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Monday, 11 May 2026

Chair: Councillor L Tift
Vice-Chair: Councillor R Jackson

To all Members of the Council:

MEETING: Full Council

DATE: Tuesday, 19 May 2026 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark NG24 1BY**

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

If you have any queries please contact Nigel Hill on Tel: 01636 655243 Email: nigel.hill@newark-sherwooddc.gov.uk.

AGENDA

	<u>Page Nos.</u>
1. Notification to those present that the meeting will be recorded and streamed online	
2. Apologies for absence	
3. Election of Chair of the Council for 2026/2027	
4. Chair to Sign Declaration of Acceptance of Office	
5. Election of Vice-Chair of the Council 2026/2027	
6. Vice-Chair to Sign Declaration of Acceptance of Office	
7. Declarations of Interest by Members and Officers	
8. Minutes from the meeting held on 5 March 2026 and the Extraordinary Meeting held on 31 March 2026	4 - 37
9. Communications which the Chair, Leader, Chief Executive or Portfolio Holders may wish to lay before the Council	
10. In accordance with Rule No. 3.1 to receive the presentation or the debating of any Petitions from Members of the Council (if any)	
11. Questions from Members of the Public and Council (if any)	
12. Political Composition of the Council and Allocation of Seats on Committees to Political Groups	38 - 41
13. Leader's Appointments	42 - 47
14. To Allocate Chairs, Vice-Chairs and Members to Committees	48 - 49
15. Updates to the Council's Constitution	50 - 84
16. Designation of Section 151 Officer	85 - 86
17. Independent Remuneration Panel - Report on Members Allowances	87 - 116
18. Notices of Motion	117 - 120

In accordance with the Rule No. 3.4.3, the following motions are to be considered:

Motion 1 – Adult Social Services – Newark Hospital
Motion 2 – One Earth Solar Farm

19.	Minutes for Noting	
(a)	Cabinet - 24 February 2026	121 - 132
(b)	Cabinet - 24 March 2026	133 - 138
(c)	Cabinet - 21 April 2026	139 - 145
(d)	Policy & Performance Improvement Committee - 23 February 2026	146 - 150
(e)	Policy & Performance Improvement Committee - 16 March 2026	151 - 160
(f)	Policy & Performance Improvement Committee - 13 April 2026	161 - 169
(g)	Governance, General Purposes & LGR Committee - 16 April 2026	170 - 174
(h)	Planning Committee - 12 March 2026	175 - 181
(i)	Planning Committee - 9 April 2026	182 - 189
(j)	Audit & Accounts Committee - 4 March 2026	190 - 194
(k)	Audit & Accounts Committee - 22 April 2026	195 - 199
(l)	Licensing Committee - 19 March 2026	200 - 201
(m)	Trustee Board of the Gilstrap and William Edward Knight Charities - 9 March 2026	202 - 205
(n)	Executive Shareholder Committee - 24 March 2026	206 - 210

20. Exclusion of the Press and Public

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

None

Note – Fire Alarm Evacuation

In the event of an alarm sounding please evacuate the building using the nearest fire exit in the Civic Suite. You should assemble at the designated fire assembly point located in the rear car park and remain there until the Fire Service arrive and advise it is safe to return into the building

Agenda Item 8

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 5 March 2026 at 6.00 pm.

PRESENT: Councillor L Tift (Chair)
Councillor R Jackson (Vice-Chair)

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

APOLOGIES FOR ABSENCE: Councillor L Dales, Councillor D Darby, Councillor P Farmer, Councillor M Home, Councillor N Ross, Councillor T Smith and Councillor T Wildgust

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

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

Councillors P Harris and J Lee notified the Council that they would be recording parts of the meeting.

60 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

The Council noted the interests previously declared by Members in Agenda Item No. 17 – Minutes for Noting.

The Chief Executive and Deputy Chief Executive declared an interest in Agenda Item No. 20 - Staffing Preparations for Local Government Reorganisation and advised the Council they would leave the meeting for that item of business.

61 MINUTES FROM THE MEETING HELD ON 10 FEBRUARY 2026

AGREED that the minutes from the meeting held on 10 February 2026 were approved as a correct record and signed by the Chair.

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

The Chair acknowledged the current events in the middle east and offered her thoughts to all those affected.

63 QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCIL

In accordance with Rule No. 3.3.3, one question had been submitted by Councillor J Lee.

Details of the question put forward and the response given by the Portfolio Holder for Strategy, Performance & Finance is attached as Appendix A to the Minutes.

64 REVENUE BUDGET AND COUNCIL TAX SETTING FOR 2026/27

The Council considered the report of the Leader of the Council relating to the Revenue Budget and Council Tax Setting for 2026/27.

The report indicated that, in setting the level of Council Tax for 2026/2027, it was necessary to consider the requirements of the Council Tax Collection Fund for 2026/2027. This incorporated the District Council's Council Tax Requirement, Parish Council Precepts and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire & Rescue Service.

The Cabinet, at its meeting held on 24 February 2026, recommended that the District Council's Net Budget Requirement for 2026/27, should be £20,700,110.

It was reported that all Parish Council precepts had been received and totalled £4,330,013.90. The individual Parish Council precepts were set out in the report.

Nottinghamshire County Council had set a precept on Newark & Sherwood District Council's Collection fund for 2026/2027 of £85,252,352.00. The Nottinghamshire Police & Crime Commissioner had set a precept on Newark & Sherwood District Council's Collection fund for 2026/2027 of £13,462,059.20 and the Nottingham and Nottinghamshire Fire & Rescue Service had set a precept on Newark & Sherwood District Council's Collection fund for 2026/2027 of £4,422,877.13.

In accordance with Rule 3.4.3 (b) written notice had been received that an amendment would be proposed and seconded. Councillor J Kellas accordingly proposed and Councillor T Wendels seconded that:

"Recommendation (b) be amended to approve the proposals under section 3 of the report with the inclusion of a Members' Ward Fund, added to the base budget for 2026/27, whereby each individual member is allocated a sum of £1,000 (£39,000 in total) to support charities, community groups and public bodies working within their wards for the benefit of residents; and that the Council Tax for 2026/27 is reduced by 1.12% rather than frozen. This would amend the recommendations within the report to:

- 3.1 The revenue estimates for 2026/2027 and schedule of fees and charges, as submitted in the Council's Budget book be approved; with an additional row added to the table at point 3.37 on page 10 of the budget book under the section 'Requested Changes by Members', as below:

Members Ward Fund for the financial year 2026-27, whereby each individual member is allocated a sum of £1,000 to support charities, community groups and public bodies working within their wards for the benefit of residents.
£39,000

- 3.2 That the following amounts be now calculated by the Council for the year 2026/2027 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, based on a 1.12% council tax reduction:
- (a) £57,948,340 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
 - (b) £37,209,230.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
 - (c) £20,739,110 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;
 - (d) £12,845,000.00 being the amount of Government Grants (£7,827,000) and net retained Business Rates (£5,018,000) which the Council estimates will be payable for the year into its general fund;
 - (e) £0.00 being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus/deficit on the Council Tax Collection Fund;
 - (f) £603,740 being the amount that the Council has determined to contribute to usable reserves;
 - (g) £8,497,850.00 being the amount at 3(c) above less the amount at 3(d) above plus the amount at 3(e) above less the amount at 3(f) above calculated by the Council as its' net Council Tax requirement for the year.
 - (h) £196.38 being the amount at 3(g) divided by the amount at 2(a), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
 - (i) £4,330,014.00 being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;
 - (j) £296.44 being the amount at 3(g) above plus the amount at 3(i) above divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

Recommendations a, c and e remain unchanged, with updated recommendation d being noted subject to the approval of the amendment as described above”.

