



**Castle House
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Monday, 30 June 2025

Chair: Councillor P Peacock

Members of the Committee:

**Councillor R Cozens
Councillor S Crosby
Councillor L Brazier
Councillor S Forde**

**Councillor C Penny
Councillor P Taylor
Councillor J Kellas**

| | |
|---|--|
| MEETING: | Cabinet |
| DATE: | Tuesday, 8 July 2025 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@newark-sherwooddc.gov.uk.</p> | |

AGENDA

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1. Notification to those present that the meeting will be recorded and streamed online
2. Apologies for Absence
3. Declarations of Interest from Members and Officers
4. Minutes from the previous meeting held on 10 June 2025
5. Chair's Update

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Verbal
Report

Performance Items

Strategy, Performance & Finance Portfolio

6. Provisional Financial Outturn Report to 31 March 2025
7. Community Plan Performance for Quarter 4 2024/25

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Housing Portfolio

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Strategy, Performance and Finance Portfolio

9. Corporate Annual Budget Strategy for 2026/27
10. Performance Framework 2025/26
11. Sale of the Hollies, Barnby Road, Newark (Key Decision)

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Climate and the Environment

12. Management and Maintenance of Public Open Space on new Residential Developments (Key Decision)
13. Exclusion of the Press and Public

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The Committee will be invited to resolve:-

‘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 **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 10 June 2025 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,
Councillor S Forde, Councillor C Penny, Councillor P Taylor and
Councillor J Kellas

ALSO IN ATTENDANCE: Councillor I Brown, Councillor S Michael and Councillor P Rainbow

267 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.

268 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

269 MINUTES FROM THE PREVIOUS MEETING HELD ON 1 APRIL 2025

The minutes from the meeting held on 1 April 2025 were agreed as a correct record and signed by the Chair.

270 CARELINE SERVICE

The Careline Team Leader presented a report which highlighted to Cabinet the success of the Careline Service and provided an insight into the vision for the future of the service and how it could be marketed. The vision for the future of the service was to be the largest provider of choice in the County.

The report provided statistics in terms of the growth of the service, including expansion into neighbouring districts and income generation, and detailed the proposal to develop a brand and marketing strategy going forward.

AGREED (unanimously) that Cabinet:

- a) note the successes to date and the income generated from the Careline Service; and
- b) approve a proposed budget for marketing of 10% of the income generated in year 2024/25.

Reasons for Decision:

To support the continued business growth and promotion of the Careline Service aligns with the Community Plan ambition 7 “Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves”.

Options Considered:

Standing still is an option, but continued business growth and external recognition of excellent, consistent service delivery places the Council in a good starting position through the optics of Local Government Reform.

271 GOOD NEIGHBOURHOOD MANAGEMENT POLICY

The Director – Housing, Health & Wellbeing presented a report which sought approval for the Good Neighbourhood Management Policy which outlined the Council’s approach to managing complaints relating to noise nuisance or disruption where the situation was not defined as anti-social behaviour. The draft policy was attached as an appendix to the report. The Cabinet noted that the policy had had several revisions in tone, content, wording and style in response to tenant feedback.

AGREED (unanimously) that the Good Neighbourhood Management Policy be approved.

Reasons for Decision:

The Regulator for Social Housing and the Housing Ombudsman recommend the introduction of a Good Neighbourhood Management Policy which aligns with the Community Plan ambition 7 “Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves.”

Options Considered:

The Council has the option to rely on the ASB Policy for dealing with noise and nuisance between neighbours, but good practice and alignment with both the Regulator for Social Housing and the Housing Ombudsman is to manage these relationships in a more mediatory way.

272 UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND GRANTS 2025-26 (KEY DECISION)

The Programmes Manager presented a report which provided an update on the proposed grants throughout 2025 to 2026 funded by the Rural England Prosperity (REPF) and UK Shared Prosperity Fund (UKSPF). The selected list of local UKSPF projects, as approved by Cabinet on 18 February 2025, for delivery throughout 2025/26 was provided in Appendix A to the report. In addition, it was reported that the funding commitment to the area had now been formalised through a grant award to the Council from the East Midlands County Combined Authority (EMCCA).

The report also advised that in March 2025, the Government confirmed an additional 12-month extension to the REPF, known as the ‘top-up’ to UKSPF, for eligible rural areas. This would provide a further £267,369 of capital funding for the district this financial year, in addition to the £1.34m of UKSPF previously reported. The additional

funding would also be passported by EMCCA to the Council and incorporated within the existing grant funding agreement, with a requirement to spend by 31 March 2026.

AGREED (unanimously) that Cabinet approve:

- a) the addition of £267,369 within the 2025-2026 capital programme, funded by incoming Rural England Prosperity Fund (REPF) grant, as detailed in paragraph 1.3 of the report; and
- b) the proposed approach to managing the REPF and UKSPF grant schemes in 2025-2026, including the application, appraisal and award process as detailed in paragraph 1.9 of the report (Table 1), with delegated authority being given to the S151 Officer to approve individual grant allocations.

Reasons for Decision:

The proposed processes set out within the report facilitates prompt and flexible delivery of grants, considering the requirement for any unspent funds after 31 March 2026, to be returned to Government. In addition, the process established is objective, open and transparent, avoiding any conflicts of interest, as set out as a clear requirement within the Governments Grants Functional Standard, demonstrating a best practice approach to managing grants.

Options Considered:

There is the opportunity not to accept future REPF grant funding allocated to the district and to decline participation in the scheme. This approach has been discounted from the proposals outlined within the report as it would re-present a missed opportunity to invest in local rural communities, supporting the Council's Economic Growth Strategy and Community Plan objectives.

273 PLAN FOR NEIGHBOURHOODS UPDATE (KEY DECISION)

The Programmes Manager presented a report concerning the 'Plan for Neighborhoods' (PfN) scheme. The scheme followed the former Long-Term Plans for Towns (LTPT) initiative. Up to £19.5m over a 10-year period would be available to Newark through the scheme'. The new programme offered a revised fixed funding profile with core delivery funding set to commence in April 2026. Details of the new funding profile through the PfN were set out in Appendix A to the report. Given the interdependencies between the PfN scheme, Towns Deal and former LTPT, the Newark Town Executive Board would act as the 'Neighbourhood Board' for the purpose of the PfN scheme.

To facilitate the development of local plans, and support the costs associated with scheme delivery, £200,000 revenue capacity funding was announced for PfN in 2025/26, and a further £150,000 revenue capacity funding was expected to follow in 2026/27. The first £200,000 was to be received by each Local Authority in the coming weeks. It remained the responsibility of the Neighbourhood Board to decide the most appropriate uses of future capacity funding, depending on local context and planning. Example uses included resourcing, capacity, marketing, business case development, communications, engagement and feasibility to support local strategy/project development. To facilitate flexible and responsive formation of plans, the revenue budget of £200,000 capacity funding was required to be established in 2025/26.

AGREED (unanimously) that Cabinet:

- a) note the report, including the announcement of the Plan for Neighbourhoods programme, and the award of up to £19.5m to Newark over a 10-year period, in accordance with paragraph 1.2 of the report, subject to the development of a Local Regeneration Plan, and subsequent Government approvals;
- b) approve the addition of a £200,000 revenue budget in 2025-26 funded by programme capacity grant, to be allocated by Newark Town Executive Board, in accordance with paragraph 1.10 of the report; and
- c) note that a future update report will be presented to Cabinet regarding local programme plans, prior to submission of the Regeneration Plan in 2025, in accordance with paragraph 1.11 of the report.

Reasons for Decision:

The recommendations are provided on the basis of the next steps in the delivery of the Plan for Neighbourhoods Programme with Newark Town Board. The opportunity provided through this programme will assist in achieving shared objectives over the next 10 years for Newark.

Options Considered:

There is an option to choose to inform Government that Newark does not wish to retain the offer of the Plan for Neighbourhoods Programme. This option has been discounted as the resource would achieve shared goals identified by the Community Plan and the Newark Town Board.

274 SOLAR ENERGY SUPPLEMENTARY PLANNING DOCUMENT (KEY DECISION)

The Business Manager – Planning Policy & Infrastructure presented a report which sought endorsement for the draft Solar Energy Supplementary Planning Document (SPD) which had been amended in response to comments received during the consultation process. The SPD addressed issues around major solar energy developments. The comments received and the actions taken were set out in Appendix A to the report – the Consultation Responses Document. The amendments following the consultation had been endorsed by the Planning Policy Board. The amended SPD was set out in Appendix B to the report.

AGREED (unanimously) that Cabinet approve:

- a) the Council's responses within the Consultation responses document at Appendix A to the report; and
- b) the adoption of the Solar Energy SPD as attached at Appendix B to the report.

Reasons for Decision:

To allow the District Council to adopt the Solar Energy SPD.

Options Considered:

Cabinet has already approved the production of the Solar Energy SPD, therefore no

alternative options have been considered.

275 STRATEGIC HOUSING AND EMPLOYMENT LAND AVAILABILITY ASSESSMENT

The Business Manager – Planning Policy & Infrastructure presented a report which sought approval for the proposed Strategic Housing and Employment Land Availability Assessment (SHELAA) Methodology prior to carrying out a ‘Call for Sites’ exercise. The draft SHELAA Methodology was consulted on between 7 April and 19 May 2025 and the responses received were set out in Appendix 1 to the report, the SHELAA Methodology Post Consultation Statement. Several minor amendments were made to the draft document in response to representations, and these were set out in Appendix 2 to the report.

The ‘call for sites’ exercise was where the Local Planning Authority invited landowners, developers and the public to put sites forward for consideration in the new Local Plan to meet the future needs of the area. The sites submitted would then be assessed using the SHELAA Methodology.

AGREED (unanimously) that Cabinet approve:

- a) the proposed consultation responses as set out in Appendix 1 to the report;
- b) the proposed final Methodology Document as set out at Appendix 2 to the report; and
- c) a ‘Call of Sites’ exercise to be undertaken in the Summer 2025.

Reasons for Decision:

To allow the District Council to approve the SHELAA Methodology and undertake a ‘Call for Sites’ exercise.

Options Considered:

Cabinet has already approved the production of a new SHELAA Methodology therefore no alternative options have been considered.

276 PROCUREMENT OF VEHICLES FOR THE ROLLOUT OF DOMESTIC KERBSIDE FOOD COLLECTION SERVICE (KEY DECISION)

The Waste & Recycling Manager presented a report which set out the vehicle requirements to prepare for the domestic food waste collections which were to start from October 2027. The report set out notable changes and timescales for how authorities were to collect waste and recycling with October 2027 being the date by which all households would be able to access food waste collections from the kerbside.

The report referred to the plans that had already been drafted to determine round sizes, vehicle numbers, disposal points, bin colours, staff requirements, and depot requirements. The current disposal option put forward by Nottinghamshire County Council was an Anaerobic Digestion facility in Colwick which was a 44-mile round trip from the depot. To maximise efficiency and to have as much operating time as possible, it was planned to make this journey one a day, therefore 11 tonne vehicles

would be required to ensure that all food waste collected from one round each day could be confined to one load. It was proposed to purchase 7 waste vehicles and one spare, based on property numbers and anticipated participation levels.

AGREED (unanimously) that Cabinet approve:

- a) a Capital budget of £1,304,750 financed by the £1,093,049 Capital Grant received in 2024/25 and the remaining £211,701 Revenue Contribution to Capital from the Revenue Grant received for the purchase of 8 food waste collection vehicles and 55,071 bins;
- b) the allocation of the remaining Revenue Grant of £1,215,299 (of the £1,427,000) to the Residential Food Waste Reserve in the event of additional costs; and
- c) the Revenue Budget increase from 2027/28 where possible, funded from Food Waste Reserve, in anticipation of an increase in the establishment by 18 new employees from 2027/28.

Reasons for Decision:

The proposal aligns to Objective 5 of the Community Plan as we develop plans for a weekly food waste collection. There is a statutory requirement to provide a kerbside food waste collection service from October 2027.

Options Considered:

Consideration was given to collect food waste using alternative collection methodology. Collection modelling was carried out to assess the viability of collecting using an entirely new fleet of split bodied vehicles or collecting alongside source separated recycling materials from the kerbside each week in a new fleet of recycling vehicles.

These options were both discounted due to the significant capital expenditure required (estimated to be around £3m and £4m respectively) and the issue of needing to re-establish the 7-year fleet replacement schedule as an entire new fleet that is the same age would otherwise need replacing at the same time.

277 NOTTINGHAMSHIRE AND NOTTINGHAM DRAFT LOCAL NATURE RECOVERY STRATEGY CONSULTATION (KEY DECISION)

The Business Manager – Planning Policy & Infrastructure presented a report informing the Cabinet of the production and consultation on the Local Nature Recovery Strategy (LNRS) by Nottinghamshire County Council and sought approval of the District Council's response. The Environment Act 2021 established a requirement to produce a LNRS with the purpose of helping to reverse the ongoing decline of nature and biodiversity in England through coordinated, practical and focused action.

The County Council was appointed as the Responsible Authority for the LNRS for Nottingham and Nottinghamshire and carried out the requisite consultation in March and April 2025. The District Council raised a number of issues, but it was considered that the matters raised could be addressed as part of any updates to the Strategy and therefore did not object. The Council's letter and a summary of those issues were attached as Appendix A to the report.

The next stage was for the County Council to undertake a public consultation on the LNRS for six weeks which runs to 16 June 2025. The Council's proposed response to this consultation was attached as Appendix B to the report. Both the Planning Policy Board and the Policy & Performance Improvement Committee had endorsed the proposed the draft response. The publication of the final LNRS for consideration would be undertaken in September 2025.

AGREED (unanimously) that:

- a) the proposed consultation response at Appendix B be approved; and
- b) the Portfolio Holder for Climate and the Environment, in consultation with the Planning Policy Board, be given delegated authority to comment at the next stage as set out in paragraph 2.7 of the report.

Reasons for Decision:

To allow the District Council as a supporting authority to respond to consultations on the Local Nature Recovery Strategy.

Options considered:

None, as a supporting authority it is considered important to respond to the consultation to assist the County Council in preparing the Local Nature Recovery Strategy.

278 REVIEW OF THE COUNCIL'S CARBON NET NEUTRAL TARGET (KEY DECISION)

The Director – Communities and Environment presented a report which reviewed the Council's carbon footprint and made recommendations for next steps within the climate strategy action plan. After being appointed in May 2023, the incoming Climate Change Portfolio Holder expressed a desire to reassess the Council's carbon neutrality target. In the interests of consistency and best practice the 'Carbon Trust' were again commissioned to calculate the Council's existing baseline and to develop an options analysis for both the feasibility of bringing the 2035 target forward to 2030 and the feasibility of integrating the Council's housing stock into the existing 2035 target.

The Carbon Trust had completed their review, and the findings were set out in Appendix A to the report. The report of the Carbon Trust had been endorsed by a working group of Members in March 2025. The report recommendation was to maintain the current baseline for carbon emissions for 2035 and to defer any target for housing stock given the likely transition to a new unitary authority in 2028.

AGREED (unanimously) that:

- a) the 2035 carbon net neutral target within the current scope is retained; and
- b) Members note the potential to set a 2050 target for housing, but that this is not progressed pending a review by the new local authority entity covering Newark & Sherwood following Local Government Reorganisation in 2028.

Reasons for Decision:

This work aligns with the Council's Community Plan ambition to "reduce the impact of climate change and protect and enhance green spaces".

There is a specific activity under this ambition to 'Further develop and deliver a Council-wide decarbonisation plan for our built assets/deliver a programme of prioritised decarbonisation actions, in response to the Carbon Trust report 2025, following engagement with stakeholders.'

Options Considered:

To maintain the 2035 target but include housing; and to advance the Council's net zero target to 2030 (corporate emissions only).

Meeting closed at 7.35 pm.

Chair



Report to: Cabinet Meeting: 8 July 2025

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

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

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

| Report Summary | |
|--------------------------|--|
| Type of Report | Open Report / Non-Key Decision |
| Report Title | Provisional Financial Outturn Report to 31 March 2025 |
| Purpose of Report | <p>To present to Members the provisional 2024/25 financial outturn position on the Council's revenue and capital budgets, including:-</p> <ul style="list-style-type: none"> • General Fund Revenue • Housing Revenue Account • Capital Programme • Provisions and Impaired Estimates on Debtors • Usable Reserves • Collection Fund <p>This report provides Members with a summary of actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves.</p> |
| Recommendations | <p>That:</p> <ol style="list-style-type: none"> (a) the final outturn of revenue and capital spending for 2024/25 be noted; (b) the capital financing proposals as set out in table 5 at paragraph 1.19 of the report, be noted; (c) the Capital Programme reprofiling of £7.817m carried forward into 2025/26, as per appendices E and F to the report, be noted; |

| | |
|---------------------------------------|---|
| | <p>(d) the movement in Provisions and Impaired Estimates on Debtors be noted;</p> <p>(e) the creation of the new reserve, as outlined in paragraph 1.28 of the report, be approved; and</p> <p>(f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.</p> |
| Alternative Options Considered | None, this report provides information on the Council's financial outturn for 2024/25. |
| Reason for Recommendations | <p>To consider the provisional 2024/25 financial outturn position on the Council's revenue and capital budgets.</p> <p>To consider performance against actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves.</p> |

1.0 Background

Overview of Provisional General Fund (GF) Revenue Outturn for 2024/25

- 1.1 The accounts show a favourable variance of £1.744m on service budgets, with a total favourable variance of £3.384m as follows:-

Table 1: General Fund Revenue Outturn for 2024/25 Financial Year as at 31 March 2025

| | Budget £'m | Outturn £'m | Variance £'m |
|---|-----------------------|------------------------|-------------------------|
| Climate and the Environment | 2.990 | 2.369 | (0.621) |
| Health, Wellbeing and Leisure | 1.413 | 0.446 | (0.967) |
| Heritage, Culture and the Arts | 0.887 | 0.593 | (0.294) |
| Housing | 0.439 | 0.545 | 0.106 |
| Public Protection and Community Relations | 2.847 | 2.721 | (0.126) |
| Strategy, Performance and Finance | 8.509 | 8.600 | 0.091 |
| Sustainable Economic Development | 1.958 | 2.025 | 0.067 |
| Net Cost of Services | 19.043 | 17.299 | (1.744) |
| Other Operating Expenditure | 4.814 | 4.734 | (0.080) |
| Finance & Investment Income & Expenditure | (1.760) | (1.707) | 0.053 |
| Taxation & Non Specific Grant Inc | (24.335) | (25.847) | (1.512) |
| Net Cost of Council Expenditure | (2.238) | (5.521) | (3.283) |
| Transfer to/(from) Unusable Reserves | 2.784 | 2.683 | (0.101) |
| Transfer to/(from) Usable Reserves | (0.546) | 2.838 | 3.384 |
| Transfer to/(from) General Balance | 0.000 | 0.000 | 0.000 |

- 1.2 Based on the table above, usable reserves have increased by £3.384m. This increase has been applied to a number of different reserves described at paragraphs 1.25 and 1.26 later in this report. The statutory General Fund balance has not varied during the year and remains at £1.500m, which is in accordance with the Medium-Term Financial Plan approved on 6 March 2025.
- 1.3 The table below shows further detail regarding the variances which make up the additional transfer of £3.384m into Usable Reserves:-

| Reason for Variance | Value £'m |
|--|----------------|
| Reduction in need for Active4today management fee, £0.587m, mainly due to reduction in utility costs. VAT refund received in year, £0.155m, in respect of non-business vat sporting claim. | (0.742) |
| Government enacted the Bellwin scheme during 2024/25 enabling the Council to claim for flooding costs from storm Babet and Henk incurred during 2023/24. | (0.095) |
| Prices of Petrol & Diesel have stabilised since the budget setting for 2024/25 resulting in a favourable outturn variance | (0.093) |
| Additional net income generated at the Palace Theatre. | (0.153) |
| Favourable variance on electricity and gas costs across corporate Council buildings due to stabilisation of prices compared to the forecast price increase at budget setting for 2024/25. | (0.352) |
| The admin grant for localised council tax support is no longer paid separately by the Government and has now been rolled into the revenue support grant. | 0.096 |
| Unfavourable income variance from planning applications is attributed to a decline in major submissions, driven by continued market caution influenced by ongoing external factors. | 0.208 |
| Over achievement in income on the waste and recycling department which includes glass collection, trade waste and garden waste. | (0.274) |
| Additional recharges to the HRA due to increase on the demand for vehicle repairs due to the aging fleet. | (0.057) |
| Net favourable variance on private sector speech call mainly due to increase in customer base regarding the transfer of customers from Mansfield District Council. | (0.047) |
| Other Variances. | (0.235) |
| Favourable variance on services | (1.744) |
| Release of bad debt provision, £0.096m, and the net variance on apprentice levy and corporate contingency. | (0.111) |
| Net variance on interest receivable and payable. | 0.084 |
| Additional income from the Nottinghamshire Business Rates Pool. | (0.773) |
| Redistribution of the Nottinghamshire Business Rates Pool volatility funding. | (0.860) |
| Reduction in Minimum Revenue Provision due to Bowbridge Road Carpark scheme not being complete by 31 st March 2024. | (0.101) |
| Reduction in Internal Drainage Board grant received in year compared with budgeted level. | 0.121 |
| Additional transfer to Usable reserves | 3.384 |

- 1.4 Further details of the favourable variance on Service Budgets managed by the Business Managers of £1.744m against directorate budgets are in **Appendix A**.
- 1.5 Net Interest receivable had an unfavourable variance of £0.084m due to the timing of treasury transactions throughout the year and a reduction in charge to the HRA due to the timing of borrowing incurred by the HRA.
- 1.6 Business Rates amounted to £1.633m over the anticipated budgeted figure. £0.860m of this related to the redistribution of monies held by the Pool in relation to the County wide volatility fund, which was held to mitigate authorities going into a safety net position. As the fund hadn't been used for a number of years, and authorities unlikely to need to access this funding, it was felt it would be best utilised at each authority, rather than being held centrally. The remaining £0.773m, £0.511m was additional returned funding from the Nottinghamshire Business Rates Pool generated from growth within Newark and Sherwood's Business Rates base, £0.031m was returned from Central Government based on a surplus generated on the national levy account and £0.231m as additional grant funding from central government based on decisions regarding Business Rates billing meaning that the Council cannot invoice/reduced invoices to certain businesses hence Government compensates the Council for this.
- 1.7 The Council received £0.121m less in grant funding compared with budget (and previous year actual for which the budget was based upon) in relation to Internal Drainage Board (IDB) levies. The Council had received, during 2023/24, £0.238m in relation to the increase in levy cost over recent years due to the impact of the cost of utilities at the IDB's together with the number of flooding incidents the IDB's need to respond to.

Final position (as at 31 March 2025) compared to previous position (as at 31 December 2024)

- 1.8 The previous budget monitoring report to Cabinet projected a favourable variance against the revised budget of £1.023m on Service budgets. This report describes the actual favourable variance, against the revised budget, of £1.744m on Service budgets: an increase of £0.721m. *Table 2* summarises the changes in variance against committee budgets between the two reports. Further details of these changes by Portfolio are in **Appendix B**.

Table 2: General Fund Revenue Outturn: Changes in Variance by Committee Between Reports

| | |
|---|----------------|
| Net Cost of Services variance as at 31/12/2024 (11/03/2025 Cabinet report) | (1.023) |
| Climate and the Environment | (0.244) |
| Health, Wellbeing and Leisure | (0.134) |
| Heritage, Culture and the Arts | (0.049) |
| Housing | (0.092) |
| Public Protection and Community Relations | 0.004 |
| Strategy, Performance and Finance | (0.190) |
| Sustainable Economic Development | (0.016) |
| Net Cost of Services variance as at 31/03/2025 (08/07/2025 Cabinet report) | (1.744) |

Carry Forwards

- 1.9 Previous years have seen officers requesting carry forwards of underspends that relate to the timing of payments that have extended past the year-end date of 31st March in year. This year, the s151 Officer has approved £0.700m to be carried forward into 2025/26.
- 1.10 Any unspent conditional grants are dealt with separately and are transferred to the balance sheet for either repayment or expenditure in the following year dependent upon its terms and conditions.

Overview of Provisional Housing Revenue Account (HRA) Outturn for 2024/25

- 1.11 The financial outturn position to 31 March 2025 for the HRA before appropriations to reserves is a surplus of £0.978m. *Table 3* summarises these variances.

Table 3: HRA Revenue Outturn for 2024/25 Financial Year as at 31 March 2025

| 1.12 | | Budget £'m | Outturn £'m | Variance £'m |
|------|--|----------------|----------------|-----------------|
| | Expenditure | 28.225 | 27.692 | (0.533) |
| | Income | (30.255) | (30.324) | (0.069) |
| | Net Cost of HRA Services | (2.030) | (2.632) | (0.602) |
| | Other Operating Expenditure | (0.006) | 0.181 | 0.187 |
| | Finance & Investment Income/Expenditure | 4.070 | 3.525 | (0.545) |
| | Taxation & Non Specific Grant Income | (1.512) | (1.530) | (0.018) |
| | (Surplus)/Deficit on HRA Services | 0.522 | (0.456) | (0.978) |
| | Movements in Reserves | | | |
| | Transfer to/(from) Usable Reserves | 0.709 | 1.687 | 0.978 |
| | Transfer to/(from) Unusable Reserves | (11.200) | (11.200) | 0 |
| | Transfer to Major Repairs Reserve - Depreciation | 6.388 | 5.859 | (0.529) |
| | Transfer to Major Repairs Reserve – Revenue Contribution | 3.581 | 4.110 | 0.529 |
| | Total | 0 | 0 | 0 |

Further details of the variances against HRA budgets are in **Appendix C**.

- 1.13 Further details of the changes in variance between this report and the previous report are in **Appendix D**.

Overview of Provisional Capital Outturn for 2024/25

- 1.14 Capital monies are spent on building or enhancing the Council's asset base. There are rules and regulations regarding what can be classed as capital expenditure, and this spend must be financed separately from the day to day running costs of the Council.

- 1.15 Members approve all variations to the Capital Programme. At its meeting on 11 March 2025, Cabinet approved the revised budget of £42.121m. Further variations reduced the budget by £0.406m to a final amount of £41.716m. This has been included in the detail at **Appendix E**.
- 1.16 The accounts show actual expenditure of £32.936m, resulting in of £8.780m or 21% of the revised budget. Some slippage in capital schemes is expected at the end of the financial year as timing of expenditure changes. To ensure the overall project budget remains intact, it is proposed that reprofiling of £7.817m (£4.812m GF and £3.004m HRA) to 2025/26 as detailed in **Appendices E and F**. This is because there are commitments in place or schemes still expected to start. For clarity, where a scheme has been completed, any remaining budgets will not be carried forward.

Table 4: GF and HRA Capital Outturn for 2024/25 Financial Year as at 31 March 2025

| Spend Type | Budget Approved as per Cabinet 11/3/25 £'m | Revised Post Cabinet £'m | Outturn £'m | Variance £'m |
|-------------------------|--|--------------------------|---------------|----------------|
| GF | 15.605 | 15.191 | 9.715 | (5.476) |
| GF REFCUS* | 5.595 | 5.604 | 5.346 | (0.258) |
| GF Total | 21.200 | 20.795 | 15.060 | (5.734) |
| HRA | 20.824 | 20.824 | 17.778 | (3.045) |
| HRA REFCUS* | 0.098 | 0.098 | 0.098 | 0.000 |
| HRA Total | 20.921 | 20.921 | 17.876 | (3.045) |
| GF and HRA Total | 42.121 | 41.716 | 32.936 | (8.780) |

*REFCUS relates to Revenue Expenditure funded from Capital under Statute i.e. expenditure on non-Council-owned assets e.g. disabled facilities grants.

- 1.17 The GF variance of £5.734m is comprised of £4.812m of carry forward requests, and favourable variances of £0.922m. Further details are in **Appendix E**.
- 1.18 The HRA variance of £3.045m is comprised of £3.004m of carry forward requests and favourable variances of £0.041m. Further details are in **Appendix F**.
- 1.19 Total Capital spend in the year of £32.936m has been financed by a combination of borrowing, external grants and contributions, receipts, major repairs reserve and revenue contributions. It is proposed that Cabinet approve the revised capital financing proposals as summarised in *Table 5*:

Table 5: Proposed 2024/25 GF and HRA Capital Outturn Financing

| Source of Financing | GF Programme £'m | HRA Programme £'m | Total £'m |
|---------------------------------|------------------|-------------------|--------------|
| External Grants & Contributions | 8.189 | 1.513 | 9.702 |

| | | | |
|-------------------------------|---------------|---------------|---------------|
| Capital Receipts | 1.642 | 0.300 | 1.942 |
| Community Infrastructure Levy | 0.031 | 0.000 | 0.031 |
| Revenue Contributions | 1.984 | 4.454 | 6.438 |
| Borrowing | 3.214 | 11.609 | 14.823 |
| Total Financing | 15.060 | 17.876 | 32.936 |

*Revenue contribution includes £1.757m transfers from reserves and £0.227m in year revenue contributions.

Provisions for Future Liabilities

- 1.20 Provisions are made when an event has taken place that gives the Council an obligation that probably requires settlement, can be reasonably estimated, but where the timing of the payment is uncertain. Good practice requires that any movements in a Provision should be approved separately by Cabinet. The provisions in the table below relate to alterations and appeals against the rateable values (RV) provided for on properties in the National Non-Domestic Rating list (NNDR). The amounts shown in the Statement of Accounts (and hence in the table below) relate to this Council's element for the provision for appeals. 2023/24 saw the release of a refreshed rating list from the valuation office. This is the third such list since rates retention came into effect in April 2013. As a result of the new list being released, from April 2023 no further appeals for the prior lists are able to be lodged, this in turn has resulted in lower threats to our rating income. During the year 2024/25, £0.616m was charged against the provision in due to RV adjustments in relation to the 2017 and 2023 rating lists and £0.720m was added to the provision (£0.107m was added for the 2017 list provision and £0.613m was added for the 2023 list provision). 40% of all provisions are applicable to NSDC (£0.246m charge and £0.288m increase therefore £0.042m as the NSDC share). The provisions provided for in *Table 6* are the Council's 40% share, as follows:

Table 6: 2024/25 Movements in GF Provision – NNDR

| General Fund Provision (NNDR) – Period of Settlement for Appeals | Balance B/Fwd 01/04/2024 £'m | Movement in Year £'m | Actual Balance 31/03/2025 £'m |
|---|---|-------------------------------------|--|
| Provision for Appeals – NNDR settled within 12 months | (0.202) | (0.102) | (0.304) |
| Provision for Appeals – NNDR settled after 12 months | (0.377) | 0.060 | (0.317) |
| Provision for Appeals – NNDR Total | (0.579) | (0.042) | (0.621) |

- 1.21 The Council receive external advice (from Analyse Local) relating to the level of provision that should be held. Analyse Local have used their knowledge and understanding from a national perspective to estimate the total liability for the 2017 list which amounts to £0.203m and a total liability for the 2023 list amounting to £1.323m. This gives a total provision at Collection Fund level of £1.553m of which this Council recognises 40% (£0.621m) due to its share of the overall NNDR income.

Impaired Estimates on Debtors

- 1.22 Impaired Estimates on Debtors is an estimation of the amount that will remain uncollectable after a certain time period and may require write off in the future accounts of the Council. The calculation is based upon on the age and amounts of debt owed to the Council based on a hierarchical percentage i.e. the older the debt, the greater likelihood of non-collection. Good practice requires that movements in the Impaired Estimates on Debtors should be approved separately by Members. *Table 7* details these:

Table 7: 2024/25 Movements in GF and HRA Impaired Estimates on Debtors

| Debtor Type | Balance B/Fwd 01/04/2024 £'m | Write Offs in Year £'m | (Increase) / Decrease in Provision £'m | Actual Balance 31/03/2025 £'m |
|--|---------------------------------------|------------------------------|---|--|
| GF - Sundry Debts | (0.165) | 0.004 | 0.036 | (0.125) |
| GF - Housing Benefit | (1.001) | 0.123 | 0.060 | (0.818) |
| GF – Impaired Estimates on Debtors | (1.166) | 0.127 | 0.096 | (0.943) |
| HRA - Sundry and Other Debts | (0.019) | 0.020 | (0.016) | (0.015) |
| HRA - Former Tenants | (0.293) | 0.043 | (0.135) | (0.385) |
| HRA - Current Tenants | (0.055) | 0.004 | (0.040) | (0.091) |
| HRA – Impaired Estimates on Debtors | (0.367) | 0.067 | (0.191) | (0.491) |

Usable Capital Reserves

- 1.23 A Reserve is created for a specific future purpose or to cover contingencies. In accordance with the Code; these Usable Reserves must be separately identified between those that are retained for Capital purposes and those that are retained for Revenue purposes. Again, good practice dictates that any movements in existing reserves, or the creation of any new reserves, be approved by Members.
- 1.24 Capital reserves are used to fund spend incurred on the approved capital programme. *Table 8* details the position as at 31 March 2025:

Table 8: Capital Reserves used to Fund GF and HRA Capital Programmes as at 31 March 2025

| Capital – Type of Reserve Used to Fund Capital Programme | Balance B/Fwd 01/04/2024 £'m | Cont'n in Year £'m | Use in Year £'m | Actual Balance 31/03/2025 £'m | Anticipated balance at 31/03/2029 £'m |
|--|---------------------------------------|--------------------------|-----------------------|--|--|
| Capital - GF | | | | | |
| Usable Capital Receipts | 0.039 | 2.805 | 1.643 | 1.201 | 0.038 |
| Capital Grants Unapplied | 11.157 | 2.261 | 0.031 | 13.387 | 13.387 |

| | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|
| Capital – HRA | | | | | |
| Usable Capital Receipts – HRA | 0.120 | 0.219 | 0.304 | 0.035 | 0.512 |
| Usable Capital Receipts - RTB's | 0 | 0.359 | 0.300 | 0.059 | 0.889 |
| Capital Grants Unapplied | 0 | 0.271 | 0.271 | 0 | 0 |
| Major Repairs Reserve (MRR) | 8.025 | 9.969 | 7.492 | 10.502 | 5.277 |
| Capital - Total | 19.341 | 15.884 | 10.041 | 25.184 | 20.103 |

Usable Revenue Reserves

- 1.25 Revenue reserves are used to fund anything that is not capital in nature, albeit can be applied to capital expenditure if necessary. They cover such areas as donations, external grants and contributions for future service provision, or specific sums of money held for a specific purpose. The tables below show high level balances against the categories of the reserves that are held for each fund together with current approved commitments and hence a forecast balance. **Appendix G** details the movement on General Fund Reserves and **Appendix H** shows HRA Reserves.

| General Fund | Opening Balance £'m | Closing Balance £'m | Commitments £'m | Forecast Balance £'m |
|------------------------------|------------------------|------------------------|--------------------|-------------------------|
| Budget funding reserve | (9.838) | (9.012) | 5.696 | (3.316) |
| Earmarked for Known Pressure | (7.288) | (8.761) | 3.166 | (5.595) |
| Ringfenced | (2.037) | (2.555) | 0.265 | (2.290) |
| Un-ringfenced | (13.486) | (15.286) | 11.417 | (3.869) |
| Total | (32.649) | (35.614) | 20.544 | (15.070) |

- 1.26 Overall the Council has increased its General Fund reserves position by £2.965m. This is attributed to:

| | £'m |
|--|---------------|
| Brought Forward Reserves balance | 32.649 |
| Budgeted increase in reserves | 0.794 |
| Contributions to Capital Expenditure | (1.757) |
| Favourable variance in cost of running Council | 3.384 |
| Other movements | 0.544 |
| Reserves balance as at 31st March 2025 | 35.614 |

| HRA | Opening Balance £'m | Closing Balance £'m | Commitments £'m | Forecast Balance £'m |
|------------------------------|------------------------|------------------------|--------------------|-------------------------|
| Earmarked for Known Pressure | (4.227) | (5.652) | 1.806 | (3.846) |
| Un-ringfenced | (2.000) | (2.000) | 0.000 | (2.000) |
| Total | (6.227) | (7.652) | 1.806 | (5.846) |

- 1.27 Service variances combined with non-service related income and expenditure variances has meant that overall the District Council has increased its Housing Revenue Account reserves by £1.427m. This increase has been identified as being related to:

| | £'m |
|--|--------------|
| Brought Forward Reserves balance | 6.227 |
| HRA agreed Carry Forwards | 0.233 |
| Unused efficiency savings | 0.348 |
| Favourable variance in cost of running HRA | 0.978 |
| Other movements | (0.132) |
| Reserves balance as at 31st March 2025 | 7.654 |

- 1.28 During the year one new General Fund reserve has been set up:

| Reserve name | Balance as at 31 Mar 2025 £'m | Purpose |
|------------------------|-------------------------------|--|
| Residential Food Waste | (0.260) | Funding has been received from DEFRA under the New Burdens scheme to support the delivery of containers and project management for the implementation of residential food waste collections. |

The Collection Fund 2024/25

- 1.29 The Collection Fund accounts for the income from the collection of Council Taxes and Business Rates, and the subsequent disbursement to local authority preceptors and central government.
- 1.30 The in-year surplus on the Council Tax account was £0.061m, which reduced the overall deficit from £1.324m at 1 April 2024 to £1.263m at 31 March 2025.
- 1.31 The Code prescribes that the Statement of Accounts only show the element of Council Tax that relates to Newark & Sherwood District Council. In this regard, the share of the Council Tax deficit of £1.263m that relates to Newark & Sherwood District Council as at 31 March 2025 is £0.147m. A deficit of £1.500m was estimated during January 2025 and is therefore being recouped during 2025/26 from Council Tax preceptors. £0.174m of this related to Newark & Sherwood DC and has been budgeted for accordingly.
- 1.32 The in-year deficit on the Business Rates account was £1.303m, which reduced the overall surplus from £1.997m at 1 April 2024 to £0.694m at 31 March 2025.
- 1.33 The Code prescribes that the Statement of Accounts only show the element of business rates that relates to Newark & Sherwood District Council. In this regard, the share of the business rates surplus that relates to Newark & Sherwood District Council as at 31 March

2025 is £0.277m. The Council declared an estimated surplus as at 31st March 2025 of £0.631m during January and hence £0.252m has been included within the 2025/26 budget.

- 1.34 Impaired provisions on council tax and business rates debtors is an estimation of the amount that will remain uncollectable after a certain time period. This may be required to be written off in future by all preceptors depending on their share of the Collection Fund. The calculation is based upon on a historical experience of bad debt, i.e. experience shows 0.8% of net liability is written off for council tax, 0.7% for business rates. Where a debt is written off, for every £1.00 in council tax, £0.11p is reflected in the Councils accounts, the remaining balance is split between the remaining preceptors. For every £1.00 of business rates written off, £0.40 is reflected in the Councils accounts.

2024/25 Movements in CF Impaired Estimates on Debtors

| Debtor Type | Balance B/Fwd 01/04/2024 £'m | Write Offs in Year £'m | (Increase) / Decrease in Provision | Actual Balance 31/03/2025 £'m |
|---|---------------------------------------|------------------------------|--|--|
| CF - Council Tax Debts | (3.861) | 0.803 | (0.729) | (3.787) |
| CF - Business Rates Debts | (0.704) | 0.231 | (0.392) | (0.865) |
| CF – Impaired Estimates on Debtors | (4.565) | 1.034 | (1.121) | (4.652) |

Pensions

- 1.35 The details regarding the Council's share of the Nottinghamshire County Council Pension Fund are provided for Members consideration at **Appendix I**.
- 1.36 Barnett Waddingham are the Pension Fund's appointed Actuary and their report sets out the assumptions used to prepare the IAS19 pension figures reported in the Council's accounts. It is best practice to consider these assumptions prior to agreeing their use and inclusion in the Statement of Accounts for 2024/25. The Audit & Governance Committee considered these at their meeting in April 2025.

2.0 Proposal

- 2.1 To approve the Financial Outturn position for the Council for the 2024/25 financial year.

3.0 Implications

- 3.1 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.

3.2 Legal Implications (LEG2526/3340)

Cabinet is the appropriate body to consider the content of this report; the Financial Regulations in the Council's Constitution specify that Cabinet is responsible for monitoring the in-year forecast outturn against the budget as part of the performance framework.

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.

