ability to call for assistance 24 hours a day, 365 days a year by simply pressing a button on a unit attached to their telephone line or the pendant provided. Careline Advisors, based in two of our Housing with Care schemes, respond to these calls and, if the situation requires it, will ask for assistance from family members, carers or the emergency services.
- 1.2 The charge for this service varies according to the tenure of the customer and the number of sensors fitted. Council tenants pay £2.50 per week for an alarm unit and pendant or fall detector. For those tenants living in designated supported accommodation this charge is covered by a Support Charge included in their rent. For private customers the charge is £26 per calendar month which equates to £6 per week. For monitoring up to an extra five sensors such as door sensors or bed sensors there is an additional charge of £1.82 per week.
- 1.3 The Careline Service is delivered by 8.6 FTE Careline Advisors and 1 FTE Careline Team Leader (plus 1 FTE maternity cover). Of these, two members of staff are dedicated installers, whilst six are call handlers providing the service from 7am to 7pm daily

except for bank holidays. The remaining part-time member of staff covers both roles as needed. Outside of these hours the response service is outsourced to Tunstall Healthcare.

- 1.4 Between 5pm and 7pm weekdays and 7am to 7pm weekends, Careline Advisors also manage the out-of-hours repairs service, passing this responsibility to an external provider at the end of their shift. The service sits within the Housing Services Team and the General Fund is recharged a proportion of the overall costs of the service depending on the number of private customers.
- 1.5 **Customer base:** The Council currently delivers a telecare alarm service to 2100 customers in our district and those in the neighbouring districts of Ashfield, Bassetlaw and Mansfield. Of these 1880 are dispersed customers ie have equipment that can be removed and installed in the property with ease.
 - 1012 NSDC Council tenants.
 - 748 NSDC Private customers
 - 120 Out of district private customers
- 1.6 The remaining 220 customers live in schemes, where the fire alarms, lift alarms and door entry systems are linked and generate calls to our Alarm Receiving Centre when activated.
- 1.7 The take up of the service offer to customers outside of district continues to increase with neighbouring authorities recently making changes to their services and restricting those they can assist, generally to council tenants.
- 1.8 In June 2024, Mansfield District Council (MDC) requested assistance with an exit strategy for their private customers as a decision has been made to terminate careline service for private sector customers by 31 January 2025. This means 1133 private customers will need a new supplier. NSDC Careline already operates in the Mansfield area following MDCs earlier decision to temporarily stop offering their Careline service to the private sector whilst a review of the service was undertaken.
- 1.9 NSDC Careline Service are also increasingly responding to requests to install carelines to facilitate discharges from hospital to enable residents to return to their homes and free up beds within the hospitals.
- 1.10 NSDC work in close partnership with Nottinghamshire County Council (NCC) as they supply a wider range of sensors such as door sensors that signal when someone has entered or left a property. Any customers needing careline units only are referred to us.
- 1.11 **Financing the Careline Service:** In broad terms, the Careline Service costs have, to date, been met by the fees paid by private customers, the levying of a Support Charge on Council tenants and by an extra element within the Service Charge paid by tenants living at Gladstone House and Vale View where the Careline Advisors provide a concierge style service. Costs were increased for 24/25 in anticipation of the higher costs associated with the digital equipment.

- 1.12 **Call levels:** Incoming calls to the service show a 15.8% increase from 33,259 in 22/3 to 38,518 in 23/4.
- 1.13 Response times have, despite this increase in call volumes, continued to exceed the industry standards for technology enabled care in the UK:
- Percentage of calls answered in 180 seconds 99%
 - Percentage of calls answered in 60 seconds 97.5%
 - Percentage of calls answered in 30 seconds 80%
- 1.14 Careline Advisors are also increasingly making out-going welfare calls to customers. As a result, it has been successfully argued that a proportion of the increased Support Charge paid by tenants living in designated supported housing is eligible for Housing Benefit.
- 1.15 **Modernising the service:** Over the past two years different aspects of the careline service have been re-tendered to ensure compliance with Financial Regulations and to prepare for the planned changes in the telecommunications industry, ie moving from an analogue based service to one that operates digitally. This significant change will mean customers no longer need to have a landline for their careline to operate and allows for improved connections with other technologies increasingly in use in homes such as an Amazon Alexa.
- 1.16 The Council has therefore recently contracted for the supply of 1750 digital careline devices with the first consignment of 350 units delivered in June 2024. The team are now fitting these and aim to complete the upgrade programme in advance of the original national deadline of December 2025. As the current number of dispersed customers exceeds the units ordered, additional capital funding will be needed in 2025/26 to complete the transition.
- 1.17 The number of careline installations has already increased from 414 to 528 in the last financial year and demand on the installers will increase further as they start to renew the units in customer's homes. With people becoming aware there is no longer a need to have a landline to make use of the service, there is potential for a longer waiting list to build up of those residents wanting to upgrade to digital units.
- 1.18 **Planned improvements:** Further improvements are planned to enhance the service. To reduce the pressure on emergency services and in response to Regulation 28 preventable death reports from coroners, we aim to call back and check on customers whilst they are waiting for an ambulance. In doing so we offer reassurance to the customer but also help triage and prioritise calls for East Midlands Ambulance Service (EMAS). The provider of our overnight call handling service already does this, so we need to do so too.
- 1.19 With the agreement of Nottinghamshire County Council we have trained our installers to fit other sensors such as door sensors, bed sensors etc. In doing so, we can complete the upgrade or re-programming of all equipment in a home in one visit.

1.20 **Promotions:** The next stage will be to inform NSDC tenants about the new digital technology available and include this leaflet with the annual rent increase letters due to be sent in February 2025. In staggering the distribution of leaflets we are aiming to manage the expansion in a responsible manner.

1.21 Work has already started on the design of information leaflets and a marketing plan to promote our service offer.

2.0 Proposals and Reasons for Recommendation

2.1 The need to increase our staffing levels, at least temporarily, is becoming ever more apparent; both to complete the installation programme in a timely manner but also to ensure our call handling capacity is resilient and current performance levels continue to meet industry standards.

2.2 The opportunity arising from MDC's decision regarding their Careline service brings with it an additional income stream for the General Fund but also the need for further additional staffing resources in the Careline team.

2.3 Proposal 1 – Incremental Growth

2.4 As a result of the factors outlined in Section 1, this report requests the following funding to be agreed:

- To convert one existing Careline Advisor temporary post to permanent.
- To add a further full-time Careline Advisor post to the establishment.
- 500 additional units required at a cost of £90,000.

2.5 Installation capacity would be further increased by releasing the 0.6 FTE from call handling duties to work exclusively on this task.

2.6 Please note, the responsibility of handling out-of-hours repair calls will move to an external provider by 31 March 2025, enabling the Careline Advisors to focus exclusively on the careline service.

2.7 Proposal 2 – Further Growth Associated with Mansfield District Council Private Customers

2.8 Excluding those customers that live outside of our operating areas and service users wishing to opt out of the takeover, it is estimated that the onboarding of Mansfield residents will result in an additional 1000 customers. MDC have advised that those not responding to their letters advising of transfer plans, or failing to provide access by the January 2025 deadline, will continue to receive a service from themselves. The increase in customers will generate approximately 18,000 additional incoming calls.

2.9 These customers will be long term customers generating income for many years. It is also predicted that expansion will be similar to that already being experienced in our district given a growing older population and increased take-up from customers using mobile phones rather than landlines.

- 2.10 The proposed schedule for onboarding 1000 customers into the Careline Service is shown below:

Action	Date
Approval given by NSDC	By 28 July 2024
Negotiations with MDC	29 July 2024 – 9 August 2024
MDC send out letters advising of transfer plans	12 August 2024 – 18 August 2024
Sharing of results and planning installation programme	19 August 2024 – 30 September 2024
NSDC Installation Programme	October 2024 – February 2025

- 2.11 To protect the Careline Service for our existing customers and to ensure the proposal is achievable we are therefore asking for further additional funding to be agreed to employ one further full-time Careline Advisor on a temporary contract from October 2024 to 31 March 2026.
- 2.12 There are no TUPE implications as MDC are retaining all staff to enhance the service provision for Mansfield District Council tenants only.
- 2.13 If proposals are agreed a review of staffing levels will be completed in the second quarter of 2025 to look at the service and whether demands on the service are long term ie whether some or all of the temporary positions need to be made permanent.
- 2.14 In addition to the extra staffing requested, further capital investment will be required for the purchase of extra digital lifeline units to allow the digital upgrade programme to be completed for both Mansfield and new customers already onboarded.
- 2.15 Given both proposed growth plans £285,000 for 1500 units will be needed in 2025/2026 financial year and will be included in budget setting in October 2024 for the next financial year.
- 2.16 Growth of this nature links into NSDC’s commercialisation strategy. Local intelligence and experience indicate that other Careline Services in Nottinghamshire are undertaking similar reviews to those made by MDC. If therefore, we can demonstrate the ability and capacity to deliver this growth programme on time, we can expect interest from others. We will also have the necessary knowledge of the resources and internal systems needed to manage such a change, making it easier to make informed decisions about any other opportunities to expand that arise.
- 2.17 Given current growth rates and the need to ensure the installation of digital units goes smoothly plus the unique opportunity of a large increase in revenue into the general fund, it is recommended that **both Proposals 1 and 2 above are approved.**

3.0 Implications

In taking this decision, officers still need to give consideration to the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 **Financial Implications FIN24-25/1446**

Staffing Costs – Proposal 1

3.1.1 Incremental Income

3.1.2 Since the current staffing establishment was approved, the Careline Service has experienced net growth in its customer base of an additional 127 private sector clients. At a weekly charge of £6 these additional clients will generate an ongoing income of £39,600 in 2024/25. Income will also be supplemented by further forecasted growth of an additional 200 private sector clients over the next 12 months. With the full-year effect of all growth expected to be approximately £100,000 of additional income, it is anticipated that this will effectively fund the costs of the additional staffing proposals over the next two financial years.

3.1.3 Clearly, if projections of growth and income are not realised there may be some impact on the revenue budgets within the service.

3.1.4 Incremental Costs

3.1.5 There is current budget provision within the Careline Services establishment for Careline Advisors at 8.6 FTE, with an additional 1 FTE covering maternity leave until August 2024. There is also 1 FTE post of Careline Team Leader. Currently, the cost of the additional maternity leave post is offset by staffing savings related to the substantive post holder being on maternity leave.

3.1.6 The table below details the anticipated income for proposal 1:

Proposal 1 - Internal Growth Only	2024/25	2025/26	Future Years
	£	£	£
Income			
Existing client base growth 127 clients	-39,600	-39,600	-39,600
Forecast internal growth 200 Clients	-30,200	-60,400	-60,400
	-69,800	-100,000	-100,000
Expenditure			
Staffing - 1 Extended Mat Leave FTE at NS06 - 9	19,632	36,032	0
Staffing - 1 additional FTE at NS09 - 8		34,032	0

ICT 1 x Laptops and Licenses	2,000		
	21,632	70,064	0
Incremental Net Income	-47,668	-29,936	-100,000

Note: Projected inflationary increases and pay increments have been taken into account.

3.1.7 Capital Requirements

3.1.8 Capital investment of £90,000, for 500 digital lifeline units at a cost of £190 per unit would be required for Proposal 1. This would need to be added to the existing Capital Programme for the digitalisation of the Careline Service and funded either from the Major Repairs Reserve (MRR) or from the Service Improvement Reserve within the HRA.

3.1.9 The current capital programme has a budget of £460,540. £80,540, was set up in 2020/21 with a further £380,000 added in to 2023/24 and 2024/25 to move from Analogue to Digital and financed by the MRR.

Proposal 2 – Transfer of Mansfield DC Clients

3.1.10 Incremental Income

3.1.11 At the weekly charge of £6 per week per client, the total incremental income generated, should Proposal 2 be approved, would be £312,000 full year effect, with £156,000, or 50% of this, expected in 2024/25. There is a current charge of £25 per client for installation of the Careline service in their home. However, it is proposed that this installation charge would be waived, as the change in provider is not because of client choice. Although there is the possibility that Mansfield could be asked to make an equivalent contribution of £25,000.

3.1.12 Incremental Costs

3.1.13 As per paragraph 2.0, it is proposed that one additional, full time Careline Advisor would be sufficient to accommodate the additional 1000 private sector clients from Mansfield DC. This additional employee would be required initially for six months from October 2024, and then for a further 12 months to the end of March 2025. At a grade of NS06-8, rising to NS06-9 in the second financial year, the costs would be £16,543 in 2024/25 and £35,411 in 2025/26.

3.1.14 Further costs for Call Handling and Connectivity total £54,560 on a recurring basis, with some additional one-off costs surrounding IT equipment and licenses.

3.1.15 The table below shows the net incremental income for Proposal 2. It shows that there is adequate additional income to cover the additional costs. Appraisal of the staffing requirements to run the enhanced level of service may lead to increased staffing costs, for which there is currently headroom within the forecasts below.

Proposal 2 – Transfer Mansfield DC Clients	2024/25 (6 Months)	2025/26	Future Years
	£	£	£
Income			
1000 additional customers at £6 per week	-156,000	-312,000	-312,000
	-156,000	-312,000	-312,000
Expenditure			
Staffing - 1 additional FTE at NS6	16,543	35,411	0
Overnight Call Handling (per annum)	7,280	14,560	14,560
Connectivity Fee (per annum)	20,000	40,000	40,000
ICT 2 x Laptop & Licenses	4,000		
Additional PNC Licenses	2,100	0	0
	49,923	89,971	54,560
Incremental Net Income	-106,077	-222,029	-257,440

3.1.16 Capital Programme Requirements

3.1.17 The additional budget for proposal 2, for 1000 units for the clients currently with Mansfield District Council of £195,000 should be included in the General Fund Capital Programme, financed by borrowing. The cost of borrowing would be £3,900 in Minimum Revenue Provision (MRP) and £9,750 in interest. A total of £13,650. This cost will be covered by the additional income detailed above.

3.1.18 Summary

3.1.19 The Careline service has clients that are Council tenants and private customers. The cost of running the service originates in the HRA and is charged on a percentage basis to the General Fund. The income generated from the private customers is received directly to the General Fund.

3.1.20 should both proposals be approved, the income projected above, will be 100% general fund and the costs detailed above will also be chargeable to the General Fund.

3.2 HR & Equalities implications HR2425/1299 FK

3.2.1 These proposals seek to increase the establishment by 3 FTE in Housing and Estates; two on a permanent basis and one on a temporary basis. This follows an increase to the establishment of 32.29 FTE in 23/24 (21.29 perm) which included an increase of 6.43 FTE within the Housing and Estates Management Business Unit. Note however that that the Intensive Housing and Careline actually had an overall reduction of 0.57 FTE. The increase proposed will support an enhanced service which, in turn, is likely to bring in additional income. In light of the increased volume of calls and installations stated above, as well as increased complexity of interactions, the additional resource

is likely to have a positive impact on wellbeing of the team, their capacity, and the overall resilience of the team.