Members debated the proposed amendment and on being put to the meeting it was lost with 11 votes for, 20 against and 1 abstention. However, during the debate Councillor P Peacock indicated his support for a Members' Ward Fund which should be considered by a working group of the Policy & Performance Improvement Committee.

In accordance with Rule No. 5.6.1, a recorded vote was taken as follows:

Councillor	Vote
Neil Allen	For
Alice Brazier	Against
Lee Brazier	Against
Celia Brooks	Against
Irene Brown	Abstain
Rowan Cozens	Against
Susan Crosby	Against
Simon Forde	Against
Andy Freeman	Against
Jean Hall	Against
Peter Harris	Against
Simon Haynes	For
Rhona Holloway	Against
Roger Jackson	For
Jack Kellas	For
John Lee	For
Keith Melton	Against
Sylvia Michael	For
David Moore	Against
Paul Peacock	Against
Claire Penny	Against
Mike Pringle	Against
Penny Rainbow	For
Karen Roberts	Against
Sue Saddington	For
Maurice Shakeshaft	Against
Kay Smith	For
Matthew Spoons	For
Paul Taylor	Against
Tina Thompson	Against
Linda Tift	Against
Timothy Wendels	For

The Council considered the substantive motion proposed by Councillor P Peacock and seconded by Councillor R Cozens and it was AGREED (unanimously) that Council:

- (a) note the proposals under section 2 of the report;
- (b) approve the proposals under section 3 of the report;

- (c) note section 4, 5 and 6 of the report;
- (d) note the proposal in section 7 of the report; and
- (e) note the determination in section 8 of the report.

(The full recommendations are set out as Appendix B to these minutes).

In accordance with Procedure Rule No. 5.6.1, a recorded vote was taken as follows:

Councillor	Vote
Neil Allen	For
Alice Brazier	For
Lee Brazier	For
Celia Brooks	For
Irene Brown	For
Rowan Cozens	For
Susan Crosby	For
Phil Farmer	For
Simon Forde	For
Andy Freeman	For
Jean Hall	For
Peter Harris	For
Simon Haynes	For
Rhona Holloway	For
Roger Jackson	For
Jack Kellas	For
Johno Lee	For
Keith Melton	For
Sylvia Michael	For
David Moore	For
Paul Peacock	For
Claire Penny	For
Mike Pringle	For
Penny Rainbow	For
Neil Ross	For
Sue Saddington	For
Maurice Shakeshaft	For
Tom Smith	For
Matthew Spoor	For
Paul Taylor	For
Tina Thompson	For
Linda Tift	For
Timothy Wendels	For

Meeting adjourned at 8.42pm and recommenced at 9.05pm (within the adjournment the Vice-Chair, Councillor R Jackson left the meeting).

The Chair indicated that the meeting duration had expired. Therefore, in accordance with Rule 2.7.2 a motion to continue for a further hour was put to the meeting and agreed with 30 votes for and 1 against.

65 CAPITAL PROGRAMME BUDGET 2026/27 TO 2029/30

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which set out the proposed the General Fund Capital Programme for the period 2026/27 to 2029/30. Following the Cabinet’s consideration of the Capital Programme at its meeting on 24 February 2026 and in accordance with Financial Regulation 6.2.3, the final programme was recommended to Council for approval. Attached as Appendix 1 to the report was the report submitted to the Cabinet on 24 February 2026 which detailed the resources available, the Council’s existing committed programme and the priority schemes identified.

The Council noted that there was an exempt version of the report which advised of the total of the intended spend on the general fund capital expenditure, as the Ollerton Regeneration scheme costs were commercially sensitive.

AGREED (unanimously) that:

- a) the General Fund schemes shown in Appendix A to the report be approved as committed expenditure in the Capital Programme;
- b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- c) in accordance with the delegation to the Section 151 Officer in the Council’s Constitution to arrange financing of the Council’s Capital Programme, the Capital Programme for the financial years 2026/27 to 2029/30 be financed to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation; and
- d) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Cabinet for consideration.

66 2026/27 TO 2029/30 MEDIUM TERM FINANCIAL PLAN

The Council considered the report of the Deputy Chief Executive / Director – Resources and Section 151 Officer which sought approval for the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2026 and 31 March 2030 (2026/27 to 2029/30). The main aims of the MTFP were to deliver the Council’s Community Plan objectives, clearly present the Council’s current predictions of its financial position, and to enable Members to make decisions which ensured the Council’s financial sustainability. Updating the MTFP was an essential pre-requisite to the annual budget setting process.

In accordance with Rule 3.4.3 (b) written notice had been received that an amendment would be proposed and seconded. Councillor J Kellas accordingly proposed and Councillor T Wendels seconded that:

“The Medium Term Financial Plan for 2026/27 to 2029/30 be approved save that the proposed levels of increase in Council Tax for years 2028/29 and 2029/30 are reduced from 2.99% to 1.94%”.

During the debate Councillor P Peacock indicated his support for the amendment, which on being put to the meeting was declared carried unanimously.

AGREED (unanimously) that the Medium Term Financial Plan for 2026/27 to 2029/30 be approved save that the proposed levels of increase in Council Tax for years 2028/29 and 2029/30 are reduced from 2.99% to 1.94%.

67 TREASURY MANAGEMENT STRATEGY 2026/27

The Council considered the report of the Deputy Chief Executive / Director - Resources and Section 151 Officer which sought approval for the Treasury Management Strategy, which incorporated the Borrowing Strategy, Investment Strategy and Treasury Prudential Indicators, which had all been updated in accordance with latest guidance and in line with legislative requirements. The strategies were attached as Appendix A to the report. The Audit & Accounts Committee had considered all of the strategies at their meeting held on 4 March 2026 and recommended these to Full Council for approval.

AGREED (unanimously) that Council approves:

- a) the Treasury Management Strategy 2026/27, incorporating the Borrowing Strategy and the Annual Investment Strategy, contained within Appendix A to the report;
- b) the Treasury Prudential Indicators and Limits, contained within Appendix A to the report; and
- c) the Authorised Limit Treasury Prudential Indicator contained within Appendix A to the report.

68 CAPITAL STRATEGY 2026/27

The Council considered the report of the Deputy Chief Executive / Director – Resources & Section 151 Officer which sought approval for the Capital Strategy 2026/27 which incorporated the Minimum Revenue Provision Policy and Capital Prudential Indicators, updated in accordance with latest guidance and with legislative requirements. The strategies were attached as appendices to the report. The Audit & Accounts Committee had considered the proposed Capital Strategy 2026/27 at their meeting held on 4 March 2026 and recommended it to Full Council for approval.