Statement of Accounts files & working papers 2024/25

Capital Finance Account's 2024/25 files

Housing Revenue Account's 2024/25 files

General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 31March 2025

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m. All amounts are in millions of pounds (£'m).

| Climate and the Environment - £(0.621)m | | £'m |
|--|---|----------------|
| Climate Change | Local energy area plan saving from budget not required as Major of East Midlands is now paying for the work required. | (0.056) |
| Environmental Services | Salaries underspends across various services within the Business Unit. | (0.232) |
| Environmental Services | Prices of Petrol & Diesel have stabilised since the Budget Setting for 24.25. | (0.093) |
| Environmental Services | Over achievement in income on the waste and recycling department which includes glass collection, trade waste and garden waste. | (0.274) |
| Environmental Services | Sewerage works services to be recovered from the relevant residents | (0.042) |
| Environmental Services | Additional recharges to the HRA due to increase on the demand for vehicle repairs due to the aging fleet. | (0.057) |
| All | Vacancy Factor | 0.200 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.007) |
| All | Other Small Variances | (0.060) |
| Climate and the Environment Total | | (0.621) |

| Health, Wellbeing and Leisure - £(0.967)m | | £'m |
|--|---|----------------|
| Housing Strategy & Development | Reduction in anticipated A4T Management fee due to revised utility costs within the leisure centres and a reduction in associated irrecoverable VAT paid. | (0.587) |
| Housing Strategy & Development | Successful leisure grant received for a contribution towards the increase in utility costs during the spike in prices. | (0.174) |
| Housing Strategy & Development | Successful VAT refund claim in respect of non-business VAT sporting claim | (0.155) |
| Housing Strategy & Development | Salaries underspends across various services within the Business Unit. | (0.060) |
| All | Vacancy Factor | 0.025 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.013) |
| All | Other Small Variances | (0.003) |
| Health, Wellbeing and Leisure Total | | (0.967) |

| Heritage, Culture, and the Arts - £(0.294)m | | £'m |
|--|--|----------------|
| Heritage & Culture | Additional net income generated at the Palace Theatre | (0.153) |
| Heritage & Culture | Additional net income generated at the National Civil War Centre and Newark Museum | (0.033) |
| Heritage & Culture | Salaries underspends across various services within the Business Unit. | (0.028) |
| Economic Growth & Visitor Economy | Salaries underspends across various services within the Business Unit. | (0.042) |
| All | Vacancy Factor | 0.052 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.003) |
| All | Other Small Variances | (0.087) |
| Heritage, Culture, and the Arts Total | | (0.294) |

| Housing - £0.106m | | £'m |
|----------------------------------|---|--------------|
| Housing & Estates Management | A reduction in the numbers coming through the resettlement schemes. | 0.143 |
| Housing Strategy and Development | Unfavourable variance on the recharge to HRA due to the calculation including a portion of salaries and there is vacancies within the business unit. | 0.070 |
| Housing Strategy and Development | Net favourable variance on private sector speech call mainly due to increase in customer base regarding the transfer of customers from Mansfield District Council | (0.047) |
| All | Vacancy Factor | 0.057 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.116) |
| All | Other Small Variances | (0.001) |
| Housing Total | | 0.106 |

| Public Protection and Community Relations - £(0.126)m | | £'m |
|--|---|----------------|
| Public Protection | Government have now enacted the Bellwin scheme which has enabled the Council to claim for flooding costs from storm Babet and Henk. | (0.095) |
| Public Protection | Salaries underspends across various services within the Business Unit. | (0.128) |
| Environmental Services | Salaries underspends across various services within the Business Unit. | (0.054) |
| All | Vacancy Factor | 0.136 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.009) |
| All | Other Small Variances | 0.024 |
| Public Protection and Community Relations Total | | (0.126) |

General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 31March 2025

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m. All amounts are in millions of pounds (£'m).

| Strategy, Performance and Finance - £0.091m | | £'m |
|---|--|----------------|
| | | |
| Customer Services | Salary underspend due to a number vacancies and maternity leave within the team. | (0.130) |
| Admin Services | Salary underspend due to vacancies in the team. | (0.088) |
| Legal and Democratic Services | Agency staff utilised due to previous vacancies | 0.056 |
| Corporate Property | Additional costs over budget for the outsourcing of legal fees | 0.038 |
| Corporate Property | Car Parking services - Additional income forecast relating to all the car park and 10 car parking spaces for McDonalds, London Rd | (0.110) |
| Corporate Property | Reduction on income generated from the Lorry Park due to the continued impact on surface condition and reputation from previous flooding. | 0.047 |
| Corporate Property | Favourable variance on electricity and gas costs across corporate Council buildings due to stabilisation of prices compared to the forecast price increase at budget setting for 2024/25. | (0.322) |
| Revenues & Benefits | Revenues - Apprentice vacant post no recruitment expected and an additional post vacant for a period of time. | (0.079) |
| Revenues & Benefits | The admin grant for localised council tax support is no longer paid separately by the Government and has now been rolled into the revenue support grant. | 0.096 |
| All | A significant portion of HRA recharge calculations are based on departmental staffing levels, substantial staffing vacancies result in lower actual recharges. | 0.409 |
| All | Vacancy Factor | 0.453 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.246) |
| All | Other Small Variances | (0.033) |
| | | |
| Strategy, Performance and Finance Total | | 0.091 |
| | | |
| Sustainable Economic Development - £0.067m | | £'m |
| | | |
| Planning Development | Favourable variance forecast on salaries in the Development Management department due to vacancies and timing difference on new posts starting, partly offset by increase in agency costs. | (0.074) |
| Planning Development | Unfavourable income variance from planning applications is attributed to a decline in major submissions, driven by continued market caution influenced by ongoing external factors. | 0.208 |
| Planning Development | Costs are being incurred in relation to Nationally Significant Infrastructure Projects (NSIPS), some of these are able to be recovered from developers. | (0.080) |
| All | Vacancy Factor | 0.130 |
| All | Culmination of other Employee favourable variances across the Portfolio | (0.111) |
| All | Other Small Variances | (0.006) |
| | | |
| Sustainable Economic Development Total | | 0.067 |
| | | |
| General Fund Revenue Outturn Variance for Services | | (1.744) |

General Fund (GF) Revenue Outturn Change in Variance Analysis by Portfolio between 31 December 2024 and 31 March 2025.

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m.
All amounts are in millions of pounds (£'m)

| | |
|---|----------------|
| Climate and the Environment - Variance as at 31/12/2024 | (0.377) |
| | |
| Glass Income exceeds expectations and value of the sale of glass has increased. | (0.026) |
| Income over and above Q3 forecast for collection of bulky waste items and refuse bin replacement | (0.024) |
| Sewerage works services to be recovered from the relevant residents | (0.035) |
| Additional recharges to the HRA due to increase on the demand for vehicle repairs due to the aging fleet. | (0.043) |
| Further Vacancies such as Mechanics, Environmental Health Programme Officer, and restructured New Posts and the general timings of the recruitment process. | (0.036) |
| Other small variances | (0.080) |
| | |
| Climate and the Environment - Variance as at 31/03/2025 | (0.621) |

| | |
|--|----------------|
| Health, Wellbeing and Leisure - Variance as at 31/12/2024 | (0.833) |
| | |
| Successful leisure grant received for a contribution towards the increase in utility costs during the spike in prices. | (0.174) |
| Other small variances | 0.040 |
| | |
| Health, Wellbeing and Leisure - Variance as at 31/03/2025 | (0.967) |

| | |
|---|----------------|
| Heritage, Culture and the Arts - Variance as at 31/12/2024 | (0.245) |
| | |
| Additional Income from the National Civil War Centre and Newark Museum compared to Q3 outturn forecast. | (0.022) |
| Other small variances | (0.027) |
| | |
| Heritage, Culture and the Arts - Variance as at 31/03/2025 | (0.294) |

| | |
|---|--------------|
| Housing - Variance as at 31/12/2024 | 0.198 |
| | |
| Additional income on private sector speech call mainly due to increase in customer base regarding the transfer of customers from Mansfield District Council | (0.066) |
| Other small variances | (0.026) |
| | |
| Housing - Variance as at 31/03/2025 | 0.106 |

| | |
|--|----------------|
| Public Protection and Community Relations - Variance as at 31/12/2024 | (0.130) |
| | |
| Other small variances | 0.004 |
| | |
| Public Protection and Community Relations - Variance as at 31/03/2025 | (0.126) |

| | |
|--|--------------|
| Strategy, Performance and Finance - Variance as at 31/12/2024 | 0.281 |
| | |
| Variance on the electricity expenditure forecast at Q3 outturn compared to actual outturn. | (0.138) |
| Additional income received via the collection fund for council tax court costs. | (0.044) |
| Other small Variances | (0.008) |
| | |
| Strategy, Performance and Finance - Variance as at 31/03/2025 | 0.091 |

| | |
|---|--------------|
| Sustainable Economic Development - Variance as at 31/12/2024 | 0.083 |
| | |
| Other small Variances | (0.016) |
| | |
| Sustainable Economic Development - Variance as at 31/03/2025 | 0.067 |

| | |
|--|----------------|
| General Fund Revenue Outturn for Services - Variance as at 31/03/2025 | (1.744) |
|--|----------------|

Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 31 March 2025

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m.

| HRA - £(0.602)m | | £'m |
|---|---|----------------|
| Housing & Estates Management | Salary underspends due to unused job evaluation provisions, 3 Housing Choice Advisors roles being removed, and vacancies such as: Tenancy Assistants, Street Wardens, Tenancy Officer | (0.530) |
| Housing Income & Leaseholder Management | Salary underspends due to vacancies such as: x2 Tenancy Assistants, Apprentice, Rent Recovery Assistant and Income Recovery Team Leader | (0.093) |
| Housing Maintenance & Asset Management | Compliance costs have been higher due to air source and oil servicing and repairs works being done. Also catching up with a backlog of works in 'Fire Alarm and Emergency Lighting', 'Periodic Electrical Testing' and 'Appliance Servicing'. | 0.162 |
| Housing Maintenance & Asset Management | Responsive repairs contractual works costs higher due to volume of work higher than anticipated and cost of services has increased | 0.264 |
| Housing & Estates Management | Gas underspends across Gladstone House and Broadleaves due to unused accruals carried over from last year | (0.039) |
| Yorke Drive | Underspends largely due to delays in the scheme meaning fewer tenants moving out (less home loss payments) | (0.205) |
| Housing & Estates Management | Council tax voids losses | 0.142 |
| All | Various recharges from GF underspent due to vacancies | (0.518) |
| All | Vacancy Factor | 0.292 |
| All | Other small variances | (0.077) |
| HRA Total | | (0.602) |

Housing Revenue Account (HRA) Revenue Outturn Change in Variance Analysis between 31 December 2024 and 31 March 2025.

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m.
All amounts are in millions of pounds (£'m)

| | |
|---|----------------|
| <u>HRA - Variance as at 31/12/2024</u> | 0.061 |
| | |
| Rental income over and above the Q3 outturn forecast figure. | (0.399) |
| Movement on Q3 forecast for recharges expenditure due to vacancies within the GF departments that have salaries expenditure within the recharge calculations. | (0.264) |
| Other small variances | 0.000 |
| | |
| <u>HRA - Variance as at 31/03/2025</u> | (0.602) |

General Fund - Spend against budget - Estimated in year

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.12.24 | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance Over/Underspend | Comments - Spend to date | Slippage Required |
|---------|--|------------------------|----------------------------|--|---------------------|----------------------------|--------------------------------------|-------------------------------|--------------------------|---|-------------------|
| TA3062 | Beacon EV Chargepoints | 36,850 | 0 | 36,850 | 0 | 0 | 0 | 0 | -36,850 | 9.10.24 load test survey currently being carried out before capital works can start. 16.01.25 Reprofile budget to April 25 with a view to seeking further quotes | 36,850 |
| TB2253 | Vehicles & Plant | 50,400 | 0 | 50,400 | 146,149 | 0 | 0 | 146,149 | 95,749 | 12.07.24 lead in times are currently an issue but orders will be placed for planned replacement 16.01.25 reprofile £50k to 25/26 | -66,999 |
| TB2255 | Glass Recycling Transfer Station | 8,425 | 0 | 8,425 | 6,545 | 0 | 0 | 6,545 | -1,880 | 12.07.24 works complete and site in use. | 0 |
| TB2258 | Vicar Water Improvements (SANGS) | 35,556 | 0 | 35,556 | 0 | 0 | 0 | 0 | -35,556 | | 35,556 |
| TB2260 | Sconce & Devon Pitch Improvements | 50,000 | 0 | 50,000 | 49,996 | 0 | 0 | 49,996 | -4 | 12.07.24 works started and will continue until September 24. 16.01.25 works complete | 0 |
| TB3155 | Castle - Condition Works | 378,758 | 0 | 378,758 | 337,593 | 0 | 0 | 337,593 | -41,165 | 12.07.24 works are underway now including ph 2 and will be complete by end of the calendar year 16.01.25 90% complete but some works deferred. Reprofile £134k to 25/26 | 0 |
| TC3136 | Climate Change | 168,300 | -168,300 | 0 | 0 | 0 | 0 | 0 | 0 | 18.02.25 move budget required to new woodland scheme | 0 |
| TC3154 | Solar PV | 422,591 | -246,341 | 176,250 | 176,430 | 0 | 0 | 176,430 | 180 | 12.07.24 5 sites, 3 almost complete and ready for handover, 2 still to do. 9.10.24 all installations complete. Just final paperwork to complete and payment schedule. 18.02.25 move required budget to new woodland scheme | 0 |
| TC3158 | Upgrade Charging point at Castle House | 75,000 | 0 | 75,000 | 74,419 | 0 | 0 | 74,419 | -581 | 09.10.25 Purchase order to go to supplier in October. Scheme due for completion in December 25. Consultation with ICT on power. | 0 |
| TF3227 | Lowdham Flood Alleviation | 200,000 | 0 | 200,000 | 200,000 | 0 | 0 | 200,000 | 0 | 12.07.24 the environment agency are completing the works. Waiting for the draft agreement. 9.10.24 Draft agreement with Legal to be finalised. Reprofile £100k to 25/26. 16.01.25 agreement to be signed for the money to be released. | 0 |
| | CLIMATE AND THE ENVIRONMENT TOTAL | 1,425,880 | -414,641 | 1,011,239 | 991,131 | 0 | 0 | 991,131 | -20,108 | | 5,407 |
| TA1218 | Leisure Equipment Purchase | 626,196 | 0 | 626,196 | 626,196 | 0 | 0 | 626,196 | 0 | 12.07.24 - direct award through ESPO framework, still working through with Legal, anticipating install by October 24 9.10.24 BCLC, NSFC, DLC installations started in September. 16.01.25 installations are now complete. Remaining budget is not required. | 0 |
| TA1221 | SLC Fire Safety Remedial Works | 103,805 | 0 | 103,805 | 89,805 | 0 | 0 | 89,805 | -14,000 | 16.01.25 Reprofile the remaining budget to 25/26 | 14,000 |
| TA1222 | Leisure Centre Provision | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 09.10.24 reprofile the budget to 2025/26 | 0 |
| TA1225 | NSFC Replacement Pool Cover and LED Lights | 71,356 | 0 | 71,356 | 61,171 | 0 | 0 | 61,171 | -10,185 | 9.10.24 x3 quotes required on pool covers, will do a trail in the Gym for the LED lights. Scheme to be carried out in stages. 16.01.25 pool cover is being installed on 18 Feb. awaiting quotes on LED lights. | 0 |

[illegible]

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|---------|---|------------------------|----------------------------|--|---------------------|----------------------------|--------------------------------------|-------------------------------|----------------------------------|--|-------------------|
| TA1223 | Dukeries Changing Places | 100,000 | 0 | 100,000 | 87,663 | 0 | 0 | 87,663 | -12,337 | 12.07.24 at design stage, hope to be on site Dec 24. 9.10.24 out to tender, SOS due 2 December with a 3-4 week build time. 16.01.25 on site, due to finish in January. | 0 |
| TA3053 | Museum Improvements | 35,283 | 0 | 35,283 | 0 | 0 | 0 | 0 | -35,283 | 12.07.24 tudor attic now back in use, plans can be put forward. 9.10.24 working through the plan 16.01.25 expecting to spend £30k in 24/25, reprofile remaining to 25/26. | 35,280 |
| TA3056 | NCWC Tudor Hall | 82,380 | 0 | 82,380 | 74,550 | 0 | 0 | 74,550 | -7,831 | 17.07.24 complete, only £5k retention left to pay in 25/25. | 0 |
| TA3057 | Palace Theatre Emergency Lighting | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 scheme complete | 0 |
| TA3058 | Palace Theatre Fire Alarm Upgrade | 151,145 | 0 | 151,145 | 82,355 | 0 | 0 | 82,355 | -68,790 | 12.07.24 due to start on site 22.07.24 5 week programme. 9.10.24 scheme complete. 16.01.25 invoices currently being finalised, expecting an underspend. 31.03.25 complications with the doors requires contractor to come back early in 2025/26. | 7,380 |
| TA3064 | Palace Theatre Sound Desk | 35,000 | 0 | 35,000 | 31,870 | 0 | 0 | 31,870 | -3,130 | 16.01.25 scheme complete. | 0 |
| TA3065 | Kidney Stones | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16.01.25 tenders due to go out Jan 25, expecting to carry out the works in April 25 when the whether is better - reprofile budget. | 0 |
| TB2256 | Glass Recycling Bin Purchase | 460,139 | 0 | 460,139 | 454,944 | 0 | 0 | 454,944 | -5,196 | 12.07.24 all orders raised and bins required have been received. £74k underspend not required. 14.10.24 final invoice received, budget needs to be increased back to original. | 0 |
| TB3154 | Castle Gatehouse Project | 500,000 | 0 | 500,000 | 327,602 | 0 | 0 | 327,602 | -172,398 | 12.07.24 project will be tendered during the summer for the main build which will inform the required budet profile. To be updated in Q2. Current completion date 2026. TF grant to be spent by March 2026. 9.10.24 out to tender at the moment, due back at the end of October at which point we'll have firmed up costs for the project. 16.01.25 finalising value engineering report due to Cabinet on 18 Feb. | 172,398 |
| | HERITAGE, CULTURE & THE ARTS TOTAL | 1,363,948 | 0 | 1,363,948 | 1,058,983 | 0 | 0 | 1,058,983 | -304,965 | | 215,058 |
| TF3228 | Homeless Hostel | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 scheme complete, review outstanding orders that can be deleted. | 0 |
| TF3267 | Homes for Ukraine | 227,445 | 0 | 227,445 | 225,446 | 0 | 0 | 225,446 | -1,998 | 12.07.24 works ongoing expected completion Sept 24. 9.10.24 scheme complete, finalising final invoices. | 0 |
| TF3268 | Bridging Accomodation | 0 | 0 | 0 | -0 | 0 | 0 | -0 | -0 | | 0 |
| TF6011 | Private Sector Disabled Facilities Grants | 1,034,848 | 0 | 1,034,848 | 899,770 | 0 | 0 | 899,770 | -135,077 | 12.07.24 25 approvals completed to date. 16.01.25 a number of referrals are pending. | 0 |
| TF6012 | Discretionary DFG | 142,783 | 0 | 142,783 | 165,412 | 0 | 0 | 165,412 | 22,630 | 9.10.24 Cabinet approved increase to the discretionary DFG value. 16.01.25 costs here will increase now NCC are no longer topping up grants | 0 |

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|---------|--|------------------------|----------------------------|--|---------------------|----------------------------|--------------------------------------|-------------------------------|--------------------------|---|-------------------|
| TF6807 | Warm Homes on Prescription | 101,759 | 0 | 101,759 | 47,345 | 0 | 0 | 47,345 | -54,414 | 16.07.24 Q1 and Q2 are quieter periods for this scheme, action taken to make the scheme more attractive by working in collaboration with Mansfield District Council to review/update the maximum household income threshold (to reflect inflationary increases and to bring criterion into line with Gov't guidance for similar grant-funded home energy efficiency schemes) and are hopeful more residents will apply going forward. 9.10.24 8 cases completed so far. improved the criteria to attract more demand, review budget in Q3. | 0 |
| | HOUSING TOTAL | 1,506,834 | 0 | 1,506,834 | 1,337,974 | 0 | 0 | 1,337,974 | -168,860 | | 0 |
| TA3061 | Beacon - LED Lights | 78,640 | 0 | 78,640 | 0 | 0 | 0 | 0 | -78,640 | 12.07.24 had to delay the tender process, adjust required to the design, but still anticipated completion by March 25. 9.10.24 tenders will be finalised by December and SOS Jan 25 install by the end of March 25. 16.01.25 due to carry out some more market testing. Reprofile to April 25. | 78,640 |
| TA3060 | Beacon - New Boiler | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | reprofile to next year | 0 |
| TA3286 | Information Technology Investment | 757,133 | 0 | 757,133 | 514,118 | 0 | 0 | 514,118 | -243,015 | 12.07.24 - whole Council hardware and software | 110,700 |
| TC2006 | Land at Bowbridge Road Purchase & Works | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 | -1,000 | 12.07.24 car park works are completed, retention left to pay, no futher budget required. | 0 |
| TC2007 | Clipstone Holding Centre Purchase & Works | 474,064 | 0 | 474,064 | 224,631 | 0 | 0 | 224,631 | -249,433 | 12.07.24 planning app to be submitted by the end of July to be on site by Nov 24. will reprofile budget 9.10.24 Planning app submitted, waiting for validation, tender documents being prepared. SOS expected Feb 25. 16.01.25 scheme is now due to go to planning on 13 Feb 25 subject to highways comments. 31.03.25 planning permission obtained in march 25 tender due to go out June 25. | 249,433 |
| TC2009 | Former Belvoir Iron Works | 900,000 | 0 | 900,000 | -0 | 0 | 0 | -0 | -900,000 | 12.07.24 phase 2 site investigations ongoing. 9.10.24 invetigations not due to finish until January 25, expecting to spend c£900k in 24/25. | 900,000 |
| TC2010 | Purchase Former Ollerton Bank | 161,584 | 0 | 161,584 | 154,752 | 0 | 0 | 154,752 | -6,832 | 17.07.24 purchase meant to complete at end of July 24. 9.10.24 purchased completed on 31st July. | 0 |
| TC3016 | Legionella Remedial Works | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| TC3135 | Works to Buttermarket | 56,357 | 0 | 56,357 | 0 | 0 | 0 | 0 | -56,357 | 9.10.24 lift to be installed in 24/25. 14.10.24 lift refurbishment will be complete by the end of March 25. | 56,360 |
| TC3138 | Lord Hawke Way Remedial Works & Bond | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 scheme complete | 0 |
| TC3142 | Common Lighting at Industrial Estates | 6,138 | 0 | 6,138 | 0 | 0 | 0 | 0 | -6,138 | 12.07.24 remaining budget not required | 0 |
| TC3144 | Fire & Security Rear Entrance Doors at Industrial Units | 4,332 | 0 | 4,332 | 0 | 0 | 0 | 0 | -4,332 | 12.07.24 remaining budget not required | 0 |
| TC3148 | RHH Units Fit Out | 50,676 | 0 | 50,676 | 89,250 | 0 | 0 | 89,250 | 38,575 | 17.07.24 beaumont cross - works still progressing budget increase request. | 0 |
| TC3155 | Security Gates Burma Road, Clipstone, S'well, SOT, SFACC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 remaining budget not required | 0 |

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|---------|---|------------------------|----------------------------|--|---------------------|----------------------------|--------------------------------------|-------------------------------|--------------------------|---|-------------------|
| TC3156 | Jubilee Bridge Works | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -0 | 12.07.24 Project delayed until negotiations with NCC have been resolved. 9.10.24 negotiations continuing with NCC and report due to Cabinet when completed. Reprofile budget into 2025/26 16.01.25 budget to be reduced to £60k and reprofiled to 25/26. | 0 |
| TC3157 | Shower Block Lorry Park | 24,497 | 0 | 24,497 | 24,383 | 0 | 0 | 24,383 | -114 | | 0 |
| TC3160 | 14 Market Place | 93,000 | 0 | 93,000 | 0 | 0 | 0 | 0 | -93,000 | 12.07.24 out to tender in July 24, to start on site end of Sept/Oct 24. may not need full budget initially due to change to recommendation, will update accordingly in Q2. 9.10.24 tender to be awarded in October. Reprofile £200k to 25/26 based on SOS in November/December 24. 16.01.25 report went to December 24 Cabinet, negotiations taking place now, reprofile £60k to 25/26. | 93,000 |
| TG1003 | Housing Regeneration Loan Facility | 5,000,000 | 0 | 5,000,000 | 3,213,500 | 0 | 0 | 3,213,500 | -1,786,500 | 25.07.27 Lowfield Lane works starting this year will spend the full budget. Will review again at Q2 incase this gets pushed back. | 1,786,500 |
| | STRATEGY, PERFORMANCE AND FINANCE TOTAL | 7,607,420 | 0 | 7,607,420 | 4,220,634 | 0 | 0 | 4,220,634 | -3,386,786 | | 3,274,633 |
| TC2011 | Ollerton Regeneration | 500,000 | | | 0 | 0 | 0 | 0 | -500,000 | | 0 |
| TE3250 | Shared Prosperity Fund | 120,440 | 9,000 | 129,440 | 129,555 | 0 | 0 | 129,555 | 115 | 9.10.24 all funding is allocated to external projects and is due for spend by March 25. 16.01.25 forecast to be spent by March for recently awarded projects. | 0 |
| TE3251 | Rural England Prosperity Fund | 654,979 | 0 | 654,979 | 654,915 | 0 | 0 | 654,915 | -64 | 9.10.24 all funding is allocated to external projects and is due for spend by March 25. 16.01.25 grant recipients due to claim remaining funding. | 0 |
| TE3268 | Southern Link Road Contribution | 2,271,824 | 0 | 2,271,824 | 2,278,823 | 0 | 0 | 2,278,823 | 7,000 | 12.07.24 £3m NCC money now due, budget needs to be increased to include again. 9.10.24 still waiting on NCC to send order for £3m which is due to be passed to U&C in line with Grant Agreement. 16.01.25 | -7,000 |
| TI1002 | A1 Overbridge Improvements | 76,000 | 0 | 76,000 | 31,415 | 0 | 0 | 31,415 | -44,585 | | 44,585 |
| TT1000 | Towns Fund - 32 Stodman Street Regeneration | 2,970,866 | 0 | 2,970,866 | 2,367,731 | 0 | 0 | 2,367,731 | -603,134 | 12.07.24 report to cabinet in July 24 to approve additional TF grant to be allocated to the scheme. Delays to programme due to archaeology. 9.10.24 chase up cashflow. Reprofile £2m to 25/26 in the meantime. 16.01.25 bring £150k forward from 25/26 to cover the expected spend. foundations nearing completion and steel frame manufactured, high vault cables diverted and party wall works have commenced, scheme is on track for completion by March 2026. | 603,134 |
| TT1002 | Town Fund - Contribution to IASTI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 waiting on collateral warranties to be signed off before the final payment can be made. | 0 |
| TT1005 | Towns Fund - Cycle Town | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 remaining budget is in relation to S106 money. | 0 |
| TT1006 | Towns Fund - Cultural Heart of Newark | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9.10.24 steven - profile | 0 |
| TT1007 | Towns Fund - Newark Gateway / SISLOG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.07.24 - refer to report | 0 |
| | SUSTAINABLE DEVELOPMENT AND REGENERATION | 6,594,108 | 9,000 | 6,103,108 | 5,462,439 | 0 | 0 | 5,462,439 | -1,140,668 | | 640,719 |
| | TOTALS | 21,200,472 | -405,641 | 20,294,831 | 15,060,468 | 0 | 0 | 15,060,468 | -5,734,363 | | 4,812,465 |

HRA - Spend against budget - Estimated in year

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.03.25 | Variance Over/ Underspend | Comments - Spend to date | Slippage Required |
|--------------------------------------|---|------------------------|----------------------------|--|---------------------|------------------------------|---|-------------------|
| PROPERTY INVESTMENT PROGRAMME | | | | | | | | |
| S91100 | ROOF REPLACEMENTS | 1,100,000 | 0 | 1,100,000 | 1,012,602 | -87,398 | 10.07.24 slowing down spend in August, 77 roofing works completed so far this FY, 55 pitched 22 flat roofs. Expect to spend full budget 10.10.24 completed 146 to the end of September. 13.01.25 £50k minimum needed for Millgate roof, heritage assessment complete works need to be done by year end. 17.03.25 Expecting another £140k invoices to be paid by the end of the week, expecting more work to start before year end, possible accrual needed to carry funds forward. 28.05.25 Under budget due to roofing projects ongoing into 25-26, looking to carry forward to cover the outstanding work | 89,400 |
| S711 | ROOF REPLACEMENTS | 1,100,000 | 0 | 1,100,000 | 1,012,602 | -87,398 | | |
| S91205 | Bathrooms | | 0 | | 0 | 0 | | |
| S91219 | Kitchens | | 0 | | 0 | 0 | | |
| S91218 | Kit & Bathrooms | 2,115,750 | 0 | 2,115,750 | 2,188,124 | 72,374 | 10.07.24 64 total works completed so far, out of a total of 250/300 for the FY. Predicting full budget spend. Contract runs out Nov/Dec 24. 10.10.24 117 completed to mid september. Still on target to spend the full budget. 13.01.25 Expected to spend full budget, PO raised to cover upto end of Feb. 18.03.25 Expected to be over budget. | 0 |
| S712 | KITCHEN & BATHROOM CONVERSIONS | 2,115,750 | 0 | 2,115,750 | 2,188,124 | 72,374 | | |
| S91300 | EXTERNAL FABRIC | 378,000 | 0 | 378,000 | 387,061 | 9,061 | 10.07.24 79 properties with works completed this FY 10.10.24 due to carry out 204 properties, all at 60% or more completion. 13.01.25 Full spend anticipated by end of financial year. | 0 |
| S713 | EXTERNAL FABRIC | 378,000 | 0 | 378,000 | 387,061 | 9,061 | | |
| S91401 | Doors | | 0 | | 0 | 0 | | 0 |
| S91413 | Windows | | 0 | | 0 | 0 | | 0 |
| S91412 | Doors & Windows Works | 214,200 | 0 | 214,200 | 186,734 | -27,466 | 09.07.24 23 total works completed so far, invoice for £37k awaiting. Works speeding up, budget expected to be fully spent. 10.01.25 Work issued, expected to spend £200k in total upto year end. 17.03.25 Current back log on jobs therefore not all £70k committed will be complete by YE. May need to carry forward budget for non completed jobs to 25/26 28.05.25 Underspend due back log of jobs not completed. | 27,470 |
| S714 | DOORS & WINDOWS | 214,200 | 0 | 214,200 | 186,734 | -27,466 | | |
| S91500 | OTHER STRUCTURAL | 553,282 | 0 | 553,282 | 419,581 | -133,701 | 09.07.24 putting in planned schedule for the remainder of the year, 3 works fully completed so far, 20 part completed. Expecting to need additional budget to pick up backlog of works. 13.01.25 New strategy respond & monitor works which has created an additional spend. Expected to need and additional £100k upto end of year. Works are now being progressed. 17.03.25 Project at Victoria Gardens is delayed therefore may need to accrue for remaining contract to be paid on 25/26, approx £50k. 28.05.25 Works still ongoing at Victoria Gardens & Sandhill, propose to carry full underspend forward to over the remaining work. | 133,700 |

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|---------|---------------------|------------------------|----------------------------|--|---------------------|---------------------------|--|-------------------|
| S91535 | DPC Works | 110,000 | 0 | 110,000 | 95,710 | -14,290 | 25.07.24 works starting imminently 10.10.24 Some unforeseen works found, so cost likely to be higher than expected, still within existing budget. 13.01.25 3 live jobs currently, additional spend anticipated as unexpected costs incurred. Expected to fully spend budget to end of year. 17.03.25 works ongoing at Easthorpe, propose to carry forward budget | 14,290 |
| S715 | OTHER STRUCTURAL | 663,282 | 0 | 663,282 | 515,292 | -147,990 | | |
| S93100 | ELECTRICAL | 0 | 0 | 0 | 0 | 0 | | |
| S93115 | Rewires | 843,728 | 0 | 843,728 | 622,424 | -221,304 | 11.07.24 27 property rewires completed so far this FY. Contract finishes in December 24, predicting slight underspend, to review in Q2. 17.01.24 120 property rewires completed this FY. Contract completes end of Feb 25, will be an underspend but possibly needs to be moved to other projects. 21.03.25 Contract ended in Feb, nothing been done since. Expecting approx £195k underspend 28.05.25 Contract ended in February with Shacklocks, new contract due to start in the new FY hence no works completed in between. £10k retention to pay and also invoice to Bamfords for £25,220 relating to works in 24/25, propose to carry forward £35,220 in 25/26. | 35,220 |
| S731 | ELECTRICAL | 843,728 | 0 | 843,728 | 622,424 | -221,304 | | |
| S93300 | Passenger Lifts | 52,500 | 0 | 52,500 | 72,000 | 19,500 | 17.01.25 Expected to fully spend budget by the end of the financial year, possibly may need an additional £5k if any repair works come in. 21.03.25 Final invoice is covered by current PO, not expecting works to complete until April, need manual accrual for remaining £16k on order for works completed to end of March. | 0 |
| S733 | PASSENGER LIFTS | 52,500 | 0 | 52,500 | 72,000 | 19,500 | | |
| S93500 | HEATING | 1,314,174 | 0 | 1,314,174 | 1,337,548 | 23,374 | 09.07.24 hold on payments due to bad performance - expected spend actually around £310k as at end June. 69 jobs complete so far, expecting full spend this FY. 17.01.25 Account with Phoenix needs to be reconciled before any further payments made, expected to fully spend budget before end of FY. Need to check if any o/s invoices and confirm what needs to be spent for rest of FY. 18.03.25 Invoices now being paid, expecting to be £165 underspend depending on remaining jobs in March. | 0 |
| S735 | HEATING | 1,314,174 | 0 | 1,314,174 | 1,337,548 | 23,374 | | |
| S93600 | ENERGY EFFICIENCY | 5,495 | 0 | 5,495 | 0 | -5,495 | | |
| S93622 | PV Invertors | 210,000 | 0 | 210,000 | 49,950 | -160,050 | 25.07.24 using for adhoc energy efficiency works outside of Decarbonisation. Expecting an underspend. Will review in Q2. 21.03.25 No expected further spend, underspend to be utilised elsewhere. 28.05.25 Budget not fully utilised in 24/25 however new contract for servicing starting in 25/26 which will see increased spend, propose to carry over full underspend. | 160,050 |
| S93624 | EE Boilers | 0 | 0 | 0 | 0 | 0 | | 0 |
| S93625 | Thermal Comfort | 67,129 | 0 | 67,129 | 33,330 | -33,799 | 25.07.24 using for adhoc energy efficiency works outside of Decarbonisation. Expecting an underspend. Will review in Q2. 14.10.24 works will be identified following EPCS. 28.01.25 £25k actuals, income needs to be moved to decarb, underspend of £100k | 0 |

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|-------------|--------------------------|------------------------|----------------------------|--|---------------------|---------------------------|---|-------------------|
| S93626 | Decarbonisation | 1,370,260 | 0 | 1,370,260 | 1,456,175 | 85,915 | 10.07.24 41 works completed in first year and 24 completed so far this FY. 40 jobs left to complete in scheme. On track to finish scheme early in Oct/Nov 24. 10.10.24 98 jobs completed, out of 102, waiting on some invoices to be up to date with spend, invoiced for 53 jobs. 15.01.25 Another 4 jobs planned in, plus requests for an additional 4 jobs. Possible additional budget required for additional 4 jobs £44k. 17.03.25 additional jobs to be invoiced for, 4 fully funded and 8 x 50% funded. Additional £90k required to cover. | 0 |
| S93627 | Decarb Devolution | 216,824 | 0 | 216,824 | 245,934 | 29,110 | 10.07.24 Scheme will be finished in September 24. 28 total works completed with 5 still ongoing. Scheme ongoing, expecting £20k overspend - in talks with devolution team to recover this money. 10.10.24 waiting on final invoice then will put in the final claim from Nottingham City Council. 15.01.25 final claim to NCC submitted in December and final payment recieved. Project now complete. 17.03.25 Final payment recieved from NCC, now complete. | 0 |
| S93628 | EPC | 157,500 | 0 | 157,500 | 57,767 | -99,733 | 18.07.24 stock condition survey works around £100k, and EPCs for around £90,000 are a possibility. 15.01.25 Expected to be finished by year end upto the current commitment, expected to be an underspend. Need to review with Simon. REPROFILE 17.03.25 Approx £15 left to pay on remaining PO. Residual budget to be carried forward for planned works 25/26. 28.05.25 Late procurement of contract contributed to underspend, propose to carry forward £95k for ongoing data collection costs. | 99,740 |
| S736 | ENERGY EFFICIENCY | 2,027,208 | 0 | 2,027,208 | 1,843,156 | -184,052 | | |
| S95100 | GARAGE FORECOURTS | | 0 | | 0 | 0 | | 0 |
| S95109 | Garages | | 0 | | 0 | 0 | | 0 |
| S95115 | Resurfacing Works | 61,024 | 0 | 61,024 | 45,296 | -15,728 | 10.07.24 plans to spend some of this budget (around £10k) at Queens Court, purchase order being raised this week. 10.10.24 works at queens court complete. Two further sites in the pipeline, at the moment. 13.01.25 Antipated full spend by year end. 17.03.25 Not expecting any further spend by year end | 0 |
| S751 | GARAGE FORECOURTS | 61,024 | 0 | 61,024 | 45,296 | -15,728 | | |
| S95200 | ENVIRONMENTAL WORKS | 131,658 | 0 | 131,658 | 133,328 | 1,670 | 25.07.24 expecting full budget spend. May be split between other environmental codes | 0 |
| S95203 | Car Parking Schemes | 0 | 0 | 0 | 0 | 0 | | 0 |
| S95208 | Sewerage Treatment Works | 0 | 0 | 0 | 0 | 0 | | 0 |
| S95250 | Communal Lighting | 24,000 | 0 | 24,000 | 0 | -24,000 | 12.07.24 no works identified yet but confident this budget will be spent 17.01.25 PO raised for full amount of budget for HD electrical. Not expecting any further spend. 21.03.25 £24k spent on HD lighting, PO raised on Revenue code, speak to Megan to move actuals, Vince to send breakdowns 28.05.25 No capital spend on communal lighting in 24/25. In 25/26 there is no budget however proose to carry over £24k to pay for PV street light in areas needed. | 24,000 |
| S95252 | Flood Defence Systems | 22,000 | 0 | 22,000 | 14,096 | -7,904 | 12.07.24 no works identified yet but confident this budget will be spent, especially with the flooding we had last year. 28.01.25 To be used for 8b Thorpe Close 03.06.25 New project to start in 25/26 to improve estates. Budget required to be carried forward to assist with this. | 7,910 |

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.03.25 | Variance Over/ Underspend | Comments - Spend to date | Slippage Required |
|---------|-------------------------------------|------------------------|----------------------------|--|---------------------|---------------------------|--|-------------------|
| S95254 | Estate Improvements | 119,000 | 0 | 119,000 | 65,734 | -53,266 | 25.07.24 £70k of the budget will be spent at Gladstone and Vale View with other works yet to be identified. 13.01.25 Authorised £34k spend to come off into actuals, Vale view now in progress. Expect to be fully spent, possibly move to S91100. 17.03.25 Not expecting any further spend by year end 03.06.25 New project to start in 25/26 to improve estates. Budget required to be carried forward to assist with this. | 53,270 |
| S95292 | Communal Areas | 10,500 | 0 | 10,500 | 0 | -10,500 | 12.07.24 no works identified yet but confident this budget will be spent 28.01.25 Possible spend for some works before year end, to be confirmed 03.06.25 New project to start in 25/26 to improve estates. Budget required to be carried forward to assist with this. | 1,060 |
| S95304 | Tithe Barn & Queens Court | 0 | 0 | 0 | 0 | 0 | | 0 |
| S95305 | Boughton Community Hub | 8,000 | 0 | 8,000 | 7,184 | -816 | 12.07.24 finalising last jobs, hub is open to the public 13.01.25 Now complete | 0 |
| S95306 | Ferndale Conversion | 150,000 | 0 | 150,000 | 149,734 | -266 | 15.10.24 started on site in July 24, will be complete within 6 months. 14.01.25 Expected to be fully spent, less the £266 remaining. | 0 |
| S95307 | PV Panels Broadleaves and Gladstone | 217,000 | 0 | 217,000 | 177,193 | -39,807 | 25.07.24 out for procurement at the moment, evaluating mid August. Estimating to start on site in Q3. 16.01.25 Estimated start Feb 25, Awaiting Legal to sign contracts off. Still anticipated to finish before the end of Financial Year. Likely that there will be a small underspend at the end of the year. 17.03.25 Expecting underspend of around £35k due to the contract value being less than original budget. | 0 |
| S95308 | Repairs to CDs from Floods 2324 | 360,617 | 0 | 360,617 | 358,997 | -1,620 | 09.07.24 works started in July on 10 properties and will be complete by end of September 24 ready for letting. Phase 1 was complete last FY in phase 2 now, out of 5 10.10.24 works complete, waiting for final account from contractor. 13.01.25 All works competed, tenants all moved back in, one additional fence needed so expected to fully spend budget. 17.03.25 All works now complete | 0 |
| S95309 | Allenby Road Conversion | 140,000 | 0 | 140,000 | 0 | -140,000 | 23.01.25 Expecting works to start in the next couple of weeks, possible reprofiling into 25/26 once we know what costs are going to come in before the end of FY. 18.03.25 Reprofile to 25/26 | 140,000 |
| S95400 | Void Works | 494,864 | 0 | 494,864 | 336,404 | -158,460 | Speak to Craig. Should be larger spend on Voids due to all of the works being classified as Voids and not rev. 13.01.25 Expected to fully spend remaining budget plus potentially another £50k required to complete works before year end. £32,500 also needs moving into voids from S91218. 18.03.25 All works now done & about to be signed off. Expecting to spend upto current order amounts, should come in on budget. 03.06.25 Approx 50 voids not complete in 25/26, propose to carry over full underspend. 28.05.25 Currently continuing to catch up on outstanind void works, so budget carry forward required. | 158,460 |
| S752 | ENVIRONMENTAL WORKS | 1,677,639 | 0 | 1,677,639 | 1,242,670 | -434,969 | | |
| S97100 | ASBESTOS | 63,000 | 0 | 63,000 | 29,459 | -33,541 | 17.07.24 vacant surveyor works will pick back up once someone is in post 14.10.24 new surveyor starting at the end of October 17.01.25 Expected to fully spend budget for year end. All jobs have PO raised for currently. £10k remaining will be for any additional works that come in. 28.05.25 No surveyor in post between July & November, new surveyor now in post and works picking up. Propose to carry over full underspend due. | 33,540 |