- 3.2.2 Given the specifics of proposal 2, if it is agreed for NSDC to take on those customers who can no longer be supported by MDC, an increase in staff will be necessary to ensure capacity is there to undertake the additional volume of work without an impact on existing staff.
- 3.2.3 Recruitment to the additional posts should be done in line with The Council's recruitment and selection policies ensuring a fair and consistent approach so as not to disadvantage anyone due to holding a protected characteristic.
- 3.2.4 As it is proposed to offer one of the roles on a temporary basis, the recruiting managers should note that if required, when terminating the employment at the end of the FT period, the end of Fixed Term Contract procedure should be used in an adequate timeframe to allow contractual notice to be applied. They should also be aware of any continuous service the postholder may have and whether a redundancy payment would be due (>2years service).
- 3.2.5 At this point, MDC have advised that they will not be making any redundancies as a result of the changes to their service. Once more details are known, however, consideration should be given as to whether there could be a TUPE situation, if MDC have any staff who are focussed solely, or mainly, on the delivery of careline to private customers.

3.3 ICT Implications

- 3.3.1 Software – The software supporting call handling thereby underpinning the Careline Service has the capacity to cope with the higher levels of call volumes expected with no further investment needed.
- 3.3.2 Hardware – Currently there are three desktop machines in use by the Careline Advisors, two in Vale View and one in Gladstone House. There is also a laptop that can be used by Advisors providing an option for occasional home working. To allow for further hybrid working thereby increasing the resilience of the service, it is suggested that a further two laptops and an extra desktop machine are needed. The latter is to be fitted at Gladstone House, replacing one of the docking stations to allow for increased capacity at weekends.
- 3.3.3 The cost implications for additional hardware and software licences have been built into the financial implications.

3.4 Tenant Implications

- 3.4.1 There are no detrimental implications for council tenants; rather they are already receiving a more proactive service including welfare calls and an annual personal visit. The proposals to offer checks whilst tenants are waiting for an ambulance or the falls team to call will provide greater assurance. Furthermore tenants living in designated supported accommodation will be able to receive the service they pay for within their rent irrespective of the type of telephony they use.

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 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, 23 July 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier, Councillor K Melton, Councillor E Oldham, Councillor M Spoons and Councillor P Taylor

ALSO IN ATTENDANCE: Councillor S Michael, Councillor P Rainbow, Councillor N Allen and Councillor S Forde

APOLOGIES FOR ABSENCE: Councillor R Holloway

147 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.

148 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillors S Crosby, P Taylor and M Spoons declared an interest in items 13 and 14 as Members of Newark Town Council.

Councillor L Brazier declared an interest in item 15 as a Members of Ollerton and Boughton Town Council.

The Democratic Services Officer declared an interest in item 13 as a Member of Farndon Parish Council.

149 MINUTES FROM THE PREVIOUS MEETING HELD ON 4 JUNE 2024

The minutes from the meeting held on 4 June 2024 were agreed as a correct record and signed by the Chairman.

150 CHAIR'S UPDATE

The Portfolio Holder for Health and Wellbeing informed the Cabinet that the Senior Health Improvement Officer had received a Community Champion Award at the ATTFE Together Awards and the Council have achieved Foundation level of the Thrive at Work Accreditation, which recognised organisations that support staff wellbeing.

151 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2024

The Business Manager – Financial Services, was in attendance to present the provisional 2023/24 financial outturn position on the Council’s revenue and capital budgets, including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; and Collection Fund.

The report detailed a summary of actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves. Members considered the report and welcomed the Council’s financial position.

AGREED (unanimously) that:

- a) the final outturn of revenue and capital spending for 2023/24 be noted;
- b) the variation to the capital programme, as set out in paragraph 1.15 and 1.16 be approved;
- c) the capital financing proposals as set out in paragraph 1.20 be approved;
- d) Capital Programme reprofiling of £13.588m carried forward into 2024/25 as per appendices E and F;
- e) the movement in Provisions and Impaired Estimates on Debtors be noted;
- f) the creation of the new reserves, as outlined in paragraph 1.27, be approved; and
- g) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.

Reasons for Decision:

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

Options considered:

Not applicable.

152 CORPORATE ANNUAL BUDGET STRATEGY 2025/26

The Business Manager – Financial Services was in attendance to present the report which set out the General Fund, Capital & HRA Budget Strategy for 2025/26. The Cabinet considered the report and received clarification that proposed budget strategy reflected the performance information received from Arkwood Developments.

AGREED (unanimously) That Cabinet:

- a) approve the overall General Fund, Capital & HRA Budget Strategy for 2025/26;
- b) approve the consultation process with Members;
- 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

- 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.

Reasons for Decision:

To enable the Council's budget process to proceed encompassing agreed assumptions.

Options considered:

Not applicable.

153 COMMUNITY PLAN PERFORMANCE FOR QUARTER 4 2023/24

The Transformation and Service Improvement Officer was in attendance to present the Community Plan Performance for Quarter 4 2023/24. Members heard details of: the Council's flooding response to Storms Babet and Henk; footfall in Newark Town centre; tackling anti-social behaviour; engagement with customers; and Council Tax collection. Members noted that footfall loggers were only in place in Newark Town Centre but where available, grant funding could also be used to situate footfall loggers in other sites across the District.

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.

154 PRODUCTIVITY PLAN

The Chief Executive was in attendance to present the Council's Productivity Plan which sought to provide oversight for Members prior to submission to Central Government in July 2024. The Plan had been produced as a requirement of the then Secretary of State in January 2024, and whilst it wasn't clear if the Plan would still be required by the Government after the recent Parliamentary Election, it had been a useful exercise to narrate the work undertaken by the Council.

AGREED (unanimously) That Cabinet note the Productivity Plan presented at Appendix 1 and the activities detailed therein.

Reasons for Decision:

The requirement to submit a productivity plan to central government was confirmed in April 2024 along with the requirement for it to have prior member oversight.

Options considered:

None

155 INFORMATION SHARING WITH ELECTED MEMBERS WORKING GROUP OUTCOMES

The Transformation & Improvement Officer was in attendance to present an update on the work of the member working group on Information Sharing with Elected Members, and bring recommendations from the group to Cabinet. The posters marked to follow as appendix B were handed to Members. The Cabinet considered the report and welcomed the recommendations from the Policy and Performance Improvement Committee.

AGREED (with 7 For and 1 Abstention) That Cabinet endorse the recommendations of the Working Group as follows:

- a) that the amendment is made to the Council's website, including a postcode search for 'find your ward member'.(NB postcode search has now been implemented);
- b) that all elected councillors are automatically signed up to the Council's Official Newsletters;
- c) the Communications & Marketing Team to set up a further drop-in session for elected councillors to help with social media and Google Alerts;
- d) the posters at **Appendix B** will be made available for all elected councillors to use;
- e) that the Democratic Services Team will re advertise the allocated Democratic Services Officer (DSO) list and actively promote the support they can offer to elected councillors; and
- f) that the Power BI system is developed and provided to all councillors and that the system is further developed over time to include other service requests and reports.

Reasons for Decision:

Following on from a Topic Request Form received by PPIC in September 2023, the recommendations of the Working Group are noted above and set out in this report. These have been brought forward to Cabinet as these recommendations will benefit all Elected Members.

Options considered:

Do nothing or accept only some of the working group recommendations.

The Director of Planning & Growth was in attendance to present a report updating Members on the progression of the 32 Stodman Street Project and to seek consequential revisions to the capital programme. Cabinet heard that during the project issues had arisen, including utilities, contingency for new build and archaeology on the site, leading to an increase in costs. A request had been made to the Newark Towns Board which had approved an additional amount to cover the costs of £1.78m, which was recycled from the Towns Fund 1 Newark Gateway monies. The request was also supported by the Council's Section 151 Officer.

The Cabinet welcomed the report and the progression on development of 32 Stodman Street.

AGREED (unanimously) that Cabinet:

- a) note the report;
- b) In accordance with approval from Newark Towns Board that the Council receives a further £990,000 (in addition to the £790,000 supported by Cabinet on 14 May 2024) of the Town Fund One grant towards Stodman Street Phase 1;
- c) Subject to b) above, to delegate to the Director – Resources & Deputy Chief Executive in consultation with the Director - Planning & Growth authorisation to submit a Project Adjustment Form to Government seeking formal authorisation to re-allocate the £1.78m of previously allocated Newark Gateway/SiSCLog grant to the 32 Stodman Street Phase One project; and
- d) Subject to approval of b) & c) above, to increase the budget in the Council's Capital Programme to £12,880,000 financed by the additional grant allocation.

Reasons for Decision:

The project directly aligns to the objectives within the Community Plan of:

- 1) Increase the supply, choice & standard of housing,
- 2) Raise people's skills levels and create employment opportunities for them to fulfil their potential,
- 3) Celebrate and invigorate community spirit, pride of place and sense of belonging.

The recommendations will ensure delivery of the project as set out in the approved, original full business case of March 2022.

Options considered:

There are two further options for a decision with this project;

- 1) To use borrowing to fund the identified gap within the development cost. This option has been discounted as the level of borrowing used to date would mean the income generation from the development would be significantly below the total borrowing costs; or
- 2) To not undertake the project. This option is not recommended as it will leave a partially developed site vacant within the town centre. This would also mean

returning grant funding already received, and allocated to this project, to be returned to Government.

157 PLANNING DEVELOPMENT REVIEW OF BIODIVERSITY AND ECOLOGY RESOURCE (KEY DECISION)

The Director for Planning and Growth was in attendance to present a report which sought to update Members in relation to the implementation of Biodiversity Net Gain and Resource Impacts and create a post for a Biodiversity and Ecology Officer to support the Lead Officer. The report detailed the key work associated with Biodiversity Net Gain. Members welcomed the report, particularly the proposals relating to a graduate post.

AGREED (unanimously) That Cabinet:

- a) Subject to the outcome of Job Evaluation, approve that the addition of a Biodiversity and Ecology Officer to the Planning Development Business Unit be funded by a corresponding increase in revenue expectations from the BNG income stream identified at paragraphs 1.14-1.16 below; and
- b) Subject to the outcome of Job Evaluation, approve that the addition of a Biodiversity and Ecology Graduate be funded by BNG income, noting that such a post will only be recruited to if agreed by the Director of Planning and Growth, in consultation with the Director for Resources and Business Manager, Planning Development, based on a review of BNG income being sufficient to cover this additional post on an ongoing basis.

Reasons for Decision:

To ensure that the Planning Development Business Unit can continue to lead in adapting to the ongoing and emerging implications from Biodiversity Net Gain (BNG).

Options considered:

No action could be taken, which would lead to an undeliverable workload with respect to ecological and biodiversity matters. A pause on recruitment pending receipt of additional income has also been considered and discounted on the basis that preparatory work needs to be undertaken in advance of receipt of future receipts.

158 A46 NEWARK BYPASS

The Director for Planning and Growth was in attendance to present a report providing an update on the A46 Newark Bypass. The Council was required to respond to the development consent order as the Local Planning Authority and a number of teams were involved in preparing the reply. The report also detailed the impact on the Council as a landowner as the development would impact the Newark Lorry Park with the loss of 36 spaces and other incidental parcels of land. The costs the Council was forecast to incur as the landowner was £74,000, and the Cabinet noted that Officers would seek full or partial reimbursement where possible, and regular updates would

be brought to Members. The Leader reiterated the Council's support for the project.

AGREED (unanimously) That Cabinet:

- a) note the updated position and the consultation representations appended to this report;
- b) approve a budget of £141,000 in order to allow the ongoing work of the Council as Local Planning Authority and Landowner. This amount of £141,000 to be funded from the Change Management Reserve as set out in paragraph 3.3 of this report; and
- c) note that some but not all costs will be recoverable as detailed at paragraphs 2.4 below.

Reasons for Decision:

To keep Members updated on the A46 Bypass proposals and the requirements upon the Council to respond as both Local Planning Authority and affected landowner.

Options considered:

The A46 Newark Bypass proposals have long been an important aspiration of the Government's National Road Investment Strategy (RIS), an aspiration supported by a raft of partners including this Council, Midlands Connect, Nottinghamshire County Council, Lincolnshire County Council, and a number of highways, Local Enterprise Partnerships and Local Planning Authorities from the Humber Ports to Tewkesbury. There is no alternative but for this Council to engage, both as Local Planning Authority and affected landowner.

159 LONG TERM PLAN FOR TOWNS - TOWN PLAN INVESTMENT PLAN 2024-2027 (KEY DECISION)

The Director for Planning and Growth was in attendance to present a report which sought support for the emerging Newark Long-Term Plan for Town Fund (LTPfT) Vision & Investment Plan by Newark Towns Board. A change to the recommendation in the report was proposed to change the submission date from 1 August 2024 to 'the requisite submission date'. The Towns Board met regularly and were in the process of formulating priorities including Newark Market Place transformation, the riverside working with the Canal and River Trust, town centre events to increase footfall, developing a community space in the Newark town centre and creating funding pots for community development and feasibility work. Once finalised, and further clarity was received from the new Government regarding timescales, a further report would be brought back to Cabinet.

Members welcomed the report and whilst disappointed at the change in timescales, were optimistic about the projects that could be developed and emphasised the importance of cross party input.

AGREED (unanimously) That Cabinet support the emerging Long-Term Plan for Town

Fund emerging proposals as detailed at paragraph 2.3 of the report and to delegate to the Portfolio holders for Performance & Finance and Sustainable Economic Development endorsement of any final Long Term Plan for Town Investment Plan 2024-2027 following its ratification by Newark Towns Board for submission to Government before the requisite submission date.

Reasons for Decision:

The recommendation is presented on the basis that the Long-Term Plan for Newark 3 Year Investment Plan has been developed with the Newark Town Board and based on evidence from consultation with the community through the Resident Survey, Newark Masterplan Consultation, and targeted consultation with under-represented groups. The Long-Term Plan for Newark 3 Year Investment Plan 2024-2027 aligns with the outlined objectives of the NSDC Community Plan.

Options considered:

It remains open for this Council to not engage with the Newark Towns Board or to contribute to its formulate and ultimate adoption and submission to Government, save for its role as the Accountable Body. This option has been discounted as the Council and its partners wish to continue to achieve the best for residents and business and securing almost £20m for Newark between now and 2034 would be a significant contribution towards this.

160 LEVELLING UP FUND 3 UPDATE (KEY DECISION)

The Director of Planning and Growth was in attendance to present a report updating the Cabinet on the ongoing delay in receiving the Levelling Up Fund 3 (LUF 3) grant from Government and to seek agreement to pause further work on the project until the Council receives a response from Government. Officers were ready to continue work on the project once the funding position was clear. The Cabinet considered the report and the impact on workload and staffing for Officers.