AGREED (with 30 votes for and 1 abstention) that Council approves:

- a) the Capital Strategy 2026/27 contained at Appendix A to the report;
- b) the Capital Prudential Indicators and Limits for 2026/27, contained within Appendix A to the report;
- c) the Minimum Revenue Provision (MRP) Policy Statement as contained within Appendix C to the report, which set out the Council's policy on MRP; and
- d) the Flexible Use of Capital Receipts Strategy, contained within Appendix D to the report.

69 INVESTMENT STRATEGY 2026/27

The Council considered the report of the Deputy Chief Executive / Director – Resources & Section 151 Officer which sought approval for the Non-Treasury Investment Strategy and the Investment Prudential Indicators and Limits for 2026/27, which met the requirements of statutory guidance issued by the Ministry of Housing, Communities and Local Government. The Audit & Accounts Committee had considered the proposed Non-Treasury Investment Strategy and the Investment Prudential Indicators and Limits for 2026/27 at their meeting held on 4 March 2026 and recommended these to Full Council for approval.

AGREED (with 30 votes for and 1 abstention) that Council approve:

- a) the Non-Treasury Investment Strategy 2026/27 attached as Appendix A to the report; and
- b) the Investment Prudential Indicators and Limits for 2026/27, contained within Appendix A to the report.

70 PAY POLICY STATEMENT 2026/27

The Council considered the report of the Director – Customer Services & Organisational Development which sought approval of the Pay Policy Statement (attached as Appendix A to the report) for 2026/27. In accordance with Section 38(1) of the Localism Act 2011, the Council was required to produce a Pay Policy Statement for each financial year. The Cabinet, at their meeting held on 24 February 2026, recommended the Pay Policy Statement to the Council for adoption.

It was noted that the pay award for 2026/27 was still to be finalised but once agreed the Pay Policy Statement would be revised to reflect new pay rates.

AGREED (unanimously) that the Pay Policy Statement for 2026/27 be approved.

71 WINTHORPE WITH LANGFORD NEIGHBOURHOOD PLAN REFERENDUM

The Council considered the report of the Director - Planning & Growth, which advised Members of the result of the Neighbourhood Plan Referendum for Winthorpe with Langford and sought to formally adopt the Plan. The referendum was held on 12 February 2026 with the question 'Do you want Newark and Sherwood District Council to use the Neighbourhood Plan for Winthorpe with Langford to help it decide planning applications in the neighbourhood area?' In total 225 votes were cast, of which 205 were in favour and 20 against.

AGREED (unanimously) that:

- a) the report be noted; and
- b) Council 'make' the Winthorpe with Langford Neighbourhood Plan, confirming that it forms part of the Development Plan for Newark & Sherwood District.

The Chair indicated that the meeting had been in progress for a further hour. Therefore, in accordance with Rule 2.7.2 a motion to continue for a further hour was put to the meeting and agreed with 28 votes for and 3 against.

72 NOTICES OF MOTION

In accordance with Rule No. 3.4.3 a motion was submitted in respect of the 'tourism tax'. In accordance with Rule 4.7.1 Councillor S Haynes moved and Councillor J Kellas seconded an amended motion to the following effect:

"Newark and Sherwood District Council does not support the Mayor of the East Midlands imposing an ill-thought-out tourism tax (visitor levy) in our district, and this Council writes to the Mayor of the East Midlands, Claire Ward, urging her not to impose a tourism tax in Newark and Sherwood".

The amended motion on being put to the meeting was declared lost with 12 votes for, 16 against and 3 abstentions.

In accordance with Rule No. 5.4 a recorded vote was taken as follows:

Councillor	Vote
Neil Allen	For
Alice Brazier	Against
Lee Brazier	Against
Celia Brooks	Against
Irene Brown	For
Rowan Cozens	Against
Susan Crosby	Against
Simon Forde	Against
Andy Freeman	Against
Jean Hall	Against

Peter Harris	For
Simon Haynes	For
Rhona Holloway	Abstain
Jack Kellas	For
Johno Lee	For
Keith Melton	Abstain
Sylvia Michael	For
David Moore	Against
Paul Peacock	Against
Claire Penny	Against
Mike Pringle	Against
Penny Rainbow	For
Karen Roberts	For
Sue Saddington	For
Maurice Shakeshaft	Against
Kay Smith	For
Matthew Spoons	Abstain
Paul Taylor	Against
Tina Thompson	Against
Linda Tift	Against
Timothy Wendels	For

73 MINUTES FOR NOTING

73a PLANNING COMMITTEE - 12 FEBRUARY 2026

73b GOVERNANCE, GENERAL PURPOSES AND LGR COMMITTEE - 5 FEBRUARY 2026

74 EXCLUSION OF THE PRESS AND PUBLIC

The Chair proposed that under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the exempt item on the 'Staffing Preparations for Local Government Reorganisation' on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Given the late hour and in accordance with Rule 4.10.1, Councillor P Peacock moved and Councillor J Kellas seconded a procedural motion that the meeting be adjourned, the effect of which would be that the business not dealt with would be considered at an Extraordinary Meeting of the Council in accordance with Rule 2.7.3.

This motion on being put to the meeting was agreed.

Meeting closed at 10.51 pm.

Chair

FULL COUNCIL MEETING – 5 MARCH 2026

QUESTIONS FROM MEMBERS OF THE COUNCIL

In accordance with Rule No. 3.3.3 the following question was submitted to the Council from Councillor John Lee:

Since November 2020, national government rules have been tightened to stop councils borrowing money in order to make a commercial profit. These changes apply directly to council-owned companies such as Arkwood, and make clear that councils should not borrow in order to invest in companies like Arkwood; should not operate companies such as Arkwood primarily to generate commercial income; and should not rely on income from companies like Arkwood to support or protect the Council's core budgets or its Medium Term Financial Plan. This position was reinforced by revised PWLB lending rules and the updated CIPFA Prudential Code issued in December 2021.

The same guidance also makes clear that where a council owns a company such as Arkwood, that company must be kept under regular and formal review by elected members, with clear oversight of financial risk, borrowing, and whether Arkwood's activities remain appropriate and compliant with national labour government guidance. This is particularly important where Arkwood is involved in development activity, exposed to market risk, or operating outside the district.

In that context, and given the Council's continued ownership and operation of Arkwood as an income-generating company, including references to Arkwood in financial planning discussions, when was Arkwood last formally reviewed by the Council, and by which committee?

Reply from Councillor Paul Peacock – Leader of the Council and Portfolio Holder for Strategy, Performance & Finance

Thank you, Cllr Lee, for pointing out the regulations that prevent councils from borrowing to make a commercial profit. I am fully aware of the regulations and the guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA). For those of us who work closely every day with finance colleagues and see their commitment and professionalism to their work it is no surprise that these regulations are adhered to comprehensively.

For clarification on the point, you are trying to make I can confirm that whilst the company has a borrowing facility with the Council, the Council does not itself borrow from the Public Works Loan Board (PWLB) or any other lender to lend to Arkwood. I would also remind you that Arkwood operates at a much lower development profit than commercial developers as the Company's objectives go beyond pure profit in developing homes that best fit the need of the local community.

The Executive Shareholders receive a quarterly report including ongoing business case, the Arkwood Board hold an AGM each year and the District Council finance team have the day to day sight of Arkwood finances.