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.03.25 | Variance Over/ Underspend | Comments - Spend to date | Slippage Required |
|---------|------------------------------------|------------------------|----------------------------|--|---------------------|---------------------------|---|-------------------|
| | | | | | | | | |
| S771 | ASBESTOS | 63,000 | 0 | 63,000 | 29,459 | -33,541 | | |
| | | | | | | | | |
| S97200 | FIRE SAFETY | 288,455 | 0 | 288,455 | 137,778 | -150,677 | 17.07.24 vacant surveyor works will pick back up once someone is in post 14.10.24 new surveyor starting at the end of October 17.01.25 Expected to full spend budget before year end. Fire door remedial works to be completed. 03.06.25 Surveyor vacant towards the end of FY, works still to be completed for 24/25 carry forward budget | 150,680 |
| S97218 | Enhanced Fire Risk Assessments | 0 | 0 | 0 | 0 | 0 | | 0 |
| S97221 | Fire Doors Various Locations | 0 | 0 | 0 | 0 | 0 | | 0 |
| | | | | | | | | |
| S772 | FIRE SAFETY | 288,455 | 0 | 288,455 | 137,778 | -150,677 | | |
| | | | | | | | | |
| S97300 | DDA IMPROVEMENTS | | 0 | | 0 | 0 | | |
| | | | | | | | | |
| S773 | DDA IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | | |
| | | | | | | | | |
| S97400 | DISABLED ADAPTATIONS | 0 | 0 | 0 | 0 | 0 | | 0 |
| | | | | | | | | |
| S97416 | Major Adaptations | 815,000 | 0 | 815,000 | 976,201 | 161,201 | 12.07.24 108 completed works. Number of OT1 referrals are record highs. Expecting to spend full budget. 14.10.24 received 226 referrals to date, completed 215. Referrals are being received all the time, therefore budget review required to continue to end of March. 13.01.25 PO raised upto £800k for Matthews & Tannerts, some smaller jobs also committed. Typical spend £80k per month. Possible additional £180k needed upto year end. | 0 |
| | | | | | | | | |
| S97417 | Minor Adaptations | 70,000 | 0 | 70,000 | 60,511 | -9,489 | 12.07.24 142 completed works. Receiving around 40/50 OT1 referrals each month now. Expected to spend full budget. 14.10.24 285 referrals received so far this financial year and completed 275 to date. 13.01.25 December jobs agreed total £8,600 approx. Expected to spend remaining budget plus an additional £8-9k required upto the end of the year. 17.03.25 Requested additional £1.5k into budget to complete jobs for FY end | 0 |
| | | | | | | | | |
| S97418 | Adaptation Stair Lift/Ho | 80,608 | 0 | 80,608 | 81,377 | 769 | 12.07.24 8 completed works for stairlifts/hoists. Expecting to spend full budget. 14.10.24 25 of the 226 major referrals relate to stairlifts and hoists, with 20 complete. 13.10.24 5 new jobs in to be completed for January totalling £14k, included in commitments. Possible that more job may come in before year end increasing the overspend. | 0 |
| | | | | | | | | |
| S774 | DISABLED ADAPTATIONS | 965,608 | 0 | 965,608 | 1,118,090 | 152,482 | | |
| | | | | | | | | |
| S97500 | LEGIONELLA | 55,042 | 0 | 55,042 | 55,042 | -0 | 31.01.25 More assessments expected. 18.03.25 Possible small over spend | 0 |
| | | | | | | | | |
| S775 | LEGIONELLA | 55,042 | 0 | 55,042 | 55,042 | -0 | | |
| | | | | | | | | |
| S98100 | BUILDING SAFETY | 0 | 0 | 0 | 0 | | 17.07.24 currently a vacant surveyor works will pick back up once someone is in post 0 14.10.24 reduce expected spend to cover spend on lightening conductors and structural works 28.01.25 £100k moved to voids | 0 |
| S98105 | Compartmentalisation in Roof Space | 50,489 | 0 | 50,489 | 49,696 | -793 | | 0 |
| | | | | | | | | |
| S781 | BUILDING SAFETY | 50,489 | 0 | 50,489 | 49,696 | -793 | | |
| | | | | | | | | |
| S99100 | PROPERTY INVESTMENT CONTINGENCY | 60,000 | 0 | 60,000 | 0 | -60,000 | 14.10.24 contingency to cover the overspend on structural works | 0 |

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.03.25 | Variance Over/ Underspend | Comments - Spend to date | Slippage Required |
|-------------|--------------------------------------|------------------------|----------------------------|--|---------------------|---------------------------|---|-------------------|
| S99102 | Housing Capital Fees | 576,690 | 0 | 576,690 | 542,264 | -34,426 | Investment team salary underspends in year due to vacancies - 1 x Apprentice surveyor for year & 1 senior investment surveyor. | 0 |
| 5791 | UNALLOCATED FUNDING | 636,690 | 0 | 636,690 | 542,264 | -94,426 | | |
| | SUB TOTAL PROPERTY INVESTMENT | 12,506,789 | 0 | 12,506,789 | 11,385,236 | -1,121,553 | | 1,128,790 |
| | AFFORDABLE HOUSING | | | | | | | |
| SA1031 | Site Acquisition (Inc RTB) | 130,887 | 0 | 130,887 | 130,480 | -407 | 18.07.24 Church Circle to be acquired in the coming months aiming for completion at end of August - cost £160k. Gusto site Station Rd, Collingham is due in Cabinet for spend of £700k. Reprofile the rest of the budget. 9.10.24 Church Circle due to complete now in October. Station Road is progressing but will be a phase 6 site, so costs will be incurred in SA1092. Reprofile £800k to 25/26. 14.01.25 Church circle complete, Station Road same as previous comment. 18.03.25 No further spend | 0 |
| SA1033 | Estate Regeneration | 199,546 | 0 | 199,546 | 182,568 | -16,978 | 14.10.24 Report due to November Cabinet to update Members on the scheme and seek approval to move forward. Planning permission to be determined in December. 17.01.25 Report went to December cabinet and was approved, including the reprofiling of budget, complexities with planning have led to committee date expected early 2025. 18.03.25 Not expecting any further spend other than what's already committed. Reprofile to 25.26. | 16,980 |
| SA1037 | Purchase of 20F Lombard Street | 105,500 | 0 | 105,500 | 110,275 | 4,775 | 15.01.25 Purchase of lease now complete, budget fully spent. | 0 |
| SA1047 | New Build Contingency | 52,483 | 0 | 52,483 | 0 | -52,483 | 18.07.24 budget available for contingency. 31.03.25 Add in underspends on other clusters. | 354,900 |
| SA1048 | Boughton Extra Care | 39,566 | 0 | 39,566 | 0 | -39,566 | 18.07.24 carrying out defects, quotes due in for works to be done before December 24. Excess budget is retention from North Midland Constructin went into administration. add remaining budget to phase 6. 14.01.25 End of defects work still to be carried out, awaiting quote for this. 18.03.25 Awaiting quotes for end of defects, not going to be spend by YE, carry forward budget for 25/26 | 39,560 |
| SA1080 | Phase 5 | 20,909 | 0 | 20,909 | -0 | -20,909 | 18.07.24 complete, some orders have been closed, other spend can be moved to phase 6. 14.01.25 Review and update what needs to be moved. 18.03.25 £45k recharges, £20k o/s order, reallocate costs to 6 clusters | 0 |
| SA1081 | Phase 5 Cluster 1 | 1,280,199 | 0 | 1,280,199 | 1,314,947 | 34,748 | 18.07.24 1 site complete in Gateskill, Edwinstowe, anticipate remaining sites to be complete Sept 24. 14.01.25 Still on site at Kings Court. Review and update required. 17.03.25 Now complete, order increased by £21,167.52 for retention. Expected to be £18k over budget with retention. | 0 |
| SA1082 | Phase 5 Cluster 2 | 779,293 | 0 | 779,293 | 634,916 | -144,377 | 18.07.24 1 site complete, remaining sites to be complete by the end of 2024. 14.01.25 Wolfpit C to be completed in 25/26 reprofile £51,825 into 25/26 18.03.25 GRN's to be added for spend, expected accrual needed for works carried out up to 31 March. | 144,380 |
| SA1083 | Phase 5 Cluster 3 | 490,136 | 0 | 490,136 | 183,222 | -306,914 | 18.07.24 anticipate completion in Aug 2024 15.10.24 cluster included a site now being delivered in phase 6. 14.01.25 Land at southwell complete, just retention left to pay. Move rest to contingency. 18.03.25 £6,791.02 retention to pay. Rest needs to be moved to other phases. | 0 |
| SA1084 | Phase 5 Cluster 4 | 1,576,633 | 0 | 1,576,633 | 1,227,054 | -349,579 | 18.07.24 cluster to be complete by March 25 14.01.25 On track to complete this financial year. 18.03.25 Some orders to close. Remaining budget to be carried forward as work is still ongoing into 25/26 | 349,580 |

| Project | Capital Description | Current Revised Budget | Future proposed Variations | Revised Budget including Variations for Approval | Actuals to 31.03.25 | Variance Over/ Underspend | Comments - Spend to date | Slippage Required |
|---------|-------------------------------|------------------------|----------------------------|--|---------------------|---------------------------|---|-------------------|
| SA1085 | Phase 5 Cluster 5 | 759,867 | 0 | 759,867 | 699,826 | -60,041 | 18.07.24 Cluster to be complete by March 25. 14.01.25 Still on track to complete 24/25 18.03.25 To be completed by 31/03, £81,920.19 left to pay. Approx £100k underspend to be carried forward or into contingency. | 0 |
| SA1086 | Phase 5 Cluster 6 | 974,639 | 0 | 974,639 | 972,834 | -1,805 | 18.07.24 1 site complete, final site completion around Oct 24 - move spend to phase 6. 14.01.25 Eton ave complete, still some spend left. Hawton Lane complete. 18.03.25 Order needs to be increased by £10k, expected o be £20k over. | 0 |
| SA1087 | Phase 5 Cluster 7 | 0 | 0 | 0 | -0 | -0 | 18.07.24 complete just retention left to pay 14.01.25 retention to be paid before end of 24/25 18.03.25 Retention paid, order decommitted, expected £400 overspend. | 0 |
| SA1090 | Phase 6 | 605,750 | 0 | 605,750 | 18,970 | -586,780 | 18.07.24 works to begin on South Crescent in Aug/Sept 24 and buying 8 S106 dwellings in Collingham that should total £771k 15.10.24 reallocate costs to correct cluster. 14.01.25 Order on SA1090 needs to be moved to SA1091, expected to be complete by April 25. 18.03.25 Ongoing into 25/26, some budget to be moved into cluster 1. | 586,780 |
| SA1091 | Phase 6 Cluster 1 | 682,250 | 0 | 682,250 | 517,463 | -164,787 | 15.10.24 South Crescent, started on site Aug/Sept 24, works to be completed by the end of this financial year. 14.01.25 Expected to fully spend budget this FY, works still due to be completed 24/25. 18.03.25 Ongoing into 25/26 expected spend £585k overall | 164,790 |
| SA1092 | Phase 6 Cluster 2 | 200,000 | 0 | 200,000 | 0 | -200,000 | 15.10.24 S106 Properties in Collingham approved at Cabinet on 23 July. 14.01.25 Awaiting S106 agreement currently with Legal. Reprofile £50k to 25/26. 18.03.25 No spend before YE, reprofile total to 25/26. | 200,000 |
| SC2000 | Careline Analogue to Digital | 266,765 | 0 | 266,765 | 266,765 | 0 | 18.07.24 works are progressing well on the current replacement. 13.01.25 Not expecting any further spend in 24/25. Underspend to be reprofiled to 25/26 as spend will come in April. | 0 |
| SC2002 | New Housing Management System | 250,000 | 0 | 250,000 | 231,288 | -18,712 | 24.07.24 Project is progressing at pace, the confidence level of meeting May 25 go live for phase 1 is in the 80-85% as reported to the project board. Experienced multiple risks from the risk register, mitigating to the best of abilities and capacity. It is expected that the majority of project costs will be confirmed in the next 3-4 months once the two key integrations are fully scoped with third party costs confirmed. Review in Q2 for any reprofiles. Decisions around hitting go live dates are expected to be made in late 2024 with final option for delay due in Feb 25 when final user testing is undertaken 17.01.25 Project costs not yet confirmed, possible that some costs will need to be reprofiled into 25/26. £18k costs expected before end of FY plus staff recharge costs for Q3 & Q4 (£77k). Project expected to go live as planned in May 25. 24.03.25 Order raised for £21 approx, will be GRN'd before year end. Staffing cost to be recharged plus a small amount of overtime £2k approx. Remaining budget to be carried forward to 25/26. | 18,712 |
| | SUB TOTAL AFFORDABLE HOUSING | 8,414,423 | 0 | 8,414,423 | 6,490,609 | -1,923,815 | | 1,875,682 |
| | | | | | | | | |
| | TOTAL HOUSING REVENUE ACCOUNT | 20,921,212 | | 20,921,212 | 17,875,845 | -3,045,367 | | 3,004,472 |

General Fund Reserves

Appendix G

| Description | Balance as at 31st March | Budgeted Movement | Balance as at 1st April | Transfer from | Transfer to | Revised Balance | Commitments | Remaining Balance |
|-------------------------------------|-----------------------------|----------------------|----------------------------|---------------|----------------|-----------------|---------------|----------------------|
| MTFP Reserve | (8,461,368.02) | 199,450.00 | (8,261,918.02) | 0.00 | (750,000.00) | (9,011,918.02) | 5,696,000.00 | (3,315,918.02) |
| Collection Fund Budget | (1,377,234.98) | 0.00 | (1,377,234.98) | 1,377,234.98 | 0.00 | (0.00) | 0.00 | (0.00) |
| Budget funding reserve | (9,838,603.00) | 199,450.00 | (9,639,153.00) | 1,377,234.98 | (750,000.00) | (9,011,918.02) | 5,696,000.00 | (3,315,918.02) |
| Election Expenses Fund | (115,247.07) | 0.00 | (115,247.07) | 0.00 | (40,700.00) | (155,947.07) | 0.00 | (155,947.07) |
| Insurance & Risk Management Fund | (106,895.00) | 0.00 | (106,895.00) | 16,895.00 | (34,089.35) | (124,089.35) | 0.00 | (124,089.35) |
| ICT & Digital Services | (110,325.00) | 0.00 | (110,325.00) | 0.00 | (158,576.06) | (268,901.06) | 158,576.06 | (110,325.00) |
| Repairs And Renewals Fund | (2,463,790.89) | 0.00 | (2,463,790.89) | 831,185.12 | (754,202.00) | (2,386,807.77) | 238,607.93 | (2,148,199.84) |
| Domestic Homicide Review | (9,820.00) | 0.00 | (9,820.00) | 0.00 | (51,000.00) | (60,820.00) | 0.00 | (60,820.00) |
| Training Provision | (281,300.00) | 0.00 | (281,300.00) | 57,584.54 | (169,610.00) | (393,325.46) | 61,054.46 | (332,271.00) |
| Planning Costs Fund | (201,140.00) | 0.00 | (201,140.00) | 109,875.06 | (100,000.00) | (191,264.94) | 51,324.94 | (139,940.00) |
| CSG/Enforcement Reserve | (95,236.76) | 0.00 | (95,236.76) | 7,500.00 | (17,462.49) | (105,199.25) | 16,750.00 | (88,449.25) |
| Management Carry Forwards | (770,808.48) | 0.00 | (770,808.48) | 694,678.00 | (888,915.35) | (965,045.83) | 965,045.83 | 0.00 |
| Flood Defence Reserve | (250,000.00) | 0.00 | (250,000.00) | 30,000.00 | 0.00 | (220,000.00) | 100,000.00 | (120,000.00) |
| NNDR Volatility Reserve | (500,000.00) | 0.00 | (500,000.00) | 500,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Initiative Fund | (110,888.18) | 0.00 | (110,888.18) | 10,000.00 | 0.00 | (100,888.18) | 0.00 | (100,888.18) |
| Asset Maintenance Fund | (350,550.00) | 0.00 | (350,550.00) | 350,550.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital Project Feasibility Fund | (223,011.00) | (160,000.00) | (383,011.00) | 105,292.00 | 0.00 | (277,719.00) | 164,509.00 | (113,210.00) |
| Community Engagement | (41,891.30) | 0.00 | (41,891.30) | 41,891.30 | 0.00 | (0.00) | 0.00 | (0.00) |
| Theatre Centenary Legacy | (17,320.79) | 0.00 | (17,320.79) | 0.00 | (1,374.72) | (18,695.51) | 0.00 | (18,695.51) |
| Commercial Plan Invest to Save | (200,000.00) | 0.00 | (200,000.00) | 0.00 | 0.00 | (200,000.00) | 0.00 | (200,000.00) |
| Workforce Development Reserve | (169,610.00) | 0.00 | (169,610.00) | 169,610.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Capital Financing Provision | (1,270,242.71) | (579,500.00) | (1,849,742.71) | 532,838.35 | (1,975,512.00) | (3,292,416.36) | 1,410,300.00 | (1,882,116.36) |
| Earmarked for Known Pressure | (7,288,077.18) | (739,500.00) | (8,027,577.18) | 3,457,899.37 | (4,191,441.97) | (8,761,119.78) | 3,166,168.22 | (5,594,951.56) |
| Building Control Surplus | (61,839.00) | 0.00 | (61,839.00) | 0.00 | (20,703.18) | (82,542.18) | 0.00 | (82,542.18) |
| Museum Purchases Fund | (58,298.85) | 0.00 | (58,298.85) | 0.00 | (2,435.25) | (60,734.10) | 0.00 | (60,734.10) |
| Community Safety Fund | (136,507.99) | 0.00 | (136,507.99) | 2,500.00 | 0.00 | (134,007.99) | 0.00 | (134,007.99) |
| Homelessness Fund | (110,768.98) | (254,420.00) | (365,188.98) | 259,337.00 | (565,630.00) | (671,481.98) | 0.00 | (671,481.98) |
| Revenue Grants Unapplied | (976,830.41) | 0.00 | (976,830.41) | 495,163.48 | (203,885.55) | (685,552.48) | 231,190.12 | (454,362.36) |
| Residential Food Waste | 0.00 | 0.00 | 0.00 | 0.00 | (260,040.09) | (260,040.09) | 0.00 | (260,040.09) |
| Energy & Home Support Reserve | (103,171.00) | 0.00 | (103,171.00) | 103,171.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Emergency Planning/Flooding Reserve | (60,000.00) | 0.00 | (60,000.00) | 26,128.81 | 0.00 | (33,871.19) | 33,871.19 | 0.00 |
| Community Lottery Fund | (18,078.25) | 0.00 | (18,078.25) | 0.00 | (3,144.55) | (21,222.80) | 0.00 | (21,222.80) |
| Homes for Ukraine Fund | (353,255.84) | 0.00 | (353,255.84) | 5,000.00 | 0.00 | (348,255.84) | 0.00 | (348,255.84) |
| Energy Efficiency East Midlands | 0.00 | 0.00 | 0.00 | 10,000.00 | (108,555.35) | (98,555.35) | 0.00 | (98,555.35) |
| Mansfield Crematorium | (158,385.63) | 0.00 | (158,385.63) | 0.00 | (942.54) | (159,328.17) | 0.00 | (159,328.17) |
| Ringfenced | (2,037,135.95) | (254,420.00) | (2,291,555.95) | 901,300.29 | (1,165,336.51) | (2,555,592.17) | 265,061.31 | (2,290,530.86) |
| Change Management/Capital Fund | (11,986,697.21) | 0.00 | (11,986,697.21) | 1,335,196.17 | (3,135,432.59) | (13,786,933.63) | 11,417,729.50 | (2,369,204.13) |
| Gen Fund Bal Bfwd | (1,500,000.00) | 0.00 | (1,500,000.00) | 0.00 | 0.00 | (1,500,000.00) | 0.00 | (1,500,000.00) |
| Un-ringfenced | (13,486,697.21) | 0.00 | (13,486,697.21) | 1,335,196.17 | (3,135,432.59) | (15,286,933.63) | 11,417,729.50 | (3,869,204.13) |
| | (32,650,513.34) | (794,470.00) | (33,444,983.34) | 7,071,630.81 | (9,242,211.07) | (35,615,563.60) | 20,544,959.03 | (15,070,604.57) |

HRA Reserves

Appendix H

| Description | Balance as at 31st March | Budgeted Movement | Balance as at 1st April | Transfer from | Transfer to | Revised Balance | Commitments | Remaining Balance |
|---|-----------------------------|----------------------|----------------------------|---------------|----------------|-----------------|--------------|----------------------|
| HRA Decent Homes Reserve | (1,500,000.00) | 0.00 | (1,500,000.00) | 0.00 | 0.00 | (1,500,000.00) | 0.00 | (1,500,000.00) |
| HRA Unused Efficiency Savings | (999,870.83) | 0.00 | (999,870.83) | 50,000.57 | (358,000.00) | (1,307,870.26) | 270,000.00 | (1,037,870.26) |
| HRA Service Improvement | (905,218.51) | 0.00 | (905,218.51) | 22,395.09 | (978,019.58) | (1,860,843.00) | 1,245,624.49 | (615,218.51) |
| HRA Regulatory Compliance / Modernisation | (250,000.00) | 0.00 | (250,000.00) | 0.00 | 0.00 | (250,000.00) | 0.00 | (250,000.00) |
| HRA Health And Safety | (364,299.03) | 0.00 | (364,299.03) | 0.00 | 0.00 | (364,299.03) | 0.00 | (364,299.03) |
| HRA Management Carry Forwards | (56,450.00) | 0.00 | (56,450.00) | 56,450.00 | (233,413.00) | (233,413.00) | 233,413.00 | 0.00 |
| HRA Insurance Fund | (50,000.00) | 0.00 | (50,000.00) | 0.00 | 0.00 | (50,000.00) | 0.00 | (50,000.00) |
| HRA Staffing & Pay Reserve | (100,000.00) | 0.00 | (100,000.00) | 13,925.60 | 0.00 | (86,074.40) | 57,344.40 | (28,730.00) |
| Earmarked for Known Pressure | (4,225,838.37) | 0.00 | (4,225,838.37) | 142,771.26 | (1,569,432.58) | (5,652,499.69) | 1,806,381.89 | (3,846,117.80) |
| HRA Working Balance | (2,000,000.00) | | (2,000,000.00) | 0.00 | 0.00 | (2,000,000.00) | 0.00 | (2,000,000.00) |
| Un-ringfenced | (2,000,000.00) | 0.00 | (2,000,000.00) | 0.00 | 0.00 | (2,000,000.00) | 0.00 | (2,000,000.00) |
| Total HRA Reserves | (6,225,838.37) | 0.00 | (6,225,838.37) | 142,771.26 | (1,569,432.58) | (7,652,499.69) | 1,806,381.89 | (5,846,117.80) |



BARNETT
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beyond the expected

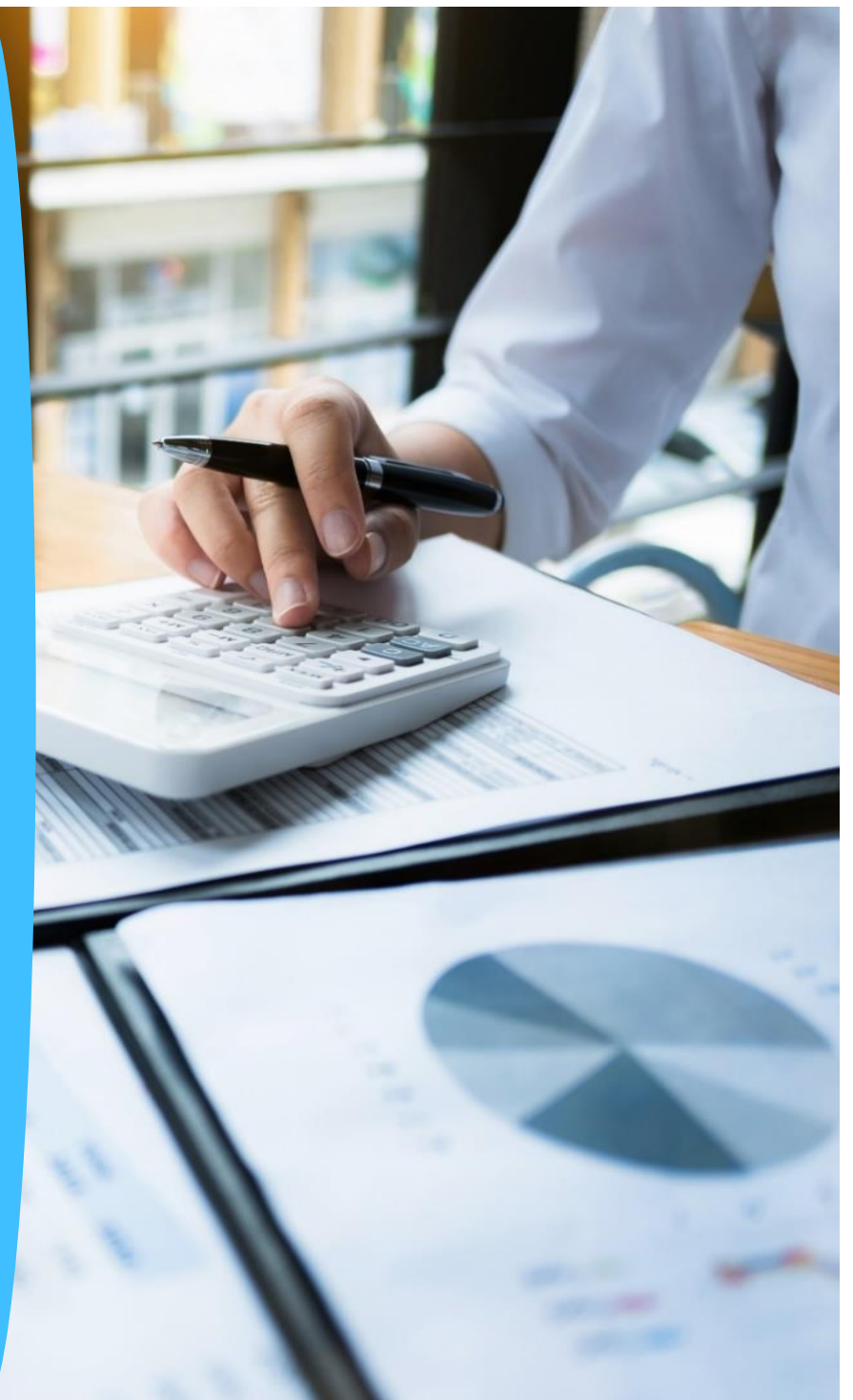
Nottinghamshire Pension Fund

(3) Newark & Sherwood District Council

IAS19 Report as at 31 March 2025

Agenda Page 42

23 May 2025



Introduction

We have been instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS). These benefits are provided to employees of Newark & Sherwood District Council (the Employer) as at 31 March 2025. We have taken account of current LGPS Regulations, as amended, as at the date of this report.

This report should be read in conjunction with the 31 March 2025 accounting briefing note. The figures contained in this report are in respect of the Employer's pension obligations under the LGPS as at 31 March 2025. IAS19 also requires the disclosure of any other employer provided pension benefits which are not paid from the Fund itself. We have only valued such additional liabilities, which would not be covered in the formal LGPS valuation, to the extent that they have been notified to us and are as disclosed in the data section of this report.

[Please use this link to access the 31 March 2025 accounting briefing note if you have not obtained a copy.](#)

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings. Full details of the benefits being valued are as set out in the Regulations and summarised on the LGPS website.

This report is addressed to the Fund, and is provided in our capacity as Fund Actuary to the Fund. The report may be shared with the Employer, provided that it is shared in its entirety, but it does not constitute advice to them. The Employer may also share the information contained in this report with their auditor, but BW neither assumes nor owes any duty or responsibility to any third party who relies on that information. Any liability to any third party is expressly disclaimed to the fullest extent permitted by law.

Barnett Waddingham does not provide, and shall not be responsible for, accounting or audit advice. From time to time, we may comment or otherwise give an opinion on any information, documentation, and/or guidance provided to us by or on behalf of the Fund. The Fund shall not rely on any such comment or opinion to make (or refrain from making) any decision or take (or refrain from taking) any action.

This report reflects our understanding of the relevant accounting and audit standards in force at the date of this report. It complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as issued by the Financial Reporting Council (FRC).

Please note that we have incorporated an asset ceiling into the Employer's balance sheet. Further details of the approach taken are given later in this report.

This report supersedes previous versions of this report and has been updated to reflect the actual whole fund asset information at 31 March 2025, which wasn't available when the initial report was requested. We have also allowed for the inflation experience up to March 2025 (compared to the previous report in which inflation experience was allowed for up to February 2025). This report has also been revised to remove some typographical errors throughout the document.

We would be pleased to answer any questions arising from this report.



Lucy Byrne FIA
Actuary

Data used

We have used the following items of data which we received from the administering authority and the Employer via the use of MS Forms:

| | |
|---|---------------|
| Results of the latest valuation as at | 31 March 2022 |
| Results of the previous IAS19 report (v3) as at | 31 March 2024 |
| Fund asset statement as at | 31 March 2025 |
| Fund income and expenditure items to | 31 March 2025 |
| Employer income and expenditure items to | 31 March 2025 |
| Details of any new unreduced early retirement payments to | 31 March 2025 |
| Details of any settlements to/from the Employer for the period to | 31 March 2025 |

The data has been checked for reasonableness, including consistency with previous valuation data where relevant, and the data is within tolerances for the purposes of this report.

Although some estimation of the data to the accounting date may be required, we do not believe it is likely to be significant to the results in this report.

We have not been notified of any significant changes or events since we received the data.

Employer membership statistics

The table below summarises the membership data at 31 March 2022 from the latest valuation for members receiving funded benefits, and as at 31 March 2022 for any members receiving unfunded benefits.

| Member data summary | Number | Salaries/Pensions £000s | Average age (salary/pension weighted) |
|---------------------|--------|----------------------------|---|
| Actives | 552 | 14,192 | 46 |
| Deferred pensioners | 808 | 1,863 | 51 |
| Pensioners | 771 | 4,632 | 72 |
| Unfunded pensioners | 87 | 175 | 80 |

Employer payroll

The total pensionable payroll and projected payroll for the Employer is set out below and is based on information provided to us by the administering authority. This has been used to calculate the service cost and projected service cost respectively.

| | |
|---|-------------|
| Estimated payroll for the year to 31 March 2025 | £19,810,000 |
| Projected payroll for the year to 31 March 2026 | £20,217,000 |

Scheduled contributions

The table below summarises the minimum employer contributions due from the Employer to the Fund over this inter-valuation period. The Employer may pay further amounts at any time. Future contributions may be adjusted on a basis approved by us.

| | Primary rate | Secondary rate for period beginning: | | | Minimum employer contributions due for the period beginning: | | |
|------------------------------|--------------|--------------------------------------|------------|------------|--|------------|------------|
| | | 1 Apr 2023 | 1 Apr 2024 | 1 Apr 2025 | 1 Apr 2023 | 1 Apr 2024 | 1 Apr 2025 |
| Total percent of payroll | 18.6% | 0.0% | 0.0% | 0.0% | 18.6% | 18.6% | 18.6% |
| plus monetary amount (£000s) | | 459 | 477 | 495 | 459 | 477 | 495 |

Funding approach

The Employer currently participates in the Newark & Sherwood District Council pool with other employers in order to share experience of risks they are exposed to in the Fund. At the 2022 valuation, the deficit for the whole pool was calculated and allocated to each employer in proportion to their value of liabilities. The next reallocation will be carried out at the 2025 valuation, should the Employer remain in the pool. Each employer within the pool pays a contribution rate based on the cost of benefits of the combined membership of the pool.

Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2025 is calculated to be 3.78% based on the Fund asset statements and Fund cashflows as set out in the Data section preceding this section.

The Employer's share of the assets of the Fund is approximately 1.92%.

The estimated asset allocation for the Employer at 31 March 2025 and 31 March 2024 is as follows (noting that due to rounding they may not total 100%):

| Asset breakdown | 31 Mar 2025 | | 31 Mar 2024 | |
|----------------------------|----------------|-------------|----------------|-------------|
| | £000s | % | £000s | % |
| Public Equities | 72,294 | 52% | 81,967 | 60% |
| Gilts | 11,580 | 8% | 3,246 | 2% |
| Other bonds | 8,971 | 6% | 6,724 | 5% |
| Property | 14,296 | 10% | 14,409 | 11% |
| Cash/temporary investments | 7,595 | 5% | 8,160 | 6% |
| Inflation Plus | 9,647 | 7% | 6,894 | 5% |
| Infrastructure | 10,219 | 7% | 9,799 | 7% |
| Private Equities | 4,855 | 3% | 4,340 | 3% |
| Total | 139,457 | 100% | 135,539 | 100% |

The table below sets out the percentages of the Fund's assets held in each asset class at 31 March 2025 (split by those that have a quoted market price in an active market, and those that do not).

| Asset breakdown | | 31 March 2025 | |
|--------------------------------------|-----------|---------------|------------|
| | | % Quoted | % Unquoted |
| Fixed Interest Government Securities | UK | 3% | - |
| | Overseas | - | - |
| Index Linked Government Securities | UK | 5% | - |
| | Overseas | - | - |
| Corporate Bonds | UK | 2% | - |
| | Overseas | 5% | - |
| Equities | UK | 15% | 0% |
| | Overseas | 37% | - |
| Property | | - | 10% |
| Private Equity | | - | 3% |
| Infrastructure | | - | 7% |
| Unit Trust Infl Linked | | - | 7% |
| Credit | | - | 3% |
| Cash/Temporary Investments | | - | 2% |
| Net Current Assets | Debtors | - | 0% |
| | Creditors | - | -0% |
| Total | | 67% | 33% |

We do not have any further detail on the current asset allocation of the Fund; we suggest that if further information is required the administering authority is contacted in the first instance.

Actuarial methods and assumptions

Details of the actuarial methods and derivation of the assumptions used can be found in the 31 March 2025 briefing note issued alongside this report unless noted otherwise below. The key assumptions used are set out below.

| Financial assumptions | 31 Mar 2025 | 31 Mar 2024 | 31 Mar 2023 |
|-------------------------|-------------|-------------|-------------|
| | p.a. | p.a. | p.a. |
| Discount rate | 5.80% | 4.90% | 4.80% |
| Pension increases (CPI) | 2.90% | 2.90% | 2.90% |
| RPI inflation | 3.20% | 3.25% | 3.30% |
| Salary increases | 3.90% | 3.90% | 3.90% |

Projected unit method is used in our calculations.

We have allowed for actual ONS CPI inflation observed between February 2024 and March 2025. This is reflected in the Experience loss/(gain) on defined benefit obligation figure in the results.

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2022, except for an update of the CMI projection model. Details of the post retirement mortality assumption are set out below; further details of the demographic assumptions adopted can be found in the briefing note corresponding to this report, and the Fund's actuarial valuation report.

| Post retirement mortality | 31 Mar 2025 | 31 Mar 2024 |
|-------------------------------|-------------|-------------|
| Base table | S3PA | S3PA |
| Multiplier (M/F) | 115% / 110% | 115% / 110% |
| Future improvements model | CMI_2023 | CMI_2022 |
| Long-term rate of improvement | 1.25% p.a. | 1.25% p.a. |
| Smoothing parameter | 7.0 | 7.0 |
| Initial addition parameter | 0.0% p.a. | 0.0% p.a. |
| 2020 weight parameter | 0% | 0% |
| 2021 weight parameter | 0% | 0% |
| 2022 weight parameter | 15% | 25% |
| 2023 weight parameter | 15% | n/a |

The assumed life expectancies, based on the assumptions set out above, are set out in the table below:

| Life expectancy from age 65 (years) | | 31 Mar 2025 | 31 Mar 2024 |
|-------------------------------------|---------|-------------|-------------|
| Retiring today | Males | 20.4 | 20.4 |
| | Females | 23.3 | 23.3 |
| Retiring in 20 years | Males | 21.7 | 21.7 |
| | Females | 24.7 | 24.7 |

Employer duration

The estimated Macaulay duration of the Employer's liabilities as at the accounting date using the assumptions set out above is 15 years.

Past service costs

Past service costs arise if member benefits are introduced, withdrawn or changed. For example, an award of additional discretionary benefits such as added years by a member would be considered a past service cost. We are not aware of any additional benefits which were granted over the year ending 31 March 2025.

Curtailments

Over the year, we understand that one former employee became entitled to unreduced early retirement benefits. The capitalised cost of the additional benefits on IAS19 compliant assumptions is calculated at £14,000. This figure has been included within the service cost in the statement of profit and loss.

Settlements

We are not aware of any liabilities being settled at a cost materially different to the accounting reserve during the year, which has been confirmed by the Fund.

Results

| Balance sheet | As at 31 Mar 2025 £000s | As at 31 Mar 2024 £000s | As at 31 Mar 2023 £000s |
|--|---------------------------------|---------------------------------|-------------------------------|
| Net pension asset in the statement of financial position | | | |
| Present value of the defined benefit obligation | 130,966 | 145,832 | 143,192 |
| Fair value of Fund assets (bid value) | 139,457 | 135,539 | 125,110 |
| Deficit / (Surplus) | (8,491) | 10,293 | 18,082 |
| Impact of asset ceiling | 15,357 | - | - |
| Unrecognised past service cost | - | - | - |
| Present value of unfunded obligation | 1,379 | 1,549 | 1,649 |
| Net defined benefit liability / (asset) | 8,245 | 11,842 | 19,731 |
| The amounts recognised in the profit and loss statement | Year to 31 Mar 2025 £000s | Year to 31 Mar 2024 £000s | |
| Service cost | 3,503 | 3,386 | |
| Net interest on the defined benefit liability / (asset) | 476 | 853 | |
| Administration expenses | 68 | 61 | |
| Total loss / (profit) | 4,047 | 4,300 | |

For the purposes of our calculations, we distribute Fund administration expenses amongst the employers in the Fund in proportion to their individual asset shares.

| Remeasurement of the net assets / (defined benefit liability) in other comprehensive income | Year to 31 Mar 2025 £000s | Year to 31 Mar 2024 £000s |
|---|---------------------------------|---------------------------------|
| Return on Fund assets in excess of interest | (1,512) | 4,573 |
| Other actuarial gains / (losses) on assets | - | - |
| Change in financial assumptions | 19,871 | 2,367 |
| Change in demographic assumptions | 382 | 2,034 |
| Experience gain / (loss) on defined benefit obligation | (64) | (793) |
| Changes in impact of asset ceiling | (15,357) | - |
| Remeasurement of the net assets / (defined benefit liability) | 3,320 | 8,181 |

Investment expenses are included in return on Fund assets in excess of interest.

| Reconciliation of opening & closing balances of the present value of the defined benefit obligation | Year to 31 Mar 2025 £000s | Year to 31 Mar 2024 £000s |
|---|---------------------------------|---------------------------------|
| Opening defined benefit obligation | 147,381 | 144,841 |
| Current service cost | 3,489 | 3,386 |
| Interest cost | 7,090 | 6,856 |
| Change in financial assumptions | (19,871) | (2,367) |
| Change in demographic assumptions | (382) | (2,034) |
| Experience loss/(gain) on defined benefit obligation | 64 | 793 |
| Liabilities assumed / (extinguished) on settlements | - | - |
| Estimated benefits paid net of transfers in | (6,579) | (5,147) |
| Past service costs, including curtailments | 14 | - |
| Contributions by Scheme participants and other employers | 1,289 | 1,198 |
| Unfunded pension payments | (150) | (145) |
| Closing defined benefit obligation | 132,345 | 147,381 |

The experience loss/(gain) on the defined benefit obligation includes £64,000 in respect of the allowance for actual CPI inflation over the accounting period.

| Reconciliation of opening & closing balances of the fair value of Fund assets | Year to 31 Mar 2025 £000s | Year to 31 Mar 2024 £000s |
|---|---------------------------------|---------------------------------|
| Opening fair value of Fund assets | 135,539 | 125,110 |
| Interest on assets | 6,614 | 6,003 |
| Return on assets less interest | (1,512) | 4,573 |
| Other actuarial gains/(losses) | - | - |
| Administration expenses | (68) | (61) |
| Contributions by employer including unfunded | 4,324 | 4,008 |
| Contributions by Scheme participants and other employers | 1,289 | 1,198 |
| Estimated benefits paid including unfunded net of transfers in | (6,729) | (5,292) |
| Settlement prices received / (paid) | - | - |
| Closing fair value of Fund assets | 139,457 | 135,539 |

Investment expenses are included in actual return on assets in excess of interest.

| Reconciliation of change in impact of asset ceiling | Year to 31 Mar 2025 £000s | Year to 31 Mar 2024 £000s |
|---|---------------------------------|---------------------------------|
| Opening impact of asset ceiling | - | - |
| Interest on impact of asset ceiling | - | - |
| Actuarial losses / (gains) | 15,357 | - |
| Closing impact of asset ceiling | 15,357 | - |

The asset ceiling is the present value of any economic benefit available to the Employer in the form of refunds or reduced future employer contributions. Our calculation of the asset ceiling has followed our interpretation of IFRIC14.

Our calculations assume that:

- The Employer does not have a right to a refund of surplus at the level required by the accounting standard. Any surplus recognised is based on the economic benefit from a reduction in contributions.
- The Employer is a scheduled body and assumed to participate indefinitely.
- The requirement for the employer to make contributions to the Fund is considered to be a minimum funding requirement (MFR). For the period beyond the existing Rates and Adjustments certificate, our best estimate is that the existing rates remain in force. This is based on the fund actuary's methodology which is designed to provide a stable contribution rate, and also the lack of any other readily available figure.