AGREED (unanimously) That Cabinet:

1. note the contents of this report and agrees to pause the Ollerton and Clipstone Scheme after completion of RIBA2 design due to ongoing delays with the issue of funding from Government and endorse that the Chief Executive or/and the Deputy Chief Executive/Director of Resources write to Government expressing deep concerns and disappointment at the delays and seeking the following:

That Government:

- a) Confirms to the Council, that given the delays since the original LUF submission in summer 2022 and the delays since the LUF 3 announcement in November 2023, an agreed extension to the requirements to defray all LUF3 funding by 31 March 2026 to 31 March 2027;
- b) Executes the Memorandum of Understanding (MoU) before the 31st July 2024 to allow *immediate access* to any needed funds from the LUF 3 grant, allowing the project to continue to be developed at pace; or
- c) Release advance funding of £821,000 before 31st July 2024, to be deducted from the overall LUF3 grant allocation to allow the project to continue to be developed at pace.

2. That subject to Government releasing the advance funding of £821,000 as detailed at Recommendation 1c) above that Cabinet approves the addition of £821,000 to the Capital Programme. For the avoidance of doubt if the Government executes the MoU as detailed at recommendation 1b) above the full amount of Levelling Up Fund 3 grant will be transferred into the Capital Program in accordance with the June Cabinet resolutions.

Reasons for Decision:

The recommended approach, if actioned by Government, will enable delivery of the projects to continue in the absence of an executed MoU and release of funds from Government.

Options considered:

Withdraw delivery of the Ollerton and Clipstone Levelling-up projects. This option is discounted as the scheme remains a priority for the Council.

Carry on with the scheme at risk. Meeting the deadline for mandated defrayal of the full grant by 31 March 2026, is extremely challenging particularly since the Council has not yet received the MOU from government. The Council has already funded £541,000 with a further £40,000 made available in June 2024 from UKSPF (for both Ollerton and Clipstone projects). To continue to fund architectural and design works to RIBA stage 3 for Ollerton would further expose the Council to an additional £700,000. This level of exposure, when particularly considered together with the present uncertainty of funding support from Nottinghamshire County Council and the outcome of the bid for the Brown Field Land Release Fund is not considered acceptable.

161 SUPPLEMENTARY PLANNING DOCUMENTS - SOLAR POWER AND AFFORDABLE HOUSING (KEY DECISIONS)

The Senior Planner was in attendance to present a Draft Supplementary Planning Document (SPD) in relation to Solar Energy and a Draft Interim Affordable Housing SPD for public consultation. The development of the SDPs had been approved by the Cabinet on 26 March 2024 to support the implementation of national and local planning policy and provide additional guidance to applicants and decision makers. The delivery of affordable housing was a long-term Council priority and the review and updating of the Council's Affordable Housing Supplementary Planning Document was identified as an action within the Council's Community Plan. The development of solar energy farms had recently become a significant issue locally, including the emergence of two large solar energy farm proposals in Trent Valley. These larger applications were nationally significant infrastructure projects and would be determined by the Secretary of State.

The Cabinet considered the report and questioned whether the SDP for Solar Panels could require ethical standards in manufacture. The Director for Planning and Growth explained that the Policy could draw attention to standards and include as a link in the document but wouldn't be able to include as part of decision making. Similarly cumulative impact could only be considered where applications were within the planning system and Members raised concerns from the public about losing the rural

nature of the District.

AGREED (unanimously) That Cabinet:

- a) Approve the proposed SPDs at Appendices B and C to the report; and
- b) public consultation be undertaken for 6-weeks on the proposed amendments for referral back to Cabinet for adoption.

Reasons for Decision:

To allow the District Council to consult on the Draft SPDs.

Options considered:

Cabinet has already agreed to produce SPDs on Solar Energy and Affordable Housing therefore no alternative options have been considered at this point.

The meeting was adjourned at 8:07pm and reconvened at 8:15pm.

162 QUARTER 4 HOUSING SERVICES COMPLIANCE ASSURANCE REPORT

The Housing Maintenance and Asset Management was in attendance to present the position at the end of Quarter 4 2023/24 (1st January 2024 to 31st March 2024) with regard to compliance assurance overview and actions arising. Compared to the same quarter last year, overall annual performance has improved across the 30 areas. Gas servicing was 99.71% compliant with 15 properties without a current gas safety certificate, but all were in an enforcement process. There were 8 homes where the oil service had not been completed, and all were in an enforcement process. There were 39 properties without a EICR electrical certification of less than five years old, of these 38 are in a legal process. The one remaining property was booked in with the tenant for April 2024.

AGREED (unanimously) That Cabinet:

- a) Note the exceptions to performance of the housing service compliance functions;
- b) Note the removal of the Regulatory Notice by Regulator of Social Housing; and
- c) Note that the presentation of performance will change from Quarter 1 2024/2025 reporting cycle 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.

163 NSDC ALLOCATION SCHEME REVIEW AND DRAFT POLICY APPROVAL FOR CONSULTATION (KEY DECISION)

The Assistant Business Manager- Housing and Estate Management was in attendance to present a report on the review of the Council's Housing Allocations Scheme. There is a requirement when making major changes to the allocation scheme to consult with registered providers for a period of 12 weeks.

The Cabinet discussed the proposals considering a number of issues including registration and licensing for private landlords, inclusion of requirements for members of the armed forces and the financial thresholds included within the draft Allocation Scheme.

AGREED (unanimously) That Cabinet:

- a) note the scheme and its changes and approve progression for external consultation;
- b) delegate authority for final adoption of the Scheme to the Portfolio Holder for Housing in consultation with the Director for Housing, Health and Wellbeing if the outcome of consultation is that no or only minor amendments are required. If any significant or material amendments are proposed as a result of consultation responses the final proposed Scheme will be referred back to Cabinet for approval.

Reasons for Decision:

This consultation is a legal requirement set out in the Housing Act 1996 and if there are no major changes following consultation seeking Director and Portfolio Holder sign off to expedite implementation. This also meets Objective 1: Improve Health and Wellbeing, and Objective 2: Increase the Supply, Choice, and Standard of Housing of the Community Plan.

Options considered:

None

164 HOUSING REVENUE ACCOUNT DEVELOPMENT PROGRAMME UPDATE (KEY DECISION)

The Director of Housing, Health and Well-Being was in attendance to present a report to update Cabinet on delivery within the HRA Development Programme and to set out details of the potential for the authority to acquire housing as part of the programme, including eight S106 homes for Affordable Rent tenure, at Station Road, Collingham. Members noted the inclusion of an exempt appendix. The Cabinet considered the report, noting that while it might be preferable to make use of empty properties, it was not always possible to ensure that such houses were up to standard and that it may be cheaper to build new properties.

AGREED (unanimously) That Cabinet:

- 1) notes the progress of the HRA development programme;
- 2) approves the business case for affordable housing acquisition within Newark and Sherwood (in addition to development) utilising the phase 6 development

programme budget; and

- 3) approves the acquisition of eight S106 homes at Collingham utilising the phase 6 development programme budget, subject to the usual legal due diligence checks, delegating final approval to the Director – Housing, Health & Wellbeing in consultation with the Portfolio Holder for Housing and to a maximum value as set out in the exempt appendix.

Reasons for Decision:

1. To enable new affordable rented homes to be delivered which meet identified housing need in the district.
2. To provide a return on investment as set out in the financial evaluation provided.
3. To replace homes sold to tenants via right to buy.
4. To deliver housing solutions which meet local needs and aspirations to ensure that our residents have access to a range of housing solutions in the district.

Options considered:

The authority may choose to develop only and not acquire properties through its HRA programme, however this will limit the flexibility of securing properties where a strong business case for acquisition exists e.g. there is a demonstrable need and limited land availability.

With specific regards to the proposed purchase at Collingham, there is an option for the developer to provide a commuted sum payment however, any receipt would be difficult to spend if restricted to this location.

If the authority does not proceed with the purchase of these properties, the expected benefits set out in the reasons for recommendations section of this report would not be realised.

165 'GETTING TO KNOW YOU VISITS' PROGRAMME UPDATE

The Business Manager, Housing Services was in attendance to present a report updating on the progress and outcomes from the first two years of the Getting to Know You (GTKY) visit programme. The Council had 17 tenancy officers with a target of visiting seven households per month, delivering 119 overall per month, averaging at 1428 per year giving a cycle of three and a half years to complete first visits. The Cabinet welcomed the report and were encouraged by the programme to help build strong positive relationships with Tenants.

AGREED (unanimously) That Cabinet:

- a) note the progress and outcomes of the Getting to Know You visit programme to December 2023;
- b) To note the sharing of the report with the Tenant Engagement Board; and
- c) To support the ongoing programme of Getting to Know You visits with a further update in April 2025 or when all tenants have been visited.

Reasons for Decision:

To report the positive impacts of the Getting to Know You programme as they align to the following Community Plan objectives:

- Improve health and wellbeing;
- Increase the supply, choice and standard of housing;
- Reduce crime and anti-social behaviour;
- Celebrate and invigorate community spirit, pride of place and a sense of belonging; and
- To be a top performing, modern and accessible council.

Options considered:

None, getting to know you visits are an important good practice housing management activity to help us understand who is behind the front door of our homes, support tenants to sustain their tenancies and identify where there are additional needs

166 FINAL PUBLIC SPACES PROTECTION ORDERS WITHIN NEWARK AND SHERWOOD (KEY DECISION)

The Portfolio Holder for Public Protection and Community Relations presented a report which sought approval from Cabinet for the final orders as set out in the report following 2 rounds of public consultation to be introduced. The Anti-Social Behaviour, Crime and Policing Act 2014 set out the legislative framework around the creation of Public Spaces Protection Orders (PSPO). The Orders related to dog control, dispersal, fire control, alcohol control and the restriction of vehicles in Newark, Balderton and Eakring.

AGREED (unanimously) That Cabinet approve the final Public Space Protection Orders, as set out in Appendices 1 to 5 to the report, for a period of three years.

Reasons for Decision:

The implementation of PSPOs within Newark and Sherwood aligns with the Community Plan objective to Reduce Crime and Anti-Social Behaviour.

All PSPOs have been subject to a two-stage public consultation process and comments made have been reviewed and considered at both stages. Amendments have been made where appropriate.

Options considered:

Do nothing – the orders that are due to end in 2024 would not be renewed and would lapse. This would mean there would be no controls in place and no enforcement action could be taken.

Approve some of the orders – a full two stage public consultation has been undertaken to ensure the most appropriate orders are in place in the right locations. By only approving some would result in the inability to use enforcement powers.

167 EMERGENCY PLANNING - FLOODING AND FUTURE PREPAREDNESS (KEY DECISION)

The Portfolio Holder for Public Protection and Community Relations presented a report to provide Cabinet with an update following the flooding caused by Storm

Babet and Henk, the creation of the Flood Partnership, the grants awarded to affected properties and to provide a proposal of actions to be requested of government.

The autumn and winter storm season of 23/24 was one of the wettest October to March periods on records for the UK with a higher-than-normal number of named storms. The Council spent a number of consecutive weeks with flood alerts and warnings in place. There have since been two multi agency flood partnership meetings with attendees from the Environment Agency (EA), Nottinghamshire County Council Emergency Planning Team, Canal and River Trust, NSDC representatives and Severn Trent. As part of the recovery process for both storms, the Council facilitated the provision of the Community Recovery Grant and Business Recovery Grant.

AGREED (unanimously) That Cabinet:

- a) note the activities undertaken since the two flooding incidents;
- b) note the ongoing work of the Flood Partnership and the ongoing work to improve the response provided by NSDC;
- c) endorse the provision of additional one-off support to our communities through the use of the stated reserves as part of the programme to create more resilient communities in the long term in accordance with the decision-making arrangements set out in paragraph 3.1 of the report; and
- d) note and implement the resolution made by Full Council in respect of the Motion put forward on 16 July 2024 regarding flooding requests to Government

Reasons for Decision:

The recommendations as set out above seek to make improvements both for an authority dealing with challenges caused by emergency events but also the impacts for our communities and relates to the following Community Plan objectives:

- Protect and enhance the district's natural environment and green spaces;
- Reduce the impact of Climate Change; and
- Celebrate and invigorate community spirit, pride of place and a sense of belonging.

Options considered:

Do nothing – If we did not seek improvements we would not operate in a way appropriate for a Category 1 Responder and to provide appropriate levels of support to our communities.

168 EXCLUSION OF THE PRESS AND PUBLIC

AGREED that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.'

169 APPROVAL FOR DISPOSAL OF HRA PROPERTY (KEY DECISION)

The Cabinet considered the exempt report in relation to the approval for disposal of an HRA property.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972

Meeting closed at 8.53 pm.

Chair

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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

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, 24 September 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

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

ALSO IN ATTENDANCE: Councillor N Allen, Councillor I Brown, Councillor K Melton and
Councillor P Rainbow

APOLOGIES FOR ABSENCE: Councillor C Penny and Councillor R Holloway

177 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.

178 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor L Brazier declared a Non-Registerable Interest in Agenda Item No. 13 – Transfer of Section 106 Open Space – off Site Sports Contribution to Ollerton Town Football Club – given he was the local Ward Member and his daughter played for Ollerton Town Football Club.

Councillor S Crosby and Councillor P Taylor declared Other Registerable Interests in Agenda Item No. 8 – Proposal to Adopt the Land and Ongoing Maintenance of the Middlebeck Phase One Development – as Members of Newark Town Council.

179 MINUTES FROM THE PREVIOUS MEETING HELD ON 10 SEPTEMBER 2024

The minutes from the meeting held on 10 September 2024 were agreed as a correct record and signed by the Chair.

180 PRIVATE SECTOR HOUSING GRANT AMENDMENTS (KEY DECISION)

The Business Manager - Public Protection presented a report which set out 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. These grants were designed to provide adaptations to the home to allow people to continue to live in the community and were means tested.

The report sought approval for a number of amendments to both the DFG and MWG schemes which reflected feedback from service users and partner organisations over recent years, a recognition that building and labour costs had increased significantly since the last revisions made in 2021, plus the Council's commitment to the Armed Forces Covenant and assisting ex-service personnel and their families.

AGREED (unanimously) that Cabinet approve:

- a) the inclusion of the Armed Forces Covenant into the policy;
- 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;
- c) the increase to the Minor Works Grant funding from £5,000 to £10,000 to be funded through the Better Care Fund Allocation;
- d) a review of the outcome of the amendments to the discretionary grant maximum amounts after 6 months of the policy update approval; and
- 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.

Reasons for Decision:

To ensure that the Council can continue to deliver necessary adaptations to enable residents to live independently at home for longer.

Options Considered:

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.

Consider differing funding limits – The proposed amended grant maximum have been based on the current costs of 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.

181 NEWARK & SHERWOOD HEALTH AND WELLBEING STRATEGY 2022 - 2026 - YEAR 2 OUTTURN REPORT

The Senior Health Improvement Officer presented a report which gave a mid-point update on the Health & Wellbeing Strategy for 2022 to 2026. The Strategy helped the Council deliver against objective one in the Community Plan to 'Improve Health & Wellbeing' and aligned to the County Council's joint strategy. Appendix A to the report provided a detailed midterm update on the strategy at year two.