Supplemental Question from Councillor Lee

Can you confirm whether the Council has carried out a formal assessment following the tightening up of the National Guidance in 2020 and updated CIPFA Prudent Code in 2021 to determine whether Arkwood activities, particularly development outside the district, risk placing the Council in the position of operating primarily for commercial return, and if such an assessment exists will it be published.

Reply from Councillor Peacock – Leader of the Council and Portfolio Holder for Strategy, Performance & Finance

I can assure everyone that all regulations and guidance are properly adhered to at all times not only for Arkwood but the entirety of the finances that Newark and Sherwood District Council are responsible for.

ITEM 8 - REVENUE BUDGET AND COUNCIL TAX SETTING FOR 2026/27

AGREED (unanimously) that:

2.1 It be noted that the following amounts have been determined for the year 2026/2027 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-

- (a) **43,272.45** being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;
- (b) **£59,600,705** being the net business rate yield after transitional arrangements and rate retention;
- (c) **Part of the Council's Area**

	PARISH	TOTAL LOCAL TAX BASE
1	Alverton	26.82
2	Averham	124.65
3	Balderton	3,092.85
4	Barnby in the Willows	109.71
5	Bathley	120.96
6	Besthorpe	85.41
7	Bilsthorpe	1,169.19
8	Bleasby	405.54
9	Blidworth	1,183.95
10	Bulcote	174.42
11	Carlton-on-Trent	104.40
12	Caunton	214.65
13	Caythorpe	142.11
14	Clipstone	1,700.55
15	Coddington	572.40
16	Collingham	1,294.83
17	Cotham	44.73

	PARISH	TOTAL LOCAL TAX BASE
18	Cromwell	112.86
19	Eakring	214.11
20	East Stoke	76.41
21	Edingley	193.68
22	Edwinstowe	2,111.76
23	Egmanton	130.95
24	Elston	282.51
25	Epperstone	275.85
26	Farndon	831.15
27	Farnsfield	1,339.29
28	Fiskerton-cum-Morton	430.92
29	Girton and Meering	61.92
30	Gonalston	55.26
31	Grassthorpe	29.97
32	Gunthorpe	311.85
33	Halam	208.08
34	Halloughton	38.07
35	Harby	125.46
36	Hawton	32.04
37	Hockerton	102.06
38	Holme	40.23
39	Hoveringham	175.77
40	Kelham	89.82
41	Kersall	22.23
42	Kilvington	14.22
43	Kirklington	172.26
44	Kirton	131.31
45	Kneesall	95.58
46	Langford	42.66
47	Laxton & Moorhouse	119.79

	PARISH	TOTAL LOCAL TAX BASE
48	Lowdham	1,020.96
49	Lyndhurst	6.93
50	Maplebeck	47.25
51	Meering	-
52	Newark	9,421.02
53	North Clifton	75.06
54	North Muskham	416.52
55	Norwell	231.93
56	Ollerton and Boughton	3,076.29
57	Ompton	21.60
58	Ossington	41.49
59	Oxton	274.95
60	Perlethorpe-cum-Budby	72.90
61	Rainworth	1,960.65
62	Rolleston	169.11
63	Rufford	234.36
64	South Clifton	128.97
65	South Muskham	199.62
66	South Scarle	97.83
67	Southwell	3,076.65
68	Spalford	41.85
69	Staunton	29.34
70	Staythorpe	45.45
71	Sutton-on-Trent	553.59
72	Syerston	96.03
73	Thorney	106.83
74	Thorpe	35.28
75	Thurgarton	259.65
76	Upton	202.95
77	Walesby	449.46

	PARISH	TOTAL LOCAL TAX BASE
78	Wellow	199.17
79	Weston	143.28
80	Wigsley	53.64
81	Winkburn	49.68
82	Winthorpe	293.13
83	Fernwood	1,580.76
84	Kings Clipstone	123.03
	Total Rounded	43,272.45

Parishes Grouped For Precept Purposes

	Averham, Kelham, Staythorpe	259.92
	Kneesall, Kersall, Ompton	139.41
	Winthorpe, Langford	335.79
	East Stoke, Thorpe	111.69

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

- 3.1 The revenue estimates for 2026/2027 and schedule of fees and charges, as submitted in the Council's Budget book be approved;
- 3.2 That the following amounts be now calculated by the Council for the year 2026/2027 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
- (a) £57,909,340.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
 - (b) £37,209,230.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act;
 - (c) £20,700,110.00 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;

- (d) **£12,845,000.00** being the amount of Government Grants (£7,827,000) and net retained Business Rates (£5,018,000) which the Council estimates will be payable for the year into its general fund;
- (e) **£0.00** being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus/deficit on the Council Tax Collection Fund;
- (f) **£738,800.00** being the amount that the Council has determined to contribute to usable reserves;
- (g) **£8,593,910.00** being the amount at 3(c) above less the amount at 3(d) above plus the amount at 3(e) above less the amount at 3(f) above calculated by the Council as its' net Council Tax requirement for the year.
- (h) **£198.60** being the amount at 3(g) divided by the amount at 2(a), calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (i) **£4,330,014.00** being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;
- (j) **£298.66** being the amount at 3(g) above plus the amount at 3(i) above divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
- (k)

	PARISH	BASIC TAX (£)
1	Alverton	198.60
2	Averham	*
3	Balderton	329.01
4	Barnby in the Willows	250.20
5	Bathley	214.16
6	Besthorpe	302.45
7	Bilsthorpe	290.27
8	Bleasby	255.43

	PARISH	BASIC TAX (£)
9	Blidworth	294.42
10	Bulcote	261.67
11	Carlton-on-Trent	262.78
12	Caunton	233.09
13	Caythorpe	259.12
14	Clipstone	304.95
15	Coddington	231.54
16	Collingham	238.88
17	Cotham	198.60
18	Cromwell	209.68
19	Eakring	239.31
20	East Stoke	****
21	Edingley	268.30
22	Edwinstowe	306.82
23	Egmanton	240.60
24	Elston	313.64
25	Epperstone	268.84
26	Farndon	279.77
27	Farnsfield	266.64
28	Fiskerton-cum-Morton	222.39
29	Girton and Meering	218.38
30	Gonalston	198.60
31	Grassthorpe	198.60
32	Gunthorpe	281.60
33	Halam	237.05
34	Halloughton	198.60
35	Harby	251.89
36	Hawton	240.59
37	Hockerton	247.59

	PARISH	BASIC TAX (£)
38	Holme	198.60
39	Hoveringham	296.46
40	Kelham	*
41	Kersall	**
42	Kilvington	198.60
43	Kirklington	253.75
44	Kirton	265.24
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	239.92
48	Lowdham	291.65
49	Lyndhurst	198.60
50	Maplebeck	198.60
51	Meering	198.60
52	Newark	345.24
53	North Clifton	228.32
54	North Muskham	245.52
55	Norwell	244.34
56	Ollerton and Boughton	384.07
57	Ompton	**
58	Ossington	198.60
59	Oxton	278.80
60	Perlethorpe-cum-Budby	223.29
61	Rainworth	236.85
62	Rolleston	270.43
63	Rufford	215.67
64	South Clifton	223.80
65	South Muskham	268.34
66	South Scarle	255.84

	PARISH	BASIC TAX (£)
67	Southwell	297.99
68	Spalford	198.60
69	Staunton	198.60
70	Staythorpe	*
71	Sutton-on-Trent	252.78
72	Syerston	219.43
73	Thorney	230.05
74	Thorpe	****
75	Thurgarton	268.24
76	Upton	244.65
77	Walesby	319.65
78	Wellow	239.77
79	Weston	234.63
80	Wigsley	198.60
81	Winkburn	198.60
82	Winthorpe	***
83	Fernwood	272.87
84	Kings Clipstone	288.38

	Parishes Grouped for Parish Purposes	Basic Tax (£)
*	Averham, Kelham, Staythorpe	231.38
**	Kneesall, Kersall, Ompton	222.01
***	Winthorpe, Langford	246.16
****	East Stoke, Thorpe	238.89

being the amounts given by adding to the amount at 3(h) above the amounts of the special item or items (if any) relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in parts of its area including those parts to which one or more special items relate.