In broad terms our analysis shows that:

- The potential economic benefit from the reduction in future contributions has been calculated to be nil. Since this is less than the unadjusted net asset of £8,491k, the initial impact of the asset ceiling is £8,491k.
- The Employer is currently paying deficit contributions towards a funding deficit. We have assessed this minimum funding requirement and calculate that it constitutes an onerous funding commitment. There is an additional liability of £6,866k to be recognised.
- The unadjusted funded surplus is £8,491k. There is an initial impact from an asset ceiling of £8,491k, plus an additional liability of £6,866k. The final funded net asset to be recognised is -£6,866k.
- In addition, there is an unfunded liability of £1,379k. The final deficit to be recognised is £8,245k.

| Sensitivity analysis | £000s | £000s | £000s | £000s | £000s |
|---|---------------------------------|--------------|-------------|--------------|-----------------|
| Adjustment to discount rate | +0.5% | +0.1% | 0.0% | -0.1% | -0.5% |
| Present value of total obligation | 123,595 | 130,514 | 132,345 | 134,220 | 142,180 |
| Projected service cost | 2,174 | 2,506 | 2,596 | 2,689 | 3,091 |
| Adjustment to long term salary increase | +0.5% | +0.1% | 0.0% | -0.1% | -0.5% |
| Present value of total obligation | 132,963 | 132,467 | 132,345 | 132,224 | 131,750 |
| Projected service cost | 2,596 | 2,596 | 2,596 | 2,596 | 2,596 |
| Adjustment to pension increases and deferred revaluation | +0.5% | +0.1% | 0.0% | -0.1% | -0.5% |
| Present value of total obligation | 141,804 | 134,150 | 132,345 | 130,582 | 123,917 |
| Projected service cost | 3,111 | 2,693 | 2,596 | 2,503 | 2,156 |
| Adjustment to life expectancy assumptions | +1 Year | | None | | - 1 Year |
| Present value of total obligation | 137,047 | | 132,345 | | 127,827 |
| Projected service cost | 2,688 | | 2,596 | | 2,506 |
| Projected pension expense | Year to 31 Mar 2026 £000s | | | | |
| Service cost | 2,596 | | | | |
| Net interest on the defined liability / (asset) | 352 | | | | |
| Administration expenses | 68 | | | | |
| Total loss / (profit) | 3,016 | | | | |
| Employer contributions | 4,255 | | | | |

These projections are based on the assumptions as at 31 March 2025. The figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2025.

Appendix - auditor data pack

Introduction and Background

In preparing the accounting report under IAS19 for Newark & Sherwood District Council's participation in Nottinghamshire Pension Fund, the Barnett Waddingham actuary is acting in their capacity as Management's Expert as defined by IAS(UK)500.

Newark & Sherwood District Council's auditor will generally need to receive sufficient appropriate audit evidence to carry out the audit. This is particularly the case with actuarially calculated values, which are considered to be accounting estimates under ISA(UK)540. The auditor will wish to evaluate the appropriateness of the Barnett Waddingham actuary's report as audit evidence (IAS(UK)500), and may engage the services of an Auditor's Expert to do so (ISA(UK)620). The Auditor's Expert will have specific knowledge of defined benefit pensions and will often wish to carry out substantive analytical procedures as referred to in ISA(UK)330 and ISA(UK)520.

While our main accounting report aims to meet Newark & Sherwood District Council's reporting and disclosure requirements under the relevant accounting standard, it may not provide all information required by the Auditor's Expert to carry out all procedures required by the relevant auditing standards. This often leads to detailed requests to Management's Expert for additional data items.

The purpose of this Appendix is to provide, at the outset, many of the additional data items often requested. This should streamline the overall audit process by providing the required additional data in a single report, reducing the number of additional data queries flowing via the Fund. The following data supplements the information in the main accounting report and should be read in conjunction with it. We do not expect this report to be audited - it is provided to aid in the audit of main report.

Data

This additional data is ultimately based on the results of the last triennial valuation as at 31 March 2022 on which the accounting results are based. Some of the statistics are derived using approximate methods, but we expect that they will be suitable for the intended purpose, which is to carry out approximate rollforward and rebase calculations to verify the results quoted in the main report.

The data items provided are in respect of the Employer's pension obligations under the LGPS as at 31 March 2025, or the prior year comparator.

Results

Past and future service liability duration information

| Duration, including definition (years) | As at 31 Mar 2025 | As at 31 Mar 2024 | Change over the period |
|--|----------------------|----------------------|---------------------------|
| Overall Macaulay duration ⁽¹⁾ | 14.8 | 16.0 | (1.2) |
| Overall modified duration ⁽²⁾ | 14.4 | 15.7 | (1.3) |
| Active (Final Salary) modified duration | 18.5 | 19.7 | (1.2) |
| Active (CARE) modified duration | 22.6 | 24.2 | (1.7) |
| Active (PUM) modified duration | 24.1 | 26.1 | (2.0) |
| Deferred modified duration | 19.0 | 20.4 | (1.5) |
| Pensioner modified duration | 9.6 | 10.3 | (0.6) |
| Unfunded modified duration | 6.9 | 7.2 | (0.3) |
| CPI-linked modified duration | 13.8 | 15.0 | (1.3) |
| FS-linked modified duration | 18.5 | 19.7 | (1.2) |

⁽¹⁾ The Macaulay duration is the weighted average term to maturity of the benefit cashflows

⁽²⁾ The Modified duration is the sensitivity of the present value of the benefit cashflows to a change in discount rate

All duration calculations use the accounting assumptions at the respective date - the change over the period is due to the change in assumptions.

Liability split information

| Approximate proportion of total past service liability in each main category | As at 31 Mar 2025 | As at 31 Mar 2024 |
|--|----------------------|----------------------|
| Active (Final Salary) liability | 13% | 14% |
| Active (CARE) liability | 12% | 13% |
| Deferred liability | 22% | 23% |
| Pensioner liability | 52% | 49% |
| Unfunded liability | 1% | 1% |
| CPI-linked liability | 87% | 86% |
| FS-linked liability | 13% | 14% |

Please note that these splits of liability are based on actual cashflow projections as at the last valuation date. We have not made any allowance for member movements or liabilities being extinguished in these estimated splits. We have allowed for the change in financial assumptions which applied at the relevant dates shown in the table above.

| Approximate proportion of total liability split by gender | Proportion of liability female |
|---|-----------------------------------|
| Active (Final Salary) members | 48% |
| Active (CARE) members | 53% |
| Deferred members | 51% |
| Pensioner members | 43% |
| Overall membership | 48% |

Splits quoted are as at the last valuation. Liability weighted statistics use accounting assumptions at the last valuation date.

| Average age information | Weighted by salary | Weighted by pension | Weighted by liability |
|-------------------------------|--------------------|---------------------|-----------------------|
| Active members | 46.4 | 51.2 | 50.7 |
| Active (Final Salary) members | | 53.7 | 53.2 |
| Active (CARE) members | | 49.4 | 48.4 |
| Deferred members | | 51.0 | 51.0 |
| Pensioner members | | 71.9 | 67.5 |

| Tranche average retirement age | Weighted by pension | Weighted by liability |
|--------------------------------|---------------------|-----------------------|
| Active members | 65.0 | 65.1 |
| Active (Final Salary) members | 64.0 | 64.0 |
| Active (CARE) members | 65.9 | 66.0 |
| Deferred members | 63.2 | 63.0 |

Ages quoted are as at the last valuation. Liability weighted statistics use accounting assumptions at the last valuation date.

Allowance for actual inflation

| Detailed information on CPI statistics for known inflation allowance | Statistic date | Statistic value | Rate p.a. |
|--|----------------|-----------------|-----------|
| Latest known CPI (start) | February, 2024 | 132.3 | |
| Latest known CPI (end) | March, 2025 | 136.5 | |
| Assumed inflation over period (CPI) | | | 2.90% |

Asset information

| Value of assets (£000s) and asset share | As at 31 Mar 2025 | As at 31 Mar 2024 |
|---|----------------------|----------------------|
| Total fund assets | 7,256,162 | 7,018,789 |
| Employer assets | 139,457 | 135,539 |
| Employer asset share | 1.922% | 1.931% |

Service cost information

| | As at 31 Mar 2025 | As at 31 Mar 2024 |
|---|----------------------|----------------------|
| Employer service cost as % of salaries | 12.5% | 17.2% |
| Employee contributions as a % of salaries | 6.5% | 6.5% |

Employee contribution rates are assumed to remain stable between full valuations. Please note that the current service cost in the current accounting period will be based on assumptions which applied at the opening position, and not based on assumptions at the closing position. If the employer has treated any events as special, the current service cost will have been remeasured at each event date.

Asset ceiling

Detailed breakdown of key results used in the asset ceiling calculation

| | | £000s |
|--|----------------------|------------|
| Gross funded liability | (a) | 130,966 |
| Gross funded assets | (b) | 139,457 |
| Funded accounting surplus (deficit) before asset ceiling | (c) = (b) - (a) | 8,491 |
| Present value of service cost including expenses | (d) | 145,679 |
| Present value of primary contributions | (e) | 205,645 |
| Present value of negative secondary conts (if any) | (f) | - |
| Present value of positive secondary conts (if any) | (g) | 6,866 |
| Economic benefit available from a reduction in contributions | (h)* | - |
| Accounting asset (before additional liability) | (i) = min[(h) , (c)] | - |
| Additional liability from onerous funding commitment | (j)** | 6,866 |
| Accounting asset (after additional liability) | (k) = (i) - (j) | (6,866) |
| Impact of asset ceiling | (l) = (c) - (k) | 15,357 |
| Gross unfunded liability | (m) | 1,379 |
| Final accounting asset that can be recognised (after unfunded liability) | (n) = (k) - (m) | (8,245) |
| Period over which service cost is considered | | Infinite |
| Period over which primary contributions are considered | | Infinite |
| Period over which negative secondary contributions are considered | | n/a |
| Period over which positive secondary contributions are considered | | 16.0 years |

*(h) = $\max[(d) - [(e) - (f)], 0]$ if an MFR is assumed to apply, otherwise (h) = d

** (j) = $\max[(g) - \max[(h) - (c), 0], 0]$ for IAS19 only, otherwise (j) = 0



Report to: Cabinet Meeting: 8 July 2025

Portfolio Holder: Councillor Paul Peacock, Strategy Performance & Finance

Director Lead: Deborah Johnson, Customer Services and Organisational Development

Lead Officer: Rowan Bosworth-Brown, Senior Transformation and Service Improvement Officer, Ext. 5824

| Report Summary | |
|--------------------------------|--|
| Type of report | Open Report / Non-key decision |
| Report Title | Community Plan Performance for Quarter 4 2024/25 |
| Purpose of Report | To present the Quarter 4 Community Plan Performance Report (1 January – 31 March 2025) |
| Recommendations | <p>That Cabinet:</p> <ul style="list-style-type: none">(a) review the Community Plan Performance Report attached as Appendix 1 to the report;(b) review the compliance report attached as Appendix 2 to the report; and(c) consider the Council's performance against its objectives highlighting any areas of high performance and identifying areas for improvement. |
| Alternative Options Considered | Not applicable, this report presents the Council's performance against Community Plan objectives. |
| Reason for Recommendations | 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. |

1.0 Background

- 1.1 We continue to deliver an approach to performance management that is used to drive improvement rather than simply used as a counting device. We are doing this 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.

- 1.2 The development of this report details the Quarter 4 performance and includes activities delivered within the quarter. This information was factually correct as of the 31 March 2025.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 That Cabinet review the Quarter 4 Community Plan Performance report (**Appendix 1**) and the Compliance report (**Appendix 2**).

3.0 Implications

- 3.1 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.

- 3.2 Legal Implications (LEG2526/6567)

Cabinet is the appropriate body to consider the content of this report; the Portfolio Holder for Strategy Performance and Finance is responsible for the development and implementation of the Council's Community Plan.

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.

None



NEWARK &
SHERWOOD
DISTRICT COUNCIL

Community Plan Performance Report

2024 – 25 Q4

1 January to 31 March 2025



Introduction

We at Newark and Sherwood District Council aim to do everything we can to enable local residents and businesses to flourish and fulfil their potential, as well as encourage visitors to enjoy all that our area has to offer. How we intend to achieve this purpose is laid out in our **Community Plan**. This plan was informed by the views of residents and lays out the Council's ambitions over four years as well as the activities that will help achieve these ambitions. Our 2023-27 Community Plan is in place, and this is underpinned by our performance framework. This framework sets out how we will measure the performance of our ambitions and contains key performance indicators, a combination of qualitative and quantitative data.



This report examines how the Council has been performing against the Community Plan. It examines data to look at the performance of key services and delivery against the activities outlined in the plan. This report examines the Council's performance and achievements from 1 January to 31 March (Quarter 4).

We know the value of understanding our performance as this knowledge allows us to embed and disseminate good practice and quality service delivery, as well as identify and tackle areas for improvement. The Council's performance is measured in four parts;



1. Our District

A basket of data indicators which allow us to examine how our district is performing in key areas, acting as a form of 'health check'.

Page 3



2. Our Customers

A look at what our customers are telling us about the services they receive and insight into how we are learning from customer feedback.

Page 5



3. Our Performance

How we are delivering against the objectives we outline in the Community Plan.

Page 10



4. Our Workforce

To understand how the Council's staff are performing and how we are supporting staff. This is important as a positive and motivated workforce is more likely to be high performing.

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Our District

About Newark and Sherwood (2021 Census)...



A resident population of 122,956 (14.9% of Nottinghamshire's population).

There are 53,332 dwellings in the district, 38.5% are owned outright, 31.3% are owned with a mortgage or loan, 13.9% are socially rented, 16.3% are private rented around 10% directly owned by the Council.

92.7% of the district population were born in the UK.

60.5% of the district's population are working age (16 to 64), 17% are 16 years or younger and 22.4% of the population are over the age of 65. For those over the age of 65, this percentage has increase by 3.5% when compared to the 2011 census demonstrating a growing older population when compared to the 2021 census. In terms of socio-economic challenges, 16.2% of households do not own a car or van, 0.8% of households do not have a form of central heating and 19.1% of residents do not have any formal qualifications.

Performance of our district

This data tells us something about our district in Quarter 4 (1 January to 31 March). Most of these indicators are not factors we can directly affect, only influence, but they add context to the work we undertake.

Planning: The number of planning applications we receive gives an indication of the level of construction planned in the district. The number of residential planning applications being received nationally continues to be low, reflected within our numbers when compared to corresponding period in previous years. The number of commercial planning applications being received nationally continues to be low, although locally, the figure for the year represents a 35% increase when compared to corresponding period in 2023/24.

As previously reported, it is anticipated that the lower numbers are as a result of the introduction of mandatory biodiversity net gain (introduced on 14th February 2024). Furthermore, it is assumed that there is a precautionary approach in the residential sector at present following change in Government. Noting potential government planning reforms and revised National Planning Policy Framework (NPPF), it is anticipated that planning applications for residential could rise over the next 6 to 12 months.

Unemployment is represented as a model-based percentage. It has remained static this quarter when compared to the same quarter in 2023/24, and is 0.2% lower than that of England which is 3.9% this quarter.

- Quarter 4 2023/24—3.7%
- Quarter 4 2024/25—3.7%

Footfall: the table below shows the average footfall figures for quarter 4 for Newark, Southwell, Edwinstowe and Ollerton. Footfall in all four locations increased when compared with the previous month, this is the second month in a row in which this has taken place. Visitor numbers now roughly align with the average visitor count that we experienced prior to the downturn at the end of 2024.

This could potentially be attributed to the warmer weather experienced during March, as well as initiatives such as the final Newark Creates event for 2024/25 - Fire, Flame and Frenzy Night on Saturday 1st March. This event was an interactive and immersive fire show in the Market Place, with a mini food festival and pop-up events alongside.

| Average Daily Footfall | | | | |
|------------------------|---------|-----------|------------|----------|
| | Newark* | Southwell | Edwinstowe | Ollerton |
| January 2025 | 6,279 | 1,974 | 2,000 | 2,203 |
| February 2025 | 6,644 | 2,049 | 2,113 | 2,291 |
| March 2025 | 6,864 | 2,118 | 2,276 | 2,391 |
| Quarter 4 Average | 6,596 | 2,047 | 2,130 | 2,295 |

Footfall in Newark on the day of the event was 21% higher than the average Saturday for 2025, whereas Market Place footfall was over 50% higher than the average footfall reported at this location. During the evening of the event 58.9% of recorded visitors to the Market Place were brand new to the town, which equates to around 670 brand new visitors not including those visitors who may not have a mobile phone, or those who may have been out of range of the sensors.

The largest percentage change in footfall has been in Edwinstowe, with March 2025 attracting the largest number of visitors since the sensors were installed in late September 2024. Edwinstowe has seen an increase in average daily footfall each month this quarter, with a 2.8% increase in January and 5.7% in February. This could be attributed to the more favourable weather conditions being experienced than is typical of this time of the year. One of the sensors in Edwinstowe is located at Sherwood Forest Corner, which is an outdoor destination and so likely to capture greater footfall during periods of fine weather conditions.

Fridays remained a popular visitor day, with Friday 21st March being the busiest day of the month in Newark, Ollerton and Edwinstowe. This was a day of warm, sunny weather which could have encouraged many people to pay visits into town following several months of colder temperatures and shorter daylight hours. Friday 28th March was the busiest day in Southwell, which was another day of warm weather. These spikes in visitor numbers aligns with the historic trend of more people making journeys to town centres once the Spring and Summer weather begins.



1. Fire, Flames and Frenzy Event in Newark Market Place



Exploring our performance

In this section of the report, we look at a few key measures of customer interaction to monitor how we interact with our customers, and we look at what our customers are telling us about the services they receive. We analyse these comments and show how we are learning from customer feedback.

Interactions with the Council — Service Demand

This information gives an indication of demand for council assistance **year to date**:

- **17,271** face-to-face contacts were held at Castle House, a 3.2% increase compared to the same period last year.
- **109,742** calls were received by the contact centre, a 3.3% decrease when compared to the same period last year.
- **26,676 calls** were received by responsive repairs, a 2.3% **decrease** when compared to the same period last year.
- **65,940 digital web form transactions** were completed by our customers, a 6% **increase** when compared to the same period last year.



Customer Feedback



Customer Feedback

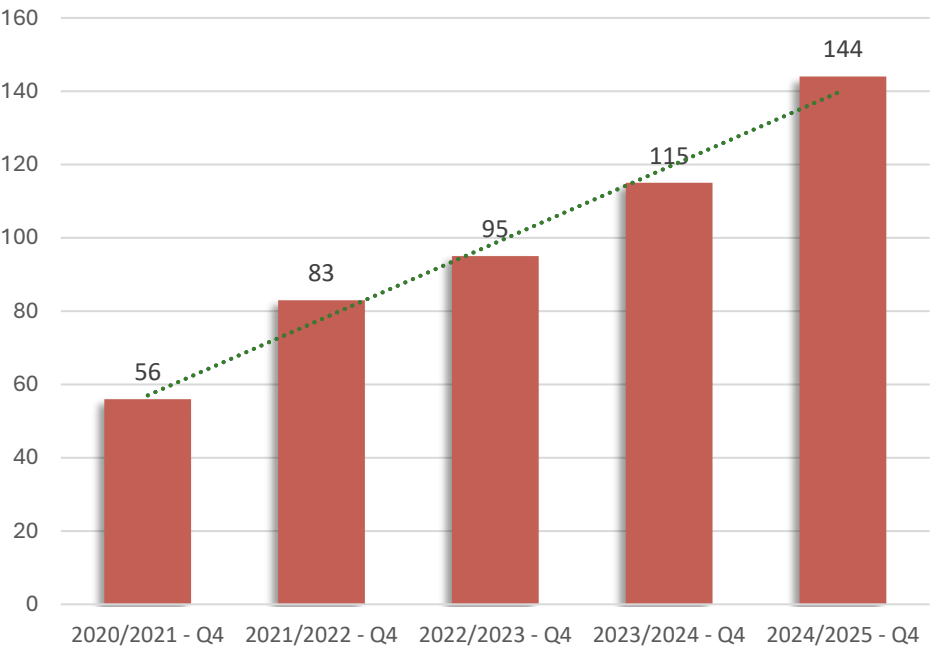
We value all feedback (both positive and negative) as it offers valuable insights into our customers' experiences. It helps us identify areas for improvement, supports continuous learning, and can serve as an early indicator of potential issues before they escalate into more significant challenges.

Because of its importance, we actively encourage our customers to share their feedback. This proactive approach, combined with recent changes to our complaint handling timelines (outlined below), has contributed to a noticeable upward trend in the volume of feedback received.

Complaints Received

During Quarter 4 we received 144 Stage 1 complaints. The five-year trend, as illustrated in the chart below, shows a continued upward pattern in the number of complaints received during this period. Compared to Quarter 4 of 2023/24, this represents a 25% increase.

This rise reflects broader efforts—both locally and nationally—to make it easier for people to raise complaints, especially in the Housing sector. In response, we have updated our Customer Complaints and Feedback Policy, including revised acknowledgment and response timescales, to ensure compliance with the Housing Ombudsman Complaint Handling Code. We have recently completed working with our software provider to ensure these changes were integrated into our complaints handling software.



Customer Feedback



Complaints by Business Unit

Housing Maintenance & Asset Management received 68 Stage 1 complaints in Quarter 4 of 2024/2025. Most related to conduct and service quality (35) and delays in service or communication (23). The remaining complaints covered missed actions, contractor work standards, and one report of dangerous driving.

Environmental Services received 29 Stage 1 complaints during the period. The main issues were service delays (9) and conduct (6), with smaller numbers relating to missed actions, responsiveness, contractor standards, and communication.

Housing & Estates Management received 21 Stage 1 complaints in the period. The most common issues were related to contractor work standards (6) and service delays (5). Other complaints included concerns about conduct and service (7 combined), and communication delays (3).

The remaining complaints were spread across several other service areas, including Revenues & Benefits, Corporate Property, Planning & Development, Housing Income & Leasehold Management, Financial Services, Public Protection, Law & Information Governance, and Communications, each contributing a smaller proportion to the overall total. This feedback highlights key areas for improvement and supports ongoing efforts to enhance the customer experience.

| Business Unit | Complaints Received | Complaints Received |
|--|---------------------|---------------------|
| Housing Maintenance & Asset Management | 68 | 47.2% |
| Environmental Services | 29 | 20.1% |
| Housing & Estates Management | 21 | 14.6% |
| Revenues & Benefits | 10 | 6.9% |
| Corporate Property | 5 | 3.5% |
| Planning & Development | 4 | 2.8% |
| Housing Income & Leasehold Management | 3 | 2.1% |
| Financial Services | 1 | 0.7% |
| Public Protection | 1 | 0.7% |
| Law & Information Governance | 1 | 0.7% |
| Communications | 1 | 0.7% |
| Grand Total | 144 | 100.0% |

Includes complaints which were subsequently withdrawn



Response Times

During Quarter 4, a total of 144 complaints were submitted, of which 7 were withdrawn and 1 was suspended, leaving 136 active complaints. Of these, 69 complaints (approximately 51%) were responded to within the target timescale of 10 working days.

The Business Unit with the highest number of complaints was Housing Maintenance & Asset Management, accounting for nearly half, 68 of the total, but only 21 of these were resolved on time. Environmental Services followed with 29 complaints, 19 of which were timely. Several units, including Revenues & Benefits and Communications, resolved all their complaints within the timeframe.

| No of complaints (Per BU) | On time | Overdue | Total |
|--|---------|---------|-------|
| Communications | 1 | - | 1 |
| Corporate Property | 4 | 1 | 5 |
| Environmental Services | 19 | 10 | 29 |
| Financial Services | 1 | - | 1 |
| Housing & Estates Management | 9 | 7 | 16 |
| Housing Income & Leasehold Management | 3 | - | 3 |
| Housing Maintenance & Asset Management | 21 | 46 | 67 |
| Planning & Development | 1 | 2 | 3 |
| Public Protection | - | 1 | 1 |
| Revenues & Benefits | 10 | - | 10 |
| Total | 69 | 67 | 136 |

It is not unusual that the customer facing business units typically receive a higher volume of complaints due to the nature of the work being carried out by these teams and in the case of Housing Maintenance and Asset Management, how intrinsically linked this service is to the lives and homes of our tenants. We encourage all customers to provide feedback to us, whether positive or negative, and because of this feedback we recognise that this is an area in which improvement is required. We have recruited complaints a co-ordinator to help this business unit with ensuring complaints are responded to in time, also enabling officers to focus on rectifying service failures and implementing improvements. Additionally, we are taking steps to increase the level of resources within the business unit for identified pinch points. Some of these complaints also relate to the performance of our contractors and we are working with them to improve their services and response times.

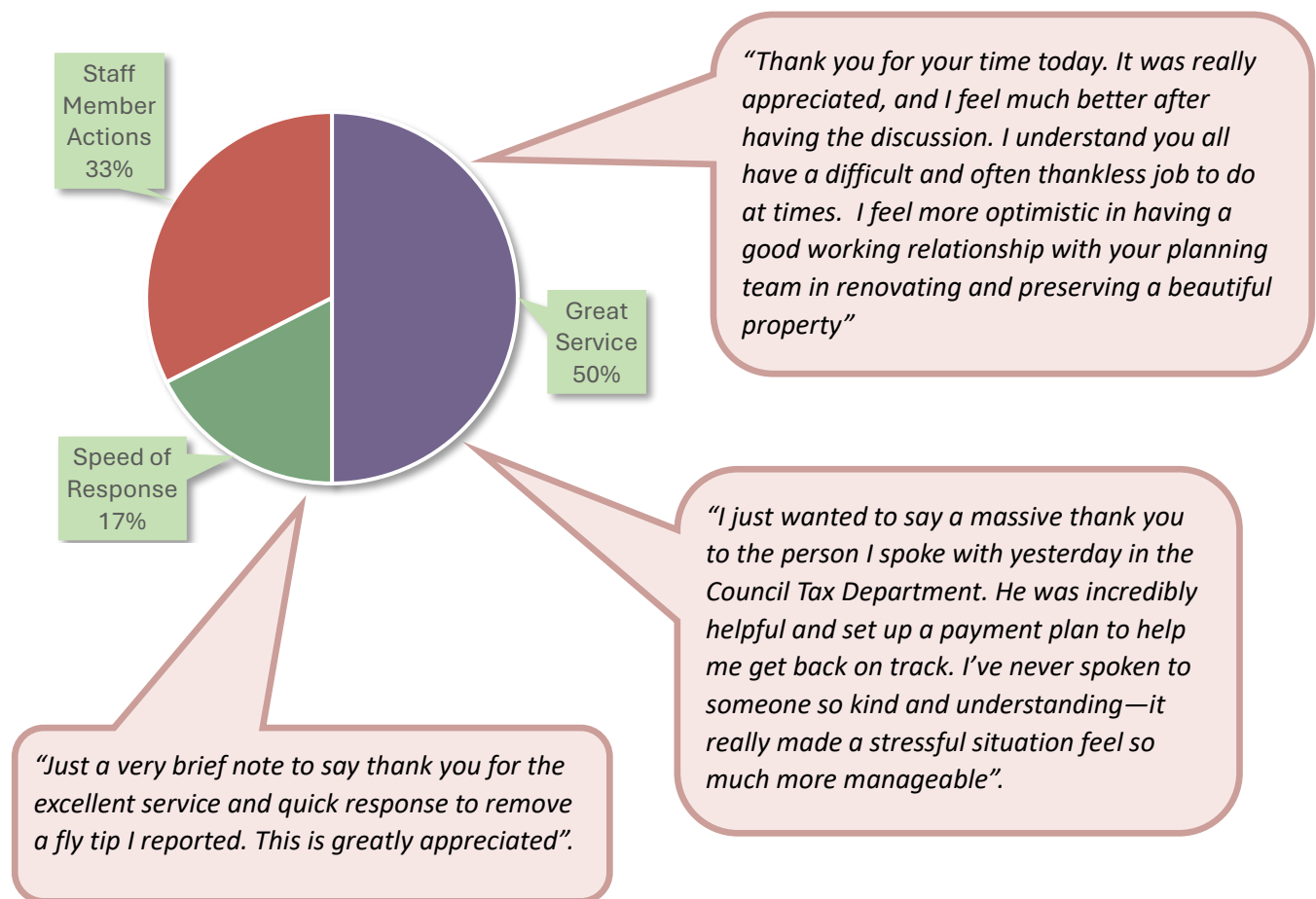
We anticipate a reduction in the volume of complaints being received and better performance in complying with the response times to all complaints being received by the end of June 2025. This is monitored weekly and monthly within the Housing, Health & Wellbeing Directorate and remains a priority for the teams affected and our Housing Assurance Board.

Customer Feedback



Praise

Of the 40 positive comments received for Quarter 4, the most frequent theme was “Great Service” with 20 mentions, followed by “Staff Member Actions” with 13, and “Speed of Response” with 7. Customer Services received the highest number of compliments overall (13), particularly for staff actions and great service. Environmental Services also stood out with 10 positive mentions, mainly for great service and response speed. Other departments such as Planning & Development, Housing Maintenance & Asset Management, and Housing & Estates Management received a mix of praise across all three themes, though in smaller volumes. This suggests that while great service is the most appreciated aspect, recognition of individual staff actions also plays a significant role in positive customer feedback



Improve Health & Wellbeing



During Quarter 4, we have been working to deliver activities that align with the objectives outlined in our Health and Wellbeing Strategy. Our strategy focuses on several key areas, including identifying and reducing health inequalities within our district. There is a wide range of activities underway across the Council, our partners, and our district to increase access to services and support, enhance access to parks and green spaces, provide safe cycle routes, and improve air quality and aesthetics. This quarter's outputs include:

The design and implementation of a **Changing Places** style facility at the Dukeries Leisure Centre, aimed at enhancing accessibility for all residents, was successfully completed in February 2025. The changing facility is now fully operational and available for use by visitors.



Implement our 'Health and Wellbeing Strategy':

- We attended two task and finish groups organised by health partners across Mid-Notts around vaccinations and immunisations and transport this Quarter. With issues identified in conversation we have agreed these groups should have more of a place-based focus, with the health improvement team now leading on Newark and Sherwood task and finish groups on vaccinations and immunisations and transport with local partners considering insight from our communities to improve both over the next year.
- We supported the community and voluntary service with the first Patient Participation Group (PPG) forum held since before the Covid-19 Pandemic. The purpose of PPG's is to help strengthen messaging within primary care settings and support patients within surgeries.
- This quarter we have funded and supported two additional 'make your own wormery' workshops at Reach Learning Disability charity. The groups each have benefited from a community wormery, however in addition to this each participant now has their own at home to better utilise food waste.
- A successful meeting was held with the Integrated Care Board to better understand both organisations' roles within health care provision across the district. A plan has been agreed to better utilise both networks to strengthen the communications and messaging our residents receive around health and wellbeing. The first campaign that was shared widely was the 'Pharmacy First' campaign.
- The Ageing Well group has identified several priorities of focus within the next year around the ageing well agenda, this group will now focus on carers, dementia, transport and more all of which will sit within the new 'Age Friendly Communities' action plan as we are applying to become an Age Friendly Community.
- We have appointed a volunteer to lead on the creation of the 'Big Green Book' which will locally support health partners to signpost patients to outdoor, nature-based activity.

Pollution Prevention and Control Measures: During Quarter 4 we have undertaken 3 Permit inspections, against a target of 2 scheduled for this quarter. Permit inspections are mandatory and ensures that we maintain our statutory requirement to conduct these inspections. They also ensure that we maintain our relationship with businesses and that businesses understand their responsibility under the Pollution Prevention Control regulation 2016. The Permit Inspections also ensure businesses are audited against their statutory environmental obligations and check their compliance with the permit conditions, and identify any improvements required. Greater environmental compliance in turn ensures benefits for the environment and

Improve Health & Wellbeing



human health in terms of reduced emissions and health risks. 2 of the inspections carried out had follow-up actions requiring the submission of additional information following the inspection.

Funding for the **Playing Pitch Strategy** was secured in the 2024-2025 budget in the form of a capital contribution of up to £2m towards the delivery of 5 x 3G artificial pitches across the district. Additional funding from the Football Foundation is to be secured to support with the delivery of these pitches. The decision to prioritise the delivery of the 5 pitches was driven by data which identified artificial pitches as the greatest under supply across the district. During 2024-25, we have been working closely with potential landowners and school sites, along with the Football Foundation, to identify potential sites across the district.



Support NHS partners: A 'Wrap Around Care' presentation was given at the districts Best Start+ partnership group and led to early years careers with the team now being invited to attend the future first expo in November.

We also gave a presentation to all Year 9 Students at Newark Academy's Careers Week. As part of this presentation, we shared information with the young adults on career prospects within the Council and more widely the opportunities that exist locally in all areas of health and wellbeing including public health.

Partnership working to reduce health inequalities in targeted areas and explore opportunities to increase local access to services and green spaces for all:

- Work has continued to develop a large-scale community growing space in Balderton, supported by Grow Incredible CIC who recently received a community grant to secure the site alongside Balderton Primary Care Centre.
- Our Teams organised and attended 'Community Listening Training' which was well attended and was designed to support volunteers from our food projects. This valuable training will now enable these volunteers to support our local communities through enhanced listening skills and help them to empower others to build opportunities in our communities.
- At the recent Best Start+ meeting the attendees received a presentation from the Community Dental Service on oral health. Recent data shows that in Newark and Sherwood 'Five-year-olds tooth decay' fairs poorly proportionally with 20.3% of 5 year olds with visually obvious dental decay, in comparison to the County at 17.5%. A variety of training was offered to partners covering all age demographics and additional connections were made leading to the CDS presenting as part of the GRT programme at the YMCA, the impact of this was visible the following week with all the girls sharing they had quickly changed their habits around energy drinks and sugary drinks after realising the impact it was having on their oral health.
- Our teams have continued to run a series of successful cookery sessions to a variety of groups. Two further teens cookery courses have taken place with over 25 local young people attending in Hawtonville and Southwell. A number of sessions have been delivered to the CVS's Best Years Hubs supporting older people to batch cook affordable, easy and nutritious meals. Our next Teens cookery course is already fully booked and additional sessions have been organised to support tenants at De Lacy Court, Ollerton.

Improve Health & Wellbeing



- A four week 'Fakeaways' course was successfully delivered in Edwinstowe and a 'Feed 4 £5' course was delivered at Beaumont Walk, Newark.

Our Council's **Warm Homes on Prescription scheme**, in partnership with Mansfield District Council, aims to help low-income residents with cold-sensitive long-term health conditions to achieve affordable warmth. This year, the project has directly supported 16 owner-occupied households by fully funding a range of home heating improvement measures, including replacing old broken-down boilers and leaking radiators. In addition, over 100 households have received advice and/or been referred to other relevant support services.

Maximise take up of housing benefit, Council Tax support and other household grants to support residents financially: During Quarter 4 we have continued to ensure that invites are issued to those residents not currently in receipt of localised council tax support but would likely qualify if they claimed. We saw 323 new claims made and awarded, as well as 92 new claims for housing benefit. The total of new claims for council tax support made during the year was 1,828, the total for new housing benefit claims was 413.

We have continued to prioritise **supporting residents through the ongoing cost of living crisis** and this year those efforts have included:

- Additional fuel vouchers to households in need
- Provision of food and hygiene products through the food clubs across the district
- Investment in a 'Food Coordinator' role to work across the food cycle – from growing, security of access to food and cooking and healthy eating
- Working with Newark Town Council to introduce a market start up grant for entrepreneurs
- Developing a 'Shop Local' gift card to support local businesses.

A further, ring-fenced budget of £139,650 for 2025-26 has been agreed at Full Council. This budget retains a focus on food, fuel and direct support to residents.

Negotiations are ongoing with **Southwell Leisure Centre** this quarter, to agree a solution for the long term management of the Centre.

The process to progress with **greening gateways to villages and towns has now been established** and we are working closely with Via East Midlands to achieve this. As the land is not owned by the Council, entrances at Bilsthorpe, Blidworth and Boughton have had plans approved with Nottinghamshire County Council Councillors. These were then sent on to the respective parishes for their consideration. Because of approval timelines and the planting window, only Boughton is scheduled to have the wildflowers sown in the first few weeks of April. The bulb mix of daffodils, snowdrops and bluebells will be added in spring 2026. Bilsthorpe and Blidworth will be scheduled for planting in spring 2026 alongside other village and town gateways identified and consulted on. Plans have and will be adapted to facilitate mowing schedules and access points during pre-planting site visits with the parishes. Boughton have other gateways and owned land that they would like to work together on greening. A meeting to discuss further sites is scheduled for April. The initiative has been well received and we look forward to the finished results.

Improve Health & Wellbeing



Nottinghamshire County Council has developed a 15-year programme of potential **walking and cycling projects to improve infrastructure**, which includes 10 routes in Newark & Sherwood. Nottinghamshire County Council continues to progress design work on three schemes:

- A6075 Phase 1 (Ollerton to Ollerton Roundabout),
- B6034 (Edwinstowe to Rufford Country Park)
- B6030, Clipstone.

Explore options to further develop parks in the district enabling free play and exercise, making sure the offer is as inclusive and as varied as possible: This quarter we have continued our work to provide grass football pitches in Devon, with positive results as the grass pitches have held well and are maintaining a high percentage of grassed areas. This has been made possible due to the maintenance that we have continued to provide throughout Autumn and Winter, in accordance with FA guidelines. We have plans to begin trialing grass pitches at the young peoples center Hawtonville, which will provide more outdoor pitches for our communities to express themselves through sport.

Sconce and Devon Park hosted a visit by the Newark Allotment association where a number of guests from all allotments around Newark visited the halt to discuss plants, seeding and seed swapping and other initiatives. Composting continues to take place onsite with the new addition of wormeries now being created in a 240 ltr bin, seed collection, plant division, cuttings, and over winter ensured there is a more sustainable management plan for propagating plants and flowers. Over 8,000 people have been involved in events Sconce and Devon as well as Vicar Water Park, taking part in events such as Park Run, educational walks and talks as well as butterfly surveys. It has also been noted this quarter that species such as the greater spotted Woodpecker, Sky Lark, and Woodcock have been spotted in our parks by our rangers and residents.

Recently the Great British Spring Clean (GBSC) was very successful, with over 300 bags of rubbish and 250 volunteers in this one event, we have also distributed additional GBSC bags to volunteers who will be continuing to collect rubbish on a regular basis. One volunteer has picked over 100 bags in the past 6 weeks. Sherwood Heath Spring Clean also took place this quarter and saw 15 volunteers from friends of Sherwood Heath Group and Edwinstowe Litter Patrol taking part and collected over 20 bags of rubbish.

Over 1,150 trees have been planted around Newark and Sherwood locations include Clay Lane and Mead Way. We donated 50 saplings to two different primary schools for the development of their forest schools, species of trees include Birch, Beech, Hawthorne, Blackthorn, Oak, Cherry. There has also been a contribution to the planting of 19 different trees on Riverside Park, Newark to replace the trees removed from Newark Castle last October. This has been finished off with wildflower planting, with the aspiration that the Riverside Park could secure green flag status.



Improve Health & Wellbeing



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|---|------------------|------------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Number of User Visits – Active 4 Today (all) | 1,008,319 | 1,101,987 | 1,102,936 | 1,000,000 |
| Number of DFG grants awarded | 83 | 62 | 106 | N/A |
| Number of aids and adaptations delivered in Council homes | New For Q1 24/25 | New For Q1 24/25 | 897 | N/A |
| All Other Indicator Types | | | | |
| Live Leisure Centre membership base (all) | 11,585 | 11,170 | 12,212 | 11,500 |
| Leisure Services - based on your experience; how likely are you to recommend us to a friend, family member, or colleague? | New For Q1 24/25 | New For Q1 24/25 | 60.0% | 60.0% |
| Average number of calendar days to process new council tax support applications | 18.8 | 12.8 | 12.7 | 14.0 |
| Average no of calendar days to process council tax support change in circumstances | 7.5 | 4.1 | 7.2 | 7.0 |
| Total council tax support claimants | 6,748 | 6,697 | 6,722 | N/A |
| Average no of calendar days to process new housing benefit claims | 18.1 | 14.5 | 14.4 | 14.0 |

Improve Health & Wellbeing



| | | | | |
|---|------------------|--------------|--------------|---------------------|
| Average no of calendar days to process housing benefit change in circumstances | 2.6 | 1.5 | 1.6 | 4.0 |
| Total housing benefit claimants | 3,629 | 3,422 | 2,835 | N/A |
| % of businesses in the District with a 0 star food rating (major improvement necessary) | 0.18 | 0.09 | 0.20% | 0.16% |
| % of businesses in the District with a food hygiene rating of 3 or higher (generally satisfactory or above) | 92.67 | 98.00 | 97.70% | 98.00% |
| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
| | | | | |
| Customer satisfaction with leisure services (all) | New For 23/24 Q4 | 70.7% | 87.0% | N/A |

Exploring Our Performance

% of businesses in the District with a 0 star food rating (major improvement necessary) - Businesses which are issued with low food hygiene ratings must make urgent (0-star) or major (1-star) improvements to hygiene standards. We have several enforcement options available, as well as a role to provide advice and guidance to make sure these improvements are made. We will also tell the business how quickly these improvements must be made, and this will depend on the type of issue that needs to be addressed. If we find that a business's hygiene standards are very poor and there is an imminent risk to public health, we will act to ensure consumers are protected. This could result in stopping part of the business or closing it down completely until it is safe to recommence. In Q3 we were performing below target and that equated to 1 business in the district which held a 0-star food hygiene rating, this quarter we have 2 businesses which now hold a 0-star food hygiene rating which means this indicator is exceeding its target. It is likely that by Q1 this will have seen an improvement in line with the target, as businesses which are issued with a 0-star rating can request a reinspection more quickly.