The Cabinet welcomed the update and the positive work the Council were doing in respect of health and wellbeing. It was suggested that the update could include the family hub in Ollerton and the work the Council does in respect of biodiversity such as the provision of play parks and outdoor fitness equipment. One matter which remained of concern was access to the provision of emergency care.

AGREED (unanimously) that Cabinet note the work delivered to date in line with the Health & Wellbeing Strategy for 2022 to 2026.

Reasons for Decision:

To share the progress made against the Health & Wellbeing Strategy for 2023-24.

Options Considered:

None, the Council had local priorities in respect of health and wellbeing.

182 PROPOSAL TO ADOPT THE LAND AND ONGOING MAINTENANCE OF THE MIDDLEBECK PHASE ONE DEVELOPMENT (KEY DECISION)

The Director – Planning & Growth presented a report which put forward a proposal that would see land from the first phase of the Middlebeck Development being maintained by the Council over the next 20 years through a commuted sum payment of £2million. It was reported that at the time land south of Newark was consented the Council agreed to take on the public open space as part of the new development, something it now does not normally do. However, there were practical advantages of the Council taking on the land which were set out in the report. The commuted sum of £2m was inclusive of maintenance costs and repairs and renewals which would be required over the 20-year period. It was noted that any agreement was dependent on Newark Town Council not wishing to take on the ownership of this land which they could do under the current devolution agreement.

AGREED (unanimously) that Cabinet:

- 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;
- b) approve the maintenance of the land in return for a £2million commuted sum agreed with the developer, Urban & Civic;
- 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;
- d) approves that delegated authority be given to the Council's Directors - Communities & Environment and Planning & Growth, in consultation with the Portfolio Holders, to enter into an appropriate legally-binding contract with the developer Urban & Civic, as detailed at paragraph 2.6 of the report; and
- 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 maintenance of the land in line with the principles set out in the Devolution Agreement.

Reasons for Decision:

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 £2million commuted sum to maintain the open spaces.

Options Considered:

The existing S106 Planning legal agreements set out that the land will be passported to Newark & 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.

183 CORPORATE ANNUAL BUDGET STRATEGY FOR 2025/26

The Business Manager - Financial Services presented a report which to set out the General Fund, Capital & Housing Revenue Account (HRA) Budget Strategy for 2025/26. The Strategy was considered by the Policy & Performance Improvement Committee at their meeting held on 24 June 2014 at which they recommended approval.

It was noted that the budget process would result in setting the budget and the Council Tax for 2025/26 and the HRA budget and the rent setting for 2025/26.

The Strategy took into consideration agreed financial 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 had been reviewed and updated where necessary and were attached as appendices to the report.

The current Medium Term Financial Plan (MTFP) was approved on 7 March 2024. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax average Band D would increase by the same rate as in the 2024/25 financial year, namely 1.94%.

The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2025/26 including staff costs, provision for inflation and fees and charges.

AGREED (unanimously) that Cabinet:

- a) approve the overall General Fund, Capital & HRA Budget Strategy for 2025/26;
- b) note the consultation process with Members;
- 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
- 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.

Reasons for Decision:

To enable the Council's budget process to proceed encompassing agreed assumptions.

Options Considered:

Not applicable, the Budget Strategy is required each year in accordance with the Council's Constitution.

184 COMMERCIAL PLAN UPDATE

The Business Manager - Financial Services presented a report which gave an update on the Commercial Strategy and action plan which demonstrated how the Council was responding to the anticipated reduction in funding by making strategic savings and generating additional income. From the MTF and subsequent Annual Budget Strategy this showed an anticipated £300,000 reductions in net expenditure in 2024/25 increasing in later years to £520,000.

The Council had identified areas where additional income could be made, or savings could be achieved without impacting the quality of service delivery. The report detailed projects and actions identified as generating income and/or achieving savings which were broken down into three categories.

AGREED (unanimously) that Cabinet note the update on the Commercial Plan.

Reasons for Decision:

To share how the Council is seeking to address our forecast financial deficit.

Options Considered:

None, this was an update report.

185 ANNUAL REVIEW OF EXEMPT ITEMS

The Business Manager – Elections & Democratic Services presented a report which detailed the exempt business considered by the Cabinet for period 11 July 2023 to date. The report set out those reports taken as exempt business and identified which items, in the opinion of report authors, could be released into the public domain.

AGREED (unanimously) that Cabinet:

- a) note the report, with any items being released into the public domain if considered no longer exempt by report authors; and
- b) the annual review of exempt items continues to be brought to the Cabinet going forward.

Reasons for Decision:

To review previous exempt reports considered by the Cabinet over the previous 12 months and to continue receiving this report in order to release reports into the public domain if appropriate.

Options Considered:

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.

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.

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).

186 NEWARK TOWNS FUND UPDATE (KEY DECISION)

The Business Manager - Economic Growth & Visitor Economy presented a report which provided an update for the Cabinet on the Newark Towns Fund Programme and sought approval to submit a Project Adjustment Request to the Government to redistribute the grant funding from the Gateway Project to the Newark Heart Project.

It was noted that 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 that could accommodate a range of experiences from the markets to events, to al-fresco dining, to areas to relax and play. However, it was apparent that the current £1.5m budget would be insufficient to change the Market Place as originally hoped, given the level of reinforcement work required on infrastructure.

AGREED (unanimously) that Cabinet:

- a) note and welcome the progress on the Towns Fund Programme; and
- b) approve, subject to agreement from the Newark Town Board, the following:

- 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;
- ii. delegate to the Director - Resources, in consultation with the Director - Planning & 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
- iii. to undertake the Full Business Case and return to Cabinet for approval in late 2024.

Reasons for Decision:

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.

Options Considered:

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.

187 TRANSFER OF SECTION 106 OPEN SPACE - OFF SITE SPORTS CONTRIBUTION TO OLLERTON TOWN FOOTBALL CLUB

The Business Manager – Regeneration & Strategic Housing presented a report which sought 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.

AGREED (unanimously) that Cabinet approve:

- 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
- 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.

Reasons for Decision:

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.

Options Considered:

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.

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 site as part of a wider ambition to regenerate the site and protect it for future generations.

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.

Meeting closed at 6.56 pm.

Chair

Public Document Pack Agenda Item 12d

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Executive Shareholder Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 23 July 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chairman)

Councillor R Cozens, Councillor L Brazier, Councillor S Crosby,
Councillor K Melton, Councillor E Oldham, Councillor M Spoons and
Councillor P Taylor

ALSO IN ATTENDANCE: Councillor N Allen, Councillor S Forde, Councillor S Michael and
Councillor P Rainbow

APOLOGIES FOR ABSENCE: Councillor R Holloway

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

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

2 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

3 MINUTES FROM THE PREVIOUS MEETING HELD ON 5 MARCH 2024

The minutes from the meeting held on 5 March 2024 were agreed as a correct record and signed by the Chairman.

4 ARKWOOD DEVELOPMENTS PERFORMANCE REPORT QUARTER 4

The Managing Director – Arkwood Developments, was in attendance to present the performance report for Arkwood Developments for quarter 4 2023/24. In considering the report Members heard that the developments in Cambridge and Derby had a mix of solar panels and air source heat pumps as the Company were working within the existing planning permission. The Non-Executive Director was in attendance and reiterated that the Company was very mindful of the Council's medium term financial plan and were working to continue growth and identify further sites to provide increased resilience.

AGREED (unanimously) That Members noted the Arkwood Performance Report and consider company's performance against its targets and objectives highlighting any areas of high performance and identifying areas for improvement.

Reasons for Decision

To ensure appropriate review of the Performance of the Councils wholly owned

Housing Development Company (Arkwood).

Options Considered

None

5 ACTIVE4TODAY PERFORMANCE REPORT QUARTER 4

The Health Improvement and Community Relations Manager was in attendance to present the performance report for Active4Today for the period to 1 April 2023 to 31 March 2024. The report also summarised income and expenditure, usage performance and compliance. Members considered the report, welcoming the performance and particularly noting the provision of a hot meal for children taking part in summer activities.

AGREED (unanimously) That the Executive Shareholder Committee note the performance of Active4Today 2023 – 2024.

Reasons for Decision

To ensure that the shareholder has assurance and oversight of the company's performance ensuring that the Company continues to deliver the outcomes required by the Council as aligned to the Councils Community Plan.

Options Considered

None

Meeting closed at 6.31 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Executive Shareholder Committee** 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 (Chairman)

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

ALSO IN ATTENDANCE: Councillor P Rainbow

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

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

7 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor Claire Penny declared an Other Registrable interest as a member of Arkwood Board.

8 MINUTES FROM THE PREVIOUS MEETING HELD ON 23 JULY 2024

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

9 ACTIVE4TODAY PERFORMANCE OUTTURN 2023/24

The Business Manager Regeneration & Housing Strategy, was in attendance to present the performance report for Active4Today for the period 1 April – 31 July 2024. The report also summarised income and expenditure, usage performance and compliance.

The Cabinet welcomed the report and the positive financial position in relation to the management fee, which was reduced as a result of reduced utilities costs. In response to a query, the Managing Director- Active4Today explained that there were a number of roles within Active4Today that would often be undertaken by students and as such turnover would tend to correspond to the academic calendar.

Members considered digital poverty and the impact on residents who, as a consequence, may not be able to sign up for or access leisure facilities or offers on line. The Business Manager - Regeneration & Housing Strategy, explained that support either on the phone or in person, would always be provided to anyone who needed assistance or help to access services online and no-one would be excluded due to

digital poverty.

AGREED (unanimously) that the Executive Shareholder Committee note the performance of Active4Today up to period 04 2024-25.

Reasons for Decision

To ensure that the shareholder has assurance and oversight of the Company's performance ensuring that the Company continues to deliver the outcomes required by the Council as aligned to the Councils Community Plan.

Options Considered

None

10 ARKWOOD DEVELOPMENTS PERFORMANCE REPORT QUARTER 1 2024/25

The Managing Director – Arkwood Developments, was in attendance to present the performance report for Arkwood Developments for quarter 4 2023/24 and a presentation for Members. The presentation detailed: completion of the Avenues development on Lord Hawke Way/Bowbridge Road site and an award for the development from the Newark Civic Trust; progress on site at Manea in Cambridgeshire; pipeline progress and land acquisition; and housing design for the Manea site.

Members welcomed the presentation and were pleased to see work to develop the pipeline of sites. Members noted that it was anticipated that the planning application for Lowfield Lane would be considered by the Planning Committee in October or November.

AGREED (unanimously) that the Executive Shareholder Committee note the Arkwood Performance Report (attached as the **Appendix**) and consider the Company's performance for Quarter 1 2024/25.

Reasons for Decision

To ensure appropriate review of the Performance of the Councils wholly owned Housing Development Company (Arkwood).

Options Considered

None

Meeting closed at 7.30 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 22 July 2024 at 6.00 pm.

PRESENT: Councillor M Pringle (Chair)
Councillor N Ross (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor S Forde, Councillor A Freeman, Councillor J Kellas, Councillor D Moore, Councillor P Rainbow, Councillor K Roberts, Councillor M Shakeshaft, Councillor T Thompson and Councillor T Wendels

IN ATTENDANCE: Councillor J Hall

APOLOGIES FOR ABSENCE: Councillor C Brooks and Councillor R Jackson

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

The Chair advised that the meeting was being recorded and live streamed from Castle House.

19 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

Agenda Item No. 10 – Support for Active Lifestyles Working Group. Councillors Forde; Freeman and Pringle, together with Deborah Johnson, Director – Customer Services & Organisational Development, declared Other Registerable Interests as Directors of Active4Today.

20 MINUTES OF THE MEETING HELD ON 24 JUNE 2024

The minutes from the meeting held on 24 June 2024 were agreed as a correct record and signed by the Chair.

21 CUSTOMER FEEDBACK (COMPLAINTS, SUGGESTION AND PRAISE FOR OCTOBER 2023 TO MARCH 2024)

The Committee considered the report of the Director – Customer Services & Organisational Development which presented to Members the Customer Feedback half year report. The report advised that significant efforts had been made in the past year in relation to complaints; policy; procedures; and training. Staff responsible for handling complaints had received comprehensive training covering complaint responses, Council policy and the role of the Ombudsman. Attached as an appendix to the report was a Customer Feedback Analysis which provided Members with details of the complaints received.

In considering the report a Member queried as to the outcome of the complaint made in relation to the handling of a petition submitted about Southwell Leisure Centre. The Director – Customer Services & Organisational Development advised that she would respond in writing.

AGREED (unanimously) that the Customer Feedback Report be noted.

22 UPDATE ON PROPERTY REPAIR AND LETTING ARRANGEMENTS FOR COUNCIL OWNED HOMES

The Committee considered the report of the Business Manager – Housing Services which provided Members with progress of each of the recommendations endorsed by the Policy & Performance Improvement Committee on 11 September 2023. These were: the provision of floor covering in all new lettings; the design of a simplified Empty Homes Standard; the introduction of a satisfaction measures for quality of temporary accommodation; and the development of a policy to pilot the Council assisting tenants with maintaining trees within their gardens funded through remaining efficiency savings.

In considering the report and noting the Officer recommendation relating to floor coverings in new lets (Option One) a Member queried whether there was any capacity for a degree of discretion to be built into the option, which might result in additional help being provided for those tenants in significant need. The Business Manager advised that if such a situation arose, Tenancy Officers would contact charitable organisations to see if they could help.

Members raised a number of queries in relation to the simplified lettings standard, specifically to gas safety checks. The Business Manager advised that until a gas meter was turned on and in the name of the tenant a full safety check was not possible. However, a certificate would be issued prior to a tenant taking possession of the property to say a visual check had been carried out. The full check would then take place, usually within 1-3 days of the tenant taking possession. Members requested that this be reviewed with a view to being able to undertake the full safety check prior to the tenant taking possession.

In response to whether there was a strategy to try to improve the Council's housing stock through the insulation of floors, Members were advised that it was usual to insulate walls and roofs which were the usual source of heating loss. The most likely improvement to energy efficiency would be from the installation of cavity wall insulation.

In relation to the Starting Well Fund only being a one-off payment, a Member queried how this was communicated to tenants. The Business Manager advised that the Tenancy Officer would assess the need of the tenant when they signed the tenancy agreement. Should they meet the necessary criteria, they would be given a choice of either the provision of carpets or a B&Q voucher and at this time it would be made clear to them that it was a strictly one-off payment. She added that there was no stipulation to how long the tenant must occupy the property for to qualify for the funding.

AGREED (unanimously) that:

- a) the Officer recommendation of Option One, relating to floor coverings in new lets as detailed in section 3 of the report, be approved, subject to a degree of flexibility being introduced to allow Tenancy Officers a degree of discretion when assessing a tenant's needs;
- b) the progress with the simplified letting standard being introduced be noted;
- c) the introduction and outturn of the satisfaction measure for temporary accommodation satisfaction of 86% be noted; and
- d) the progress of the Tree Policy which, once finalised, would be adopted through a Portfolio Holder decision be noted.