I The table below shows the basic level of tax for all property bands in each parish,
Agenda Page 23

including parish charges where appropriate. This is shown on the following two pages.

Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
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		£	£	£	£	£	£	£	£
1	Alverton	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	219.34	255.90	292.45	329.01	402.12	475.24	548.35	658.02
4	Barnby in the Willows	166.80	194.60	222.40	250.20	305.80	361.40	417.00	500.40
5	Bathley	142.77	166.57	190.36	214.16	261.75	309.34	356.93	428.32
6	Besthorpe	201.63	235.24	268.84	302.45	369.66	436.87	504.08	604.90
7	Bilsthorpe	193.51	225.77	258.02	290.27	354.77	419.28	483.78	580.54
8	Bleasby	170.29	198.67	227.05	255.43	312.19	368.95	425.72	510.86
9	Blidworth	196.28	228.99	261.71	294.42	359.85	425.27	490.70	588.84
10	Bulcote	174.45	203.52	232.60	261.67	319.82	377.97	436.12	523.34
11	Carlton-on-Trent	175.19	204.38	233.58	262.78	321.18	379.57	437.97	525.56
12	Caunton	155.39	181.29	207.19	233.09	284.89	336.69	388.48	466.18
13	Caythorpe	172.75	201.54	230.33	259.12	316.70	374.28	431.87	518.24
14	Clipstone	203.30	237.18	271.07	304.95	372.72	440.48	508.25	609.90
15	Coddington	154.36	180.09	205.81	231.54	282.99	334.45	385.90	463.08
16	Collingham	159.25	185.80	212.34	238.88	291.96	345.05	398.13	477.76

17	Cotham	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
18	Cromwell	139.79	163.08	186.38	209.68	256.28	302.87	349.47	419.36
19	Eakring	159.54	186.13	212.72	239.31	292.49	345.67	398.85	478.62
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	178.87	208.68	238.49	268.30	327.92	387.54	447.17	536.60
22	Edwinstowe	204.55	238.64	272.73	306.82	375.00	443.18	511.37	613.64
23	Egmanton	160.40	187.13	213.87	240.60	294.07	347.53	401.00	481.20
24	Elston	209.09	243.94	278.79	313.64	383.34	453.04	522.73	627.28
25	Epperstone	179.23	209.10	238.97	268.84	328.58	388.32	448.07	537.68
26	Farndon	186.51	217.60	248.68	279.77	341.94	404.11	466.28	559.54
27	Farnsfield	177.76	207.39	237.01	266.64	325.89	385.15	444.40	533.28
28	Fiskerton-cum-Morton	148.26	172.97	197.68	222.39	271.81	321.23	370.65	444.78
29	Girton	145.59	169.85	194.12	218.38	266.91	315.44	363.97	436.76
30	Gonalston	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
31	Grassthorpe	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
32	Gunthorpe	187.73	219.02	250.31	281.60	344.18	406.76	469.33	563.20
33	Halam	158.03	184.37	210.71	237.05	289.73	342.41	395.08	474.10
34	Halloughton	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
35	Harby	167.93	195.91	223.90	251.89	307.87	363.84	419.82	503.78
36	Hawton	160.39	187.13	213.86	240.59	294.05	347.52	400.98	481.18

37	Hockerton	165.06	192.57	220.08	247.59	302.61	357.63	412.65	495.18
38	Holme	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
39	Hoveringham	197.64	230.58	263.52	296.46	362.34	428.22	494.10	592.92
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
43	Kirklington	169.17	197.36	225.56	253.75	310.14	366.53	422.92	507.50
44	Kirton	176.83	206.30	235.77	265.24	324.18	383.12	442.07	530.48
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	159.95	186.60	213.26	239.92	293.24	346.55	399.87	479.84
48	Lowdham	194.43	226.84	259.24	291.65	356.46	421.27	486.08	583.30
49	Lyndhurst	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
50	Maplebeck	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
51	Meering	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
52	Newark	230.16	268.52	306.88	345.24	421.96	498.68	575.40	690.48
53	North Clifton	152.21	177.58	202.95	228.32	279.06	329.80	380.53	456.64
54	North Muskham	163.68	190.96	218.24	245.52	300.08	354.64	409.20	491.04
55	Norwell	162.89	190.04	217.19	244.34	298.64	352.94	407.23	488.68
56	Ollerton and Boughton	256.05	298.72	341.40	384.07	469.42	554.77	640.12	768.14
57	Ompton	**	**	**	**	**	**	**	**

58	Ossington	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
59	Oxton	185.87	216.84	247.82	278.80	340.76	402.71	464.67	557.60
60	Perlethorpe- cum-Budby	148.86	173.67	198.48	223.29	272.91	322.53	372.15	446.58
61	Rainworth	157.90	184.22	210.53	236.85	289.48	342.12	394.75	473.70
62	Rolleston	180.29	210.33	240.38	270.43	330.53	390.62	450.72	540.86
63	Rufford	143.78	167.74	191.71	215.67	263.60	311.52	359.45	431.34
64	South Clifton	149.20	174.07	198.93	223.80	273.53	323.27	373.00	447.60
65	South Muskham	178.89	208.71	238.52	268.34	327.97	387.60	447.23	536.68
66	South Scarle	170.56	198.99	227.41	255.84	312.69	369.55	426.40	511.68
67	Southwell	198.66	231.77	264.88	297.99	364.21	430.43	496.65	595.98
68	Spalford	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
69	Staunton	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on- Trent	168.52	196.61	224.69	252.78	308.95	365.13	421.30	505.56
72	Syerston	146.29	170.67	195.05	219.43	268.19	316.95	365.72	438.86
73	Thorney	153.37	178.93	204.49	230.05	281.17	332.29	383.42	460.10
74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	178.83	208.63	238.44	268.24	327.85	387.46	447.07	536.48
76	Upton	163.10	190.28	217.47	244.65	299.02	353.38	407.75	489.30
77	Walesby	213.10	248.62	284.13	319.65	390.68	461.72	532.75	639.30

78	Wellow	159.85	186.49	213.13	239.77	293.05	346.33	399.62	479.54
79	Weston	156.42	182.49	208.56	234.63	286.77	338.91	391.05	469.26
80	Wigsley	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
81	Winkburn	132.40	154.47	176.53	198.60	242.73	286.87	331.00	397.20
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	181.91	212.23	242.55	272.87	333.51	394.15	454.78	545.74
84	Kings Clipstone	192.25	224.30	256.34	288.38	352.46	416.55	480.63	576.76