Increase Supply, Choice & Standard of Housing



Housing is one of the most fundamental and pressing issues affecting the quality of life, well-being, and economic development of our district. We are committed to increasing the supply, choice, and standard of housing in Newark and Sherwood, ensuring that everyone has access to decent, affordable, and suitable homes. To achieve this, we have set out to modernise and improve our Housing Management Systems (HMS) and Repairs Processes, regenerate our housing stock, tackle homelessness, support refugees, and support on the provision of affordable homes.

We have made significant progress on the **Yorke Drive Regeneration Project** this quarter. The project has now secured reserved matters planning approval and a start onsite is anticipated in 2025. The project will deliver 207 new homes, of which a minimum of 74 will be affordable. Affordable housing is defined as housing for sale or rent, for those residents whose needs are not met by the housing market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the 4 following definitions set out within the National Planning Policy Framework.

We are continuing to engage with residents through both a newsletter and consultative panel alternating on a monthly basis.



CGI Illustration of Yorke Drive Regeneration

As part of our work to **develop and deliver a GRT strategy**, we have established a GRT partnership across a range of partners, which we also chair, including but not limited to representatives from fire and rescue, education, public health, police and HomeStart. The partnership is currently developing a Terms of Reference and has identified the following priorities:

- Engagement with the GRT Community – developing a GRT led forum/ GRT Voice with active members of the community.
- Developing communications channels – where key information specific to GRT needs can be shared e.g. recognising community specific issues related to school attendance, immunisation take up.
- Developing an alternative education provision for young people at risk of becoming NEET (not in employment, education or training). A pilot programme is currently underway utilising Shared Prosperity Funding.

As part of our ongoing efforts **to explore ways to improve energy efficiency in the private rented sector**, the Warm Homes Local Grant has had £1.1m confirmed indicative allocation for the Council over next 3 years to improve energy efficiency in the private rented sector, this scheme is being worked through to understand resources required for delivery.

Increase Supply, Choice & Standard of Housing



We are working to progress the amended **'Allocations and Development Management Development Plan Document'**, which forms part of the districts Local Development Framework. Through the allocation of land for housing, employment and retail as well as the making of other designations, the plan seeks to help deliver the approach to the district's future development set through our Amended Core Strategy. In addition to assist with the day-to-day assessment of planning applications, the document also provides a suite of development management policies. The **'Allocations and Development Management DPD'** is currently being examined by a Planning Inspector, hearing sessions were conducted in November 2024 and a process of written representations is currently underway between Inspector and the Council. The **'Affordable Housing Supplementary Planning Documents'** remains pending the results of the Examination of the Amended Allocations & Development Management DPD. The Solar Energy Supplementary Planning Document is due to be considered by Cabinet in June 2025 for Adoption.

The **development of new homes for open market sale or rent through Arkwood Developments Ltd** continues this quarter:

- The 32-unit development at Manea, Cambridgeshire continues to progress well. The first homes were completed in late March 2025, including the show home, which is now operational. We have secured the first few sales on these homes and our first customer moved in at the end of March 2025.
- In Wirksworth, work on the construction of 30 new homes was initially hampered by wet ground conditions but is now progressing well. These will be going on sale by late spring with the first units due for completion by Summer 2025. Early marketing is taking place to stimulate interest ahead of the sales launch.
- The 50-unit site in Long Benington is still awaiting full planning consent. This is partially due to unexpected requirements from the urban designer at the Local Authority, as such it is forecast that the development will be a couple of months behind the original expected target dates. We are in the process of appointing a build partner and are now expecting works to commence in Summer 2025, subject to planning permission.
- The 132-unit site at Lowfield Lane is progressing as we are currently working through the discharge of planning conditions, which includes a range of further survey work, for example Archaeology. Alongside these works, we have commenced the procurement process for appointing a delivery partner, which in this instance is via a formal tender process. We are still expecting to commence on site by late Summer 2025, subject to a satisfactory outcome to the current tender process.
- Arkwood Developments are working closely with the Council on the delivery of the 29-unit development on Stodman St and expect to take possession of the rental units in Spring 2026. Work will commence on marketing these units in Autumn 2025.



Increase Supply, Choice & Standard of Housing



We remain committed to a further phase of our **Council Housing Development Programme**, which will be Phase 6 and will deliver up to 50 further properties through direct delivery or appropriate acquisition. The approval by Cabinet aligned existing S106 Affordable Housing contributions to support financing of the scheme. The development programme currently has the following under construction/ due to start on site with planning approval:

- Three properties on South Drive, Newark
- Nine properties on Lowfield Lane, Newark
- Eight properties on Station View, Collingham
- Five properties on Bowbridge Road, Newark
- Five properties on Church Circle, Ollerton

The programme will also include the four units within the Ollerton Town centre regeneration taking the total identified to 34. A housing delivery report, detailing delivery for 2024-25 will be published in Q2 2025-26.

Housing **Stock Condition Surveys** with Council owned stock faced delays in Quarter 4 due to some resource issues caused by our Contractor experiencing challenges in recruiting surveyors. This is a sector wide shortage that is being experienced nationally. In addition to this our Contractor experienced an instance of long-term sickness within its workforce which has had a knock-on impact on the number of Stock Condition Surveys completed. It is anticipated that by the end of Quarter 2 25/26 we will have 85/90% of properties surveyed, however it is expected that the outstanding properties are those that are either refusing to allow us access to the property or choosing not to engage with the process.

Once we have a clear picture of how many properties this is, we will contact tenants individually to understand barriers to access.

We are currently involved in the commissioning of Derby City Council to undertake a desktop stock condition survey within the private rented sector, this project is ongoing with the initial results expected in 8 – 12 months. This project will provide essential data on the condition of the owner/occupied and private rented property within our district.

Continue to respond to additional and emerging demands for the resettlement of refugees: In Quarter 3 we were advised by Government that the Ukrainian Permission Extension (UPE) was scheduled to go live in February 2025 and has since commenced. We have 30 host placements live this quarter, which has remained consistent since Quarter 3. The scheme enables Ukrainian nationals and their eligible family members who continue to require sanctuary in the U.K to apply for further permission to remain for up to 18 months. There have been amendments to the Afghan resettlement schemes this quarter. With the consolidation of the schemes into a single pipeline – the Afghan Relocations and Assistance Policy (ARAP) and Afghan Citizens Resettlement Scheme (ACRS) have been combined to become the Afghan Resettlement Programme (ARP). From 1st March 2025 all new arrivals under the ARP will be provided with transitional accommodation for up to nine months. With the need for additional bedspaces, the Government have requested Local Authorities support with the procurement of transitional accommodation. For the East Midlands Authorities that means the provision of 390 bedspaces. We are working with neighbouring local authorities and the East Midlands Strategic Migration Partnership to ensure a coordinated approach to resettlement.

The revised Housing Allocation Scheme is being implemented alongside the roll out of the new Housing Management System, NEC. During Q4 the details of the scheme have been loaded into the NEC system and is currently undergoing testing, we are aiming to go live with Allocations in NEC by Summer 2025.

Increase Supply, Choice & Standard of Housing



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|--|------------------|------------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Responsive Repairs - telephony - average length of time to answer call (seconds) | 90.3 | 161.0 | 137 | 60.0 |
| Number of calls received by Responsive Repairs call handlers | 26,763 | 27,292 | 26,676 | Demand |
| Number of all tenants who have been evicted for rent arrears | 2 | 1 | 3 | N/A |
| Number of residential planning applications | 178 | 153 | 124 | N/A |
| Number of commercial planning applications | 22 | 11 | 17 | N/A |
| Number planning applications - major | 77 | 54 | 32 | N/A |
| Number planning applications - non-major | 999 | 784 | 745 | N/A |
| Number of private housing disrepair complaints received | New For Q1 24/25 | New For Q1 24/25 | 102 | N/A |
| Number of notices issued relating to private rented properties | New For Q1 23/24 | 4 | 1 | N/A |
| Number of repairs reported online | New For Q1 24/25 | New For Q1 24/25 | 735 | N/A |
| All Other Indicator Types | | | | |
| % of planning applications (major) determined in time | 90.0% | 92.3% | 33.0% | 90.0% |
| % of planning applications (non-major) determined in time | 93.4% | 94.4% | 93.6% | 90.0% |

Increase Supply, Choice & Standard of Housing



| All Other Indicator Types | | | | |
|---|------------------|------------------|--------------|----------|
| Average time spent in temporary accommodation (weeks) | 8.8 | 11.6 | 10.9 | 13.0 |
| Average time to re-let Council properties (days) | 28.0 | 30.9 | 44.3 | 28.0 |
| Amount of current arrears as a % of annual rent debit | 1.31% | 1.47% | 2.08% | 2.10% |
| % of rent collected from current tenants as a % of rent owed | 99.0% | 98.9% | 97.7% | 98.5% |
| Amount of current rent arrears | £324,310 | £382,744 | £602,406 | £500,000 |
| Average "End to End" time for all reactive repairs (calendar days) | 21.2 | 16.6 | 29.45 | 16.0 |
| % of repairs completed at first visit | 88.4% | 91.1% | 88.4% | 93.0% |
| % of homes with a valid gas certificate | 98.8% | 99.7% | 98.3% | 100.0% |
| % of homes with Electrical Installation Condition Report (EICR) certificates up to five years old | 99.0% | 99.3% | 99.3% | 100.0% |
| Number of homes delivered through our housing development company Arkwood | 55 | 79 | 89 | N/A |
| Number of plots commenced to date through our housing development company Arkwood | 87 | 87 | 149 | N/A |
| Arkwood - forecast pre tax profit for the year | New For Q1 24/25 | New For Q1 24/25 | £77,000 Loss | N/A |
| Number of long term empty properties in the district | New For Q1 24/25 | New For Q1 24/25 | 864 | N/A |

Increase Supply, Choice & Standard of Housing



| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
|---|------------------|-------|-------|--------------|
| Overall Satisfaction (TP01) | New For Q4 23/24 | 77.9% | 77.0% | 79.0% |
| Satisfaction that the landlord listens to tenant views and acts upon them (TP06) | New For Q4 23/24 | 68.0% | 67.0% | 69.0% |
| Satisfaction that the landlord makes a positive contribution to neighbourhoods (TP11) | New For Q4 23/24 | 65.1% | 72.0% | 72.0% |
| Number of dwellings committed or under construction | 6,732 | 7,991 | 7,460 | 6,500 |
| Affordable homes completed | 36 | 127 | 118 | N/A |
| Number new homes developed within HRA | 7 | 38 | 22 | 30 |
| Number of dwellings completed | 588 | 629 | 564 | 683 |

Exploring Our Performance

The average time to re-let Council properties (days) continues to be an area that improvement is required, and we have seen that re-let times have gradually declined each quarter this year. Operational challenges are being experienced within this service, including a backlog of empty homes which has been compounded by the stream of additional properties becoming vacant. We're actively working on driving improvement in this service area and Empty Homes is the first area of focus for the newly created Housing Performance and Improvement Board. A specific workstream has been created to address areas for improvement and development. Additional resources and external contractors are in place for Quarter 1 25/26 to address the backlog of empty homes, whilst the in-house team retaining focus on the business-as-usual intake of empty homes

Amount of current rent arrears, we are seeing a significant number of customers migrating to Universal Credit from legacy benefits which results in larger balances accruing on accounts. In addition, with 2024/25 being a 53-week rent year, the additional weekly rent debit will have impacted on the year outturn. We have had staff challenges during the year which has resulted in resources being stretched. We have now recruited to key roles and have put additional resource in place to support with the migration of tenants to Universal Credit.

Overall Satisfaction (TP01) has a slight variance on the previous year. Overall performance is closely linked to satisfaction with repairs, which has also decreased since last year. A Tenant Satisfaction Measures action plan is in place to address improvements, and a housing performance and improvement board has been implemented from April 2025, led by the Chief Exec, Director of Housing, Health and Wellbeing and the Portfolio Holder for Housing.

Satisfaction that the landlord listens to tenant views and acts upon them (TP06) has seen a 1% decrease on the previous year. Our tenant engagement team carry out a range of engagement activities throughout the year, as do the wider housing service. We aim to involve tenants more in our consulting and decision making and have recently done some work with TPAS to identify improvements. These will be implemented across the next financial year.

Arkwood Developments are slightly behind on target completions at Manea which has been due to some site issues. The issues have now been resolved with our delivery partner, and we are expecting the programme to fall back into line in the next couple of months. This has not impacted upon completed sales and future sales reservations.

Raise peoples' skills levels & create employment opportunities for them to fulfil their potential



The **Infrastructure Delivery Plan** identifies infrastructure projects required to support development in the district. In 2017 the Council identified the A1 Overbridge between Balderton and Fernwood as its highest priority project to be delivered via CIL funding. National Highways, on our behalf, have appointed Amey to undertake the next stage of the A1 Overbridge project. This stage analyses the 8 options identified by WYG in July 2019 A1 Overbridge Feasibility Study. It is expected that this assessment phase will be complete in mid 2025 and will inform the design and procurement stages of the project. The design and procurement stage will allow for detailed costings for the project to be drawn up based on the preferred design solution.

Community Infrastructure Levy monies are required to assist in the delivery of the flood alleviation highway improvement scheme on Tolney Lane, Newark. This will support the delivery of Gypsy Roma Traveller housing provision.

In terms of section 106 funding, most policies relating to sites that are allocated for development in the local plan include site-specific infrastructure requirements. The Infrastructure Funding Statement provides an annual update on infrastructure delivery in the district. Projects have also been identified in other Council documents, including the Playing Pitch Strategy and the Active Travel Study. We have also negotiated with National Highways on their A46 Improvement Scheme. National Highways is seeking to working proactively to promote local employment opportunities.

The **UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF)** programme came to an end this quarter, in accordance with the 3 year spend requirements. The total of £4.2m funding awarded over the 3 year period was paid by the end of March 2025, with projects completing on time. We are now are undertaking evaluation of the overall programmes delivery, including a review of outputs and outcomes achieved, with support from key delivery partners. In February, we were notified of an extension to UKSPF for 25-26, resulting in a further £1.5m (UKSPF/REPF combined) for the 12 month period, to enable a continuation of key programmes and support services whilst longer term funding plans are considered by Government.

The plans to **redevelop the Clipstone Holdings site** were presented to the Planning Committee in March and the plans were approved unanimously. We are now in the process of finalising tender documents with an aim to go out to tender by end of April 2025 and a further update can be expected in Quarter 1.

The **new Sustainable Economic Growth Strategy (SEGS)** data and evidence pack was provided to members in early March 2025 following three workshops. The next steps will include a period of consultation with members on the draft strategy, the action plan will be completed and aligned to the Business Plan, before then a period of consultation with key stakeholders begins. It is anticipated that a completed SEGS will be presented to Cabinet with a recommendation for approval in Autumn 2025.

The **Programme for Newark Creates 2025-26** has been developed, following a successful funding bid from the Newark Cultural Consortium to the Arts Council England £79,000 was awarded. We are working with We Are Newark to work up proposals to enhance our current funding and deliver additional events later in the year. There are a number of events scheduled to take place beginning in June 2025, of which we will share further updates about in future quarters once the events have taken place.

As part of our aspiration to **promote the market for arts, culture and creative industries**, a freelance music co-ordinator has been appointed to lead the next six months' work on 'Alive with Music'. The first Forum meeting was hosted at the National Civil War Centre and generated much discussion and ideas for progression.

Raise peoples' skills levels & create employment opportunities for them to fulfil their potential



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|---|------------------|------------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Total number of people supported to access education or training through UKSPF | New For Q1 24/25 | New For Q1 24/25 | 234 | N/A |
| Number of businesses receiving non-financial support (e.g. 1-2-1/workshops) | New For Q1 24/25 | New For Q1 24/25 | 244 | N/A |
| Number of work experience placements offered at differing levels of education within NSDC | New For Q1 24/25 | New For Q1 24/25 | 28 | N/A |
| Number of apprenticeships commenced at all educational levels within NSDC | New For Q1 24/25 | New For Q1 24/25 | 4 | N/A |
| All Other Indicator Types | | | | |
| Newark Beacon - % of occupied units | 99.1% | 80.0% | 79.0% | 88.0% |
| Commercial Property - % occupied units | 98.0% | 98.0% | 96.3% | 95.0% |
| Sherwood Forest Arts and Crafts - % of occupied units | 100.0% | 100.0% | 95.0% | 95.0% |
| Newark town centre footfall count (average visitors per day) | New Q3 23/24 | 6,497 | 6,596 | 7,000 |

Raise peoples' skills levels & create employment opportunities for them to fulfil their potential



| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
|--|------------------|------------------|--------|--------------|
| New jobs created within the district | 52,000 | 56,441 | 62,100 | 40,000 |
| Number of new businesses as a percentage of business births to active enterprises | 9.6% | 10.6% | 8.5% | 10.0% |
| % of students within the district achieving LEVEL 1 - GCSEs 1-9 and lower or NVQ level 1 | 83.6% | 90.6% | 87.4% | 85.0% |
| Percentage of town centre retail premises vacant across the NSDC District | 6.8% | 7.2% | 9.2% | 8.0% |
| Number of businesses receiving grant funding (UKSPF or other) | New For Q4 24/25 | New For Q4 24/25 | 0 | N/A |

Exploring our performance

Newark town centre footfall count (average visitors per day) has been influenced by fewer trips into Newark during January, potentially as a result of families cutting back in spending after the Christmas period, as well as rising cost of household bills. Poor weather has also prevented trips into the town centre due to flooding and road closures. The Newark & Sherwood Gift Card Scheme has recently been launched and we are hopeful this will encourage footfall in town. Our teams are working with HATCH to develop the Newark Heart FBC to be able to regenerate the town centre. Alongside this, we are planning town centre events such as the fire show to encourage more visitors into the town.

The number of **new businesses as a percentage of business births to active enterprises** is an indicator which we report on annually, this data is aged by the point we can report on it as the data we're reporting is for the year 2023. During which the cost-of-living crisis was impacting the spending habits of customers and spend was falling in town centres, impacting the profits of many local businesses. Increases in the rate of inflation, the cost of energy and materials, as well as import / export difficulties with Europe were significantly impacting the abilities of businesses to trade and maintain productivity. Support has been commissioned from Nottinghamshire County Council to provide advice and guidance to businesses. A business support programme is currently being planned for businesses to learn about new trends and form strategies to build growth and resilience. We expect to see improvement in 2025-26.

Reduce Crime and Anti-Social Behaviour



We understand that crime and anti-social behaviour (ASB) can significantly impact the quality of life of our residents and communities and are committed to working with our partners and stakeholders to implement a range of measures and strategies to prevent and tackle crime and anti-social behaviour and improve the feelings of safety and well-being across our district.

We have been working to assist in the delivery of **'Rural Crime and ASB Prevention'** with additional target hardening at Sherwood Forest Corner. This quarter saw the recent addition of Dark Sky Compliant Street lighting, along with a new security system at The Arts and Crafts Centre to compliment the CCTV installed in 2024. It is anticipated this will significantly contribute towards reductions in ASB and rural crime with improved signposting and enhanced public security.

Partnership working to identify and intervene with cases of anti-social behaviour:

We have received complaints which have been concerned with individuals' street drinking and causing nuisance in Newark, which could in part be attributable to the weather having been warmer than average for this time of year. To address this, we have been working in partnership with the police and utilising CCTV footage, to identify those individuals and take enforcement action. To bolster our ability to take enforcement action against this type of anti-social behaviour, last Summer we carried out a review of our Public Space Protection Orders (PSPO) which resulted in the coverage of the Alcohol PSPO for Newark town centre having been widened to cover a wider geographical area and the requirements strengthened. In addition to this, the Police are actively working in this area, with 3 x Community Protection Warnings issued, with 1 escalated to Community Protection Notice. Our Community Protection Officers are also carrying out regular patrol and monitor these key locations.

Targeted action against known crime and anti-social behaviour hotspots:

- In September 2024, an injunction was secured on an individual causing nuisance on Yorke Drive. This quarter, the individual was brought before the Courts for 4 breaches of the injunction and received an 8-week custodial sentence. The terms of the injunction were extended to include a non-association order with an associate whom the individual regularly committed crime and anti-social behaviour with, particularly on the Yorke Drive estate.
- Also this quarter, 2 Closure Orders on Yorke Drive were extended by a further 3-month period.
- Yorke Drive has remained an area of multi-agency focus following this further enforcement action. Regular targeted patrols continue to take place, to offer continued reassurance to the community and to monitor for any breaches on the enforcement action to date.
- Our Community Protection team completed 80 hours of dedicated hot spot patrols in Newark Town Centre and Hawtonville.

Our teams actively promote the reporting of anti-social behaviour and use of schemes such as **Pub Watch and Shop Watch** during their regular patrols and interactions within the community. This quarter through the Newark Pub Watch, it has been reported that a known individual has returned to the Town, causing nuisance in town centre licensed premises. This intelligence has been shared with relevant agencies.

As part of our ongoing work to review and **improve infrastructure to reduce crime and anti-social behaviour and improve feelings of safety**, the lighting groundworks at St Mary's gardens have been completed this quarter, with the columns now in place awaiting delivery of the lights themselves. Columns are due to be installed and commissioned in Quarter 1 of 2025/26. A new CCTV column has been erected within the garden area and the camera will be installed when the electrical work for the lights is complete.

We utilised hotspot funding to replace the redeployable camera on Wilson Street with a permanent solution, which has now been installed.

Reduce Crime and Anti-Social Behaviour



We continue to work collaboratively to deliver a **co-ordinated approach to Public Protection, Housing and Estate Management and Environmental Services.**

Outside of normal day-to-day joint working, our teams are working together to problem solve issues of crime, anti-social and environmental issues on and in the vicinity of Byron Close, Newark.

Our work continued this quarter to **reduce the number of environmental crimes committed** by increasing visibility and enforcement in targeted areas.

In Quarter 4 we issued:

- 44 fixed penalty notices for fly tipping
- 16 fixed penalty notices for littering
- 6 fixed penalty notices for waste transfer notes
- 5 fixed penalty notices for fly posting
- 3 fixed penalty notices for breach of Public Space Protection Orders
- 12 Community protection notices



District Enforcement issued 10 fixed penalty notices this quarter, before their decision to terminate the contract with the Council with effect from 31st January 2025. District Enforcement cited inflationary pressures and rising employment costs and as such the procurement process for a new provider is underway.

The property on Rufford Road, where a Section 59 notice has been issued has now been secured using funding from the PCC and the site has been cleared by the Environmental Services Team. We have invoiced the landowner to recover the costs and will start court proceedings if unpaid.



We have 11 prosecution cases being processed for considering for fly tipping, Duty of Care and failure to provide information and 3 court issued arrest warrants out on individuals who did not attend court. We've also successfully progressed prosecutions this quarter, with 2 cases being heard in court and all resulted in fines being issued to the three individuals involved totalling £3,004.00

When new projects are underway, actively seek out ways to involve residents in aspects of their design and development, thereby increasing a local sense of ownership and mitigating against the risk of vandalism and damage. This quarter we met with the **Nottinghamshire Police Designing Out Crime Officer** to discuss known issues being experienced on the A617 Rainworth bypass. The issues include objects being thrown from a footbridge at vehicles passing beneath posing a danger to drivers and their passengers. As well as car meets gathering in two laybys on the A617, with cars race each other along the stretch of road between Mansfield, Rainworth and the A614 roundabout. The footbridge marginally falls into Mansfield district, but the surrounding households fall into Newark and Sherwood, hence our input in community impact. The outcome of this meeting included a number of suggestions having been put forward and considered. There is a countywide Police Operation in place called Op Wheelspin which is dedicated to car cruising/racing and the Rainworth Bypass has been added to their patrol areas.

Reduce Crime and Anti-Social Behaviour



Our Community Plan sets out our commitment to **complete a programme of target hardening to protect vulnerable sites from unauthorised encampments**. Unauthorised encampments are dealt with efficiently guided by the Unlawful Encampment Policy. We are working to develop a further process to ensure a consistent approach and timeline to remove individuals and property that is unlawfully on land owned by the Council. We are working to strike the right balance to allow the sites to be accessible to the public whilst providing sufficient security to deter encampments.

We work to maximise the **use and effectiveness of CCTV footage captured** around the district each quarter in order to bring offenders to justice. There were 31 positive outcomes resulting from usage of CCTV this quarter; 8 in January, 16 in February and 7 in March. The CCTV Control Room were proactive in identifying 64 incidents and reacted to 216 requests from Police or Council Officers.

Our Anti-Social Behaviour team identified 2 individuals involved in graffiti and vandalism on Sherwood Avenue Park, which resulted in formal warnings and a 6-month exclusion from the park.



Re-deployable cameras:

- The decision has been taken to relocate the re-deployable CCTV located on Churchill Drive, Newark, as no further reports have been received in this location. Through the ASB Hotspot Funding, target hardening of shop premises has taken place, to include deterrents on the roof of one of the retail premises, where previously children and young people have accessed and caused nuisance.
- Utilising ASB Hotspot Initiative funding, permanent CCTV will replace the re-deployable CCTV sited at the junction of Wilson Street, Kings Road and Slaughterhouse Lane, Newark. This temporary CCTV is one that is well used by the police to gain evidence of criminal activity in this area.
- The CCTV sited in Kneesall village will remain in place until further notice.

We have re-stocked our trail cameras this quarter, beginning to utilise a new trail cam to gradually replace the current models with better quality 24 megapixel cameras. These cameras do not emit a glow and this is designed to make it harder for offenders to find and destroy or steal these cameras. Initial testing has now been conducted and we think they will prove to be a valuable new tool.

The Community Safety Partnership (CSP) Delivery Plan describes specific actions to help deliver the objectives of the Bassetlaw, Newark & Sherwood CSP Community Safety Strategy. The actions are split into the four strategic themes, which prevents duplication and allows cross-over of the many crime and thematic areas. Individual thematic plans have been incorporated into the main document to allow for more effective delivery and monitoring. It will include all statutory duties and agreed actions across the many countywide partnerships and is a flexible working document that can be added to and amended.

Reduce Crime and Anti-Social Behaviour



This quarter we continued our work with partners to **provide creative diversionary activities for young people**. As well as continuing to encourage interventions at an early stage through education in schools and assisting families in need of support. Some of the events we supported this quarter have included:

- Our teams delivered sessions for 129 students from Years 3, 4, 5 and 6 at Bishop Alexander Academy, Newark this quarter. The sessions were designed to educate the students about what anti-social behaviour is, what the consequences of acting in this way can be, and the affects it can have on others within their community.
- Sessions within Bilsthorpe Young People's centre were delivered and focused on advising young members of the community on the impact and consequences of behaving in an anti-social manner.
- The ASB Panel continues to meet each month and within this quarter, 5 young people have been referred into the Panel.
- A graffiti event took place at St Mary's C of E Primary School in Edwinstowe; engaging Year 5 and Year 6 students, who choose a "love, flourish, learn" design for their graffiti mural. This event was made possible because of the Police Crime Commissioner's Locality Funding and has received praise from both staff and students alike.
- Newark Academy hosted sessions by Extreme Wheels, which was also made possible due to being supported by Locality Funding. 30 Year 8 students took part in the sessions which focused on teamwork, resilience and understanding how to make positive choices in the community to keep themselves and eachother safe.
- We funded the 'Prison Me No Way' workshop and was delivered to 250 Year 9 and Year 10 students at Suthers School, Newark. Prison Me No Way is a registered charity, providing bespoke sessions into educational facilities, providing real life learning experiences for young people to raise awareness of consequences, risky decision making, and prevent them becoming involved in crime and antisocial behaviour. The workshop focused on choices and explored how a decision you make can impact not only your life but those of your family and friends too. Students got to meet some current serving prisoners, hear their stories and ask them questions as well as see a to-scale prison cell.
- A further graffiti project took place in March on Coronation Street Park with local young people designing a teamwork and sports themed piece of graffiti art. Balderton 2nd Girl Guides contributed significantly in delivering the artwork on the day, alongside local young people who visited the park and were offered the opportunity to join in. This project was the final delivery under Safer Streets 5 project.



Reduce Crime and Anti-Social Behaviour



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|---|------------------|------------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Fixed penalty notices for fly tipping (number issued) | New For Q1 24/25 | New For Q1 24/25 | 142 | N/A |
| Number of fixed penalty notices issued for all environmental offences (excluding fly tipping) | New For Q1 24/25 | New For Q1 24/25 | 833 | N/A |
| Community protection notices/warnings (number issued) | 8 | 20 | 29 | N/A |
| Number of positive outcomes resulting from CCTV intervention | New For Q1 23/24 | No Data Rec'd | 176 | N/A |
| Number of evictions (anti-social behaviour) | 3 | 1 | 5 | N/A |

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | County Comparison |
|--|-----------------|-----------------|-----------------|-------------------|
| % reduction in anti-social behaviour - Newark & Sherwood District compared against County area | 2.0% | 17.0% | 16.1% | 10.9% |
| % reduction in all crime - Newark & Sherwood District compared against County area | -9.0% | -2.0% | 0.0% | 4.9% |

Exploring our performance...

We have seen a 16.1% reduction in anti-social behaviour compared to County which has seen a 10.9% reduction and therefore we have seen a greater reduction. We found that the % reduction in all crime remained flat this quarter, but the County saw a reduction of 4.9% and therefore performed more favourably.

Protect & Enhance the District's Natural Environment and Green Spaces



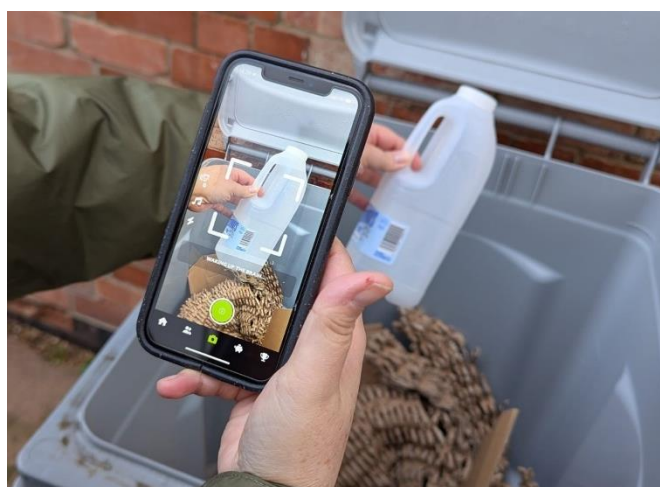
The natural environment and green spaces of our district are vital assets for our residents, visitors, and wildlife. They provide a range of benefits such as improving health and well-being, mitigating climate change, and enhancing biodiversity. As a local authority, we are committed to protecting and enhancing these assets through various initiatives and actions, as outlined below.

Community Engagement and Recycling Initiatives:

Recycling Application: Last quarter LitterLotto® was launched in the district and this initiative which is designed to help everyone recycle right and keep neighbours clean and tidy, has been embraced by residents. We have seen an increase in users from 50 upon launch last quarter, to just over 5000 at the end of this quarter. Every correctly disposed item qualifies for local and national prize draws, with a guaranteed monthly £100 Jackpot up for grabs and we have had 3 lucky winners this quarter.

Alongside promoting LitterLotto® on our social media channels, we have distributed QR code stickers on recycling bins to advertise the At-Home recycling side of the app. To date, 12,947 recyclable items have been recorded using the app and 7,677 pieces of rubbish have been recorded as being disposed of in street bins.

Street bin stickers have been placed on our communal rubbish bins in areas with high foot traffic to promote binning rubbish on the go. More are scheduled to go out with our Street Scene team.



The Contaminated Bin Review took place last quarter and saw 415 bins recorded as having been contaminated. We have developed a number of actions as a result of the reviews findings which will help to educate our communities about what can and cannot be recycled, addressing those commonly misdisposed of items.

- **Recycling Leaflet** - We have created a leaflet which will be distributed in areas that were identified as having contaminated waste as part of the review. The leaflet provides a clear outline of what can and can't go in the silver recycling bin, suggesting places where some of the commonly incorrectly recycled items can be disposed of and is due to be distributed in Quarter 1 25/26.
- **Recycling Events** – We are arranging events for residents with the purpose of providing advice on items that are not recyclable, sharing information about where commonly misrecycled items can be disposed of, promote the use of LitterLotto, and share updates on government changes, known as 'Simpler Recycling', for residents in April 2026. We held the first of these events at Southwell Market on Saturday 15th February and we spoke to around 30 people across the morning.
- **Redesigned Contamination Sticker** - We redesigned our contamination sticker to make it more accessible. It focuses on items that commonly contaminated the recycling bins during the review period. Waste Operatives are now circling the items on the sticker which are contaminating the bins so that residents have instant feedback on why their bin was rejected.

Protect & Enhance the District's Natural Environment and Green Spaces



Resident Newsletter: The last two monthly Resident newsletters have featured information about recycling to help with different recycling needs. This is scheduled to become a regular feature to assist with recycling trickier items and to promote how to reduce and reuse items before they need to be recycled. In February the focus was to share information on contaminants from the bin review and March focused on the recycling of items commonly disposed of from bathrooms.

Digital Resources for Schools: Due to the government changes to recycling, known as 'Simpler Recycling', schools who generate the extra waste streams must begin recycling these items. As such, we provided an update to our digital resources to accommodate the changes for those schools who have signed up for 'Simpler Recycling' collections, including the collection of food waste.

Community Events:

- On Saturday 1st February, the National Civil War Centre's 'Family Saturday' took place and used the opportunity to educate on recycling with families through games. Around 60 children took part in the games to win prizes for recycling right.



- On Monday 3rd February, we attended a Young Carers evening in Hawtonville to promote the reuse of items and provide games on how to recycle right at home. The young people created bug hotels from cartons, plastic bottles and natural materials. They took away a 'how to' guide which also detailed the insects their hotels may attract. We were unable to attend the Young Carers Session in Ollerton, we provided the equipment needed to replicate the session.

- On Tuesday 18th and Thursday 20th February, we held sessions in Vicar Water Country Park and the National Civil War Centre. One session focused on showing children how to make bug hotels, by reusing plastic bottles and cartons. The other session focused on how to make natural bird feeders and children left with instructions on how to make both at home and which insects and birds their items would attract. A total of 150 children took part in the two sessions across both sites.



Protect & Enhance the District's Natural Environment and Green Spaces



- During February half term, we ran a scavenger hunt at both Sconce and Devon Park and Vicar Water Country Park. The hunt covered a range of items that could be seen and heard in each park. Around 60 children took part across both parks.

The brand new state-of-the-art skatepark, refreshed play area and highly requested water play zone at **Sherwood Avenue Play Park** was completed this quarter, ahead of the grand opening event taking place in May 2025. Our teams worked hard to make sure skatepark and play park were open in time for residents to enjoy during February half term. We also finalised the Nature Zone by planting some wildflowers, bulbs and large trees that will provide much needed shade during the summer months.



Protect & Enhance the District's Natural Environment and Green Spaces



Environmental Protection Activities: Enforcement action has continued with the new Public Space Protection Order (PSPO) on Eakring Road. Nottinghamshire Police's Off Road Biking team are patrolling on a regular basis, resulting in one motor bike being seized, and the riders details were shared with us in order to issue an Fixed Penalty Notice for breach of the PSPO. As part of our ongoing commitment to secure this site, we have met with a representative from the Green Lane 4x4 group to get some advice on securing the area. We also conducted a site visit with Harworth Estates who have agreed to re-secure the entrance to the land known as 'The Desert' to prevent unauthorised access.

As part of the ongoing **delivery of the Council's Tree Strategy**, this quarter we have planted 1156 trees and hedgerow plants at several sites around the district. This includes Sherwood Avenue Park, where a number of specimen trees were planted including some fan trained fruit varieties and Clay Lane, where a small woodland has been planted and new signage installed marking the site as a wildlife area.

Also this quarter, we have given away 1450 trees and hedgerow plants. As part of our annual free tree giveaway, we distributed 950 trees to residents. This year the choice was between Beech and Wayfaring Trees, both chosen because they are species which can be grown either individually or as part of a hedgerow. We've also supported Lowdham Parish Council with the replanting of an historic Hedgerow around the Parish Churchyard, supplying 500 Blackthorn and Hawthorne whips. In February we obtained Cabinet approval to support Nottinghamshire County Council with the creation of 2 new woodland sites near Little Carlton and Southwell. These sites will result in 114,000 trees being planted in the district and our contribution is being funded by underspends in climate change related capital schemes. As part of our funding agreement, we will be entitled to 30% of the carbon credits from the scheme which will provide carbon offsets of around 845 tCO₂e annually once the trees are matured.



This quarter we completed **an audit of all litter and dog waste bins, which have enabled us to map the locations and assess their suitability**. We are now in the process of beginning to look at the results of the survey and assessing which bins might need attention and ensuring they're all in the most suitable location.



Protect & Enhance the District's Natural Environment and Green Spaces



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|---|--------------------|--------------------|------------------------|-----------------|
| Year to Date Indicators | | | | |
| Number of fly tipping incidents | 1,576 | 1,604 | 1,625 | 1,800 |
| Number of events held in NSDC parks | 270 | 326 | 451 | 150 |
| Number of loads rejected at Veolia's disposal facilities | New For Q1 23/24 | 0 | 0 | 3 |
| Kg of residual household waste collected per household | 514.0kg | 493.1kg | Awaiting External Data | N/A |
| Number of children reached via environmental education visits including river health and 'Motion for the Ocean' | New For Q1 24/25 | New For Q1 24/25 | 3,210 | 900 |
| Number of targeted focus weeks | New For Q1 23/24 | 5 | 7 | 7 |
| All Other Indicator Types | | | | |
| % fly tipping incidents removed within 72 hours | 95.8% | 93.6% | 97.8% | 80.0% |
| Number of level 1 graffiti incidents not removed within 36 hours | New For Q1 23/24 | 0 | 0 | 0 |
| Number of level 2 graffiti incidents not removed within 10 days | New For Q1 23/24 | 0 | 0 | N/A |
| % of failing sites - street and environmental cleanliness - litter | 0.8% | 0.6% | 0.9% | 2.7% |
| % of failing sites - street and environmental cleanliness - detritus | 1.1% | 1.0% | 0.8% | 1.7% |
| % of all programmed Environmental Permitting Regulations inspections completed | 100.0% | 100.0% | 150.0% | N/A |

| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
|--|------------------|------------------|-------|--------------|
| Number of trade waste customers retained | New For Q4 24/25 | New For Q4 24/25 | 1,280 | N/A |

Protect & Enhance the District's Natural Environment and Green Spaces



Exploring our performance...

The % of all programmed Environmental Permitting Regulations inspections completed is performing at 150% this quarter, the reason for this is that there were 2 due in Quarter 4 and typically we programme less inspections in for Quarter 4 as this allows chance for us to catch up where required. We completed a total of 3 this quarter as one carried over from Quarter 3.



Reduce the Impact of Climate Change



Climate change is an important and complex challenge, possessing significant risks to the environment, the economy, and the well-being of people and communities. Local authorities have a crucial role to play in mitigating and adapting to the effects of climate change, as we are responsible for delivering essential services and managing local resources. We are committed to reducing our carbon footprint and contributing to a greener and more sustainable future.

As part of our objective to champion good stewardship by the relevant authorities of the River Trent and its tributaries. To encourage addressing pollution and litter at source, contributing significantly to **the preservation and restoration of the ocean...**



We hosted the Plastic's Got Talent Competition: The aim of this was to help to highlight the amount of single-use plastic used daily, we created a competition inspired by a well-known family show for schools to participate in should they wish to. We asked classes to create instruments from plastic items to create their own tune. The music and some instruments are due to be featured as part

of Open Doors' 'Strings Day' on Saturday 3rd May. The classes who are awarded prizes will be able to choose a book for each pupil in their class. Alongside the competition, we provided resources on how plastics are both useful and dangerous to our environment which has been added as part of our resources for schools offer under the Greener Schools Programme.



The Three Rivers Project came to a conclusion at the end of March. Extensive refurbishment has been undertaken at Vicar Water Country Park with new hedgerows planted. There is a work programme ahead for pond dipping sessions aimed at school children with the rangers.

In Quarter 3 we shared updates on the **Market Place Improvement Project** – since then, we have continued to work with the Newark Town Board and Newark Town Council to agree a vision and established principal outcomes for the Market Place Improvement scheme. As a result we have developed concept design options for the space with a local Architect and are working with a Quantity Surveyor to cost the proposed plans for the public realm which will be agreed with the Board in Quarter 1.



The programme of solar panel installation across Council buildings has now seen Solar PV arrays installed on 7 of our corporate sites. Installations at the Dukeries Leisure centre, Newark Sports & Fitness, The Newark Beacon, Vicar Water Park, Sconce & Devon Park, Gladstone House and Broadleaves care home are expected to generate over 470.000 Kwh of electricity per year and save in the region of 100 tCO2e annually in addition to providing significant financial savings on our utility bills.

Work is ongoing to identify further interventions that will reduce the Council's carbon footprint and examples of these will be presented to Cabinet in June 2025 alongside a review of our current Climate Strategy action plan.

Reduce the Impact of Climate Change



The end of March marks the end of the **Home Upgrade Grant 2 (HUG2) scheme**, delivered locally in partnership with Nottinghamshire County Council and charity, Nottingham Energy Partnership.

42 households within the district are currently engaged in the scheme, of which:

- 30 installations (mainly solar panels, insulation measures and air source heat pumps) are fully completed
- 12 are due to be completed by the end of March 2025.

Feedback from residents benefitting from the HUG2 scheme has been very positive, with satisfaction scores being submitted averaging 9 out of 10 over the entirety of the scheme.

Replacing Oil Heating Systems with Air Source Heat Pumps and Solar Panels: To improve affordability for tenants and reduce carbon emissions we secured funding to upgrade properties with oil heating systems. At the end of Quarter 4, we have completed 102 of our SHDF 2.1 grant funded properties as well as a further 8 properties, bringing the grand total to 110 properties which are now using air source heat pumps and solar panels.