23 POLICY & PERFORMANCE IMPROVEMENT COMMITTEE ANNUAL REPORT 2023/2024

The Committee considered the report of the Transformation & Service Improvement Officer which sought to present to Members the Policy & Performance Improvement Committee's Annual Report 2023/2024 for approval. Attached as an appendix to the report was an overview of the area and services the Council covers together with an overview of the roles and responsibilities of the Committee. It also provided a review of the work undertaken by the Committee throughout the previous year which included: working groups; shaping policies and strategies; driving service improvement; and scrutinising and questioning performance.

In considering the report a Member suggested that it be made clear that Portfolio Holders were not permitted to be members of a Working Group.

AGREED (unanimously) that the Policy & Performance Improvement Committee's Annual Report 2023/2024 be approved.

24 ANNUAL COMPLIANCE UPDATE - HOUSING STOCK

The Committee considered the report presented by the Business Manager – Housing Maintenance & Asset Management which sought to provide Members the performance position as of 31 March 2024 with regard to compliance, including actions to rectify identified issues. Full details of the performance indicators, along with associated commentary, were included at Appendix 1 to the report. It was noted that, in comparison to the same quarter the previous year, overall annual performance had improved across the 30 areas.

In considering the report, Members commented that they were pleased to see that the number of properties with oil-based heating was reducing and being replaced with heat source heating systems as part of the WAVE 2.1 decarbonation project. Members queried whether it was possible to secure additional monies to continue the programme of change. The Business Manager advised that funding was part of a package which included solar panels. She added that Newark & Sherwood District

Council were ahead of other local authorities in their cohort and it was hoped to commence the programme to change the remaining properties in April 2025.

A Member queried the figures contained in the fire safety table and heating appliance servicing table at paragraph 4 of the appendix. The Business Manager confirmed that these were incorrect and that she would circulate an amended report with the revised figures.

In referring to non-housing community centres and residential leasehold/shared ownerships, a Member queried as to where responsibility lay with ensuring compliance. The Business Manager advised that if the building was situated on Housing Revenue Account (HRA) land the Council took full responsibility for compliance. If the building was situated on general fund land then it was a different situation. In relation to leased buildings, it was the responsibility of the leaseholder to carry out the compliance checks. The Council would then request the certificates. If fire doors were present in the buildings, the Council would advise what works, if any, needed to be done but the leaseholder would be responsible for undertaking those works. In considering the Business Manager's response, a Member queried how this was controlled. The Business Manager advised that the law stated that the Council should use their best endeavours. If a situation arose, a decision would be taken on whether it was minor or major issue with any costs being recouped through the tenancy agreement. See added that the Council engaged a suitably qualified contractor to carry out their fire safety checks. The Business Manager was asked to provide a future report to Committee on this matter.

AGREED (unanimously) that:

- a) the exceptions to performance of the housing service compliance functions be noted;
- b) the removal of the Regulatory Notice by the Regulator of Social Housing be noted;
- c) the presentation of performance will change from Q1 2024/25 reporting cycle onwards be noted; and
- d) a report be provided to a future meeting of the Committee in relation to compliance checks carried out in leased/shared ownership and community centres.

25 NEWARK & SHERWOOD COMMUNITY LOTTERY ANNUAL UPDATE

The Committee considered the report of the Business Manager – Regeneration & Housing Strategy which sought to provide Members with an update on the progress of the Newark & Sherwood Community Lottery since its launch in May 2021.

The report set out the impact of the scheme since its launch, providing information as to the number of 'good causes' registered with the lottery who were receiving financial support through ticket sales. It was also reported that regular marketing and promotion of the lottery was undertaken together with the number of supporters

purchasing tickets each week. A sum of £34,569.60 had been generated in the third year of operation, which compared favourably in comparison with other community lotteries across the county.

In considering the report a Member commented that it was pleasing to see the promotion of the scheme and queried whether the Council assisted the good causes to promote their own involvement. The Business Manager advised that the Council undertook their own promotions e.g. live draw, presentation of large cheque to the winners. She advised that she would review how support could be given to smaller charities.

AGREED (unanimously) that:

- a) the report be noted; and
- b) the Director – Customer Services & Organisational Development, together with the Communication & Marketing Manager, undertake to create a communications package to assist the smaller charities who benefit from the Community Lottery Fund with its promotion.

26 SUPPORT FOR ACTIVE LIFESTYLES WORKING GROUP

The Committee considered the report of the Transformation & Service Improvement Officer which sought to update Members on the findings of the Support for Active Lifestyles Working Group. Councillor Alice Brazier, a member of the Working Group, introduced the report, thanking the Members and staff for their work. The Committee also received a presentation delivered by the Council's Senior Health Improvement Officer and the Communications & Marketing Manager.

In considering the report and presentation, a Member queried as to what low tech/low cost activities could be promoted, suggesting Nordic walking. The Senior Health Improvement Officer advised that the Council assisted in the establishment of new community groups. She added that there was a fledgling group called *The Strategic Walk Nottinghamshire Group*.

In noting the findings of the Working Group, a Member commented that work should continue to further improve on what was already good provision for residents of the district.

A Member also queried whether it was possible to ascertain how frequently the Council's website was used by people wishing to source information on active lifestyle provision. The Communications & Marketing Manager advised that it was possible to analyse usage of the Council's website together with that of social media.

AGREED (unanimously) that the findings of the working group be noted.

27 CABINET FORWARD PLAN (JULY TO OCTOBER 2024)

NOTED the Forward Plan of the Cabinet for the period July to October 2024.

28 PROVISIONAL ITEMS FOR FUTURE AGENDAS

AGREED that the provisional items for future Agendas be noted and that the following report be brought to a future meeting of the committee:

Update on Glass Recycling.

Meeting closed at 7.25 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 2 September 2024 at 6.00 pm.

PRESENT: Councillor M Pringle (Chair)
Councillor N Ross (Vice-Chair)

Councillor A Brazier, Councillor P Farmer (substitute), Councillor A Freeman, Councillor J Kellas, Councillor D Moore, Councillor P Rainbow, Councillor K Roberts, Councillor M Shakeshaft and Councillor T Thompson

IN ATTENDANCE: Councillor L Brazier, Councillor I Brown and Councillor P Taylor

APOLOGIES FOR ABSENCE: Councillor S Forde, Councillor R Jackson and Councillor T Wendels

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

The Chair advised that the meeting was being recorded and live streamed from Castle House.

30 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

31 MINUTES OF THE MEETING HELD ON 22 JULY 2024

The minutes from the meeting held on 22 July 2024 were agreed as a correct record and signed by the Chair.

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

The Committee considered the report of the Business Manager – Financial Services which provided Members with the forecast position for the 2024/25 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets. The report also provided Members with information as to the performance against the approved estimates of revenue expenditure and income and on major variances from planned budget performance, in accordance with the Council's Constitution.

Details were provided as to the current position (as at 30 June 2024) variances. Table 1 showed an unfavourable variance against the revised budget of £0.074m on service budgets, with an overall favourable variance of £0.145m that would require transferring to the General Fund reserve. Table 2 provided an overview of projected Housing Revenue Account (HRA) Outturn for 2024/25 with an unfavourable variance on the net cost of HRA Services against the revised budget of £0.025m and a reduce transfer to the Major Repairs Reserve of £0.048m. Details of the overview of the Projected Capital Outturn 2024/25 were also provided.

AGREED (unanimously) that:

- a) the General Fund projected favourable outturn variance of £0.145m be noted;
- b) the Housing Revenue Account projected unfavourable outturn variance of £0.048m to the Major Repairs Reserve be noted; and
- c) the Capital Programme revised budget and financing of £63.232m be noted.

33 HOUSING COMPLIANCE ASSURANCE REPORT 2024/25 - Q1

The Committee considered the report of the Business Manager – Housing Maintenance & Asset Management which sought to provide Members with the performance position as of 30 June 2024 (Q1). The information was presented in a new format which had regard to compliance including actions to rectify any identified issues. The focus of the report was on exceptions performance, which were outside of the council's target parameters. Full details of the performance indicators, along with associated commentary, were included at Appendix 1 to the report. In presenting the report, the Business Manager advised that since it had been written, there had been an improvement in the compliance levels for gas and oil servicing and also the EICR certifications less than five years old.

In considering the report, Members queried as to the reason for the spike in properties without a gas safety certificate and how this had been rectified. In response, the Business Manager advised that the service was provided by an outside contractor who had failed to adhere to the contract terms and conditions. These issues had now been resolved. In relation to whether 100% compliance could be reached, she advised that despite the best efforts of the Council and the contractors, some tenants would not engage and that this resulted in the Council having to commence legal proceedings to gain access to their property.

In noting the changes to the red, amber and green (RAG) ratings, a Member queried whether this had the potential to drive down performance. The Business Manager advised that the changes had been made following comment received from the Regulator that the Council's target setting was too wide. She added that performance was constantly monitored with any necessary action being taken accordingly.

AGREED (unanimously) that the Policy & Performance Improvement Committee note:

- a) the exceptions to performance of the housing service compliance functions; and
- b) the new format for performance for Quarter 1, 2024/2025 onwards.

34 RESIDENT PANEL REFRESH

The Committee considered the joint report of the Transformation & Service Improvement Manager and the Transformation & Service Improvement Officer which sought to provide Members with an update on the progress of the Resident Panel Refresh. The report provided Members with the background to the establishment of the Panel in 2018 together with the number of residents involved as of December 2023. Details of the proposed refresh were reported which was separated into 5 key elements: data cleanse; youth engagement; demographic profile; tailored consultation; and long-term engagement with commentary provided for each of the elements.

In considering the report Members noted the number of residents involved and the demographic thereof. They queried as to what the target number of residents was to ensure that the Panel was representative of the district. The Transformation & Service Improvement Officer advised that it would be between 1000 and 1200. In response to the number of residents who participated in consultations, the Officer advised that tracking engagement would be a tool to determine the number of active participants and would enable targeted consultations in the future. She advised that knowing the demographic of existing Panel members would allow a more targeted approach to engage with under-represented groups.

Members noted and commented that they would wish to understand the reason for the 16–24-year-olds age group having no representation on the Panel. It was suggested that consideration be given as to how Panel members might be energised to respond when they received communication from the Council. Members requested that the next update report include statistical information as to the number of Panel members and how this might be increased.

AGREED that the progress of the Resident Panel Refresh be noted.

35 GREEN REWARDS PROGRAMME - UPDATE

The Committee considered the joint report of the Transformation & Service Improvement Manager and the Transformation Officer which sought to provide Members with an update on the progress of the Green Rewards Programme. The report set out the background to the development of the App and how it is used as a tool by local authorities to encourage residents to undertake environmentally friendly activities and to reduce their carbon footprint. The implementation of the App assists with the delivery of the Council's climate change ambitions as outlined in the Community Plan. The report provided details of how the App worked and how winning participants were chosen monthly and the reward received. It was reported that there were currently 611 members, an increase of 5.4% since April 2024, the largest growth in the county.

In considering the report a Member noted that use of an App was generally done using a smartphone and queried as to the usage rate for the older generation. The Transformation & Service Improvement Manager advised that demographical information was not collected but that he would raise the point with the external provider. A Member suggested that consideration be given to emphasising the

secondary benefits of the Green Rewards Programme by an individual going to the park or shopping locally and that these habits help to save carbon emissions. It was also suggested that some of the activities in the App be revised in an attempt to keep it 'fresh'. Adding to this it was also suggested that certain activities be promoted on a monthly basis and that completion would benefit from double points being awarded.

In noting that a video had been recorded and streamed, a Member suggested that the timing of this in relation to people signing up to the App be reviewed as this would give an indication of whether the Council's promotion of the scheme was effective. It was also suggested that there may be possible benefits to corporate sponsorship thereby promoting a company's green credentials and that work be carried out with ambassadors, individuals who use the App and who could promote a healthy lifestyle.

In closing the debate, the Chair asked that elected Members be approached to sign-up. He also suggested that there be a targeted approach to younger ambassadors as they had the potential to make longer term positive changes.

AGREED that the progress of the Green Rewards Programme be noted.

36 COMMUNITY PLAN PERFORMANCE FOR QUARTER 1

The Committee considered the report of the Transformation & Service Improvement Officer which presented to Members the Quarter 1 Community Plan Performance Report (April to June 2024). Members were asked to review the Community Plan Performance Report attached as Appendix 1 together with the Compliance Report attached as Appendix 2. Members were appreciative of the new format and the informative way information was presented.

In considering the report a Member noted the increase in the average time to re-let a Council property from the same quarter the previous year. In response, Members were advised that there had been a resource issue in the Voids Team and that work was ongoing to recruit additional staff.

Members also noted the spike in fly-tipping and whether the reason for this was known. They were advised that it was ultimately a trend in behaviour. Enforcement Officers could not cover the whole district but if identified, fly tippers were actively punished. The number of Fixed Penalty Notices issued was high and the enforcement officers were very active. Members noted that much of the fly-tipping was done by individuals who did not care, adding that it was shameful and there was no excuse for such behaviour. In referring to the specific quarterly indicator for the number of positive outcomes resulting from CCTV intervention, Members requested that statistics in relation to fly-tipping be included in the report in a year's time.

AGREED that the Community Plan Performance Report Q1 be noted.

37 PRESENTATION FROM PORTFOLIO HOLDER - PUBLIC PROTECTION AND COMMUNITY RELATIONS

The Committee considered the presentation delivered by Councillor Paul Taylor, the Portfolio Holder – Public Protection & Community Relations. Detailed within the presentation were a number of actions taken which fell within his remit, including some of the following: Public Protection - Food Safety inspections and Permitted Installation inspections; a full review of CCTV provision; increased resource within Community Safety and Private Sector Housing Teams; completion of Safer Streets 4 and commencement of Safer Streets 5; ASB and actions taken; establishment of a new sanctuary scheme; involvement in the emergency and recovery response for Storm Babet and Storm Henk following which involvement in the Multi Agency Flood Partnership; lighting installed at St. Mary's Church; domestic abuse housing alliance accreditation process; safety challenge event; review and implementation of PSPO; Community Development – Community Grant Scheme; Community Lottery; community group support; humanitarian assistance and responses; engagement with under-represented groups. Also included were the proposed actions to be taken during 2024/2025.

In opening his presentation, Councillor Taylor sought to clarify for Members the difference between Anti-Social Behaviour (ASB) and criminal offence, by reading out the definition for both, adding that the Police were responsible for enforcement in relation to criminal behaviour and that the Council enforced actions to prevent ASB.

In considering the presentation, Members raised a number of issues, many of which focussed on the review undertaken of CCTV, which included camera locations, the age, make and model of the cameras and the business case for the in-house CCTV monitoring. One of the issues raised was in relation to why there was an apparent disproportionate provision of CCTV in Newark compared to other areas in the district, with Ollerton being cited. The Portfolio Holder advised that there was an identified problem in Newark but would consider other areas if there were issues. He asked Members to encourage all residents to report any incidents of ASB so that behavioural patterns could be identified.