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	154.25	179.96	205.67	231.38	282.80	334.22	385.63	462.76
**	Kneesall, Kersall, Opton	148.01	172.67	197.34	222.01	271.35	320.68	370.02	444.02
***	Winthorpe, Langford	164.11	191.46	218.81	246.16	300.86	355.56	410.27	492.32
*** *	East Stoke, Thorpe	159.26	185.80	212.35	238.89	291.98	345.06	398.15	477.78

being the amounts given by multiplying the amounts at 3(i) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. It be noted for the year 2026/2027 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each valuation band shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
1,313.42	1,532.32	1,751.23	1,970.13	2,407.94	2,845.74	3,283.55	3,940.26

5. it be noted for the year 2026/2027 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each

valuation band shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
207.40	241.97	276.53	311.10	380.23	449.37	518.50	622.20

6. it be noted for the year 2026/2027 that the Nottinghamshire Fire and Rescue Service has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each valuation band shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
68.14	79.50	90.85	102.21	124.92	147.64	170.35	204.42

7. having calculated the aggregate in each case of the amounts at 3(i) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2025/2026 for each valuation band shown on the following pages:

Proposal 7									
Part of the Council's area, being the Parishes of:-									
		Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
		£	£	£	£	£	£	£	£
1	Alverton	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
2	Averham	1,743.21	2,033.75	2,324.28	2,614.82	3,195.89	3,776.97	4,358.03	5,229.64
3	Balderton	1,808.30	2,109.69	2,411.06	2,712.45	3,315.21	3,917.99	4,520.75	5,424.90
4	Barnby in the Willows	1,755.76	2,048.39	2,341.01	2,633.64	3,218.89	3,804.15	4,389.40	5,267.28
5	Bathley	1,731.73	2,020.36	2,308.97	2,597.60	3,174.84	3,752.09	4,329.33	5,195.20
6	Besthorpe	1,790.59	2,089.03	2,387.45	2,685.89	3,282.75	3,879.62	4,476.48	5,371.78
7	Bilsthorpe	1,782.47	2,079.56	2,376.63	2,673.71	3,267.86	3,862.03	4,456.18	5,347.42
8	Bleasby	1,759.25	2,052.46	2,345.66	2,638.87	3,225.28	3,811.70	4,398.12	5,277.74
9	Blidworth	1,785.24	2,082.78	2,380.32	2,677.86	3,272.94	3,868.02	4,463.10	5,355.72
10	Bulcote	1,763.41	2,057.31	2,351.21	2,645.11	3,232.91	3,820.72	4,408.52	5,290.22

11	Carlton-on-Trent	1,764.15	2,058.17	2,352.19	2,646.22	3,234.27	3,822.32	4,410.37	5,292.44
12	Caunton	1,744.35	2,035.08	2,325.80	2,616.53	3,197.98	3,779.44	4,360.88	5,233.06
13	Caythorpe	1,761.71	2,055.33	2,348.94	2,642.56	3,229.79	3,817.03	4,404.27	5,285.12
14	Clipstone	1,792.26	2,090.97	2,389.68	2,688.39	3,285.81	3,883.23	4,480.65	5,376.78
15	Coddington	1,743.32	2,033.88	2,324.42	2,614.98	3,196.08	3,777.20	4,358.30	5,229.96
16	Collingham	1,748.21	2,039.59	2,330.95	2,622.32	3,205.05	3,787.80	4,370.53	5,244.64
17	Cotham	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
18	Cromwell	1,728.75	2,016.87	2,304.99	2,593.12	3,169.37	3,745.62	4,321.87	5,186.24
19	Eakring	1,748.50	2,039.92	2,331.33	2,622.75	3,205.58	3,788.42	4,371.25	5,245.50
20	East Stoke	1,748.22	2,039.59	2,330.96	2,622.33	3,205.07	3,787.81	4,370.55	5,244.66
21	Edingley	1,767.83	2,062.47	2,357.10	2,651.74	3,241.01	3,830.29	4,419.57	5,303.48
22	Edwinstowe	1,793.51	2,092.43	2,391.34	2,690.26	3,288.09	3,885.93	4,483.77	5,380.52
23	Egmanton	1,749.36	2,040.92	2,332.48	2,624.04	3,207.16	3,790.28	4,373.40	5,248.08
24	Elston	1,798.05	2,097.73	2,397.40	2,697.08	3,296.43	3,895.79	4,495.13	5,394.16
25	Epperstone	1,768.19	2,062.89	2,357.58	2,652.28	3,241.67	3,831.07	4,420.47	5,304.56
26	Farndon	1,775.47	2,071.39	2,367.29	2,663.21	3,255.03	3,846.86	4,438.68	5,326.42
27	Farnsfield	1,766.72	2,061.18	2,355.62	2,650.08	3,238.98	3,827.90	4,416.80	5,300.16
28	Fiskerton-cum-Morton	1,737.22	2,026.76	2,316.29	2,605.83	3,184.90	3,763.98	4,343.05	5,211.66
29	Girton	1,734.55	2,023.64	2,312.73	2,601.82	3,180.00	3,758.19	4,336.37	5,203.64
30	Gonalston	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
31	Grassthorpe	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
32	Gunthorpe	1,776.69	2,072.81	2,368.92	2,665.04	3,257.27	3,849.51	4,441.73	5,330.08
33	Halam	1,746.99	2,038.16	2,329.32	2,620.49	3,202.82	3,785.16	4,367.48	5,240.98
34	Halloughton	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
35	Harby	1,756.89	2,049.70	2,342.51	2,635.33	3,220.96	3,806.59	4,392.22	5,270.66
36	Hawton	1,749.35	2,040.92	2,332.47	2,624.03	3,207.14	3,790.27	4,373.38	5,248.06
37	Hockerton	1,754.02	2,046.36	2,338.69	2,631.03	3,215.70	3,800.38	4,385.05	5,262.06
38	Holme	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
39	Hoveringham	1,786.60	2,084.37	2,382.13	2,679.90	3,275.43	3,870.97	4,466.50	5,359.80
40	Kelham	1,743.21	2,033.75	2,324.28	2,614.82	3,195.89	3,776.97	4,358.03	5,229.64
41	Kersall	1,736.97	2,026.46	2,315.95	2,605.45	3,184.44	3,763.43	4,342.42	5,210.90