In Quarter 3 we suggested we were due to hear back this quarter in relation to the bid that we submitted for the Warm Homes Social Housing Grant to upgrade a further 300 properties over a three-year period. We have now heard back with regards to wave 3 funding, and unfortunately the funding awarded is 50% lower than the bid we submitted due to over subscription. This means we will only be able to upgrade circa 150 properties over the next 3 years. We are currently in the process of procuring a contractor to begin these works, and we are hoping to start before the end of Quarter 2 25/26.

On an annual basis we report our progress towards implementing a **Local Area Energy Plan (LAEP)**. The LAEP is a 'where and when' masterplan, which identifies the most cost-effective pathway for the local area to reach net zero and realise local benefits. It is data driven and is a whole energy system, evidence-based approach that is led by local government and developed collaboratively with defined stakeholders. Work is well underway to establish the district's baseline, and officers are providing data and regularly contributing to workshop discussions with key stakeholders in the region. The outcome, which is expected later this year, will include 3D modelling of the district which will map all buildings showing their current energy usage/efficiency ratings. This will enable a more targeted approach to the Council's retrofit program for example and help to provide the best account of social value in addition to directing key funding streams toward areas of deprivation and those experiencing fuel poverty.

Continue to deliver the Brunel Drive Masterplan: A project team has now been established to guide this development. The tender documents are being prepared for the demolition and construction works at Brunel Drive/Farrar Close, this will provide the much needed space to accommodate additional waste collection vehicles in preparation for the commencement of food waste collections. We are also in the process of seeking planning permission to remove the temporary permission for the glass bulking facility at the lorry park

Reduce the Impact of Climate Change



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|--|------------------|------------------|------------------------|--------------|
| Year to Date Indicators | | | | |
| Number of Council homes with retrofitted energy efficiency measures | New For Q1 24/25 | New For Q1 24/25 | 135 | N/A |
| Total gas and electricity energy consumption across Council owned corporate assets | New For Q1 24/25 | New For Q1 24/25 | 1,024,895 | N/A |
| Total energy generated from solar panels on Council owned corporate assets | New For Q1 24/25 | New For Q1 24/25 | 85,198 | N/A |
| Total businesses or community facilities supported with energy efficiency measures through successful UKSPF applications | New For Q1 24/25 | New For Q1 24/25 | 7 | N/A |
| All Other Indicator Types | | | | |
| % of household waste sent for reuse, recycling and composting | 35.4% | 33.4% | Awaiting External Data | 40.0% |
| Number of missed bins (per 100,000 households) | 44.4 | 52.5 | 32.5 | 45.0 |
| Total number of garden waste subscriptions | 19,188 | 20,949 | 21,678 | 20,000 |
| Number of missed assisted collections | New For Q1 23/24 | 254 | 205 | N/A |

| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
|---|------------------|------------------|---|--------------|
| % of Council homes with an energy efficiency (SAP) rating of C or above | 68.0% | 52.3% | N/A | 70.0% |
| Number of trees planted on Council land or partner land | New For Q4 23/24 | 867 | 1,156 | 600 |
| Number of trees given away to residents | New For Q4 23/24 | 1,305 | 1,450 | 1,000 |
| Total CO2 reduction across our estate and fleet in tonnes | New For Q4 24/25 | New For Q4 24/25 | Awaiting External Data – Update due in Q1 | N/A |

Exploring our performance...

The number of Council homes with retrofitted energy efficiency measures equates to 135 properties that have benefited through SHDF and Devolution funding. There have been more than 270 different measures fitted including Air Source Heat pumps, solar PV and battery storage and EWI.

The garden waste subscription window closed at the end of Quarter 3, and we finished the year with 19,280 Customers paying for 21,678 bins which equates to 6,954.32 tonnes collected this year.

The indicator which measures the % of Council homes with an energy efficiency (SAP) rating of C or above is not reportable at present. The team are in the process of undertaking full stock condition surveys of all Council owned properties to eliminate inaccurate or cloned data from our system. Based on current information, 50% of our properties are currently at a C rating or above. We are currently formulating a planned programme of works to bring all Council properties up to a C rating. This is being developed using current EPC data and data from a programme of new EPC's.



Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



What we have been doing this quarter;

We aim to foster community spirit, pride of place, and connectivity through adaptable cultural activities, strategic marketing campaigns, and support for local projects. Key efforts include promoting family-friendly tours, completing heritage site developments, collaborating on community actions, offering grants, and supporting veterans. We also plan to revitalise town centres and ensure diverse participation in our major projects. Newark Town Board have reviewed their Board Structure and have since adopted an approach based on key sectors and identifying local partners to champion those sectors within the Board. This includes private, voluntary, education, community, youth and public sectors. Additionally, the new guidance on the Plan for Neighbourhood Programme will seek to consider a more inclusive Board, with expanded representation.



This quarter the delivery of the **Newark Castle Gatehouse scheme** has taken some significant steps forward as a main contractor has been selected following a successful tender process. The contractor is expected to commence work on the site between May and June 2025 and as such further updates can be expected in quarter 1. The interpretation plans for the new galleries are being designed and are progressing well. A team of volunteers are researching Medieval history of the Castle and of Newark. Partnerships have also been developed with St Mary Magdalene Church and Newark School of Musical Instrument Crafts to develop co-curated elements.

As part of our ongoing work to **deliver season destination marketing campaigns and promote visitor attractions**, we launched the Town and City Gift Card this quarter. There are currently 81 retailers signed up to the initiative across the district and the map below shows the spread of retailers across the district and consists of 58 shopping businesses, 15 food and drink/hospitality venues, 6 businesses that provide leisure, attractions and services, as well as 2 health and beauty businesses. Available as either a physical gift card, or an e-card that can be added to digital wallets, the card will make it easy for recipients to 'shop local' with a range of local and independent shops, restaurants, salons and service businesses. We are hopeful that the gift card will encourage tourism within the district by showcasing a variety of local businesses, cafes and retailers and making them accessible through a single gift card.



Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



One business accepting the new gift card will be Shirt Sleeves, based in Newark. Shop owner Henry Tacey explains: *"We think the Gift Card is a fantastic initiative to help increase footfall in the local shops, cafés and restaurants of the area. Shoppers will have a fantastic range of local businesses to use their Gift Cards with & we're very excited to see the impact the Gift Card has. A big thank you to everyone involved and Newark and Sherwood District Council for their continued support of local business."*

SHIRT SLEEVES

The end of this quarter sees the successful completion of the 2024/25 **programme of activities funded by the National Portfolio Organisation**. This includes our fourth Artist in Residence developing a digital game based on Newark's waterways and heritage, a programme of Artists in Schools supporting students and teachers to develop creative skills and the culmination of the Our Heritage Project – Mining for Stories.



The success of Mining for Stories, in which we collaborated with Bilsthorpe Heritage Museum and members of the former mining community to co-create a touring exhibition, has been a catalyst to continue the partnership with Bilsthorpe Heritage Museum. A new project is in development to explore the mining community's connection to music through colliery bands.

In order to continue our work towards achieving our objective to **develop a flexible, creative approach to cultural visiting, with family orientated activities**. To include family tours, drop-in arts activities and storytelling that utilise the three heritage sites with a vision of integrating our offer to broaden our reach and appeal to a wide range of audiences. We have undertaken a broad programme of activities this quarter:

- We welcomed 954 students across a range of age groups and abilities from schools in Newark and Sherwood and across the country between January - March. The evaluation forms received from the schools who visited the National Civil War Centre consistently rate our learning days as 'Excellent'. Teachers at Queen Elizabeth Grammar School commented that the activities offered were "Interactive, engaging, informative and really well thought out, allowing pupils to get involved with lots of variety, and really develop their learning. Really engaging as always – thanks to all the staff!" Coddington Primary School staff commented that "the pupils benefitted from developing increased knowledge of the civil war, led by an expert in the field. Great sessions, education team leading the sessions were great".



Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



- Last quarter we shared that we are proud to have been awarded the prestigious 'Kids in Museums Family Friendly Museum of the Year Award', which has since led to several invitations to speak at national conferences, sharing our family friendly best practice with museums and galleries across the country. Several members of staff from these museums have contacted us separately to arrange for follow up bespoke conversations to explore in more detail our family friendly best practice.

- We have delivered three more successful Family Saturday events this quarter, which were well attended and saw 460 visitors taking part. The events hosted this quarter consisted of craft activities, family tours and activities like musket drills. We moved the date of one of these to coincide with International Women's Day and welcomed a



The lucky winner of the game, Vlad, who chose a shark tracking plushie made from recycled water bottles. Congratulations, Vlad!

reenactor on horseback and a focus on female spies during the British Civil Wars. The events have also had a focus on environmental education which was delivered by our Environment officer in the form of a game around plastic pollution and tips on how to reduce water pollution at home. Children could take part in fishing out plastic bottles in 'Pluck out that Plastic' to win a prize and write a pledge on the 'Ocean Pollution' wall. Around 30 children took part in the activities. The feedback from visitors indicates this has been well received and enjoyed by visitors.



- To support the Newark Creates Mr Kronovator event in the market square, we hosted an event in our Tudor Hall which offered a 'Create Late' activity. Visitors had the opportunity to create firebirds and fire-breathing dragons from recycled and scrap materials. This event was even better attended than the Historical Escapades event last October, with 400 visitors attending. Visitors spent on average an hour enjoying the craft activity and a quiet and restful play space which many commented on appreciatively.



- Our work on the 'Working Together for Health and Wellbeing' project has continued. We are working with an experienced artist, Kristina McCormick, who specialises in art and wellbeing activity across the district. She has been working with a group of women who have reported improvements to their sense of wellbeing and mental health as a result of being involved. We have been able to plan for an extension to the project which will transfer to The Holt at Sconce and Devon Park for the summer sessions.

Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



- 4 historic themed talks were hosted in our Tudor Hall this quarter, which were attended by 170 people. Topics included the Trial and Execution of Charles I, Dance in Stuart England and women in the seventeenth century.



The Newark Cultural Heart programme plan consisted of one large-scale event this quarter, the Fire, Flame and Frenzy event. The event took place during an evening in Newark Market Place and it was a new event of its kind in Newark, and a first for the town centre.

Positive resident, business and visitor satisfaction was received about the event and resulted in an increase in footfall with 2,906 people recorded in Newark during the hours of the event. The event ran from approximately 5pm – 9pm, and footfall was 32% higher than usual during these times. Additionally, 58.9% of recorded visitors to the Market Place during this time were new to the town which equates to around 670 brand new visitors not including those visitors who may not have a mobile phone, or those who may have been out of range of the sensors.

Respond to community requests to support any **community-led days of action across the district**, in conjunction with partners. This quarter ASDA Newark invited us to join them in the store foyer for Global Recycling day which took place on Tuesday 18th March. We shared information with shoppers to promote recycling in the district, including giving away bin stickers and leaflets, as well as promoting the LitterLotto® mobile app. The app will help everyone to recycle right, keep neighbourhoods clean, and reward residents for binning waste.



As part of our ongoing to **support the veteran community around the district**, we have delivered a number of initiatives this quarter:

- Newark Services Club have been awarded several grants which will help towards the upgrade to their kitchen facilities

Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



- We are providing support to Bilsthorpe Veterans Breakfast club monthly, by volunteering to help run their veterans breakfast club once a month. This enables our teams to continue to build connections in the community whilst doing so
- We supported the Rainworth Veterans Breakfast club with posters, we also attended the Rainworth Royal British Legion meeting to discuss events in the Armed Forces Calendar for the year ahead
- We hosted an Armed Forces networking event in February, bringing together 40 representatives from Parish and Town Councils. The purpose of this event was to understand what is taking place across the district and enable the creation of a calendar of events which has been published on our website

We made a referral to Defence Medical Welfare Service for one of our tenants, as well as arranged for the veteran to access free counselling via the Newark Patriotic Society

Support the delivery of community initiatives through ongoing grant schemes: Round 2 of the Community grant scheme took place in January 2025. £71,193 was awarded to the following groups:

| Organisation | Payment awarded | Area | Additional Notes |
|---|-----------------|-----------------|------------------|
| Sherwood Forest Trust Festival 2025 | £5,000 | Sherwood | Full award |
| The Minster School Parent Teacher Association | £4,995 | Sherwood | Full award |
| Grow Incredibles CIC | £4,590 | Newark | Full award |
| Southwell Women's Institute | £7,950 | Sherwood | Full award |
| Edwinstowe in Bloom | £5,000 | Sherwood | Full award |
| Muskham Cougars FC | £1,870 | Sherwood | Full award |
| Elston Allotments | £5,284 | Newark | Full award |
| Newark Sea Cadets | £4,612 | Newark | Full award |
| Rainworth & Blidworth Amateur Boxing Club | £4,995 | Sherwood | Full award |
| Newark Town Football club | £5,000 | Newark | Full award |
| Collingham Rural Advice Centre | £7,500 | Newark | Partial award |
| Newark Amateur Boxing Club | £4,000 | Newark | Partial award |
| Newark CVS | £3,009 | Newark/Sherwood | Partial award |
| Oxton Village Hall | £4,877 | Sherwood | Partial award |
| Winthorpe Community Centre | £2,508 | Newark | Partial award |

All successful applications met one of the schemes 'priority areas' for funding including

- 3 demonstrating match funding
- 1 that met the climate change agenda
- 6 that support a reduction in anti-social behaviour
- 5 that will support residents managing the cost-of-living crisis

When considering the spread of awards across the district, 7 awards are recommended for Newark based group/ activities, 7 for Sherwood based groups/ activity and 1 that covers both areas

This quarter, the Efficiency East Midlands (EEM) small grant scheme awarded 18 community groups funding to the value of £7,101 as detailed below:

Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



| Group Name | Payment Awarded | Description |
|--|-----------------|-------------------------------------|
| DD's Soup Kitchen | £356 | Food voucher and equipment |
| Newark preloved children's uniform club | £385 | Clothing |
| Stroke to strength | £371 | Zoom license and marketing items |
| Pensioners Sunday lunch club | £500 | food voucher and equipment |
| Gorillaman Fitness | £500 | New equipment |
| Newark Conservative Club | £500 | New bowling equipment |
| Newark Breast Cancer support | £500 | Rent for room hire |
| Men that Matter | £421 | New marketing/promotional material |
| Rumbles Catering Project | £500 | New cooker |
| Wigsley, Harby & Thorney Going Green Group | £500 | Litter picking equipment |
| Delacy Bingo group | £357 | New equipment |
| Knights court Sewing group | £92 | Refreshment supplies |
| Accordion/ Music Group | £79 | Refreshment supplies |
| Well Green House Bingo and Chair exercise groups | £405 | New equipment |
| Millgate community Centre | £491 | Printer and paper |
| Ollerton and Boughton Roundabout Community Newspaper | £453 | New marketing/promotional material |
| Still Smiling | £250 | Zoom licence |
| St George's Day Celebration Group | £435 | Money towards St George's day event |

In January 2025, we successfully finalised a Memorandum of Understanding (MoU) with Government relating to the Levelling Up Fund Round 3 (LUF 3) Sherwood scheme, which formalised the **commitment to provide £20m across both Ollerton and Clipstone regeneration projects.**

We received formal confirmation from Government in relation to the extension of LUF 3 funding from March 2026, to March 2028, this is following ongoing delays with the release of funding. Following receipt of the MoU, we were recently granted an initial sum of LUF 3 funds to finance eligible investment to date against both schemes.

Both the Ollerton and Clipstone schemes continue to progress towards planning submission and Business Case approval, funding was agreed by Cabinet to facilitate further works throughout the Royal Institute of British Architects (RIBA) stage 3. Planning for the Commercial Units as part of Clipstone Phase 1, was secured in March 2025 and work is scheduled to begin towards the end of Spring to develop 30 brand new units on the site. Tenant and stakeholder negotiations are ongoing for the Ollerton scheme and Clipstone Phase 2/3, as well as continued legal works to finalise land related matters for both schemes. Key risks to delivery and timescales, continue to compromise land acquisition, outstanding match funding and planning submission.

Develop opportunities to maximise the visitor offer linked to Sherwood Forest: The draft Sustainable Economic Growth Strategy encapsulates the objectives of the Destination Management Plan and the focus of an action plan, to promote key unique selling points of the District such as Sherwood Forest. The campaigns developed in 2025/26 will include and promote the visitor offer at Sherwood Forest.

Celebrate & Invigorate Community Spirit, Pride of Place and Sense of Belonging



Measuring Success

| Quarterly Indicators | Quarter 4 22/23 | Quarter 4 23/24 | Quarter 4 24/25 | Target 24/25 |
|--|------------------|-----------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Total footfall across all heritage and culture services and sites | New For Q1 23/24 | 99,651 | 123,630 | 100,000 |
| Total number of admissions - National Civil War Centre | 13,234 | 16,800 | 16,844 | 14,000 |
| Total number of admissions - Palace Theatre | 59,877 | 52,619 | 66,122 | 50,000 |
| Number of people reached through direct participation and outreach | New For Q1 23/24 | 12,060 | 14,385 | 12,000 |

| Annual Indicators | 22/23 | 23/24 | 24/25 | Target 24/25 |
|--|------------------|-------|-------|--------------|
| Year to Date Indicators | | | | |
| Increase in dwell time in Newark Town Centre | New For Q4 23/24 | 10.3% | 23.4% | 2.0% |
| % of visitors from schools – Palace Theatre | New For Q1 23/24 | 12.0% | 11.0% | N/A |
| % of visitors from schools – National Civil War Centre | New For Q1 23/24 | 24.0% | 22.0% | N/A |

Exploring our performance...

Total footfall across all heritage and culture services and sites has exceeded our expectations this year, including the theatre, museum, outreach and in the café.

The number of people reached through direct participation and outreach, via the Open Doors Programme which is funded through the Arts Council England's National Portfolio Organisation funding continues to deliver positive results in outreach activity.

Be a Top Performing, Modern and Accessible Council



Striving to be a top-performing, modern, and accessible council is crucial for meeting the evolving needs of our community. The initiatives outlined below are essential for enhancing our operational efficiency, ensuring regulatory compliance, promoting staff well-being, and driving continuous service improvements. By focusing on these areas, we aim to build a resilient and responsive organisation that serves the public with integrity and excellence.

Commercialisation Strategy & Action Plan: 5 meetings were held during the quarter attended by Section 151 Officer, the Financial Services Business Manager and project owners to discuss progress against individual projects. An update against the major projects was included within the Medium Term Financial Plan, which was approved by Council on 6th March 2025.

Where projects are developed enough to be budgeted for, budgets have been adjusted and hence put into the Revenue budget for 2025/26. Where projects still need further development, updates were given to Members, but budgets have not been adjusted for within the 2025/26 budget, nor the preceding years in the Medium Term Financial Plan.



2. Commercial Strategy 2022 - 2026 – How our Commercial Strategy operates within the context of the Community Plan

Customer Experience Strategy: The survey and implementation plan for complaint satisfaction feedback has been completed this quarter. This has enabled the commencement of the satisfaction surveys. The results will be shared with the Senior Leadership Team once complete and will be included in the December – March 2025 complaints report.

Be a Top Performing, Modern and Accessible Council



Regulatory Inspections and Requirements: Evidence has been gathered and updated in relation to the assessment criteria set by the regulator of social housing, a gap analysis has been carried out and our position identified. We have some actions in place to address areas for improvement, the latest updated position and details of the gaps will continue to be reported each quarter to the Tenant Engagement Board until we are inspected. We are also working on reviewing key policies to ensure they are both current and meet style and branding requirements. A new Housing Performance and Improvement Board has been set up, chaired by the CEO to prioritise areas for improvement within Housing Services, to ensure the appropriate focus, resources and oversight are in place to reach and maintain excellent service levels.

The process to **reinvigorate the Resident Panel** is now complete, the aim was to revitalise the panel to improve engagement, as well as understand how representative the panel is of the districts demographic



profile. There were 701 residents on the panel before the refresh however they were largely inactive and nothing more was known about these residents aside from their name, email address and that they were over the age of 18. As part of the refresh, it was important to gather more information to understand how representative the panel is and to provide the opportunity for targeted consultation. Therefore, the refreshed Resident Panel sign up process now collects the following information: *Name, Email address, Postcode (to inform ward data), Age range, Youth engagement (16 years and older to sign up), Parental status (sharing views on behalf of their children), Gender, Ethnic group, Residential status and Areas of interest.*

Alongside the ability to provide areas of interest, residents are incentivised to join the Resident Panel through 6 monthly prize draws where they have the opportunity to win a £50 gift voucher to spend at a variety of retailers.

To refresh the panel, we sent emails to all existing members asking them to provide the additional information if they wished to remain on the panel. We now have 255 active residents signed up to the panel, including residents signing up after the 6 monthly prize draws. Despite the decrease in overall members, it is evident that our Resident Panel is responsive and engaged. A recent survey sent to the Resident Panel received 191 responses, this is a response rate of 75%. Work is ongoing to grow the panel and to maintain engagement of existing members, this includes early discussions around a face-to-face focus session where they can ask questions and learn more about the Council's commitment to the district and its residents.

Expand the range and quality of services available online: The procurement of a new telephony system is progressing and the contact centre solution is due to go live in Summer 2025. There will be phased rollout of the contact centre solution, with webchat being part of phase two. It is anticipated that the webchat functionality will be operational by Autumn 2025.

Be a Top Performing, Modern and Accessible Council



We have been working to expand and refresh the wellbeing and engagement programme, with work being completed this quarter to implement an enhanced counselling service and full Employee Assistance Scheme which includes a wellbeing portal for staff and their family members to utilise, additionally the existing health cash plan service which was on trial for a year has been procured for a further 12 months.

Develop a package of measures to recruit and retain staff, including a review of the pay grading structure and the Council's job evaluation scheme. The Reward & Retention project has advanced at a good pace over the last quarter, the staff benefits workstream is now complete, the review of Job Descriptions is 75% complete and evaluations are due to commence in April 2025.

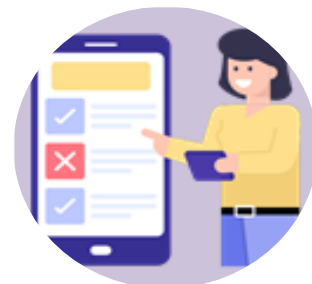


REWARD AND RETENTION PROJECT

We carry out an **all Staff Survey once every 18 months**, the most recent survey which was carried out in July-August 2024 received the highest number of responses recently experienced and the results show of the 357 colleagues who completed the survey, 90% gave a positive response when asked whether the Council were a good employer. In addition, 91% of respondents agreed that they understood where their role fit in terms of the community plan objectives and an overall 'job satisfaction' rating of 79% was received in the main survey questions.

Job satisfaction was also the most represented category in the free text final comments box where 61/93 comments were around satisfaction and all 61 were of a positive nature. That said, the results also show us that some colleagues are feeling under pressure due to their workload with only 58% agreeing that it is currently manageable. This was also reflected in the comments received from respondents where 90% of the 77 comments received on this being negative. (the remaining 10% were coded neutral).

In terms of other key comments, 66% of 96 comments received on the subject of satisfaction were positive. (this included general satisfaction, satisfaction with team). However, within that 64% of the 22 comments received around recognition were negative. It is evident that some colleagues are finding it tougher than the majority and the themes of workload and recognition feature as the most prominent reasons for this.



What is clearly evident however is that a significant majority feel valued, supported and proud to work for the Council.

Be a Top Performing, Modern and Accessible Council



Measuring Success

| Quarterly Indicators | Quarter X 22/23 | Quarter X 23/24 | Quarter X 24/25 | Target 24/25 |
|--|------------------|------------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Engagement rate with posts issued on NSDC Facebook and X combined | 920,610 | 1,085,448 | 930,172 | 1,000,000 |
| Contact Centre - telephony - average length of time to answer call (seconds) | 84.0 | 156.0 | 91.0 | 120.0 |
| No of digital web form transactions | 31,236 | 62,200 | 65,940 | 36,000 |
| % business rate collection | 97.2% | 97.8% | 98.2% | 98.2% |
| % council tax collection | 97.1% | 97.2% | 97.2% | 97.4% |
| No of phone calls presented to Contact Centre | 118,282 | 113,532 | 109,742 | Demand |
| No of face to face contacts (Castle House) | 13,299 | 16,720 | 17,271 | Demand |
| Satisfaction with lettings service | 94.0% | 92.0% | 93.0% | 95.0% |
| Satisfaction with careline services | New For Q1 24/25 | New For Q1 24/25 | 100.0% | 90.0% |
| Satisfaction with temporary accommodation | New For Q1 24/25 | New For Q1 24/25 | 96.1% | 90.0% |
| All Other Indicator Types | | | | |
| % effective response to careline calls within 60 seconds (industry standard) | New For Q1 24/25 | New For Q1 24/25 | 99.1% | 97.5% |
| % invoices paid within 30 days - whole Council | 98.0% | 98.0% | 94.7% | 98.5% |



Exploring our performance...

The **engagement rate** with posts issued on NSDC Facebook and X combined is below target. This is because X is not performing as it was since its move from Twitter. We are undertaking a social media audit to inform the future of using X as a social media channel. As part of the audit, we are currently researching new platform BlueSky to use alongside X to increase overall engagement rates. We will also increase the use of video content which we know improves engagement. By Q2 in 2025/26 we will have completed the audit which will help inform our future plans.

The number of **digital web form** transactions is performing well. The number of digital web transactions forms and exceeds the 62,200 completed during 2023/24 which included the opt in or out of the kerbside glass recycling scheme. We are constantly looking to improve and increase the number of online forms we have and to encourage the take up of them.

The number of **calls received in the contact centre** during 2024/25 was 3790 lower than 2023/24 which equates to 73 less calls a week and it is difficult to say exactly why. The calls we receive often relate to what is happening "in the moment". We have seen a reduction in enquires relating to government grants, we haven't experienced extreme weather or flooding incidents and there haven't been major changes to the services the Council provides. We hope that residents obtain the information they require from our website and or utilise our online services.



Our Workforce



A positive and motivated workforce is more likely to be high performing. To understand how our staff are performing and how we are supporting them we look at key indicators and recent activity.

Colleague Health and Wellbeing

This quarter a range of activities have taken place, centred around supporting the health and wellbeing of our workforce. Our Wellbeing Hub is also available to colleagues 24/7 and contains a wealth of information and support to help colleagues access the support they need and promote overall wellness.

Two events dedicated to enhancing **Musculo-skeletal health** were held throughout March. We understand the impact Musculo-skeletal health can have upon our workforce, especially for those colleagues who are predominantly desk based. Due to this, these sessions consisted of chair-based exercise sessions, valuable information on workplace assessments, policies and available adaptations.



Colleagues had the opportunity to learn the **Salsa and Bachata** during February. Our very own dancing king Claudiu started weekly evening sessions that provided the perfect opportunity for colleagues to get active and learn new skills.

Colleague Engagement

The **Staff Roadshows** took place in February; 340 colleagues joined us over three sessions held at the Palace Theatre. The Roadshows are an opportunity for our Senior Leadership Team to share outside some key messages around areas of work planned this year with colleagues and provide the chance for colleagues to ask some questions of the Senior Leadership Team.



Career Development

We celebrated **National Apprenticeship Week 2025** this quarter with a series of social media posts shining a spotlight on the apprentices within our organisation and their experiences of their apprenticeship programme.

#NAW2025



With my apprenticeship I will hopefully achieve my APM Project Management Qualification with the Heart of England Training Provider. This apprenticeship covers many different topics including governance arrangements, risk and issue management and stakeholder engagement and communication.

With my role specifically, I really enjoy the range of projects I work on, allowing me to work with colleagues from different business units and gain an insight of the varied work that takes place. In general, I'm extremely grateful for the continued professional and personal growth in the organisation. This wouldn't be possible without the opportunities I've been given and the continued support from my team and wider colleagues.



Philene Evason-Bacon
Associate Project Manager
Apprentice

SERVING PEOPLE, IMPROVING LIVES

#NAW2025



My apprenticeship covers a broad spectrum of planning including policy, urban design, geography, environment and infrastructure and planning for climate change. I only have one year left and then I can work as a qualified planner.

I enjoy my job, every day is a school day but the team are great and everyone helps everyone and makes suggestions.



Jamie Pegram
Urban Planning
Apprentice

SERVING PEOPLE, IMPROVING LIVES

Our Workforce



Measuring Success

| Quarterly Indicators | Quarter X 22/23 | Quarter X 23/24 | Quarter X 24/25 | Target 24/25 |
|---|------------------|-----------------|-----------------|--------------|
| Year to Date Indicators | | | | |
| Average number of sick days per employee (FTE) per year lost through sickness absence | 7.4 | 6.8 | 7.0 | 6.5 |
| % of staff turnover | New For Q1 23/24 | 14.0% | 13.0% | 13.0% |



Newark & Sherwood District Council Compliance Report

2024-25 Quarter 4

Introduction

Compliance refers to the alignment of a built asset with the relevant rules, regulations, and codes. This includes the products and materials incorporated into the building, as well as the way in which they are assembled and constructed. It is important that we continuously review our compliance to identify and rectify any issues identified to keep the buildings users and occupiers safe. This report provides assurance that the Council is compliant in its three key areas of corporate compliance, housing (tenant) compliance and green space compliance.

Corporate Compliance

Corporate compliance refers to the compliance of the 25 commercial sites owned by the Council. We provide assurance on all Council-owned buildings, whether directly operated or leased to third parties (such as the Gilstrap) as the maintenance of the built asset remains the responsibility of the owner.

| | |
|---|--------------------------------------|
| Blidworth Leisure Centre | Newark Beacon Innovation Centre |
| Bridge Community Centre | Newark Castle |
| Buttermarket Shopping Centre | Newark Lorry Park & The Ranch Café |
| Castle House | Newark Palace Theatre |
| Church Farm Business Centre | Newark Sports And Fitness Centre |
| Brunel Drive Depot - 4 Buildings (A, B, C, D) | Ollerton Housing Office |
| Dukeries Leisure Centre | Queens Sconce Visitor Centre |
| Farrar Close | Sherwood Forest Arts & Crafts Centre |
| Gilstrap Centre Public Toilet | Southwell Leisure Centre |
| Hawtonville Community Centre | The Tom Mann Pavilion |
| National Civil War Centre | Vicar Water Visitor Centre |

We provide assurance that the asset is compliant in 6 key areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lift inspections

Performance Indicators for Corporate Compliance for Q4 2024/25

| Indicator | Previous Quarter | Current Quarter | Target |
|--|------------------|-----------------|--------|
| % Completed Legionella tests (due this quarter) | 100% | 100% | 100% |
| % Completed Legionella Risk Assessments (due this quarter) | 100% | 100% | 100% |
| % Completed Asbestos Condition Surveys (annual) | 100% | 100% | 100% |
| % Completed Asbestos Annual Reviews (due this quarter) | 100% | 100% | 100% |
| % Completed Fire Risk Assessments (due this quarter) | 100% | 100% | 100% |
| % Completed Gas Boiler Services (due this quarter) | 100% | 100% | 100% |

| | | | |
|--|------|------|------|
| % Completed Electrical Inspection Reports (due this quarter) | 100% | 100% | 100% |
| % Completed Lift Inspections (due this quarter) | 100% | 100% | 100% |

Exploring Our performance

All compliance indicators for commercial buildings have consistently achieved a 100% return over the past year

Performance Housing Compliance

Corporate compliance refers to the compliance of our built assets owned by the HRA aka our social tenancy estate. There are 5,749 Residential/Domestic sites and we provide assurance that they are compliant in 6 key areas. As with our corporate estate, most of these sites are tenanted but the maintenance of the built asset remains the responsibility of the Council.

We provide assurance that the residential/domestic site is compliant in 6 areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lifts

Performance Indicators for Housing Compliance for 2024/25 Quarter 4

| Indicator | Previous Quarter | Current Quarter | Target |
|--|------------------|-----------------|--------|
| % Completed Legionella tests (due this quarter) | 58% | 100% | 100% |
| % Completed Legionella Risk Assessments (due this quarter) | 65% | 79% | 100% |
| % Completed Asbestos Condition Surveys (annual) | 100% | 100% | 100% |
| % Completed Asbestos Annual Reviews (due this quarter) | 100% | 100% | 100% |
| % Completed Fire Risk Assessments (due this quarter) | No data rec'd | 100% | 100% |
| Number of outstanding RED Fire Risk Assessment actions | 8 | 318 | Trend |
| Number of outstanding AMBER Fire Risk Assessment actions | 99 | 115 | Trend |
| % Completed Gas Boiler Services (due this quarter) | 98.35% | 99.4% | 100% |
| % Completed Electrical Inspection Reports (due this quarter) | 99.5% | 99.6% | 100% |
| % Completed Lift Inspections (due this quarter) | 100% | 100% | 100% |

Exploring Our performance

- Legionella testing achieved full compliance this quarter, rising from 58% to 100%, while risk assessments improved from 65% to 79%, though still below target.
- Gas boiler servicing remains slightly below the 100% target, currently at 99.4%. Access to properties continues to be the primary challenge. Legal proceedings are underway to gain entry where necessary, and weekly meetings with contractors are ongoing to monitor progress and drive further improvements in service delivery.
- Electrical inspection reports remain just below the 100% target at 99.6%; although the contractor had previously fallen behind schedule, performance has improved, with efforts underway to get six months ahead of the programme and achieve full compliance
- A sharp increase in outstanding RED Fire Risk Assessment actions, rising from 8 to 318, requires urgent attention.

Green Space Compliance

Green space compliance refers to the compliance of our green spaces and play parks. The Council and the HRA own several parks and play areas, and we have a responsibility to ensure the safety of park users. Therefore, we inspect green spaces/parks and play parks to ensure they are safe to use.

| Indicator | Previous Quarter | Current Quarter | Target |
|---|------------------|-----------------|--------|
| % Completed Play Park Inspections HRA Land (due this quarter) | 100% | 100% | 100% |
| % Completed Play Park Inspections GF Land (due this quarter) | 100% | 100% | 100% |

Risk

Alongside ensuring compliance we also monitor risk. This means we proactively identify potentially significant risks and implementing suitable control strategies helps prevent these risks from being realised, or this is not possible, mitigate to a tolerable level. This is done in two ways.

1. **Operational Risks.** These are developed and managed by Business Managers and capture localised risks. These risks are reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis.
2. **Strategic Risks.** These are developed and managed by Directors and are significant risks faced by the Council which have the potential to prevent it from achieving its key/agreed objectives and/or have the potential to halt or significantly interfere with the ability of the Council to achieve its core objectives, priorities and/or ambitions. These risks are also reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis as well as Audit and Governance Committee on a bi-annual basis.



Report to: Cabinet Meeting: 8 July 2025

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Director - Housing, Health & Wellbeing

Lead Officer: Lynda Priest, Compliance Manager, Ext. 5793

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report / Non-key decision |
| Report Title | Quarter 4 2024/25 - Housing Compliance Assurance Report |
| Purpose of Report | To provide the performance position as of 31 March 2025 (Quarter 4) in the new format with regard to compliance including actions to rectify identified issues. |
| Recommendations | That Cabinet note: a) the exceptions to performance of the housing service compliance functions; and b) the new format for performance for Quarter 4 2024.25 onwards. |
| Alternative Options Considered | Not applicable, this report presents performance of housing compliance services. |
| Reason for Recommendations | 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. |

1.0 Purpose of Report

- 1.1 This report provides members with the performance of housing compliance services at the end of March 2025, focusing on exceptions performance, which is outside the Council's target parameters.
- 1.2 The full performance summary is shared with SLT; the Portfolio Holder for Housing and discussed as a standard agenda item for the Tenant Engagement Board meetings ensuring that Health & Safety are at the heart of our conversations and actions. Performance is also discussed quarterly at Cabinet (Performance and Shareholders) to ensure there is oversight at Board level.

2.0 **Background Information**

- 2.1 This report sets 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.
- 2.2 Full details of these performance indicators along with associated commentary are included at Appendix 1 to this report.
- 2.3 Please note that the Home Standard has now been replaced by the Safety and Quality Standard as of 1st April 2024. Please see <https://www.gov.uk/government/publications/safety-and-quality-standard> for further information on the Council's responsibilities.
- 2.4 It should be noted that we have shortened the range of the RAG ratings as recommended by external auditors and the Regulator of Social Housing. The changes are listed in the table below:

| RAG Rating | Old Rating 2023/24 | New Rating 2024/25 | Colour in Appendix Report |
|------------|-----------------------|-----------------------|---------------------------------|
| Green | At Target | 100% | |
| Amber | Within 2% | 98 – 99.9% | |
| Red | Below 2% | 0 – 97.99% | |

- 2.5 The report also included information on the number of damp and mould cases and our performance in this area including:
- number of inspections conducted.
 - number of works order raised and completed.
 - average time taken to complete works.
 - percentage completed on time.
 - average cost of repairs not capitalised (Priority 1 & Priority 2 only)

Across three categories (P1-P3) based on the amount and difficulty of the work and in total. The description for each category is listed below and can be found on page 3 of Appendix 1 Key Performance Reporting Scorecard for Housing Compliance.

- P1 - Emergency e.g. excessive mould or major leak.
- P2 - Minor repair works and mould wash.
- P3 - Major Works undertaken by Asset Team e.g. new Damp Proof Course

3.0 **Performance Exceptions**

3.1 **Gas Servicing Domestic - AMBER**

Gas servicing is now 98.66% compliant. There are 70 properties without a current gas safety certificate which is down by 2 from end of December 2024.

The number of properties without a current gas safety certificate has occurred because of a dip in performance from our gas servicing contractor. A paper has been submitted to the SLT who have agreed to tender for the contract which is due to start on the 1st August 2025. To support continuity of service and a reduction in the overdue servicing we have made improvements in the no-access and pass back process, we meet weekly with the contractor at operational level and fortnightly at strategic level with senior staff to bring performance back in line.

Our contractor has provided a manager to oversee the Action Plan agreed to improve performance and a member of operational team attends Castle House once per week sitting with our compliance team. Additional engineers have been bought in to continue to reduce the number out of compliance in the last quarter.

Whilst performance has been slow to pick up, as of the 21/5/2025 the number of properties without a valid gas safety certificate has dropped further to 22.

3.2 Fire Safety Checks - RED

We have changed our programming which covers 106 blocks and 30 community centres, from a 3 & 5 year schedule to a 1 & 2 year schedule this year to meet changes in fire safety standards. The new FRA programme has been scheduled over an 18 month period and is on track, with 39 completed as of end of March 2025. The Fire Actions from the FRAs continue to progress, however this has been impacted due the slow Recruitment of the Fire Surveyor post from an interim perspective which has proved difficult, as has sourcing contractors, which have both provided a challenge in completion of the FRA Actions. The indicator is red as the actions have not been completed within timescales. However both internal and external resource is in place to address the shortfall and ensure compliance is tracked and demonstrated.

Please see table below with action plan for completion of the outstanding Fire Risk Assessments and due dates in 2025/26. This delivery of this programme is on track.

| Type | Completed | Due to be completed Mar'25 | Not Due | TOTAL |
|-------------------|-----------|----------------------------|---------------------|------------|
| Blocks P1 | 20 | 33 | 8 x Oct'25 | 63 |
| Blocks P2 | 8 | 0 | 8 x Aug & Sept'25 | 8 |
| Blocks P3&4 | 0 | 0 | 57 Sept'25 – Mar'26 | 57 |
| Community Centres | 13 | 0 | 17 x Apr-Sept'25 | 30 |
| TOTAL | 41 | 33 | 90 | 158 |

3.3 Fire Door Inspections – RED

A plan is in place and on track to complete the necessary three monthly and annual surveys and associated remedials by the end of July 2025. As of the 21/5/2025 we

are on track to deliver this.

3.4 Asbestos Domestic – Amber. Communal – Green

Our Asbestos Surveyor has completed a full review of compliance within Asbestos. In January 2025 an Asbestos Survey were completed for a blocks and community centres. From the 1st May 2025 the process for Asbestos Management has been centralized under the compliance team for all housing surveys. We are now focusing on surveying voids/49 garage blocks and extending this to circa 200 blocks with shared external parts (ie guttering, roofing etc) that do not have internal communal space. The data review is ongoing.

3.5 Water Safety - Community Centres – Green / Domestic Properties - Red

40 properties have been tested during Qtr4. All communal spaces have a valid LRA and we are undertaking monthly water monitoring of these sites. A full review of Legionella Compliance for domestic properties has been undertaken and a recommendation paper will be presented to the SLT in June with this regards.

3.6 Stair Lifts – Amber / Hoists – RED

A full review has taken place for Stairlifts and hoists and we are now showing Hoists at 97% and Stairlifts at 99% compliant.

3.7 EICR certifications less than five years old – AMBER

There were 43 properties without a EICR electrical certification of less than five years old. 22 of these are void properties which were not shown previously in the figures. We are currently at 99.27%. Progress continues to be made to work towards 100% completion and being six months in advance on renewal of certification.

3.8 Solid Fuel & Oil Servicing - Red

There are 1 x solid fuel heated homes and 3 x oil heated homes where access has not been obtained to service the heating. The team are making calls to these tenants to gain access and it is expected this performance will recover by next quarter.

4.0 Implications

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

4.1 There are no direct equalities implications arising from this report though as part of how we manage these services, we consider the tenants individual circumstances and work with them through our housing services team to achieve compliance.

4.2 There are no direct financial implications arising from this report.

4.3 Legal Implications (LEG2526/740)

This report is for noting only.

5.0 Community Plan – Alignment to Objectives

- 5.1 The performance of the housing service contributes to creating more and better-quality homes through our roles as landlord, developer and planning authority.

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.