In relation to the control room for CCTV monitoring coming back in-house, a Member queried how this would work in practical terms and whether it would be 24 hours per day monitoring with Fixed Penalty Notices being issued when incidents were taking place. The Portfolio Holder advised that it would be newer more modern equipment that was to be monitored 24 hours per day. The Council's ASB Officers would not be on duty for the same duration but the Police would be and therefore incidents could be referred to them. The Member queried the benefit of bringing the control room back in-house as there would be no additional Police resource to react to reports of ASB therefore the location of the control room would be irrelevant.

A Member queried whether the location of the cameras was dependent on the reporting of incidents, noting that Newark and Balderton had better coverage than any other areas in the district. The Portfolio Holder advised that choosing the location for the cameras was done scientifically. He added that the majority of the funding was from grants which with a set number of criteria, adding that some issues were beyond the Council's control.

In noting the proposal to bring the control room back in-house, a Member queried as to whether the proposed new operation would be better as the current partnership arrangement offered an economy of scale. The Portfolio Holder stated that it would be better in-house and that the CCTV monitoring operatives would know the area better rather than being stationed at the Police HQ. In response the Member queried as to the evidence for that statement. The Portfolio Holder advised that notice to quit the agreement had already been given and that it was known that the current equipment would no longer be supported. The new equipment would be able to offer the Police with a better and quicker resource when they wished to view footage as they would be able to input filters into the search facility rather than trawling through hours of footage as was the case currently. The Member also queried what had been done to maintain the current provision. The Portfolio Holder stated that as it was known that new equipment needed to be purchased then there had been no discussions in relation to maintaining the existing provision.

In referring to the flooding events following Storms Babet and Henk, a Member queried what the embedding of internal improvements had been. The Portfolio Holder advised that there had been a lack of staff able to respond to certain issues. Resource provision had been increased following a review of service provision. A meeting with the Mayor of the East Midlands Combined Authority was scheduled to discuss flooding responses. There had been an issue with partners not being proactive in their approach to flooding and work was ongoing to improve this. He noted that some work was at a national level, citing the Environment Agency. A review of how the Council communicated what was happening had also been undertaken.

In noting that Nottinghamshire County Council (NCC) were the lead authority for flooding issues, a Member commented that whilst NSDC took on more responsibility, it needed to be made clear to residents where responsibility lay. The Portfolio Holder was in agreement with this and advised that this would be included in future communications. It was noted that NCC had recognised the efforts of NSDC in relation to flooding within the district.

In relation to ASB at Northgate, specifically the vandalising of charging points for Tesla vehicles, a Member asked whether anything could be done to help the company e.g. provision of surveillance. The Portfolio Holder advised he would speak with Officers about this matter.

In returning to the issue of bringing the monitoring of CCTV equipment back in-house, a Member stated that he would wish to see a full breakdown of the splitting of the existing partnership and the actual physical benefit of it being located in Newark, including the costs thereof as opposed to the partnership being unchanged. The Portfolio Holder advised that paper had already been considered at full Council and Cabinet but that a more detailed breakdown was being developed. He noted that not all the benefits were financial.

A Member queried whether the reporting of ASB incidents had the potential to shift the issue to other locations and that this may skew the data used to choose the location of cameras. The Portfolio Holder advised that urban areas typically had more cameras. He again urged everyone to report any incidents of ASB or criminality as until they were, they could not be counted in statistical information.

A Member noted that partnerships were beneficial for a number of reasons, citing: intelligence; skills and expertise sharing and that buying equipment in bulk with partners would result in a cost benefit. The Portfolio Holder acknowledged the benefits of partnership working but that dissolving the partnership would allow NSDC to have better coverage for their district.

In closing the debate, the Chair commented that the Criminal Prosecution Service often let down residents and that ASB sometimes turned into criminal behaviour. He also commented that all Members had been affected by recent flooding events following reports from residents.

AGREED that Councillor Paul Taylor, Portfolio Holder – Public Protection & Community Relations be thanked for his attendance.

38 KIDDEY STONES - VERBAL UPDATE

The Committee considered the verbal update of the Chair of the Kiddey Stones Working Group, Councillor Andy Freeman.

Councillor Freeman advised that the Working Group had met on 15 August 2024 to discuss the siting of the artwork known as the Kiddey Stones with a bespoke installation at the front of Castle House. He noted that the two key objectives within the remit of the Working Group were: whether the proposed installation aligned with the Council's Community Plan priorities; and the shaping of the public consultation. There had been discussions in both areas which had resulted in amendments to the background information which sat alongside the consultation. Agreement had also been reached that the consultation be circulated to all parish councils to enable district wide consultation. Consensus had been reached that the consultation would allow the public to offer their opinion in a fair and inclusive manner. He advised that the consultation process had been launched that morning via the Council's media channels, which had included the full detail of the proposal on the Council's website, a press release with the Newark Advertiser and Newark Radio. Discussions would continue with key stakeholder groups with the consultation being live until 30 September 2024. Following the ending of the consultation, the results would be collated and analysed by the Consultation & Engagement Lead Officer before presentation to Cabinet in December. He noted that there were no further meetings of the Working Group scheduled with the results of the consultation being reported to the November meeting of the Committee for consideration.

In considering the verbal update a Member of the Working Group commented that she would wish to view the results prior to them being reported to the full Committee. The Chair of the Working Group commented that all members of the Working Group were also members of the Committee and therefore an additional meeting was not required. In response to the suggestion that consultation also be circulated to the Residents Panel, the Transformation & Service Improvement Manager advised that this could be actioned.

AGREED that the verbal update by the Chair of the Kiddey Stones Working Group be noted.

39 DIGITAL STRATEGY - VERBAL UPDATE

The Committee considered the verbal update of the Chair of the Review of the Digital Strategy Working Group, Councillor Neil Ross.

Councillor Ross advised that the first meeting of the Working Group was scheduled for 30 September. He commented that it would be useful to review the capability of ICT and digitisation borne from the pandemic and also to assess how artificial intelligence (AI) might benefit the Council. He noted that the work of the Information Sharing with Members Working Group was relevant and how this linked to customers. The Working Group would also look at governance issues; what media platforms were used for communicating with residents and the Council's current Document Retention Policy. The work would build on the 2021 strategy by undertaking the review.

AGREED that the verbal update by the Chair of the Review of the Digital Strategy Working Group be noted.

40 CABINET FORWARD PLAN (AUGUST TO NOVEMBER 2024)

NOTED the Forward Plan of the Cabinet for the period August to November 2024.

41 MINUTES OF CABINET MEETING HELD ON 23 JULY 2024

NOTED the Minutes of the Cabinet meeting held on 23 July 2024.

42 ITEMS FOR NEXT AGENDA

AGREED that the provisional items for future Agendas be noted and that the following be brought to a future meeting of the Committee:

Attendant at Committee by Councillor Rowan Cozens – Portfolio Holder for Heritage, Culture & the Arts.
Tenant Engagement Strategy
Food Waste

Meeting closed at 8.45 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 11 July 2024 at 4.00 pm.

PRESENT:

Councillor D Moore (Vice-Chair)

Councillor A Amer, Councillor C Brooks, Councillor K Melton, Councillor E Oldham, Councillor P Rainbow, Councillor S Saddington, Councillor M Shakeshaft, Councillor T Smith, Councillor L Tift and Councillor T Wildgust

ALSO IN

Councillor R Cozens and Councillor J Hall

ATTENDANCE:

APOLOGIES FOR ABSENCE:

Councillor A Freeman (Chairman), Councillor L Dales and Councillor P Harris

Due to the apology for absence from the Planning Committee Chair, the Planning Committee Vice-Chair acting as Chair for that meeting, asked for nominations for the appointment of Planning Committee Vice-Chair for the duration of the meeting.

AGREED that Councillor L Tift be Planning Committee Vice-Chair for the duration of the meeting.

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

The Chair informed the Committee that the Council was undertaking an audio recording of the meeting and that it was being live streamed.

24 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor K Melton declared an other registerable interests for any relevant items, as he was an appointed representative on the Trent Valley Internal Drainage Board.

25 MINUTES OF THE MEETING HELD ON 28 MAY 2024

AGREED that the minutes of the meeting held on 28 May 2024 were approved as a correct record and signed by the Chair.

26 MINUTES OF THE MEETING HELD ON 6 JUNE 2024

AGREED that the minutes of the meeting held on 6 June 2024 were approved as a correct record and signed by the Chair.

27 MINUTES OF THE MEETING HELD ON 19 JUNE 2024

AGREED that the minutes of the meeting held on 19 June 2024 were approved as a correct record and signed by the Chair.

28 FLOWSERVE PUMP DIVISION, HAWTON LANE, BALDERTON, NOTTINGHAMSHIRE, NG24 3BU - 23/01755/RMAM

The Committee considered the report of the Business Manager – Planning Development, which proposed the submission of Reserved Matters (layout, scale, appearance, landscaping) for Phase 2 of 19/00854/OUTM for 309 dwellings including details to discharge Conditions 5, 12, 13, 16, 17, 22 and 24.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from the Planning Officer and a local resident.

Councillor L Geary representing Newark Town Council spoke against the application in accordance with the views of Newark Town Council as contained within the report.

Councillor J Lee as adjoining Ward Member, spoke against the application.

Mr J Pearce agent, spoke in support of the application.

Members considered the application and concern was raised regarding the potential risk of flooding and the need for an additional attenuation pond given the scale of the development. The cycle track was also discussed and Members disappointment that a connection had not been achieved with Sustrans. The Business Manager – Planning Development explained that the applicant had engaged with the owner of the land but to date no agreement had been achieved.

AGREED (with 7 votes For and 4 votes Against) that Reserved Matters be approved subject to the conditions contained within the report and condition 15 as set out within the Schedule of Communication.

29 LAND AT GREENAWAY, ROLLESTON - 24/00402/FUL

The application was withdrawn from the agenda.

30 LAND AT HIGHFIELDS, GONALSTON LANE, EPPERSTONE - 23/02141/FUL

The application was withdrawn from the agenda.

31 KILVINGTON LAKES, KILVINGTON, NEWARK ON TRENT, NG13 9PD - 24/00724/S73M (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought the variation of condition 01 to substitute approved phasing plan drawing and alter development phasing attached to planning permission 19/01097/FULM.

Members considered the presentation from the Business Manager - Planning Development, which included photographs and plans of the proposed development.

Councillor M Fenner representing Alverton and Kilvington Parish Meeting, spoke against the application in accordance with the views of Alverton and Kilvington Parish Meeting as contained within the report.

Members considered the application acceptable.

AGREED (with 9 votes For, 1 vote Against and 1 Abstention) that Planning Permission be approved subject to the conditions contained within the report.

32 FOXGLOVES, MAIN STREET, EDINGLEY - 24/00695/LBC

The Committee considered the report of the Business Manager – Planning Development, which sought the retention of a small open porch.

Members considered the presentation from the Assistant Business Manager Planning Development, which included photographs and plans of the proposed development.

Ms L Young (Freeths LLP) agent for the Applicant, spoke in support of the application.

Members considered the application and the Local Ward Member commented that this was a well-cared for barn. The composite doors had only been replaced as the oak doors had rotted due to the rainwater runoff from the barn roof. The porch had been built to aid the runoff from the roof and protected the side wall. A lot of properties had recently flooded in that area, this property would have suffered from that problem however the porch was sand bagged and provided protection from the flood water. The porch was not visible due to the hedge from the village.

Other Members felt that there was nothing wrong with the proposal other than the application was retrospective and the bricks could have been more in keeping with the barn. It was considered that the porch would preserve the listed building.

Other Members commented that listed buildings were listed for a reason and should not be changed, and the Committee should follow the National Planning Guidance. The bricks were also not in keeping with the barn.

A vote was taken and lost for Refusal with 4 votes For, 6 votes Against and 1 Abstention.

AGREED Proposer Councillor P Rainbow and Seconder Councillor E Oldham (with 6 votes For, 4 votes Against and 1 Abstention) that contrary to Officer recommendation Listed Building Consent be approved.

Reason for approval: Adverse impact on the listed building was considered to be negligible. The applicant was considered to have a clear and convincing justification, and some weight was given to the public benefit of the proposal through the ongoing preservation of the building.

In accordance with paragraph 13.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
A Amer	For
C Brooks	Against
K Melton	For
D Moore	Against
E Oldham	For
P Rainbow	For
S Saddington	For
M Shakeshaft	Abstention
T Smith	For
L Tift	Against
T Wildgust	Against

33 CAFE AMORE, GREAT NORTH ROAD, CROMWELL, NG23 6JE - 23/01706/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the demolition of the existing vacant restaurant building (former Little Chef) and construction of a Drive-Thru, car parking and landscape.

Members considered the presentation from the Assistant Business Manager Planning Development, which included photographs and plans of the proposed development.

Members considered the application and concern was raised regarding the road layout in terms of safety and that good signage needed to be put in place to prevent any accidents. The Business Manager – Planning Development proposed an amendment to Condition 4 to read “the development shall not be occupied until the signage has been.....”.

Members commented that they were happy with the improvement to a derelict site and the inclusion of EV charging car spaces. Members expressed support for the proposal subject to ensuring appropriate directional signage to protect pedestrians.

AGREED (unanimously) that Planning Permission be approved subject to the conditions contained within the report and the amendment to Condition 4 as detailed above.

Councillor K Melton left the meeting at this point.

34 PLANNING APPLICATION VALIDATION CHECKLIST 2024

The Committee considered the report of the Director – Planning & Growth, which updated Members regarding the Council’s Planning Application Validation Checklist in line with Government guidance and legislation.

This checklist had been prepared to provide guidance to applicants on the information required to be submitted with a planning application in order to assist a timely decision. The previous checklist was adopted in 2021 and since that time there had been a significant number of changes to policy and legislation meaning it was appropriate to review the checklist. The checklist had been out to consultation

between 2 April and 28 May 2024 with 12 responses were received. The checklist was updated, where appropriate, in responses to these comments.

AGREED (unanimously) that:

- (a) the Planning Application Validation Checklists be adopted; and
- (b) the checklist be reviewed every 2 years in accordance with the Development Management Procedure Order.

35 APPEALS LODGED

AGREED that the report be noted.

36 APPEALS DETERMINED

AGREED that the report be noted.

At this point in the meeting, in accordance with Rule 2.7, the Chair indicated that the meeting had been ongoing for three hours and a motion was required to be proposed and seconded to extend the meeting for the duration of one hour.

AGREED (unanimously) that the meeting continue for the duration of one hour.