42	Kilvington	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
43	Kirklington	1,758.13	2,051.15	2,344.17	2,637.19	3,223.23	3,809.28	4,395.32	5,274.38
44	Kirton	1,765.79	2,060.09	2,354.38	2,648.68	3,237.27	3,825.87	4,414.47	5,297.36
45	Kneesall	1,736.97	2,026.46	2,315.95	2,605.45	3,184.44	3,763.43	4,342.42	5,210.90
46	Langford	1,753.07	2,045.25	2,337.42	2,629.60	3,213.95	3,798.31	4,382.67	5,259.20
47	Laxton & Moorhouse	1,748.91	2,040.39	2,331.87	2,623.36	3,206.33	3,789.30	4,372.27	5,246.72
48	Lowdham	1,783.39	2,080.63	2,377.85	2,675.09	3,269.55	3,864.02	4,458.48	5,350.18
49	Lyndhurst	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
50	Maplebeck	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
51	Meering	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
52	Newark	1,819.12	2,122.31	2,425.49	2,728.68	3,335.05	3,941.43	4,547.80	5,457.36
53	North Clifton	1,741.17	2,031.37	2,321.56	2,611.76	3,192.15	3,772.55	4,352.93	5,223.52
54	North Muskham	1,752.64	2,044.75	2,336.85	2,628.96	3,213.17	3,797.39	4,381.60	5,257.92
55	Norwell	1,751.85	2,043.83	2,335.80	2,627.78	3,211.73	3,795.69	4,379.63	5,255.56
56	Ollerton and Boughton	1,845.01	2,152.51	2,460.01	2,767.51	3,382.51	3,997.52	4,612.52	5,535.02
57	Ompton	1,736.97	2,026.46	2,315.95	2,605.45	3,184.44	3,763.43	4,342.42	5,210.90
58	Ossington	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
59	Oxton	1,774.83	2,070.63	2,366.43	2,662.24	3,253.85	3,845.46	4,437.07	5,324.48
60	Perlethorpe-cum-Budby	1,737.82	2,027.46	2,317.09	2,606.73	3,186.00	3,765.28	4,344.55	5,213.46
61	Rainworth	1,746.86	2,038.01	2,329.14	2,620.29	3,202.57	3,784.87	4,367.15	5,240.58
62	Rolleston	1,769.25	2,064.12	2,358.99	2,653.87	3,243.62	3,833.37	4,423.12	5,307.74
63	Rufford	1,732.74	2,021.53	2,310.32	2,599.11	3,176.69	3,754.27	4,331.85	5,198.22
64	South Clifton	1,738.16	2,027.86	2,317.54	2,607.24	3,186.62	3,766.02	4,345.40	5,214.48
65	South Muskham	1,767.85	2,062.50	2,357.13	2,651.78	3,241.06	3,830.35	4,419.63	5,303.56
66	South Scarle	1,759.52	2,052.78	2,346.02	2,639.28	3,225.78	3,812.30	4,398.80	5,278.56
67	Southwell	1,787.62	2,085.56	2,383.49	2,681.43	3,277.30	3,873.18	4,469.05	5,362.86
68	Spalford	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
69	Staunton	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
70	Staythorpe	1,743.21	2,033.75	2,324.28	2,614.82	3,195.89	3,776.97	4,358.03	5,229.64
71	Sutton-on-Trent	1,757.48	2,050.40	2,343.30	2,636.22	3,222.04	3,807.88	4,393.70	5,272.44

72	Syerston	1,735.25	2,024.46	2,313.66	2,602.87	3,181.28	3,759.70	4,338.12	5,205.74
73	Thorney	1,742.33	2,032.72	2,323.10	2,613.49	3,194.26	3,775.04	4,355.82	5,226.98
74	Thorpe	1,748.22	2,039.59	2,330.96	2,622.33	3,205.07	3,787.81	4,370.55	5,244.66
75	Thurgarton	1,767.79	2,062.42	2,357.05	2,651.68	3,240.94	3,830.21	4,419.47	5,303.36
76	Upton	1,752.06	2,044.07	2,336.08	2,628.09	3,212.11	3,796.13	4,380.15	5,256.18
77	Walesby	1,802.06	2,102.41	2,402.74	2,703.09	3,303.77	3,904.47	4,505.15	5,406.18
78	Wellow	1,748.81	2,040.28	2,331.74	2,623.21	3,206.14	3,789.08	4,372.02	5,246.42
79	Weston	1,745.38	2,036.28	2,327.17	2,618.07	3,199.86	3,781.66	4,363.45	5,236.14
80	Wigsley	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
81	Winkburn	1,721.36	2,008.26	2,295.14	2,582.04	3,155.82	3,729.62	4,303.40	5,164.08
82	Winthorpe	1,753.07	2,045.25	2,337.42	2,629.60	3,213.95	3,798.31	4,382.67	5,259.20
83	Fernwood	1,770.87	2,066.02	2,361.16	2,656.31	3,246.60	3,836.90	4,427.18	5,312.62
84	Kings Clipstone	1,781.21	2,078.09	2,374.95	2,671.82	3,265.55	3,859.30	4,453.03	5,343.64

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,743.21	2,033.75	2,324.28	2,614.82	3,195.89	3,776.97	4,358.03	5,229.64
**	Kneesall, Kersall, Ompton	1,736.97	2,026.46	2,315.95	2,605.45	3,184.44	3,763.43	4,342.42	5,210.90
***	Winthorpe, Langford	1,753.07	2,045.25	2,337.42	2,629.60	3,213.95	3,798.31	4,382.67	5,259.20
*** *	East Stoke, Thorpe	1,748.22	2,039.59	2,330.96	2,622.33	3,205.07	3,787.81	4,370.55	5,244.66

8. **determine that the Council's basic amount of council tax for 2026/27 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2026/27. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2026/27 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.**

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 31 March 2026 at 6.00 pm.

PRESENT: Councillor L Tift (Chair)
Councillor R Jackson (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor R Cozens, Councillor S Crosby, Councillor D Darby, Councillor A Freeman, Councillor S Forde, Councillor J Hall, Councillor P Harris, Councillor S Haynes, Councillor R Holloway, Councillor M Home, Councillor J Kellas, Councillor J Lee, Councillor K Melton, Councillor S Michael, Councillor D Moore, Councillor P Peacock, Councillor C Penny, Councillor M Pringle, Councillor P Rainbow, Councillor N Ross, Councillor K Smith, Councillor T Smith, Councillor M Shakeshaft, Councillor M Spoons, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor C Brooks, Councillor I Brown, Councillor L Dales, Councillor P Farmer, Councillor K Roberts, Councillor S Saddington and Councillor T Thompson

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

The Chair advised the Council that only the initial part of the meeting was being live streamed given the exempt nature of the business.

77 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

78 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (with 29 votes for, 1 against and 2 abstentions) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

79 STAFFING PREPARATIONS FOR LOCAL GOVERNMENT REORGANISATION

The Council considered the exempt report in relation to staffing preparations for Local Government Reorganisation.

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

Meeting closed at 7.40 pm.

Chair

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

Document is Restricted



Report to: Annual Meeting of the Full Council - 19 May 2026

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

Director Lead: John Robinson, Chief Executive

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

Report Summary	
Report Title	Political Composition of the Council and Allocation of Seats on Committees
Purpose of Report	In accordance with the Constitution, to consider the allocation of seats to political groups in accordance with the political balance rules.
Recommendations	That the Council approve the allocation of seats to political groups in accordance with Appendix A to the report.
Reason for Recommendation	To ensure the Council complies with Section 15 of the Local Government & Housing Act 1989 and the Local Government (Committees & Political Groups) Regulations 1990.

1.0 Background

1.1 Section 15 of the Local Government & Housing Act 1989 requires the Council to consider the political composition of the Council. The Act, together with Local Government (Committees & Political Groups) Regulations 1990, require local authorities to allocate seats on Committees of a local authority on a proportional basis, in accordance with the number of seats on the Council held by each political group.