None



Report to: Cabinet Meeting: 8 July 2025

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

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

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

| Report Summary | |
|---------------------------------------|---|
| Type of Report | Open Report / Non-key decision |
| Reason for Report | To enable the Council's budget process to proceed in accordance with agreed assumptions |
| Report Title | Corporate Annual Budget Strategy for 2026/27 |
| Purpose of Report | To set out the General Fund, Capital & HRA Budget Strategy for 2026/27, for consideration by Members before detailed work commences. |
| Recommendations | <p>That Cabinet:</p> <ul style="list-style-type: none"> a) approve the overall General Fund, Capital & HRA Budget Strategy for 2026/27; 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; 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; and e) to review the policies and principles on Budgeting, Council Tax, Reserves and Provisions, Charging, Value for Money and make any recommendations to Council. |
| Alternative Options Considered | Not applicable, the Budget Strategy is required each year in accordance with the Council's Constitution. |
| Reason for Recommendations | To enable the Council's budget process to proceed in accordance with assumptions set out in this report. |

1.0 Background

- 1.1 The Council's Constitution sets out the process for developing the Council's Annual Budget.
- 1.2 The process requires that, each year, the Council's Section 151 Officer presents a report on the overall budget strategy for the forthcoming financial year, to the Policy and Performance Improvement Committee.
- 1.3 The Policy & Performance Improvement Committee is then required to consider the report of the S151 Officer and make recommendations to Cabinet for the forthcoming financial year. Accordingly, the Strategy was considered by Policy & Performance Improvement Committee on 30 June 2025 and was recommended to Cabinet in accordance with this requirement.

2.0 Budget Proposals

2.1 Budget Presentation

- 2.1.1 The budget process will result in setting the General Fund budget and the Council Tax for 2026/27 and will be approved by Council at its meeting on 5 March 2026.
- 2.1.2 The budget process will result in setting the Housing Revenue Account budget and the rent setting for 2026/27 and will be approved by Council at its meeting on 10 February 2026.
- 2.1.3 The budget process will result in setting the Capital Programme budget for 2026/27 to 2029/30 and will be approved by Council at its meeting on 5 March 2026.

2.2 Financial Policies

- 2.2.1 The Council has agreed policies on Budgeting and Council Tax, Reserves and Provisions, Charging, Value for Money and also a set of Budget Principles which set out the approach to be taken in setting the budget for each financial year. These policies were last reviewed by Cabinet on 24 September 2024. The policies and principles have been reviewed and updated where necessary and are attached as **Appendices A to F for review**.

3.0 Budget Strategy

General Fund

- 3.1 The current Medium Term Financial Plan (MTFP) was approved on 6 March 2025.
- 3.2 The table below sets out the summary of the financial forecast, identified within the current MTFP, assuming Council Tax at average Band D will increase by the same rate as in the 2025/26 financial year, i.e. 1.94%:

| | 2025/26 (£m) | 2026/27 (£m) | 2027/28 (£m) | 2028/29 (£m) |
|--|-----------------|-----------------|-----------------|-----------------|
| Net Service Expenditure (less capital charges) | 20.722 | 21.046 | 21.149 | 21.750 |
| Total Other Expenditure | 0.178 | 0.786 | 1.046 | 1.107 |
| Total Expenditure | 20.900 | 21.832 | 22.195 | 22.857 |

| | | | | |
|---|--------------|--------------|--------------|--------------|
| | | | | |
| Business Rates: receivable annually | (10.593) | (9.785) | (9.785) | (9.785) |
| Business Rates: other adjustments | (0.252) | 0.000 | 0.000 | 0.000 |
| Council Tax: receivable annually | (8.484) | (8.730) | (8.982) | (9.240) |
| Council Tax: other adjustments | 0.174 | 0.000 | 0.000 | 0.000 |
| Other Grants | (2.061) | (0.819) | (0.770) | (0.716) |
| Contribution (to) or from Reserves | 0.404 | 0.174 | 0.174 | 0.174 |
| Funding Shortfall prior to Mitigations | 0.088 | 2.672 | 2.832 | 3.290 |

- 3.3 The national context around future local government funding is uncertain. The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. However, it appears that 2026/27 will be the year that funding reforms finally take place. The Government has launched a consultation on the resetting of the Business Rates Retention System which will affect the amount of Business Rates income that Local Authorities receive. Later this year it is anticipated that further consultation will be published regarding the Relative Needs and Resources review.

Bridging the Gap

- 3.4 Whilst the table above forecasts large gaps in each of the final three financial years, the MTFP, approved in March 2025, also described ways in which the Council will bridge the gaps in funding. The table below summarises these mitigating measures:

| | 2025/26 (£m) | 2026/27 (£m) | 2027/28 (£m) | 2028/29 (£m) |
|---|-----------------|-----------------|-----------------|-----------------|
| Funding Shortfall prior to Mitigations | 0.000 | 2.672 | 2.832 | 3.290 |
| Previous Year Mitigation | | | (0.885) | (1.148) |
| | | | | |
| Dividends from Arkwood Developments Ltd | - | - | (0.250) | - |
| Target saving for borrowing costs and MRP | - | (0.300) | - | - |
| Savings from Leisure Management review | - | (0.142) | (0.013) | (0.005) |
| Savings from service reviews | - | (0.098) | - | - |
| Savings/efficiencies from making business processes more efficient | - | (0.252) | - | - |
| Increased income from the Council becoming more commercial | - | (0.093) | - | - |
| Use of MTFP reserve to offset contributions from reserves in future years | (0.088) | (1.787) | (1.684) | (2.137) |
| Proposed General Fund Funding Gap | 0.000 | 0.000 | 0.000 | 0.000 |

Housing Revenue Account

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

Budgeting Assumptions

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

3.6.1 Base Budget

The base budget for 2026/27 will be derived from the original 2026/27 notional budget as compiled in the preparation of the MTFP for 2025/26 to 2028/29 and approved by Council on 6 March 2025. This will aid in the transparency of the change in assumptions process and will also ensure that changes in resource allocations are captured and reported accordingly.

3.6.2 Staff Costs

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

The Council are yet to receive information relating to the current years (2025/26) pay award for green and red book staff. A budget equivalent to a 3% increase was applied to 2024/25 salary scales for the 2025/26 financial year. The employer's offer for the current 2025/26 year is 3.2% with the employees' side asking for a significantly higher increase. In the past, the final national pay settlement has been closer to the employer's offer and therefore it is proposed that the pay costs are budgeted to increase by 3.5% and that this increase is applied throughout the next revision of the MTFP. If the national joint councils' agreement is significantly different from this assumption, then an adjustment will be made before closing the budget process for 2026/27.

A vacancy provision of 7.5% of the total salary budget for 2026/27 will be made to allow for natural savings being made from posts remaining vacant before being filled. With the challenges in recruiting that have been seen over the last two financial years, this appears to be a reasonable approach. The actual outturn of savings from vacancies amounted to 8.4% for 2024/25. As it is not possible to predict precisely which business units will experience vacancies in the year, an overall saving will be set aside. This value of this provision will be determined once the total salary budget for 2026/27 has been calculated.

3.6.3 Employer's Superannuation

A triennial review is currently taking place on the Nottinghamshire Pension fund, to determine the contributions necessary for the next three year period from 1 April 2026. To do this, the Pension Fund evaluates balances as at a point in time every three years, and sets the contribution rates, to give employers stability of payments. The lead pensions Partner from Barnett Waddingham presented to Chief Finance Officers (CFOs) across the County to review the current position on the pension fund. He is expecting to report back to CFO's with the triennial review results available for mid-October. The results of this report will be built into the revised MTFP and budget for 2026/27.

3.6.4 Provision for Inflation

The Council is exposed to several different costs that rise at various rates of inflation. The Consumer Price Index is the measure that references the weighted average prices of a basket of consumer goods and services and is measured on a rolling annual basis. This measure is used for most of Council consumables outside of Pay/Utilities and vehicle costs. Prior to

August 2021, CPI had been 3% and under, going as far back to April 2012. Since that August 2021 CPI had increased month on month with the peak being 11.09% in October 2022. Whilst CPI has come down to 2.6% in March 2025, this does not mean prices are cheaper than at their peak, it means that prices are increasing at a slower rate than the peak. Indeed, looking at the measure prices are 25.2% higher in March 2025 compared to March 2020. This is due to the sustained increase in prices month on month between October 2021 and March 2024, where CPI was 3% or greater throughout that period. It is the Government's target that inflation would reduce to 2% per annum, whereas it is felt prudent to budget slightly above that in case the target isn't met.

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

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

| | 2026/27 | 2027/28 | 2028/29 | 2029/30 |
|-------------------|---------|---------|---------|---------|
| General Inflation | 2.5% | 2.5% | 2.5% | 2.5% |
| Utilities | 5% | 5% | 5% | 5% |
| Transport (Fuel) | 5% | 5% | 5% | 5% |
| Transport (parts) | 8% | 6% | 6% | 6% |

3.6.5 Fees and Charges

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

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

3.6.6 Interest Rate

The Council is proposing to borrow money in order to support its cash flow position. During previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The Council is proposing to utilise elements of its reserves to fund various capital projects going forward. This will mean that cash backed by these reserves will be utilised, hence there is a need to borrow money to

ensure that the Council has cash at hand to service its day-to-day costs. The timing of borrowing funds will be dictated by the Council's cash flow which forecasts daily expected income and expenditure over the next 4 years. Treasury Advisors Link Group will be consulted with prior to borrowing to ensure that the Council takes the most economic route, be that either a fixed or variable rate borrowing, ensuring compliance with the approved Treasury Management Strategy. Rates will be monitored over the coming months until such time that the borrowing is secured.

4.0 Risks in Preparation of the Budget

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

Local Government Re-Organisation

- 4.4 It is expected that during the MTFP period, a new unitary authority will be created which will take over the responsibilities currently undertaken by this Council. At this stage it is difficult to forecast any changes in policy, spend or resources and therefore budgets will be built in accordance with current policy direction. Once the final business case has been submitted to Government in November 2025, and a decision made regarding what authority will be created, discussions at that stage will then start to shape resourcing requirements thereafter.
- 4.5 It is therefore not expected that the MTFP for 2026/27 to 2029/30 will include any changes in spend profile or policy shift, but that the MTFP for 2027/28 to 2030/31 will include that shift in direction.

5.0 Timetable

- 5.1 The Budget Timetable is dictated by the corporate timetable for the Executive arrangements together with the Community Plan refresh. The essential deadline is that the Council is to set the level of Council Tax for 2026/27 at its meeting on 5 March 2026.
- 5.2 The table below describes the key activities and dates for the production of the budget.

| Date | Activity | Description |
|--------------------------|---|--|
| 30 June 2025 | Budget Strategy reviewed by Policy & Performance Improvement Committee | Sets the overall direction of the setting of the budget and high level assumptions |
| 8 July 2025 | Budget Strategy approved by Cabinet | Sets the overall direction of the setting of the budget and high level assumptions |
| 31 October 2025 | Cash budgets completed | The completion by all Budget holders of the cash resources needed to fund service provision over the MTFP period |
| w/c 10 November 2025 | Director and Budget Holder review | In order for the Director to challenge the budget holders to ensure internal scrutiny of resource provision |
| 25 November 2025 | Service budget review by SLT | Holistic review of overall service budget provision by SLT |
| 1 December 2025 | Policy & Performance Improvement Committee review (HRA Only) | To review the assumptions around the HRA budget |
| w/c 8 & 15 December 2025 | Portfolio Holder review | Portfolio holder scrutiny over service budget provision |
| w/c 19 January 2026 | Informal meeting with Portfolio Holders, Chair and Vice Chair of Policy & Performance Committee | Holistic review of the whole budget inclusive of the draft LGFS |
| 20 January 2026 | Cabinet review (HRA Only) | Cabinet review and recommendation to Full Council for approval of 2026/27 HRA budget |
| 10 February 2026 | Council approval (HRA Only) | Council approves HRA budget for 2026/27 and Rent setting |
| 23 February 2026 | Policy & Performance Improvement Committee review (GF Only) | PPI Committee to scrutinise proposed budget for 2026/27 |
| 24 February 2026 | Cabinet review (GF Only) | Cabinet review and recommendation to Full Council for approval of 2026/27 GF budget |
| 5 March 2026 | Council approval (GF Only) | Council approves GF budget for 2026/27 and Council Tax setting |

6.0 Consultation

- 6.1 As the production of the budget will be predicated on the priorities within the Community Plan, resource allocation will be linked to spending priorities. As the budget is to be derived based on the notional budget set for the forthcoming year (as per the approved MTFP), and changes made during the current financial year are factored in, consultation will continue to take place throughout the 2025/26 financial year. Members will continue to have an opportunity to shape the budget through approving/rejecting reports brought to Cabinet in year.
- 6.2 Once the first draft of the budget has been prepared, this will be reviewed by the Senior Leadership Team to ensure budget is aligned to the Community Plan priorities, during November 2025 as described in the table above.

- 6.3 Portfolio Holders will then be briefed on the proposals. This will enable a review of service budgets prior to presentation to Policy & Performance Improvement Committee during the January cycle of meetings. This will be facilitated by Financial Services, with the services Director and Budget holders presenting their budgets.
- 6.4 The Policy & Performance Improvement Committee will have the opportunity to scrutinise the budget proposals prior to Cabinet recommending to Council for approval.
- 6.5 As in previous years, consultation on the budget will take place with Commercial Business Ratepayers. This will be advertised on the Council's website between the Cabinet meeting in February and the Council meeting in March.

7.0 Capital Programme 2025/26 – 2028/29

7.1 Prioritisation for the General Fund Schemes

- (a) When business cases for new schemes are brought to Cabinet, financing implications of capital expenditure are included to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme is arranged by the Section 151 Officer, in line with the Council's Constitution. This may include use of internal resources, borrowing from internal resources or external borrowing. An appraisal of the most appropriate funding source will be included within the business case.
- (b) Capital projects for the new financial year will initially be commissioned by the Senior Leadership Team. These projects will then be assessed against the prioritisation criteria (see **Appendix D**) and will be ranked accordingly. Based on this assessment a report will be prepared for submission to Cabinet in February 2026, before final approval by Council on 5 March 2026.

7.2 Prioritisation for the Housing Revenue Account Schemes

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

8.0 Implications

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

8.1 Legal Implications (LEG2526/1012)

Cabinet is the appropriate body to consider this report, in accordance with the process for developing the budget set out in the Budget and Policy Framework Procedure Rules in the Council's Constitution.

Background Papers and Published Documents

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

None

Policy on Budgeting and Council Tax**Introduction**

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

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

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

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

The Government has powers to require local authorities setting "excessive Council Tax increases" to hold a local referendum on the level of Council Tax. The level of excessiveness for the 2025/26 financial year was set at 3% or £5 increase but may be different in subsequent years. This information is provided within the Local Government Finance Settlement which is published during Winter each year.

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

Current Level of District Council Tax

The District Council's level of Council Tax for 2025/26 is £198.60 for a Band D property. This represents a 1.94% increase in council tax on 2024/25. The total bill, including all major precepts, is £2,486.46 whilst the average Parish Precept is a further £95.76. In order to arrive at this level of Council Tax, the Council assessed its needs over the medium term and resolved to approve an increase at the minimal level possible whilst ensuring it remains cognisant of the challenges it faces ahead.

Consultation

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

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

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

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

Proposals

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

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

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

General Fund Balances and Reserves Policy

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

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

Council's generally hold useable reserves for three purposes:

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

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

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

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

It is recommended that:

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

Budgeting Principles

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

Council Objectives:

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

Balanced Budget:

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

Affordable Budget:

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

Inflation:

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

Sustainable Budget:

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

Budget Demands:

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

Use of 3rd Party Funding:

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

Adequate Reserves and Provisions:

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

Asset Management:

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

Council Tax Levels:

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

Value for Money:

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

Risk Assessment:

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

Sensitivity Analysis:

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

NEWARK AND SHERWOOD DISTRICT COUNCIL

CORPORATE CHARGING POLICY

Revised: July 2025

Date of next revision: July 2026

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1. Introduction

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

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

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

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

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

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

2. Purpose of the Policy

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

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

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

3. Processes and Frequencies for Reviewing Charges

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

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

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

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

4. Factors Relevant to the Annual Review of Charges

Annual reviews of charges will consider the following factors:

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

5. Processes for Setting Charges for New Sources of Income

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

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

A business plan must be prepared.

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

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

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

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

6. Calculation of Charges

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

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

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

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

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

7. Concessionary Charges

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

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

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

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

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

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

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

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

8. Discounts

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

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

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

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

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

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

9. The Use of Market Intelligence

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

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

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

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

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

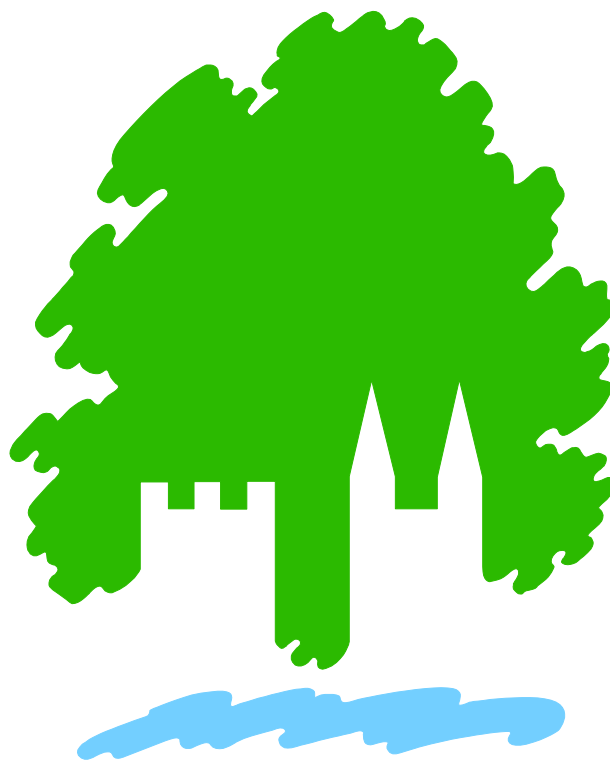
Benchmarking should be undertaken at least annually with other Councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

10. Further Guidance

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

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

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



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

Value for Money Strategy

Revised: July 2025

Next revision due: July 2026

Introduction

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

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

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

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

Value for Money Principles

The principles involved in achieving value for money are:

- Efficiency: Considering the relationship between the amount of resources used (inputs) and the level of performance.
- Effectiveness: The ability to achieve stated goals or objectives, judged in terms of both output and impact.
- Economy: The acquisition or use of resources of an appropriate quality at minimum cost.

There are several aspects to be considered:

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

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

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

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

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

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

Objectives

To achieve value for money, the council will:

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

Methodologies for achieving VFM

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

These include:

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

How the Council monitors the achievement of VFM

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

Responsibility for delivering VFM

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

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

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

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

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

NEWARK & SHERWOOD DISTRICT COUNCIL

CAPITAL PROGRAMME 2026/27 – 2029/2030 PRIORITISATION SCHEME

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

| | | | | |
|---|---|--|--|---|
| 4 | Outputs and Outcomes These have been clearly identified and can be justified from supporting evidence. Specific comments should be made as to how the scheme represents value for money when compared to other options | This will enable the council to improve the way it reports its work and clearly show what is being achieved. The comments should refer to any performance indicators which the proposal is addressing specifying what the improvement target is. | Assessment then made on what the scheme will achieve. | 15% Assessment of all factors or group of factors |
| 5 | Financial Capital costs have been based on internal or external professional advice Revenue implications have been properly developed | Capital costs include both works and land purchase and cover all associated costs. Try and avoid “guesstimates” which result in schemes requiring increased finance or having to be reduced to meet finance available. | <u>Capital</u> will be based on the quality of work which has been put into estimate. e.g. costed feasibility studies. <u>Revenue</u> will be based on whether the effect is positive, neutral or negative on the revenue budget. Positive effect scores 10 Neutral effect scores 3 Negative effect scores 0 | 5% 10% |
| 6 | Risk Assessment Identify the level of risk in a project not being able to proceed. For example planning appeals, listed building consent. Over subscription of partnership funds | Try and ensure that not all schemes selected are high risk with the danger that there will be delays in delivery or no-delivery. | The following will all need to be considered:- Technical Issues Financial Uncertainty Partnership uncertainty Planning Issues Legal issues Timescale | 10% |



Report to: Cabinet Meeting: 8 July 2025

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

Director Lead: Deborah Johnson, Director of Customer Services & Organisational Development

Lead Officers: Carl Burns, Transformation & Service Improvement Manager, Ext. 5293
Rowan Bosworth-Brown, Senior Transformation & Service Improvement Officer, Ext. 5824

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report / Non-key Decision |
| Report Title | Performance Framework 2025/26 |
| Purpose of Report | To provide members of Cabinet with an update on the Performance Framework and indicators that will be used to monitor and measure the Councils performance against the refreshed Community Plan. As well as to share with members the results of the recent Assurance Review of Performance Management. |
| Recommendations | That Cabinet note: (a) the Corporate Planning, Performance Management and Assurance Framework at Appendix 1 to the report; (b) the refreshed performance indicators at Appendix 2 to the report; and (c) the findings of the recent Assurance Review of Performance Management at Appendix 3 to the report. |
| Alternative Options Considered | None considered, a mechanism is required to measure the Council's performance. |
| Reason for Recommendations | The Performance Framework is refreshed on a regular basis to reflect the priorities of the Council. |

1.0 Background

- 1.1. The Council's performance management framework is a collection of principles that are used to help achieve high quality service delivery. Understanding our performance

enables us to deliver quality services and embed good practice, as well as identify and address areas for improvement.

- 1.2. The Community Plan 2023-2027 has recently undergone a process to be refreshed and updated in line with our achievements to date, as well as ensuring the plan is still reflective of our current priorities. It is therefore necessary to revisit the overarching performance framework and how we monitor and measure performance.
- 1.3. Performance indicators are created to measure performance against the actions detailed within the Community Plan and are owned by relevant Business Managers, who review the performance indicators relevant to their business unit each year in line with the business planning cycle. The relevant Director responsible for that business unit will also review these indicators alongside the Business Manager, before the Council wide list of indicators are taken to SLT for approval. The indicators are shared with PPIC and Cabinet for awareness, prior to the reporting cycle commencing.
- 1.4. It is also timely to report that the Council's Performance Management process has recently undergone an assurance process, as carried out by TIAA. The purpose of this assurance process was to review and consider the way in which key performance data is collected to inform effective decision making, taking into account the accuracy, integrity and consistency of the data collected.
- 1.5. This has resulted in the Council being assessed as having 'Substantial Assurance' which is the highest level of assurance that can be awarded based on the methodology used by TIAA and the key strategic findings can be found detailed within appendix 3.

2.0 Proposal/Details of Options Considered

- 2.1. That Cabinet note the Performance Framework and Assurance Results. Further information will be provided to Members through a presentation at the committee.

3.0 Implications

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

3.1 Legal Implications (LEG2526/4484)

This report is for noting only.

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.

[Performance Framework report to Policy & Performance Improvement Committee 14 April](#)

Newark and Sherwood District Council
Corporate Planning, Performance Management and Assurance
Framework



| | | |
|----------------------------|--|----------------|
| Document Title | Corporate Planning, Performance Management and Assurance Framework | |
| Version Number | 2025/26 | |
| Lead Director | Customer Services and Organisational Development | |
| Lead Business Unit | Transformation | |
| SLT Approval Dates | 25/03/25 | |
| Annual Review Dates | PPIC | Cabinet |
| | 14/04/25 | 08/07/25* |
| *Scheduled date | | |

1. Introduction

- 1.1 This document sets out the arrangements for effective corporate planning, performance management and assurance at Newark and Sherwood District Council (NSDC).
- 1.2 Our corporate planning process includes setting the direction for the Council, devising outcomes and identifying relevant supporting actions to help us deliver the outcomes, within the resources available.
- 1.3 Our performance management arrangements include the framework and processes established by the Senior Leadership Team (SLT) to routinely monitor and manage performance across the Council. Through strategic oversight SLT will ensure that Business Managers deliver in accordance with objectives included within their business plans which in turn will facilitate delivery against the ambitions and actions included within the Council's Community Plan.
- 1.4 Our corporate assurance arrangements are intended to provide assurance to SLT, and where appropriate members, on corporate and strategic matters not reported through alternate mechanisms. The activities undertaken as part of this process supplement existing assurance arrangements including, but not restricted to, internal and external audit and assurance obtained through the completion of the annual governance statement.

2. Scope

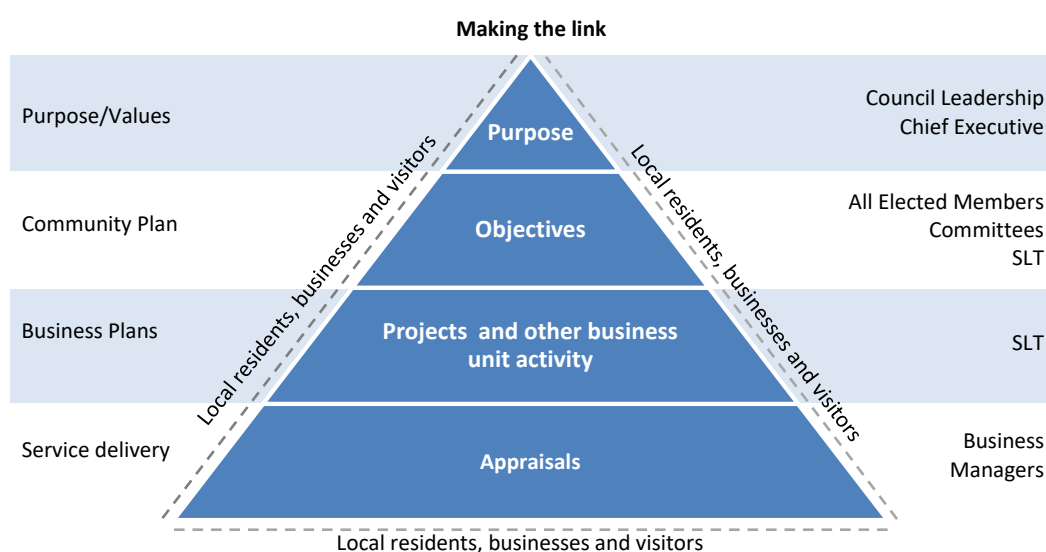
- 2.1 These arrangements apply to all directly managed services of the Council. Activities undertaken by wholly owned companies are subject to separate assurance arrangements managed through the relevant client officer.

3. Corporate Planning

- 3.1 Our corporate planning process will take place on a four year cyclical basis aligned to the election cycle to ensure that an up to date Community Plan exists prior to the commencement of the new financial year in which the elections take place (refer to Appendix A). As part of the process we will:
 - engage and consult with relevant stakeholders (including but not restricted to Members, Business Managers, Partner Agencies, Residents, Parish Councils and Communities);
 - have regard to our Medium-Term Financial Plan and how Council resources can be used to fund delivery of the plan;
 - use performance data and information (including equality) and customer/resident feedback to inform what we need to improve on;
 - clarify what the priorities for the Council are (both internal and external) and what actions the Council will take to deliver them;
 - Agree Key Performance Indicators (KPIs) for each of the ambitions.

Note: Appendix A will be updated annually to reflect revised dates for committees.

- 3.2 The Council will revisit the content of the Community Plan on an annual basis, adopting a light touch engagement/consultation process to ensure that the plan remains up to date and is fit for purpose. The planning process will be undertaken simultaneously with the financial planning process.
- 3.3 Once the Community Plan has been adopted by the Council, business plans for each of the respective areas will be signed off including targets (where appropriate) for KPIs and operational indicators in readiness for the forthcoming financial year.
- 3.4 The diagram below provides an overview of how the Council ensures that appropriate linkages are made throughout the organisation from setting direction through to implementation. It provides an overview of how the Council manages performance, from a strategic perspective cascaded through to individual members of staff.



4. Performance Management

- 4.1 The performance management cycle of planning, doing, reviewing and revising is integral to good performance management. There are several layers of performance monitoring within the Council, which are identified in the corporate planning yearly cycle, details of which are provided at Appendix A. Further details of performance reporting and business planning processes are provided at Appendix B. By measuring and monitoring performance in this way the Council is able to monitor how effectively it is delivering its ambition and achieving objectives in an economical, efficient and effective manner.
- 4.2 The framework recognises the diversity of work undertaken by the Council, as well as the variety of external requirements, e.g. statutory returns, partnership arrangements, and different legal, regulatory and/policy frameworks.

4.3 Performance Management – Strategic/Corporate

4.3.1 What?

The Community Plan includes 7 key ambitions, underpinned by a number of supporting activities. A basket of KPIs, together with analysis of financial position, demonstrates how the Council is moving towards achieving its overarching objectives. The KPIs comprise quarterly and annual measures.

4.3.2 How?

Progress reports will be submitted to SLT, Policy and Performance Improvement Committee (PPIC) and Cabinet on a quarterly basis. Reports will provide an update around performance against KPIs along with commentary around activities undertaken during the quarter in relation to the ambitions and underpinning actions. Following this same reporting cycle are the financial performance reports. A separate report which details Customer Feedback, including complaints, praise and suggestions, is presented to SLT, PPIC and Cabinet twice per year.

Performance information including progress against KPIs and additional commentary will be published on the council's website. KPI's will be maintained by the performance team using a Microsoft Access database.

4.4. *Performance Management - Operational*

4.4.1 What?

As part of the corporate planning process each Business Manager is required to produce a business plan that is directly aligned to the Community Plan and updated annually in line with the refreshed Community Plan.

In addition to KPIs business units will maintain a range of operational indicators to demonstrate how well their individual service area is performing, and these will be included within business plans. These plans will also include a range of operational based activities above and beyond the day job that are expected to be delivered over the plan period.

4.4.2 How?

Directors will convene quarterly performance management meetings within their directorate to monitor performance.

During this meeting the Director will review performance against KPIs and corporate indicators for their service areas. Business Managers will be expected to provide an update around operational indicators and progress against actions included in their business plan.

Operational data to be referred to at this meeting will be presented by Business Managers, who are responsible for updating and maintaining their own data set from an operational

perspective. Where possible, Business Managers are encouraged to use the database for this purpose unless there is a more appropriate platform. The performance team are available to advise/assist Business Managers in relation to maintaining their operational data sets.

Financial information will also be provided by the relevant accountant for discussion at this meeting to allow for closer scrutiny of budgets and identify opportunities for re-allocation of budgets within year. Consideration will also be given to assurance around key issues currently discussed on an individual basis with Business Managers including health and safety.

An update on how the Business Unit is performing will be provided to staff by the Business Manager.

4.5 *Performance Management - Personal Appraisal*

4.5.1 *What?*

The employee appraisal process is fundamental to managing and improving the Council's performance and the achievement of its ambitions. Therefore, it is vital to link corporate and service priorities/targets with goals and/or objectives for teams and individual employees which in turn will allow for monitoring and managing of performance.

The Council has recently revised and updated its performance appraisal process to provide a flexible framework through which managers and employees engage in regular, quality conversations in a way that best suits them and their Business Unit.

To ensure the appropriate linkage with the Community Plan, Business Managers are encouraged to use their business plan to inform discussions with employees during the appraisal process. This will enable managers to demonstrate to employees how their role and function contributes to the achievement of the Council's ambitions, whilst also providing a platform to manage performance and identify areas for personal development.

4.5.2 *How?*

Within the Council's appraisal process the first appraisal meeting will normally take place between February and June using a cascade approach from the Chief Executive, through to Directors through to Business Managers and then on to all employees. The first appraisal meeting will be used to assess achievement against the previous year's objectives and to set objectives for the coming year. Regular discussions will then take place with employees throughout the year to monitor progress.



5. Assurance

5.1 *What?*

Assurance is an evaluated opinion, based on evidence, on the Council's governance, risk management and internal control framework. In simple terms, assurance is about knowing what is actually going on and having strong evidence to prove it. The Council needs assurance to ensure that its risk management, governance and service delivery processes are supporting achievement of its objectives whilst also operating in accordance with statutory requirements. The framework included at Appendix C provides a mechanism for this and includes an overview of what and how assurance is undertaken and by whom.

5.2 *How?*

5.2.1 **Individual Leadership and Management – Directors/Business Managers** responsible for:

- ensuring that the assurance arrangements for the Council are fit for purpose and appropriately support delivery of the Council's ambitions;
- ensuring that senior officers have regard to assurance relating to the Council's wholly owned companies in their capacity as client officer and report any issues or concerns relating to the operation of these organisations;
- day to day management and controlling of activities within the Council;
- delivery of services in line with the Code of Corporate Governance;
- escalating key governance concerns or weaknesses, as they occur.

Business Managers are expected to comply with the requirements set out in the assurance framework, unless any concerns or weaknesses have already been escalated by alternative arrangements e.g. internal/external audit or corporate oversight function.

Where concerns are escalated managers are required to identify mitigating actions and/or additional support required to increase the level of assurance.

5.2.2 **Corporate oversight – SLT.** Corporate assurance considers the organisation as a whole and is concerned with strategic matters. Members of SLT are responsible for ensuring that effective governance arrangements are in place to deliver Council services. Actions taken to ensure this include the following:

- the Council has put in place policies and procedures to guide/advise business units on governance, e.g. a Risk Management Policy and Toolkit;
- SLT to receive an annual update report from the S151 Officer (or deputy thereof) in the form of the Annual Governance Statement (AGS) which provides assurance around the existing governance arrangements and systems of internal control. Any areas for improvement around governance are noted within the statement, together with actions to improve. Updates around progress relating to actions are provided to SLT as part of quarterly assurance reporting;
- information to be provided to ensure services are compliant and are meeting statutory and/or defined organisational requirements. To help manage assurance SLT is provided

with data and information to show how well corporate based activities are being undertaken across the organisation against set expectations, policy or regulatory considerations. SLT to receive regular reports providing assurance in relation to risk management; Legionella, health and safety, recurring contracts, audit actions (tiaa), fraud and business continuity and other aspects of governance as required.

- assurance reports will normally be quarterly. However, SLT may require less frequent reporting where robust and effective arrangements are in place, or more frequent reporting for high risk areas or those where there is concern.

5.2.3 **Internal audit** – To provide further assurance the Council contract tiaa to provide independent and objective opinion/assurance on service delivery arrangements, management of risks, design and operation of controls, performance and governance arrangements. Work undertaken by tiaa is scheduled on a risk basis annually and may not cover all the areas requiring assurance in any one year. However, all significant risk areas will be covered over a three-year period.

6. **Data Quality**

6.1 Business Managers are responsible for ensuring the quality and accuracy of the data in the systems for which they are responsible.

6.2 The performance team administers the targets, thresholds and key data using Microsoft Access. Permissions within the system allow for separation of duties between the input and authorisation of data being entered. When authorising data Business Managers are confirming the data entered is accurate.

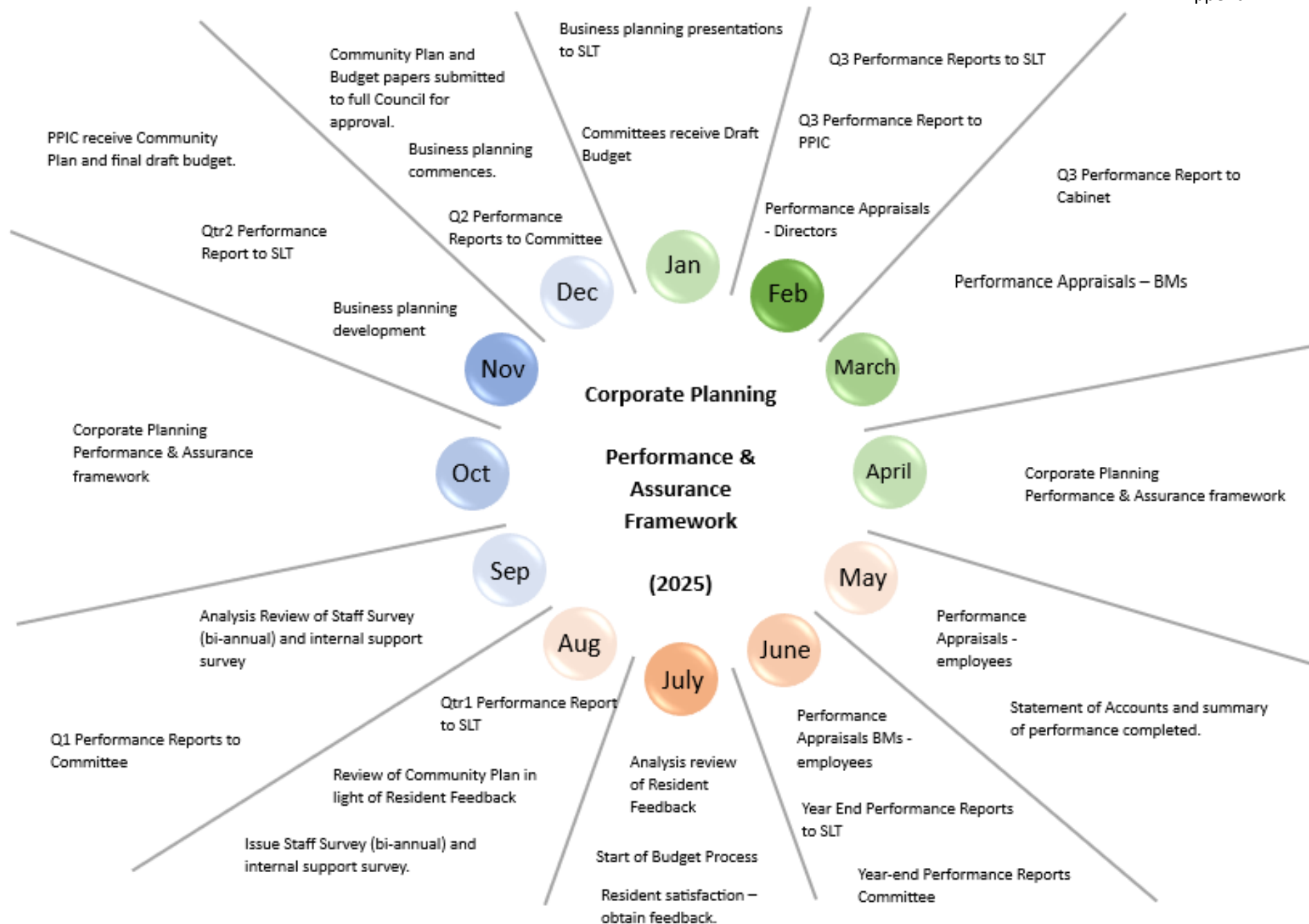
6.3 Data quality checks in respect of Microsoft Access are normally undertaken by the performance team at least quarterly to ensure that:

- data sign off sheets (guidance) have been agreed for each performance indicator included within the system;
- KPIs and their targets are reviewed as part of the annual Community Plan refresh
- operational targets are reviewed at least annually by the Business Manager and respective Director;
- details of any new indicators are agreed with the relevant Business Manager(s);
- the accuracy of data is maintained by undertaking a sample check of data held in the database.
- new users of the system will be added at the written request of the Business Manager with permissions approved by a systems administrator

6.4 Reference should also be made to the Council's Data Quality Policy.

7. Review

This framework will be reviewed every three years or more frequently if required in response to audit feedback or changes in other NSDC policies, procedures or agreement.



Performance reporting and business planning processes

Community Plan

To facilitate the management of performance the following arrangements will be put in place:

- following on from the development of the Community Plan, a basket of KPIs will be approved so that performance progress can be measured against the high-level ambitions agreed by SLT and Members.
- KPIs will be maintained ensuring that data is input as soon as possible after the quarter end.
- The Performance Team will produce quarterly performance reports on KPIs including commentary and analysis. These reports will include appendices relating to corporate performance and assurance.
- SLT will discuss performance and progress towards objectives prior to reports being submitted to PPIC.
- Members will receive KPI reports and provide commentary/feedback to inform future direction of Council activity.
- the Community Plan will be refreshed on an annual basis.

Business Plans

To ensure appropriate linkage with the Community Plan the following arrangements will be put in place:

- Business Managers will identify PIs which they use to understand and measure the performance of their Business Unit as part of, and identified in, their business plan;
- Business Managers will ensure PIs are signed off by their Director as part of the signing off of their business plan.
- PIs will be maintained in the most appropriate place for the business unit, which is currently done via Microsoft Access
- Data from operational PIs will be used by Business Managers to report progress to their Director in a format agreed between the Director and their BM;
- Business plans will be refreshed annually to include a summary of the previous year's performance.

Wholly owned companies/arm's length organisations (Arkwood, Active4Today)

To provide the necessary levels of assurance to the Council, client officers will ensure that:

- performance indicators are agreed between the client officer lead and wholly owned company (through/following approval of the business plan/service level agreement (SLA).
- PIs are maintained on Microsoft Access, with the organisation given the access to input; ;
- regular meetings are held between the client officer and the organisation to discuss performance against the SLA/business plan using data collected
- Reference to wholly owned companies/arm's length organisations is included in the business plan as appropriate.

Council performance management

In addition to performance data generated by the Performance Team and SLT will also have regard to:

- quarterly sickness reporting;
- 6 monthly Customer Feedback reports (including complaints), service requests, and requests for information;
- financial performance reporting; and
- Health and Safety updates provided on a six monthly basis.