37 EXCLUSION OF THE PRESS AND PUBLIC

38 APPEAL - 22/02341/OUT

The Committee considered the late exempt report of the Business Manager – Planning Development which sought Member decision whether the Council wanted to defend the appeal which had been accepted by the Planning Inspectorate by way of a hearing for the refused application (against officer recommendation) by Members relating to: 22/02341/OUT – Holly Court Rolleston - Outline application for erection of two detached dwellings and the re-alignment of Rolleston Public Footpath no.5 with all matters reserved except access. The reasons for refusal were contained within the report.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

Meeting closed at 7.35 pm.

Chair

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 1 August 2024 at 4.00 pm.

PRESENT: Councillor A Freeman (Chair)
Councillor D Moore (Vice-Chair)

Councillor C Brooks, Councillor P Harris, Councillor K Melton, Councillor E Oldham, Councillor P Rainbow, Councillor M Shakeshaft, Councillor T Smith and Councillor L Tift

APOLOGIES FOR ABSENCE: Councillor A Amer, Councillor L Dales, Councillor S Saddington and Councillor T Wildgust

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

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting and that it was being live streamed.

40 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillors A Freeman and K Melton declared an other registerable interests for any relevant items, as they were appointed representatives on the Trent Valley Internal Drainage Board.

41 MINUTES OF THE MEETING HELD ON 11 JULY 2024

AGREED that the minutes of the meeting held on 11 July 2024 were approved as a correct record and signed by the Vice-Chair.

42 LAND REAR OF THE VINERIES, LOWER KIRKLINGTON ROAD, SOUTHWELL - 23/01836/RMAM (MAJOR)

The Committee considered the report of the Assistant Business Manager – Planning Development, which sought the submission of Reserved Matters (layout, scale, appearance, landscaping) pursuant to outline consent 20/01190/OUTM; Outline planning application for 45 dwellings.

A site visit had taken place prior to the commencement of the Planning Committee, on the grounds that the impact of the proposed development was difficult to visualise.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from the Nottinghamshire County Council (NCC) local flood Authority; Residents; and LLC Archaeological specialist.

Mr M Cooper, local resident, spoke against the application.

Councillor M Brock representing Southwell Town Council spoke against the application.

Mr N Cox (Evolve Planning & Design) agent for the applicant, spoke in support of the application.

Members considered the application and the local Ward Member raised concern regarding the ecological impact and the housing need. The housing need contained within the Southwell Neighbourhood plan had been followed, which was considered out of date and the revised draft Neighbourhood plan, which was out for consideration should have been considered instead. It was therefore suggested that the application be deferred for further negotiation with the developer to address the housing mix and the siting of site 37. Members also requested comments from the Biodiversity Officer and Tree Officer, for Members to be satisfied that the ecology issues had been properly considered.

AGREED (with 6 votes For and 4 votes Against) that the application be deferred pending further negotiation with the developer and further information from the Tree Officer and the siting of site 37.

REASON: Defer to address concerns on mix (to accord with Neighbourhood Plan) and siting of plot 37 (this being the most concerning in terms of impact on the private road and Avondale). In addition, to seek clarification of the further information requested by the tree officer and ecologist.

43 LAND OFF MANSFIELD ROAD, CLIPSTONE - 23/00832/FULM

The application was withdrawn from the agenda.

44 LAND OFF MILL LANE, EDWINSTOWE - 24/00496/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the demolition of an existing store and construction of replacement secure store.

A site visit had taken place prior to the commencement of the Planning Committee, on the grounds that the impact of the proposed development was difficult to visualise.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from Edwinstowe Parish Council.

Mr K Rodgers agent, spoke in support of the application.

The Business Manager – Planning Development suggested an amendment to Condition 09 to make it clear what ‘equipment’ related to, an additional condition to prevent the building being used as a garage which would read as the opposite to Condition 09 to enable materials etc. to be stored, but not including a vehicle.

Members considered the application, and the proposed replacement store was considered an improvement which would help to tidy the site, make improvements to the access which in turn may improve highway safety.

AGREED (with 8 votes For, 1 vote Against and 1 Abstention) that Planning Permission be approved subject to the conditions contained within the report, plus the amendment and the additional condition, to prevent the storing a vehicle in the store.

45 NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECT - ONE EARTH SOLAR FARM

The Committee considered the report of the Director – Planning & Growth, which provided the pre-application response to the statutory consultation update.

AGREED that the report be noted.

46 APPEALS LODGED

AGREED that the report be noted.

47 APPEALS DETERMINED

AGREED that the report be noted.

48 DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

The Committee considered the report of the Director – Planning & Growth relating to the performance of the Planning Development Business Unit over the three-month period April to June 2024. In order for the latest quarter’s performance to be understood in context, in some areas data going back to April 2022 was provided. The performance of the Planning Enforcement team was provided as a separate report.

AGREED that the report be noted.

49 QUARTERLY PLANNING ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report of the Business Manager – Planning Development updating Members as to the activity and performance of the planning enforcement function over the first quarter of the current financial year.

The report provided Members with examples of cases that had been resolved, both through negotiation and via the service of notices and provided detailed and explanations of notices that had been issued during the period covered 1 April 2024 – 30 June 2024.

AGREED that the contents of the report and the ongoing work of the planning enforcement team be noted.

Meeting closed at 6.00 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 5 September 2024 at 4.00 pm.

PRESENT: Councillor A Freeman (Chair)
Councillor D Moore (Vice-Chair)

Councillor A Amer, Councillor L Dales, Councillor P Harris, Councillor E Oldham, Councillor P Rainbow, Councillor S Saddington, Councillor M Shakeshaft, Councillor T Smith, Councillor M Spoons and Councillor L Tift

ALSO IN ATTENDANCE: Councillor T. Thompson

APOLOGIES FOR ABSENCE: Councillor C Brooks, Councillor K Melton and Councillor T Wildgust

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

The Chair informed the Committee that the Council was undertaking an audio recording of the meeting and that it was being live streamed.

51 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillors L. Dales and A Freeman declared an other registerable interests for any relevant items, as they were appointed representatives on the Trent Valley Internal Drainage Board.

Councillor T. Smith declared an other registrable interest as he had taken part in community meetings in relation to agenda item 5 - Land South of Dale Lane, 22/01459/FULM.

52 MINUTES OF THE MEETING HELD ON 1 AUGUST 2024

AGREED that the minutes of the meeting held on 1 August 2024 were approved as a correct record and signed by the Chair.

53 LAND SOUTH OF DALE LANE, BLIDWORTH - 22/01459/FULM (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought the Development for 62 dwellings on grazing land, south of Dale Lane, Blidworth.

A site visit had taken place prior to the commencement of the Planning Committee, on the grounds the impact of the proposed development was difficult to visualise.

Councillor Tina Thompson, Local Ward Member spoke against the application. Mr A Thorne (Marrons) agent for the applicant, spoke in support of the application.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from a resident and Officers.

Members considered the application, sympathising with the concerns of residents detailed but the Local Ward Members but acknowledging the allocation of the site for housing. It was suggested that the wood from the oak tree to be felled be retained on site as dead wood habitat, therefore maintaining the whole lifecycle of the tree on site. Members noted that hard standing surface water drainage would be dealt with as part of the conditions and that Nottinghamshire County Council had confirmed that school places were available in the area. Members requested that condition 10 be amended in relation to agreement in consultation with the lead flood authority, which was Nottinghamshire County Council.

AGREED (unanimously) that Planning Permission be granted subject to the conditions contained within the report with additional conditions to retain deadwood log piles using the oak tree (T1) and Condition 10 to be amended to include the reference 'in consultation with the Lead Flood Risk Authority' (to be added after 'LPA', end of first sentence).

54 LAND REAR OF THE VINERIES, LOWER KIRKLINGTON ROAD, SOUTHWELL - 23/01836/RMAM (MAJOR)

The Committee considered the report of the Business Manager – Planning Development, which sought the approval of Reserved Matters (layout, scale, appearance, landscaping) pursuant to outline consent 20/01190/OUTM; Outline planning application for 45 dwellings.

Mr N Cox (Evolve Planning & Design) agent for the applicant, spoke in support of the application.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from a resident, Councillor P. Harris and the agent.

Members discussed the application and on balance felt that the reasons for deferral from the previous meeting had been addressed by the applicant. Some Members raised concern over flooding and the maintenance of the attenuation pond and the loss of trees on the site. However, a vote to refuse the application fell with 2 votes For, 9 vote Against and 1 Abstention.

AGREED (with 9 votes For, 1 vote Against and 2 Abstention) that Planning Permission be granted subject to the conditions within the report.

55 NEWARK CASTLE, CASTLE GATE, NEWARK-ON-TRENT - 24/01268/S73

The Committee considered the report of the Business Manager – Planning Development, which sought the Application for Variation of condition 20 to substitute approved drawings with revised plans for the multi-functional building following archaeological investigations attached to planning permission 21/02690/FUL - Engineering works to form new gatehouse approach, alterations to existing castle, creation of new pedestrian access, construction of new entrance pavilion and multi-functional events facility and landscaping works.

Members considered the presentation from the Business Manager Planning Development, which included photographs and plans of the proposed development.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received following publication of the agenda from the agent.

Members felt that the updated designs were more sympathetic to the development and would improve the project.

AGREED (with 11 for and 1 abstention) that Planning Permission be approved subject to the conditions contained within the report.

56 APPEALS LODGED

AGREED that the report be noted.

57 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 6.29 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit and Governance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 31 July 2024 at 6.00 pm.

PRESENT: Councillor P Harris (Chair)
Councillor S Forde (Vice-Chair)

Councillor R Cozens, Councillor P Farmer, Councillor A Freeman, Councillor J Hall, Councillor S Haynes, Councillor J Kellas, Councillor S Michael, Councillor C Penny and Councillor T Thompson and Mr C Richardson (Non-Voting Co-Optee)

APOLOGIES FOR ABSENCE: Councillor M Shakeshaft

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

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

82 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

That no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

83 MINUTES OF THE MEETING HELD ON 24 APRIL 2024

AGREED that the minutes of the meeting held on 24 April 2024 be approved as a correct record and signed by the Chair.

84 REVISED CUSTOMER COMPLAINT AND FEEDBACK POLICY AND HOUSING OMBUDSMAN COMPLAINT HANDLING CODE SELF-ASSESSMENT UPDATE

The Committee considered the report from the Business Manager for Customer Services updating Members on the changes required to the Customer Complaints and Feedback Policy to ensure the Council meets the requirements of the Housing Ombudsman Complaint Handling Code.

Members were also updated on the outcome of the completion of the Housing Ombudsman Complaint Handling Code Self-Assessment.

The report explained that a few changes took place to meet the code and that the Council completed the on line assessment before the 30 June deadline.

AGREED (unanimously) that:

- a) Members approved the revised Customer Complaints & Feedback Policy and the Housing Ombudsman Complaint Handling Code Self-Assessment; and

- b) Members approved the completed Housing Ombudsman Complaint Handling Code Self-Assessment.

85 CUSTOMER FEEDBACK (COMPLAINTS, SUGGESTION & PRAISE FOR THE PERIOD OCTOBER 2023 - MARCH 2024 (HALF 2 - 2023/24))

The Committee considered the report from the Director of Customer Services and Organisational Development presenting the customer Feedback half year report.

The report went through each section with the Committee providing feedback received over the second half of 2023/24 and will be received on a half yearly basis.

The Chair confirmed for the Director to brief Committee on a related matter regarding an upcoming Members Survey.

Committee Members were provided with an example of the upcoming survey and it was agreed that any Members that had any queries should come back to the Director for Customer Services and Organisational Development in the next two weeks if they wanted to include an additional question.

The survey would go out at the end of August and would be open for three weeks.

AGREED (unanimously) that:

- a) Members reviewed the Customer Feedback Report attached at appendix 1; and
- b) Members considered the report's content, identifying areas of good practice and areas for improvement.

86 PRODUCTIVITY PLAN

The Committee considered the report from the Transformation & Service Improvement Manager outlining the appended Productivity Plan with the aim of providing Elected Member oversight prior to being submitted to Central Government in July.

The report informed the Committee of a funding package for local government coming with the requirement for local authorities to produce 'productivity plans' for submission to central government.

AGREED (unanimously) that the Productivity Plan presented at appendix 1 and the activities detailed therein be noted.

87 GOING CONCERN STATUS OF THE COUNCIL

The Committee considered the report from the Business Manager for Financial Services setting out the assessment by the Section 151 officer of the Council's Going Concern status.

The report explained that an assessment of the Council's Going Concern is required for the preparation and approval of the Statement of Accounts for the financial year ended 31 March 2024.

AGREED (unanimously) that Members reviewed the conclusion of the assessment of the Council's status as a going concern and approved that the Statement of Accounts 2023/24 be accounted for on that basis.

88 ANNUAL EXTERNAL AUDIT STRATEGY - MEMORANDUM 2023/24

The Committee considered the report from Mark Surridge from Mazars presenting the external Audit Strategy Memorandum for the 2023/24 Statement of Accounts work for Members to review and comment.

The report provided the External Audit Strategy Memorandum at Appendix A setting out the proposed work of the Council's external auditors for 2023/24, relating to the audit of the financial statements and the commentary on the Council's Value for Money arrangements.

The Committee noting that the lateness of the report being added to the agenda was due to a recent change in the audit manager and a delay in the handover process.

AGREED (unanimously) that Members noted the External Audit Strategy Memorandum.

89 UNAUDITED STATEMENT OF ACCOUNTS 2023/24

The Committee considered the report from the Assistant Business Manager for Financial Services for Members to review the Council's draft Statutory Accounts for the financial year ended 31 March 2024.

The report highlighted that the unaudited Statement of Accounts are presented to the Audit & Governance Committee to enable Members to review the contents rather than first sight when the audited Statement of Accounts need approving.

The Council's external auditors, Mazars, will commence the audit of the accounts in September 2024 and on completion there is a requirement that the external auditor provides details of all the errors within the financial statement. This report is the Audit Completion report and will be brought to the Committee in December 2024 along with the final audited Statement of Accounts for approval.

AGREED (unanimously) that:

- a) Members noted the Annual Governance Statement for the financial year ended 31 March 2024; and
- b) Members noted the draft Statement of Accounts for the financial year ended 31 March 2024 and agreed to them being submitted to the external auditor (Mazars) for audit and certification.

90 TREASURY MANAGEMENT OUTTURN REPORT 2023/24

The Committee considered the report from the Assistant Business Manager for Financial Services to give Members the opportunity to review the Annual Treasury Outturn report, which will be presented to Council on 15 October 2024.

This report provided a review for the mid-year and a summary of Treasury balances as at 31 March 2024, there were no breaches and further information was provided in Appendix A.

AGREED (unanimously) that Members considered the Treasury Outturn position for 2023/24.

91 ASSESSMENT OF THE EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION AND THE AUDIT AND GOVERNANCE COMMITTEE

The Committee considered the report from the Business Manager for Financial Services informing Members of the requirement to assess the effectiveness of the Internal Audit function and the Audit and Governance Committee and to recommend Members to undertake these exercises.

AGREED (unanimously) that the Committee recommended appropriate Members to undertake the assessments, the Members who volunteered were Cllrs Penny, Cozens and Farmer.

92 ANNUAL INTERNAL AUDIT REPORT

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA) providing a summary of Internal Audit work undertaken during 2023/24 and to support the Annual Governance Statement by providing an opinion on the organisation's governance, risk, financial and internal control environment.

The Annual Internal Audit Report:

- Includes an opinion on the overall effectiveness of processes for risk management, control and governance.
- Discloses any qualifications to that opinion, together with the reasons for the qualification.
- Summarises audit work undertaken, including reliance placed on the work of other assurance bodies where applicable.
- Draws attention to any issues that are particularly relevant to the Annual Governance Statement.
- Summarises the performance of the internal audit function against its key performance measures.
- Comments on compliance with standards.

AGREED (unanimously) that Members considered and commented upon the annual internal audit report and noted its content.

93 INTERNAL AUDIT PROGRESS REPORT 2024/25

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA) providing a summary of Internal Audit work undertaken during 2024/25 against the agreed audit plan.

The report provided details of all reports issued within the first part of the financial year 2024/25.

AGREED (unanimously) that Members considered and commented upon the latest internal audit progress report and noted its content.

94 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2024

The Committee considered the report from the Business Manager for Financial Services updating Members with the provisional 2023/24 financial outturn position on the Council's revenue and capital budgets, including:-

- General Fund Revenue
- Housing Revenue Account
- Capital Programme
- Provisions and Impaired Estimates on Debtors
- Usable Reserves
- Collection Fund

and to show performance against the approved estimates of revenue and capital expenditure and income.

AGREED (unanimously) that:

- a) the final outturn of revenue and capital spending for 2023/24 be noted;
- b) the variation to the capital programme, as set out in paragraph 1.5 be noted;
- c) the capital financing proposals as set out in paragraph 1.6 be noted;
- d) the movement in Provisions and Impaired Estimates on Debtors be noted;
- e) the creations of the new reserves, as outlined in paragraph 1.13, be noted; and
- f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.

95 FRAUD RISK ASSESSMENT

The Committee considered the report from the Business Manager for Financial Services informing Members of the update of the Fraud Risk Register undertaken during April 2024.

The report confirmed that the fraud risks are assessed annually and the register updated. The amended Fraud Risk Register as at April 2024 was included to the report as Appendix A.

AGREED (unanimously) that Members noted the content of the report.

96 COUNTER-FRAUD ACTIVITIES FROM 1 OCTOBER 2023 TO 30 APRIL 2024

The Committee considered the report from the Business Manager for Financial Services informing Members of counter-fraud activity undertaken since the last update reported on 22 November 2023.

The role of the Audit & Governance Committee is to provide assurance to the Council that its anti-fraud arrangements are operating effectively, counter-fraud activity reports are brought to the Committee twice a year. These reports detail the number of cases detected, amounts lost, the outcome of cases and amounts recovered, together with any other counter fraud work that has been undertaken.

AGREED (unanimously) that Members noted the report.

97 CODE OF CONDUCT ANNUAL REPORT FOR THE PERIOD 1 APRIL 2023 - 30 APRIL 2024

The Committee considered the report from the Assistant Director Legal & Democratic Services, Monitoring Officer providing the Code of Conduct Annual Report for the Period 1 April 2023 – 30 April 2024.

The report advised that 41 complaints were received between 1 April 2023 and 30 April 2024, 37 complaints were closed without investigation. It was determined following appropriate consultation with the Independent Persons that either no further action was required, or that informal resolution by way of an apology was appropriate and 4 complaints were referred for further investigation.

AGREED (unanimously) that:

- a) the annual report be noted; and
- b) a further session on the Code Conduct is delivered in Autumn 2024.

98 AUDIT AND GOVERNANCE COMMITTEE WORK PLAN

The Committee considered the joint report of the Assistant Director Legal & Democratic Services, Monitoring Officer and the Business Manager for Financial Services which attached the Committee's Work Plan for consideration.

The outcome report of the Members Survey to be taken to the December meeting of the Audit & Governance Committee along with any suggested actions.

It was noted to have a six month review of the Code of Conduct following the annual report and that a further session on the Code of Conduct is delivered in Autumn 2024.

The Committee Members will attend a Working Party on 17 October to discuss the Constitution Review, feeding back to the Committee in December.

AGREED (unanimously) that the Work Plan be noted.

99 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

100 FRAUD RISK ASSESSMENT

The Committee considered the exempt appendix to the Fraud Risk Assessment report from the Business Manager for Financial Services.

101 DATE OF NEXT MEETING

The next Audit & Governance Committee meeting to be held on Wednesday 25 September 2024.

Meeting closed at 8.55 pm.

Chair

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit and Governance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 25 September 2024 at 6.00 pm.

PRESENT: Councillor S Forde (Vice-Chair)

Councillor P Farmer, Councillor J Hall, Councillor S Haynes, Councillor J Kellas, Councillor M Shakeshaft and Councillor T Thompson

APOLOGIES FOR ABSENCE: Councillor P Harris (Chair), Councillor R Cozens, Councillor A Freeman, Councillor S Michael and Councillor C Penny and Mr C Richardson (Non-Voting Co-Optee)

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

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

103 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor Forde declared an interest as a Director on the Board of Active4Today.

104 MINUTES OF THE MEETING HELD ON 31 JULY 2024

AGREED that the minutes of the meeting held on 31 July 2024 to have an additional sentence to minute 97 after the second paragraph to read 'Members expressed their concern at the rise in numbers of complaints.' The minutes be approved as a correct record with the inclusion of the additional sentence to minute 97 and signed by the Vice-Chair.

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

The Committee considered the report from the Business Manager for Financial Services to update Members with the forecast outturn position for the 2024/25 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets and to show performance against the approved estimates of revenue expenditure and income.

The report ensures that the Council has overall financial sustainability for the current financial year compared to the budgeted position.

AGREED (unanimously) that:

- a) the General fund projected favourable outturn variance of £0.145m be noted;
- b) the Housing Revenue Account projected unfavourable outturn variance of £0.048m to the Major Repairs Reserve be noted;

- c) the Capital Programme revised budget and financing of £63.232 be noted; and
- d) the Prudential indicators at Appendix A be noted.

106 INTERNAL AUDIT PROGRESS REPORT 2024/25

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA) providing a summary of Internal Audit work undertaken during 2024/25 against the agreed audit plan.

The report provided details of all reports issued within the first part of the financial year 2024/25.

Based on the findings of the Internal Audit report, the committee asked for a further report to be tabled at a future meeting which outlines the Council's action plan to resolve the issues identified.

AGREED (unanimously) that the Members considered and commented upon the latest internal audit progress report and noted its content, and that a report setting out the Council's arrangements for project management be brought to a future meeting.

107 LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN

The Committee considered the report from the Director of Customer Services and Organisational Development to inform Members of the Local Government and Social Care Ombudsman annual review updates.

The report highlighted it was an Ombudsman requirement that Annual Review Letters are shared with Members. The Committee were informed that the Housing Ombudsman had not advised when it will be publishing its next set of annual figures.

AGREED (unanimously) that Members noted the report.

108 GAS SAFETY COMPLIANCE - OVERVIEW AND LESSONS LEARNT

The Committee considered the report from the Director for Housing, Health and Wellbeing which provided an overview of the circumstances of making a self-referral to the Regulator of Social Housing (RSH) for a breach of the Home Standard for failures in the Council's HRA Gas Servicing Programme.

It also set out the actions taken to bring the Council out of regulation, confirmed performance has returned to its previous levels, and actions taken to prevent a further occurrence.

As at 6 September 2024, the current performance of the gas servicing programme was 34 properties without a valid gas certificate. The Committee noted that many of these cases are new and not those outstanding from the last report.

The Committee noted an amendment to Recommendation c) 'Appendix 3' to read as

'Section 3'.

The Committee also recommended an amendment to Recommendation a) deleting the original recommendation and replacing it to propose that a report be prepared for the next meeting that documents the progress being made on gas safety compliance. This was proposed by Councillor Shakeshaft and seconded by Councillor Haynes.

AGREED that:

- a) a report be prepared for the next meeting that documents the progress being made on gas safety compliance;
- b) the actions completed as a result of the service failure be noted; and
- c) the remaining recommendations in the Action Plan in Section 3 to be actioned and noted.

109 REVIEW OF ARRANGEMENTS FOR DEALING WITH CODE OF CONDUCT COMPLAINTS REGARDING COUNCILLORS

The Committee considered the report from the Assistant Director Legal & Democratic Services, Monitoring Officer to approve updates and revisions to the Council's Arrangements for dealing with Code of Conduct Complaints regarding Councillors.

The report reminded Members that in April 2024 they had agreed a review of the process for dealing with complaints be undertaken, an informal workshop took place in July 2024 with four Members attending.

The current arrangements for dealing with standards complaints were included in Appendix A for reference, and Appendix B provided the updated Code of Conduct Complaints Process for approval.

The Assistant Director proposed some minor amendments to Appendix B: amending the use of 'may' on pages 96 and 97 of the agenda papers to 'will' and 'will normally', for the avoidance of doubt to add reference to the Deputy Monitoring Officer and delete a superfluous cross-reference at paragraph 8(l).

AGREED (unanimously) that:

- a) the Council's arrangements for dealing with Code of Conduct Complaints as updated and attached at Appendix B of the report are approved subject to the minor amendments detailed by the Monitoring Officer verbally at the meeting; and
- b) to recommend to Cabinet that the Council's Independent Persons are awarded an inflationary pay increase in line with the Chief Officer pay award rate in 2025-26 and each year until the end of the 4-year term in 2027 at which time a further review should be undertaken.

110 AUDIT AND GOVERNANCE COMMITTEE WORK PLAN

The Committee considered the joint report of the Assistant Director Legal & Democratic Services, Monitoring Officer and the Business Manager for Financial Services which attached the Committee's Work Plan for consideration.

AGREED (unanimously) that the Work Plan be noted.

111 CHANGE OF MEETING DAY OF THE AUDIT AND GOVERNANCE COMMITTEE

The Committee considered the report from the Assistant Director Legal & Democratic Services, Monitoring Officer to consider moving the day for the Committee from a Wednesday to a Monday going forward, to support Committee Members who find it difficult to attend meetings on Wednesday evenings.

The Members did not feel that they had had enough time to consider whether to move the day of the Committee, and that Members should be consulted outside the meeting.

AGREED that the Audit & Governance Committee to leave the scheduled meeting dates as they are for this municipal year and for members to provide their preferences with which days of the week they are able to attend for the next municipal year.

Meeting closed at 7.59 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 12 September 2024 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor R Cozens, Councillor D Darby, Councillor R Jackson, Councillor D Moore, Councillor S Saddington and Councillor P Taylor

ALSO IN ATTENDANCE: Councillor S Forde

APOLOGIES FOR ABSENCE: Councillor S Michael, Councillor K Roberts, Councillor T Wendels and Councillor T Wildgust

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

The Chair advised that due to technical issues it was not possible to livestream or record the proceedings.

30 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillor Jean Hall declared an Other Registerable Interest in Agenda Item No. 6 – Review of the Statement of Gambling Policy as the Manager of a Betting Shop.

31 MINUTES OF THE MEETING HELD ON 29 FEBRUARY 2024

AGREED that the Minutes of the meeting held 29 February 2024 were a correct record and signed by the Chair.

32 FORWARD PLAN (SEPTEMBER 2024 TO AUGUST 2025)

NOTED the General Purposes Committee's Forward Plan (September 2024 to August 2025).

33 REVIEW OF STATEMENT OF GAMBLING POLICY

The Committee considered the report of the Senior Licensing Officer, presented by the Environmental Health & Licensing Manager which presented to Members the proposed review of the Statement of Gambling Policy prior to formal public consultation taking place.

It was reported that the Gambling Act 2005 required the Council to have in place a Policy relating to the carrying out of its functions under that Act and that the Policy must be reviewed every three years. The review process was outlined in paragraph 2 of the report with a list of the consultees set out in the appendix to the report.

In considering the report a Member raised a number of items which required amendment prior to the consultation commencing as detailed below:

- Page 6 of the Policy: the map is out of date. The Tourist Information Centre is now located at Rufford Abbey Country Park.
- Page 7 of the Policy – paragraphs 2.1.5 and 2.1.6 required updating
- Page 7 of the Policy – paragraph 2.1.7 and the bullet points therein required updating .
- Page 36 of the Policy – Delete reference to HM Customs & Excise to HMRC.

A Member commented that a great deal of gambling was done online and expressed concern that local authorities had no control over this type of gambling.

A Member requested that reference to the link between gambling and the threat of violence in the domestic environment be included.

AGREED (unanimously) that:

- a) subject to the proposed amendments noted above, the draft revision of the Council's Statement of Gambling Policy be approved;
- b) the commencement of the 6-week public consultation be approved; and
- c) the final draft Policy, after public consultation, be presented to the General Purposes Committee for approval prior to adoption at full Council in December 2024.

34 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer, presented by the Environmental Health & Licensing Manager, which set out the range and number of license applications received during the period April to June 2024.

AGREED that the report be noted.

Meeting closed at 6.27 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 12 September 2024 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor R Cozens, Councillor D Darby, Councillor R Jackson, Councillor D Moore, Councillor S Saddington and Councillor P Taylor

ALSO IN ATTENDANCE: Councillor S Forde

APOLOGIES FOR ABSENCE: Councillor S Michael, Councillor K Roberts, Councillor T Wendels and Councillor T Wildgust

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

The Chair advised that due to technical issues it was not possible to livestream or record the proceedings.

36 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

There were no declarations of interest.

37 MINUTES OF THE MEETING HELD ON 29 FEBRUARY 2024

AGREED that the Minutes of the meeting held on 29 February 2024 were a correct record and signed by the Chair.

38 FORWARD PLAN (SEPTEMBER 2024 TO AUGUST 2025)

NOTED the Licensing Committee's Forward Plan (September 2024 to August 2025).

39 UPDATE ON PERFORMANCE & ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer, presented by the Environmental Health & Licensing Manager, which set out the range and number of license applications received during the period April to June 2024.

In considering the report, Members noted the revision to the presentation of the information and queried as to the reasons for this change. In response, the Environmental Health & Licensing Manager advised that the information, as presented previously, was subject to General Data Protection Regulations (GDPR) and would no longer be included on the publicly available agenda.

Members queried whether they could continue to receive the information as an exempt appendix to the report, stating that they needed to be aware of what licensing enforcement action was being taken and what applications had been received for Temporary Event Notices. A Member stated that it was his understanding that the information requested was published and sought clarity on why it was now subject to GDPR.

The Environmental Health & Licensing Manager advised that he would refer the Members' comments to the Business Manager – Public Protection.

AGREED that:

- a) the Update on Performance & Enforcement Matters be noted; and
- b) the Environmental Health & Licensing Manager would refer the Members' comments as noted above to the Business Manager – Public Protection.

Meeting closed at 6.35 pm.

Chair