Assurance reporting

As well as considering performance related matters SLT will also have regard to assurance, arrangements relating to review/reporting as set out below:

- quarterly assurance provided by the Performance Team in respect of risk management, Legionella, health and safety, recurring contracts, audit actions (Assurance Lincolnshire), Fraud, and Business continuity. Assurance arrangements relating to other aspects of governance, e.g. policies, projects, contracts and equality and diversity will be developed as appropriate;
- actions identified for progression within the AGS;
- monthly Legionella assurance reports;
- outcomes from quarterly strategic risk reviews;

Role of the Performance Team (Transformation & Service Improvement)

To facilitate corporate planning, performance management and assurance management the performance team will:

- maintain the Council's Performance Management System;
- manage the business planning process;
- undertake assurance in terms of KPIs, strategic risks, business planning and Legionella and other aspects of governance identified by SLT and produce reports to the required timescales;
- provide support to client officers in relation to the collation/presentation of data for performance managing wholly owned companies/arms length organisations;
- provide performance support for Directorate Management Meetings and work with Business Managers each quarter to gain assurance on performance, risk, partnerships, policies and strategies, contracts, audit recommendations, health and safety and equality and diversity and other matters as required;
- provide quarterly reports for SLT and members on progress against the Community Plan, including detailed analysis of KPIs;
- provide appendices to the quarterly reports for SLT to include assurance;
- provide performance support for Directorate Management Meetings as required
- provide advice to Business Managers regarding recording, monitoring and managing of local PI data referenced in their business plan.

Assurance Map/Framework

| | | | |
|-------------|---|---|---|
| WHO | Individual leadership and management | Corporate oversight (SLT through corporate support) | Internal audit |
| WHAT | Day to day responsibility for managing and controlling activities | Regular, appropriate and proportionate review of policies, procedures, risk and performance | Independent assurance on service delivery arrangements, risk, design & operation controls, performance & governance |
| HOW | Business planning | Quarterly review of strategic risk and corporate assurance | Annual audit plan |
| | Regular review of new legislation | | Annual risk assessment to inform audit Plan |
| | Identification of key risks | Regular meetings of Risk Management Group with exception reporting to SLT | All areas covered with three year period |
| | Activity matched to corporate priorities | Quarterly performance reporting on key indicators to SLT & elected members | |
| | Robust performance management | Annual Statement of Accounts includes section highlighting/summarising key achievements and performance | |
| | Effective budgeting | Annual Governance Statement | |
| | Business continuity planning in place | Annual Risk Management Workshop | |
| | Annual appraisals with individual staff | | |

Intentionally blank

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|------------------------|-------------------|------------------|-----------|---|----------------------|---------------|-------------------------|
| 1. Break down barriers | Resources | Rolling Snapshot | Quarterly | Newark Beacon - % of occupied units | 88.0% | 79.00% | 83% |
| 1. Break down barriers | Resources | Rolling Snapshot | Quarterly | Commercial Property - % occupied units | 95.0% | 96.3% | 95% |
| 1. Break down barriers | Resources | Rolling Snapshot | Quarterly | Sherwood Forest Arts and Crafts - % of occupied units | 95.0% | 95% | 95% |
| 1. Break down barriers | Planning & Growth | Rolling Snapshot | Quarterly | Newark town centre footfall count (average visitors per day) | 7,000 | 6,596 | 7,000 |
| 1. Break down barriers | Planning & Growth | Annual % | Annually | Percentage of town centre retail premises vacant across the NSDC District VV | 8.0% | 9.20% | 8% |
| 1. Break down barriers | CSOD | YTD Sum | Quarterly | Number of work experience placements offered at differing levels of education | New | 28 | 25 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|----------------------------|-------------------|------------------|-----------|---|-------------------------|---------------|----------------------------|
| 1. Break down barriers | CSOD | YTD Sum | Quarterly | Number of apprenticeships commenced at all educational levels | New | 4 | 12 |
| 1. Break down barriers | CSOD | YTD % | Annually | % of eligible apprenticeships completed, at all educational levels, that result in further employment | New | New | 80% |
| 1. Break down barriers | Planning & Growth | Rolling Snapshot | Quarterly | % of planning applications (major) determined within statutory timelines | 90.0% | 79% | 90% |
| 1. Break down barriers | Planning & Growth | Rolling Snapshot | Quarterly | % of planning applications (non-major) determined within statutory timelines | 90.0% | 93.60% | 90% |
| 2. Increase housing supply | Arkwood | Accumulating | Quarterly | Number of homes delivered through our housing development company Arkwood | N/A | 89 | 156 |
| 2. Increase housing supply | Arkwood | Accumulating | Quarterly | Number of plots commenced through our housing development company Arkwood | N/A | 149 | 256 |
| 2. Increase housing supply | Resources | Rolling Snapshot | Quarterly | Arkwood - forecast pretax profit for the year | N/A | -£77,000 | £1,414,508 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|----------------------------|-------------|---------------------|-----------|---|-------------------------|---------------|----------------------------|
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | Average time spent in temporary accommodation where interim duty is owed. (weeks) | 13.0 | 10.9 | 13 |
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | Average time to re-let Council properties (days) | 28.0 | 44.3 | 28 |
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | Satisfaction with lettings service | 95.0% | 93% | 95.0% |
| 2. Increase housing supply | HHW | Annual % | Annually | Overall Satisfaction with Housing Services (TP01) | 79.0% | 77% | 79.0% |
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | Amount of current arrears as a % of annual rent debit | 2.10% | 2.08% | 2.30% |
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | Average "End to End" time for all reactive repairs (calendar days) | 16.0 | 29.5 | 16 |
| 2. Increase housing supply | HHW | Rolling Snapshot | Quarterly | % of repairs completed at first visit | 93.0% | 88.4 | 93% |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|-------------------------------|-------------|------------------|-----------|--|-------------------------|---------------|---|
| 2. Increase housing supply | HHW | Annual % | Annually | % of Council homes with an energy efficiency (SAP) rating of C or above | 70.0% | N/A | 75% |
| 2. Increase housing supply | HHW | YTD Sum | Quarterly | Number of Council homes with retrofitted energy efficiency measures | N/A | 135 | Awaiting External Data – Once confirmed, this will be targeted for the first time |
| 2. Increase housing supply | HHW | Annual Figure | Quarterly | Number of new council houses built | 30 | 22 | 75 |
| 3. Improve health & wellbeing | Resources | Rolling Snapshot | Quarterly | Average number of calendar days to process new council tax support applications | 14.0 | 15 | 14 |
| 3. Improve health & wellbeing | Resources | Rolling Snapshot | Quarterly | Average no of calendar days to process council tax support change in circumstances | 7.0 | 7.2 | 7 |
| 3. Improve health & wellbeing | Resources | Rolling Snapshot | Quarterly | Average no of calendar days to process housing benefit change in circumstances | 4.0 | 3.8 | 4 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|-------------------------------|-------------|------------------|-----------|---|----------------------|---------------|-------------------------|
| 3. Improve health & wellbeing | Resources | Rolling Snapshot | Quarterly | Average no of calendar days to process new housing benefit claims | 14.0 | 14.4 | 14 |
| 3. Improve health & wellbeing | HHW | YTD Sum | Quarterly | Number of User Visits - Active 4 Today (all) | 1,000,000 | 1,102,936 | 1,100,000 |
| 3. Improve health & wellbeing | HHW | Rolling Snapshot | Quarterly | Live Leisure Centre membership base (all) | 11,500 | 11,778 | 11,500 |
| 3. Improve health & wellbeing | HHW | YTD Sum | Quarterly | Number of new Active4Today leisure members | New | New | 3,750 |
| 3. Improve health & wellbeing | HHW | Rolling Snapshot | Quarterly | Leisure Services - based on your experience; how likely are you to recommend us to a friend, family member, or colleague? | 60.0% | 60% | 60% |
| 3. Improve health & wellbeing | HHW | Annual % | Annually | Customer satisfaction with all Active4Today leisure centres | N/A | 87% | 85% |
| 4. Reduce Crime and ASB | C&E | Rolling Snapshot | Quarterly | % fly tipping incidents removed within 72 hours | 80.0% | 97.80% | 95% |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|--|-------------|------------------|-----------|---|----------------------|---------------|-----------------------------|
| 4. Reduce Crime and ASB | C&E | Rolling Snapshot | Quarterly | % of incidents resulting in an FPN or prosecution | New | New | 17% |
| 4. Reduce Crime and ASB | C&E | Year on Year | Quarterly | % reduction in anti-social behaviour - Newark & Sherwood District compared against County area | County% | 16.10% | County% |
| 4. Reduce Crime and ASB | C&E | Year on Year | Quarterly | % reduction in all crime - Newark & Sherwood District compared against County area | County% | 0.00% | County% |
| 4. Reduce Crime and ASB | C&E | Rolling Snapshot | Quarterly | % of Businesses in the District with a food hygiene rating of 3 or higher (Generally satisfactory or above) | 98.00% | 97.70% | 98% |
| 4. Reduce Crime and ASB | C&E | YTD Sum | Quarterly | Number of positive outcomes resulting from CCTV intervention | N/A | 176 | No Target -District Context |
| 5. Promote & maximise heritage & culture | C&E | YTD Sum | Quarterly | Total number of admissions - National Civil War Centre | 14,000 | 16,844 | 17,000 |
| 5. Promote & maximise heritage & culture | C&E | YTD Sum | Quarterly | Total number of admissions - Palace Theatre | 50,000 | 66,122 | 55,000 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|--|-------------|------------------|-----------|--|----------------------|------------------------|-------------------------|
| 5. Promote & maximise heritage & culture | C&E | Annual % | Annually | % of visitors from schools – National Civil War Centre | N/A | 22.00% | 25% |
| 5. Promote & maximise heritage & culture | C&E | Annual % | Annually | % of visitors from schools – Palace Theatre | N/A | 11.00% | 12% |
| 5. Promote & maximise heritage & culture | C&E | YTD Sum | Quarterly | Number of people reached through direct participation and outreach | 12,000 | 14,385 | 12,500 |
| 5. Promote & maximise heritage & culture | C&E | YTD Sum | Quarterly | Total footfall across all heritage and culture services and sites | 100,000 | 123,630 | 105,000 |
| 6. Reduce climate change & protect green space | C&E | Rolling Snapshot | Quarterly | % of household waste sent for reuse, recycling and composting | 40.0% | Awaiting External Data | 40% |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|--|-------------|---------------------|-----------|--|-------------------------|---------------|-----------------------------|
| 6. Reduce climate change & protect green space | C&E | Rolling Snapshot | Quarterly | Number of missed bins (per 100,000 households) | 45.0 | 32.5 | 45 |
| 6. Reduce climate change & protect green space | C&E | Rolling Snapshot | Quarterly | Total number of garden waste subscriptions | 20,000 | 21,768 | 22,000 |
| 6. Reduce climate change & protect green space | Resources | YTD Sum | Annually | Total gas and electricity energy consumption across Council owned corporate assets | N/A | 1,024,895 | No Target -District Context |
| 6. Reduce climate change & protect green space | Resources | YTD Sum | Annually | Total energy generated from solar panels on Council owned corporate assets | N/A | 85,198 | No Target -District Context |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|--|-------------|------------------|-----------|---|----------------------|---------------|-----------------------------|
| 6. Reduce climate change & protect green space | C&E | Rolling Snapshot | Quarterly | % of failing sites - street and environmental cleanliness - litter | 2.7% | 0.90% | 1.50% |
| 6. Reduce climate change & protect green space | C&E | Rolling Snapshot | Quarterly | % of failing sites - street and environmental cleanliness - detritus | 1.7% | 0.80% | 1.20% |
| 6. Reduce climate change & protect green space | C&E | YTD Sum | Quarterly | Number of fixed penalty notices issued for all environmental offences (excluding fly tipping) | N/A | 833 | No Target -District Context |
| 6. Reduce climate change & protect green space | C&E | YTD Sum | Quarterly | Number of events held in NSDC parks | 150 | 451 | 400 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|--|-------------|------------------|-----------|---|----------------------|---------------|-------------------------|
| 6. Reduce climate change & protect green space | C&E | Annual Figure | Annually | Number of trees planted on Council land or partner land | 600 | 1,156 | 34000 |
| 6. Reduce climate change & protect green space | C&E | Annual Figure | Annually | Number of trees given away to residents | 1,000 | 1,450 | 1,000 |
| 6. Reduce climate change & protect green space | C&E | YTD Sum | Quarterly | Number of targeted focus weeks | 7 | 7 | 8 |
| 6. Reduce climate change & protect green space | C&E | YTD Sum | Quarterly | Number of children reached via environmental education visits including river health and 'Motion for the Ocean' | 900 | 3,210 | 2000 |
| 7. Top performing council | CSOD | YTD Average | Quarterly | Contact Centre - telephony - average length of time to answer call (seconds) | 120.0 | 91 | 110 |

| Proposed Target 2025/26 Key |
|---|
| Newly created Community Plan indicators 25/26 |
| Target increased (more challenging than 24/25 outturn) |
| Target decreased (less challenging than 24/25 outturn) |
| Targeted for the first time |
| No change |
| N/A |

| Ambition | Directorate | Calculation Type | Frequency | Indicator Name | Current Target 24/25 | 24/25 Outturn | Proposed Target 2025/26 |
|---------------------------|-------------|------------------|-----------|---|-------------------------|---------------|----------------------------|
| 7. Top performing council | CSOD | YTD Sum | Quarterly | No of face to face contacts (Castle House) | Demand | 17,271 | Demand |
| 7. Top performing council | CSOD | YTD Sum | Quarterly | No of phone calls presented to Contact Centre | Demand | 109,742 | Demand |
| 7. Top performing council | Resources | Rolling Snapshot | Quarterly | % invoices paid within 30 days - whole Council | 98.5% | 94.7 | 98.50% |
| 7. Top performing council | CSOD | YTD Average | Quarterly | Average number of sick days per employee (FTE) per year lost through sickness absence | 6.5 | 7 | 6.5 |
| 7. Top performing council | CSOD | YTD Average | Quarterly | % of staff turnover | 13.0% | 13% | 13% |
| 7. Top performing council | Resources | YTD % | Quarterly | % business rate collection | 98.2% | 98.20% | 98.20% |
| 7. Top performing council | Resources | YTD % | Quarterly | % council tax collection | 97.40% | 97.2% | 97.40% |



Newark and Sherwood District Council

Assurance Review of Performance Management

March 2025

Final

Executive Summary

OVERALL ASSESSMENT



ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE

Inaccurate and inconsistent data relating to Performance management.

SCOPE

The review considered the way in which key performance data is collated to inform effective decision making, taking in to account the accuracy, integrity, and consistency of data.

KEY STRATEGIC FINDINGS



The Council has an established formal procedure in place for corporate planning and performance management, ensuring a structured and consistent approach to data collection and reporting.



The Council supports Business Managers in relation to corporate performance management by offering targeted training.



The performance and assurance framework for 2024, aligns with the Council's priorities/objectives.



As part of the testing, when comparing the data currently available in the system with the data presented in the guidance notes, some discrepancies were identified, however this information has now been entered onto the system therefore no recommendation was made.

GOOD PRACTICE IDENTIFIED



There are one-to-one meetings with all team members and business managers to improve communication and collaboration.



The Council conducts quarterly reviews of reporting timelines.

ACTION POINTS

| Urgent | Important | Routine | Operational |
|--------|-----------|---------|-------------|
| 0 | 0 | 1 | 0 |

Assurance - Key Findings and Management Action Plan (MAP)

| Rec. | Risk Area | Finding | Recommendation | Priority | Management Comments | Implementation Timetable (dd/mm/yy) | Responsible Officer (Job Title) |
|------|-----------|--|--|----------|---|-------------------------------------|--|
| 1 | Directed | The Corporate Planning and Performance Management framework lacks a date and an official sign off approval, which are essential for ensuring its validity and authority. | To incorporate to the procedure elements such as the date of review, the approving authority and a structured record of amendments to track changes, for better governance and accountability. | 3 | <i>The performance framework will be presented to SLT before then being presented to the Policy, Performance & Improvement Committee for endorsement. This document now carries the required 'date and sign off approval stamp' for easier recognition of approval dates.</i> | 14 April 2025 | Carl Burns, Transformation & Service Improvement Manager |

PRIORITY GRADINGS

| | | |
|---|--------|--|
| 1 | URGENT | Fundamental control issue on which action should be taken immediately. |
|---|--------|--|

| | | |
|---|-----------|--|
| 2 | IMPORTANT | Control issue on which action should be taken at the earliest opportunity. |
|---|-----------|--|

| | | |
|---|---------|--|
| 3 | ROUTINE | Control issue on which action should be taken. |
|---|---------|--|

Operational - Effectiveness Matter (OEM) Action Plan

| Ref | Risk Area | Finding | Suggested Action | Management Comments |
|---|-----------|---------|------------------|---------------------|
| No Operational Effectiveness Matters were identified. | | | | |

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Findings



Directed Risk:

Failure to properly direct the service to ensure compliance with the requirements of the organisation.

| Ref | Expected Key Risk Mitigation | | Effectiveness of arrangements | Cross Reference to MAP | Cross Reference to OEM |
|-----|------------------------------|---|-------------------------------|------------------------|------------------------|
| GF | Governance Framework | There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation. | Partially in place | 1 | - |
| RM | Risk Mitigation | The documented process aligns with the mitigating arrangements set out in the corporate risk register. | In place | - | - |
| C | Compliance | Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance. | In place | - | - |

Other Findings



For each of the Performance Data collected there are three guidance notes as follows:

- KPI Guidance notes – to ensure the data being collected is reliable and in a consistent manner.
- Database guidance notes – to ensure that the data entry is managed consistently.
- Data return guidance notes – for officers completing performance data returns.



The Corporate Planning and Performance Management framework has been reviewed, ensuring it effectively outlines the key elements of performance management. The document presents the full performance management cycle covering planning, doing, reviewing and revising. It clearly distinguishes between strategic corporate-level performance management and operational-level performance management providing a structured approach to improvement. Overall, the document provides a solid foundation for effective performance oversight and service improvement.

Other Findings



As part of the audit, guidance notes for 10 selected KPI's were reviewed. The review confirmed that for all selected KPI's:

- A responsible manager was assigned.
- The calculation method was documented and presented.
- The data source for each KPI was clearly identified.

However, when comparing the data currently available in the system with the data presented in the guidance notes, some discrepancies were identified:

- Data sources: 3 records are missing in the system.
- Calculation method: 2 records were empty in the system.

However, as part of the exit meeting it was confirmed that, during the audit, the system was being updated and these has now been updated and therefore, no further recommendation will be made.



The aim of the further testing was to verify how the data is collected, and to ensure that it is being monitored and approved by the Business Manager. Two KPI's (ENS005B and FIN001) were reviewed alongside the source data to verify the data collection process and ensure accuracy, while also assessing whether appropriate training was provided.

The data is gathered through the system which records relevant metrics. Reports are generated based on predefined criteria ensuring accuracy in tracking key performance indicators. The data is then processed and uploaded into a central database for further analysis. In addition, the data is reviewed and, if necessary, explanations are provided when targets are not met. The Business Manager oversees the process and ensures compliance with reporting standards. There is no formal training programme on data collection, but knowledge is typically passed down through a handover process. Employees learn how to collect and manage data through guidance from colleagues. The collected data is also used internally for performance reviews. Business Managers are responsible for ensuring the quality and accuracy of the data in the systems for which they are responsible. The performance team administers the targets, thresholds and key data using Microsoft Access.



It was noted that some KPI's in the system had not been updated since 2022 and 2023. The explanation given by the Transformation and Service improvement Manager was that the last update date in the system reflects when they were last modified (e.g., title change or calculation methods change), not necessarily when they were last monitored.

The process for monitoring underperforming KPI's includes:

- Performance reports highlight underperforming KPI's.
- If a KPI remains underperforming (red or amber status) for 3 quarters, it is added to a 'watch list' for further scrutiny.
- Senior Leadership Team involvement may be required, and a service review could be initiated to improve performance.



TRC-OR-01 Assurance Failure is a part of the operational risk register. The Assurance Failure report generated on 17th January 2025 was reviewed. Despite the overall risk remaining at the amber level, no actions have been identified or assigned for completion. Additionally, the target risk matrix does not indicate the desired risk level, making it unclear what the intended risk position should be. However, the updated document, dated 26th February 2025, has been provided, and the missing information has been included; therefore, no recommendation will be made.



There is not a data return form for collecting or submitting essential data related to performance, progress, or compliance. During the second quarter of 2023-2024, the Council was considering transitioning from the spreadsheet version of data collecting to a MS Access version. Currently, business managers enter the data directly into the database (see Data Returns Using Microsoft Access). Permissions within the system allow for separation of duties between the input and authorisation of data being entered. When authorising data, Business Managers are confirming the data entered is accurate. Microsoft Access can be accessed via links shared with all Business Managers. The registration of access to Microsoft Access is managed by the Research and Development officer. The various business manager downloads the relevant data, and this is then accessed by the Performance Team.

Other Findings



The overall responsibility for performance management lies with the Senior Transformation and Service Improvement Officer. The job description for the Senior Transformation and Service Improvement Officer (Performance Development) has been reviewed to ensure clarity in roles and responsibilities. That description clearly defines the necessary duties related to performance management and outlines the officer's role in supporting members of the Senior Leadership Team (SLT).

Key activities and duties are structured covering essential areas such as:

- Policy and performance development to drive service improvements.
- Supporting SLT in strategic decision making and performance oversight.
- Ensuring effective performance management frameworks are in place.



The following training is being provided:

- Business analyst level 4 (ILM).
- Microsoft Access Level 3 (Udemy).
- Guidance notes or one to one session if a Business Manager is struggling, as well as on the job training through drop-in sessions.



Delivery Risk:

Failure to deliver the service in an effective manner which meets the requirements of the organisation.

| Ref | Expected Key Risk Mitigation | | Effectiveness of arrangements | Cross Reference to MAP | Cross Reference to OEM |
|-----|------------------------------|---|-------------------------------|------------------------|------------------------|
| PM | Performance Monitoring | There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner. | In place | - | - |
| S | Sustainability | The impact on the organisation's sustainability agenda has been considered. | Out of scope | - | - |
| R | Resilience | Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted. | In place | - | - |

Other Findings



The following reports are produced/provided:

- Annual review of the Performance Framework by the Senior Leadership Team and the Cabinet.
- Quarterly Corporate Performance and Quarterly Compliance Report reports to the Senior Leadership Team, the Policy Performance and Improvement Committee (effectively the Scrutiny Committee), the Cabinet and the Housing Assurance Board.
- Quarterly Directorate Performance report.
- Half Yearly report on Customer Feedback – All customer feedback is reported to the Senior Leadership Team, the Policy Performance and Improvement Committee, the Cabinet and the Housing Assurance Board.



The report presented at the Policy and Performance Improvement Committee meeting on 25th November 2024 was reviewed. Its primary objective was to provide an overview of the Community Plan Performance Report, assessing progress against key performance indicators (KPI's) and identifying areas requiring improvement. The document includes a detailed analysis of performance indicators outlining:

- Comparisons to evaluate trends over previous years.
- Future performance targets, setting benchmarks for the next reporting period.
- Achievement percentages for each KPI, offering an assessment of performance levels.

This report serves as a tool for monitoring progress and ensuring that necessary measures are in place.

Other Findings



The report from the Cabinet meeting dated 3rd December 2024 was reviewed. The purpose of this report was to present the Community Plan Performance Report highlighting key performance indicators and identify areas for improvement. The report provides comprehensive information on performance indicators including:

- A comparison to previous years data to track trends over time.
- Target values set for the next period and ensuring a forward-looking approach.
- Percentage of achievement for each KPI, offering a clear measure of progress and performance.

The analysis presented in the report highlights underperforming areas that needs further investigation and targeted improvements, ensuring that necessary actions can be taken to enhance future outcomes.



Data quality checks in respect of Microsoft Access are undertaken by the Performance Team at least quarterly to ensure that:

- Data sign off sheets (guidance) have been agreed for each performance indicator included within the system.
- KPIs and their targets are reviewed as part of the annual community plan refresh.
- Operational targets are reviewed at least annually by the Business Manager and respective Director.
- Details of any new indicators are agreed with the relevant Business Manager(s).
- The accuracy of data is maintained by undertaking a sample check of data held in the database.
- New users of the system will be added at the written request of the Business Manager with permissions approved by a systems administrator.



The following good practice measures have been adopted:

- Team development.
- Quarterly review of reporting timelines.
- Monthly team meeting.
- 1:1 meeting with all team members/Business Managers.

Scope and Limitations of the Review

- 1. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

- 2. The matters raised in this report are only those that came to the attention of the auditor during the course of the review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of Arrangements

- 3. The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

| | |
|--------------------|--|
| In place | The control arrangements in place mitigate the risk from arising. |
| Partially in place | The control arrangements in place only partially mitigate the risk from arising. |
| Not in place | The control arrangements in place do not effectively mitigate the risk from arising. |

Assurance Assessment

- 4. The definitions of the assurance assessments are:

| | |
|-----------------------|--|
| Substantial Assurance | There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved. |
| Reasonable Assurance | The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved. |
| Limited Assurance | The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved. |
| No Assurance | There is a fundamental breakdown or absence of core internal controls requiring immediate action. |

Acknowledgement

- 5. We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

- 6. The table below sets out the history of this report:

| Stage | Issued | Response Received |
|----------------------------|-----------------------------|-----------------------------|
| Audit Planning Memorandum: | 28 th June 2024 | 28 th June 2024 |
| Draft Report: | 11 th March 2025 | 12 th March 2025 |
| Final Report: | 17 th March 2025 | |



Report to: Cabinet Meeting: 8 July 2025

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

Director Lead: Sanjiv Kohli, Deputy Chief Executive & Director of Resources

Lead Officer: Shanade Bradley, Asset Manager, 07977 045391

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report / Key Decision |
| Report Title | Sale of The Hollies, Barnby Road, Newark |
| Purpose of Report | To consider a proposal that the current tenant, Hope House School, purchase the freehold titles for The Hollies. |
| Recommendations | That the exclusive sale of the Hollies, Barnby Road, Newark, to Hope House School be approved. |
| Alternative Options Considered | <p>The Council has the option not to sell and propose a further lease to Hope House School, which maybe declined leaving a void property.</p> <p>A further option would be to sell The Hollies on the open market, this would have a devastating impact on the school residents and employees.</p> |
| Reason for Recommendations | Based on the sites current market value, and the potential for future development, the offer from Hope House School is good. The sale will enable the school to keep providing extremely complex services within the community and continue to improve the school and grow its capacity. |

1.0 Background

- 1.1 The property is currently occupied by Hope House School, as institutional use for autistic children. The site comprises of 2.34 acres in total, on two separate registered freehold titles, owned by NSDC. There are several properties on site, the main Victorian school building is fitted out as offices and a canteen, the complex of 12 (modified to 8) bungalows have been adapted to provide classroom and teaching facilities and there is a separate detached house, recently refurbished for 16 – 19 year olds to occupy and gain independence. All areas of the property have undergone a scheme of refurbishment and are in good condition throughout. The buildings are set within associated grounds. The site is quietly located on Barnby Road, within a rural area, with limited facilities, but within close proximity to Balderton, Newark and has good access to the A1.

- 1.2 The property currently has an institutional use in the form of Hope House School, which is an Independent School for autistic spectrum disorders. This school is extremely specialist, with children attending daily travelling from Lincolnshire, Derbyshire and Leicestershire, as well as those living within Nottinghamshire.
- 1.3 The site has been leased to a charity, Hope House School Limited, since 18th March 2007 and the current lease will terminate 17th March 2026. The lease is full repairing, maintaining and insuring, with a current income to NSDC of £32,700 per annum.
- 1.4 In 2020 the school was in significant trouble reputationally, which was highlighted in the press, whereby Ofsted found serious failings within the residential provision. Since then, the School has appointed a new head teacher who has turned the school around and it is now excelling, at full capacity, with a 'good' Ofsted rating (previously 'requires improvement'). Improvements have also been made to the site to reconfigure some of the classroom space, and make improvements to the external gardens and play areas.
- 1.5 The School have plans to extend the offering and increase pupil numbers, however given the short-term lease and its approach to renewal/end, the school is cautious in investing heavily in a building they do not own. They will struggle to pursue any lines of financial grants due to not owning the site. In 2023 NSDC were approached by Hope House School and asked if they would consider selling the site. The offer, based on the back of their own valuation, was considered far too low at £220,000. NSDC commissioned a Red Book Valuation, carried out by Richard Watkinson on the 1st June 2024, which provided a comprehensive valuation of Hope House School. The property, which includes several buildings and land, is valued at £950,000. The valuation is based on the current market conditions and the property's existing use as an educational institution or 2 existing houses and office space. No 'hope' value has been added to the report, in terms of what it could potentially be developed into, due to the depreciative effect this has on the land value.
- 1.6 Discussions were held with Hope House School, in regard to revising their offer, inline with our Red Book Valuation.
- 1.7 Hope House School LTD have submitted a formal offer, subject to contract and survey, of £950,000.
- 1.8 Due to the valuation being 10 months old, Richard Watkinson were asked for a comment on the current market status, they confirmed there has been no movement in the market and the valuation is still current (June 2025).

2.0 Proposal/Details of Options Considered

- 2.1 The sale of The Hollies to Hope House School is the recommendation proposed based on the sites current market value and the lack of potential for future development. The property is well-suited for continued use as an educational institution, and the inclusion of an overage clause will protect the seller's interests in case of future development.
- 2.2 If the offer is not accepted the School may wish to acquire an alternative site. This would leave NSDC with a very bespoke building to market. The option may at this point be taken to separate the Titles and sell the asset as 2 or 3 houses with land. As the Red

book valuation states, this would not bring the Council any added revenue to the £950,000 offered.

- 2.3 The lease did not have a schedule of conditions attached and therefore if the buildings are returned, NSDC would have to take the property 'as is' as the records are unavailable showing the condition the buildings were leased.
- 2.4 Development Potential: The site has potential for residential development, but this is subject to planning permissions and market conditions. The existing buildings, and high build costs, may deter developers. The land is allocated within the Amended Core Strategy as a strategic site - Land East of Newark but this area is identified as part of the green infrastructure of the site not built development.
- 2.5 Investment Value: The property has a higher value for its existing use compared to its investment value.
- 2.6 Other options considered:
Given the current lease, and the property's condition, we could market the property for sale with the existing use. This would attract institutional buyers who are looking for educational facilities. Include an overage clause in the sale contract to benefit from any future planning gains. This would ensure that the seller receives additional compensation if the property is developed further. The caveat to this, is that there would be a number of children with no alternative school to attend if Hope House School was unable to find a suitable site.
- 2.7 Offer a long-term lease with an income of approximately £40,000 per annum. There is no guarantee that Hope House School will agree to this, and they may choose to relocate to a different property.

3.0 Implications

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

3.1 Financial Implications (FIN25-26/782)

- 3.1.1 The lease, described in paragraph 1.3, generates an income of £32,700. Since it is a full repair and maintenance lease, the associated property management costs are minimal. If the property were sold, this income would no longer be available to the General Fund.
- 3.1.2 If approval is given to sell the site, the value will be updated on the Council's asset register, and the asset will be classified as held for sale.
- 3.1.3 The capital receipt of £950,000 could be available to finance capital spend from 2025/26, reducing the future impact on the General Fund budget as a result of borrowing. This would save £19,000 in potential Minimum Revenue Provision (MRP) charges, for spend against an asset with a 50-year life, resulting in a net income loss of £13,700.

- 3.1.4 The end of lease term is March 2026. If the lease is surrendered prior to this date, there may be an in year rental loss. However, it is currently expected that completion will occur at end of lease term.

3.2 Legal Implications - LEG2425/5649

This report is for endorsement. Cabinet is the decision-making body under the Acquisitions and Disposals Policy for this disposal. The Legal team will need to be instructed in relation to this disposal.

3.3 Housing Strategy

- 3.3.1 The Hollies property is occupied by Hope House School, which whilst currently remote from the existing built development of Newark Urban Area, is located within the settlement boundary of the Newark Urban Area. Under Policy DM1 in the Amended Allocations and Development Management DPD, a wide range of development including education facility development can be supported in such locations. The site has been included within the Newark Urban Area because the property is within the NAP2B Land East of Newark strategic site allocation. Figure 6 in the Newark and Sherwood Amended Core Strategy highlights that this particular location within the allocation has been designated for green infrastructure and drainage uses. However, this designation is only indicative, and no planning permissions have been granted on site yet and existing uses within the allocation are not restricted.

- 3.3.2 In terms of alternative uses considered, the existing buildings at the Hollies could be considered for residential conversion. Whilst in principle this would be acceptable, further intensification beyond this on the site wouldn't be acceptable because despite it being within Newark Urban Area it is a relatively unsustainable location. There is currently a lack of sufficient footpath connection from the site to Balderton and Newark. In future no access is allowed from Barnby Road (where the property is situated) to the strategic site as this would impact on traffic levels on the nearby level crossing and road network.

- 3.3.3 With regards to local and national policy, Spatial Policy 8 in the Amended Core Strategy states that the loss of community facilities will not be supported particularly where it would reduce the community's ability to meet its day-to-day needs. Therefore, alternative uses which resulted in the loss of this facility would need to address this as part of any redevelopment.

- 3.3.4 Given the relative limitations of redeveloping the site and the level of return represented by redevelopment, the proposed approach is supported by the Planning & Growth Directorate.

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.

RICS Red Book Valuation for Hope House School, Barnby Road, Newark, NG24 3NE.

Note- parts are redacted as commercially sensitive.



NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting: 8 July 2025

Portfolio Holder: Councillor Simon Forde, Climate and the Environment

Director Lead: Matt Lamb, Director- Planning & Growth

Lead Officers: Oliver Scott, Business Manager - Planning Development, Ext. 5847
Matthew Norton, Business Manager- Planning Policy & Infrastructure, Ext. 5852

| Report Summary | |
|--------------------------|---|
| Type of Report | Open Report / Key Decision |
| Report Title | Management and Maintenance of Public Open Space on New Residential Developments |
| Purpose of Report | To provide Cabinet with a background to some challenges with regard to the different models for securing the appropriate long-term management and maintenance of Public Open Space within new residential developments and to provide recommendations for future stated preferences. |
| Recommendations | <p>That Cabinet:</p> <ul style="list-style-type: none"> a) note that Management Companies are a lawful and legitimate model for the ongoing management and maintenance of Public Open Space which can continue to be promoted by developers; b) endorse the recommendation of the Planning Policy Board to produce guidance on Public Open Space Management Company Best Practice to cover instances where a Management Company is promoted by the developer; c) endorse the recommendation of the Planning Policy Board to continue to promote the Council managing and maintaining Public Open Space on Strategic Urban Extension (SUE) sites in the first instance; and d) endorse the recommendation of the Planning Policy Board to continue to promote for all non-SUE residential housing developments the principle of public ownership of Public |

| | |
|---------------------------------------|---|
| | Open Space, either via the District Council alongside an appropriate commuted payment to cover 20 years maintenance or via the host Town or Parish Council where they have the appetite, capacity and capability to do so. Should the developer insist on a Management Company, it shall accord with the guidance detailed at b) above. |
| Alternative Options Considered | The Council could allow market forces and developer preferences to dictate future approaches to the management of Public Open Space on new development. This is discounted in favour of clear guidance and preference such that the development industry, Town and Parish Council's and future residents are clear on expectations and limitations. Moreover, guidance will ensure appropriate practices are secured as far as reasonably possible. |
| Reason for Recommendations | Addressing the appropriate and ongoing management and maintenance of Open Space will ensure ongoing quality and equity for new residential developments, in accordance with Ambitions 2, 3 6 and 7 of the Council's Community Plan. |

1.0 Background

- 1.1 The Planning Policy Board recently asked Officers to revisit our approach to the ongoing management and ownership of Public Open Space with a particular focus on Management Companies which are now commonplace for new housing estates across much of the UK. This report provides an overview of the current arrangements for securing the long-term management and maintenance of new POS provided as part of residential developments over 10 houses, which is the trigger for providing on-site POS on new developments.

The Current Approach

- 1.2 Members will be aware that new major residential developments (schemes of more than 10 dwellings in size) are often accompanied, in accordance with our planning policies, by on site POS. Such space(s) can range in size and function from informal grassed areas, play areas, new sports pitches, and new country parks. Up until the late 1990's the District Council (and in some circumstance Town/Parish Councils) would have historically taken on the ownership and maintenance of POS after the development (or each phase) is completed, alongside a one-off 'commuted sum' payment from the developer to the Council to cover an initial 'x' years maintenance. NSDC currently seek this for a 20 year period, as detailed within the adopted [Developer Contributions and Planning Obligations SPD](#)¹.
- 1.3 In recent years there has been a trend by developers to decline any agreement for the District Council to take on maintenance of POS, negating any requirement to provide a 'commuted sum'. This can be for a variety of reasons, including development viability.

¹ Costs are subject to indexation to account for the time elapsed between the date any legal S106 agreement is signed and the day any commuted sum payment is made based on hitting an agreed build-out trigger.

- 1.4 The replacement maintenance vehicle has been a Management Company (ManCo). Typically, a ManCo will be funded by each house on a new development paying an annual charge which covers running costs of maintaining land to a specified minimum standard. It is not always the case that the land upon which the open space sits is owned by the residents who pay into it. There are examples where the ManCo takes on ownership of the land, in addition to maintenance responsibility.
- 1.5 Setting up a ManCo is lawful and within any developer's gift. There is no national regulation on ManCo's but many are set up and run ethically, having an annual charge to household which are: a) directly and transparently attributable to the costs of maintaining the open space in question on an ongoing basis and b) owned by all of the households who are effectively joint 'shareholders' having an say and management stake for the future on standards and overall costs.
- 1.6 Some ManCo's are less transparent or straightforward, with charges levied for issues such re-mortgaging (given that ManCo's are interested parties to the freehold of land) and seeking permission for the erection of conservatories or satellite dishes.
- 1.7 The Council's current position is that the Council will seek to take on POS alongside a commuted payment to the Council to cover a period of 20 years maintenance for the larger Strategic Urban Expansion (SUE) sites of Middlebeck, Greater Fernwood, Land East and Thoresby Vale unless alternative appropriate arrangements are agreed. To date the District Council is looking to take ownership and management of all open space at Middlebeck and the Barratt/David Wilson and Persimmon phases at Fernwood. At Thoresby Vale, it has been agreed that negotiations with the Nottinghamshire Wildlife Trust could secure an alternative arrangement given that the Trust already successfully manage some important restored open space which is of high biodiversity value.
- 1.8 For other sites the Council, as the Local Planning Authority, currently promotes that either the host Town or Parish Council take on the land, alongside the associated 'commuted sum' for 20 years. If that is not agreed by both the host Parish/Town Council, the developer can legitimately promote a ManCo, subject to certain safeguards which are then secured via the S106 legal agreement for matters such as minimum maintenance schedules and transparency of payments being secured.
- 1.9 Irrespective of ownership and maintenance regimes in place for POS within residential estates residents often contact the District Council when they are unhappy with the level of service and/or charges levied. In other words, we remain a public go-to Council when assumptions are made on who is the custodian of managing public open space.

2.0 Proposal/Details of Options Considered and Reasons for Recommendation

- 2.1 It is open to the Council to explore appetite to go beyond the current approach of seeking to own and management POS only on the SUE sites. This was previously resisted as a first preference on the basis that: a) developers were increasingly insisting on a ManCo, as they are legally entitled to do; and/or b) developers were successfully demonstrating that a non-ManCo route would impact on development viability given that a 'commuted sum' for 20 years would mean a reduction of other developer contributions types (eg. Affordable housing, education, community facilities).

- 2.2 Should the Council elect to try and secure land and its ongoing maintenance it will not be able to resist a reasonable viability argument which has regard to the commuted payment burden a developer needs to pay. Concerns around being able to cushion the impact in 20 years (or sooner depending on inflation) when any commuted sum is exhausted is mitigated on the basis that any the Council would add interest earned on any commuted sum into a reserve to be used to support the budget after year 20. This relies on the initial commuted payment being negotiated at an appropriate level.
- 2.3 On this basis, it is recommended that this Council extends its current position to welcome taking on Open Space on all major residential developments in addition to the SUE sites. This is subject to securing an appropriate 20 year maintenance contribution.

The need for guidance should ManCo's be promoted by developers or encouraged/accepted by the LPA.

- 2.4 There are best practice Community Owned ManCo models. One example is where the households who each pay annually into the ManCo effectively collectively own the ManCo and the land upon which the POS sits (which itself is subject to a covenant that the land shall always remain open space). This means residents collectively commission contractors to maintain the space, turning up or down any preferred maintenance regimes which are then paid for by all households in a transparent way. It is recommended that the Council could produce guidance for what we expect ManCo's to look and operate like moving forward, including matters we will seek to control via a S106 legal agreement in order to grant a planning permission. If the guidance is not followed the Council would not seek to enter a S106 agreement, unless successfully challenged at appeal.

3.0 Implications

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

Financial Implications (FIN25-26/3634)

- 3.1 The recommended approach on S106 Agreements is that the Council is willing to own and maintain open space for all new major residential developments subject to securing at least 20 years maintenance. Subject to this commuted sum being at an appropriate level, a matter that will be informed by colleagues in Environmental Services, it is considered this approach is acceptable. The Council would seek to add interest earned on any commuted sum into a reserve to be used to support the budget after year 20.
- 3.2 Financial considerations for the Council taking on the maintenance of POS on SUE sites are subject to separate agreements via the planning application process or bespoke agreements. Examples on the latter include the recent decision by the Council to take on the maintenance of POS associated with the residential Phase 1 of the Middlebeck development. It is understood that a further report will be presented to Cabinet in due

course with respect to POS at Fernwood North (Barrat David Wilson) which will address any further financial implications.

- 3.3 There are no financial implications for the Council via the Management Company route.

Legal Implications – LEG2526/6848

- 3.4 Cabinet is the appropriate body to consider the content of this report.
- 3.5 The legal team always support the drafting and execution of S106 Agreements so no additional resource is required. Legal support will be required to produce the Public Open Space Management Company Best Practice detailed at recommendation b) but this can be absorbed and will offer clarity when negotiating with developers moving forward. The current precedent wording regarding public open space includes requirements for the creation of any ManCo and its purposes and this can be updated accordingly.

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.