1.2 The seats held by each political group on the Council are as follows:

Political Group	Membership	Percentage of Council
Conservative	12	30.77
Labour	11	28.20
Independents for Newark & District	5	12.82
Liberal Democrats	3	7.69
Newark & Sherwood Independents	2	5.14
Reform	2	5.14
Green	1	2.56

1.3 There are three independent non-aligned Members on the Council as follows:

Independent Non-Aligned Members	Percentage of Council (rounded)
Cllr Brown	2.56
Cllr Holloway	2.56
Cllr Lee	2.56

1.4 This does reflect a change to the political composition from when this was last considered by the Council on 16 December 2025, given that on 9 March 2026 Councillor R Cozens notified the Chief Executive that she had joined the Labour Group on the Council. The impact of this change is that the Labour Group take two seats from the Independents for Newark & District Group which are proposed to be on the Licensing and Audit & Accounts Committees.

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

Committee	No. of Members
Policy & Performance Improvement Committee	15
Planning Committee	15
Licensing Committee	15
Audit & Accounts Committee	9
Governance, General Purposes & LGR Committee	12
Board of Gilstrap Trustees	5
Total	71 seats

1.5 Based on these arrangements the following calculations can be made in terms of allocation of seats on Committees:

			<u>Rounded</u>
Conservative	71 x 30.77%	21.84	22
Labour	71 x 28.20%	20.02	20
Independents for Newark & District	71 x 12.82%	9.10	9
Liberal Democrats	71 x 7.69%	5.46	5
N&S District Independents	71 x 5.14%	3.65	4
Reform	71 x 5.14%	3.65	4
Green (Spoors)	71 x 2.56%	1.84	2
Ind N/A (Brown)	71 x 2.56%	1.84	1
Ind N/A (Holloway)	71 x 2.56%	1.84	2
Ind N/A (Lee)	71 x 2.56%	1.84	2
			<hr/> 71 <hr/>

1.6 The allocation of seats on Committees to each political group calculated above, gives seats to the independent non-aligned Members, but the allocation of these seats is at the discretion of the Full Council and currently Councillor Irene Brown only has one seat on a committee.

1.7 The matrix at **Appendix A** of the report sets out the proposed allocation of seats to political groups.

2.0 **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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	N/A	Equality & Diversity	N/A
Human Resources	N/A	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	N/A

Legal Implications (LEG26/27/6278)

- 2.1 Full Council is the appropriate body to consider the content of this report. There is no legal requirement for Non-Aligned Independent Members to be allocated Committee seats.

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

ALLOCATION OF SEATS TO POLITICAL GROUPS

Committee	Conservative	Labour	Independents for Newark & District	Liberal Democrats	Newark & Sherwood District Independents	Reform	Green - Spoons	Independent N/A - Brown	Independent N/A - Holloway	Independent N/A - Lee	Total Seats By Committee
Policy & Performance Improvement	4	4	3	1	1	1			1		15
Planning	5	4	2	2		1	1				15
Licensing	5	5	1	1	1		1			1	15
Audit & Accounts*	3	3	1		1					1	9
Governance, General Purposes & LGR	3	3	2	1	1	1			1		12
Board of Gilstrap Trustees+	2	1				1		1			5
Total Seats by Group	22	20	9	5	4	4	2	1	2	2	71

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

+Note The Board of Trustees of the Gilstrap Charity will include non-voting co-opted Members from Newark Wards



Report to: Annual Meeting of the Full Council - 19 May 2026
 Leader of the Council: Councillor Paul Peacock
 Director Lead: John Robinson, Chief Executive
 Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services

Report Summary	
Report Title	Leader’s Appointment of Deputy Leader, Cabinet Members and Portfolio Holders
Purpose of Report	To note the appointments of the Executive Leader of the Council
Recommendations	That Council: a) note the appointments of the Executive Leader; and b) approve an additional budget of £2,100 to be funded from the Corporate Contingency budget in relation to the creation of the new Corporate Services Portfolio.

1.0 Background

1.1 In accordance with Rule 1.1.2 (a) the Council is to receive a report from the Leader of the Council about Cabinet Member appointments and the Cabinet Scheme of Delegation.

1.1 Full Council are advised of the following appointments of the Executive Leader of the Council:

Deputy Leader:

Councillor Rowan Cozens

Cabinet Members:

Councillor Paul Peacock
 Councillor Rowan Cozens
 Councillor Simon Forde
 Councillor Claire Penny
 Councillor Lee Brazier
 Councillor Susan Crosby
 Councillor Paul Taylor
 Councillor Peter Harris
 Councillor Jack Kellas

Portfolio Holders:

Strategy, Performance & Finance – Councillor Paul Peacock

Heritage, Culture & the Arts – Councillor Rowan Cozens

Climate & the Environment – Councillor Simon Forde

Sustainable Economic Development – Councillor Claire Penny

Housing – Councillor Lee Brazier

Health, Wellbeing & Leisure – Councillor Susan Crosby

Public Protection & Community Relations – Councillor Paul Taylor

Corporate Services – Councillor Peter Harris

- 1.2 Members will note that the Leader has established a new and additional Portfolio for Corporate Services which contains responsibilities that were previously within the Leader’s Portfolio. This additional capacity will support the Leader in being able to fully represent the interests of the Council as we enter new transition phases for Local Government Reorganisation.
- 1.3 The Cabinet Scheme of Delegation has been updated to reflect the new Portfolios, this is shown at **Appendix A** and will be updated in the Constitution.

2.0 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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	Yes	Equality & Diversity	N/A
Human Resources	N/A	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	N/A

Financial Implications (FIN26-27/8808)

- 3.1 As set out in the Report of the Members’ Allowances Independent Remuneration Panel, also included on this agenda, the base budget for 2026/27 is £142,980. Following the review, the budget required for existing Members is £135,430, leaving £7,550 available to support the proposal outlined in this report.

The cost of the additional Portfolio Holder (assuming a 3.5% increase – aligned to the staff pay award) is £9,650 for 2026/27, increasing the total budget requirement to £145,080. This results in an additional funding requirement of £2,100, which can be met from the 2026/27 Corporate Contingency budget.

Legal Implications (LEG2627/5413)

- 3.2 The Local Government Act 2000 provides the framework for local authority Executives. The Act provides that the number of members of a Leader and Cabinet executive must not exceed 10.

The Leader of the Council has authority to determine Cabinet Member appointments, these should be reported to Council in accordance with the 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

Portfolio for Strategy, Performance & Finance

- Development and implementation of the Council's Community Plan
- Representing the interests of Newark & Sherwood in the preparation of, and transition to, a new structure of Unitary Local Government
- Representing the interests of the Council and the wider community on strategic partnerships such as the East Midlands Mayoral Combined Authority and its committees; the Nottingham and Nottinghamshire Economic Prosperity Committee; and East Midlands Councils
- Budget strategy, budget setting and financial management
- Internal and external communications and media relations
- Building and maintaining positive relationships with and between elected Councillors and Officers

Portfolio for Heritage, Culture and the Arts

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

Portfolio for Climate and the Environment

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

Portfolio for Sustainable Economic Development

- Planning Policy, Development Management and building control
- Oversight of the Council's Local Development Framework and associated plans

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

Portfolio for Housing

- Oversight of the Council's landlord functions, including housing repairs and investment, building safety, tenancy and estate management, planned maintenance and collecting rents and leasehold management
- Housing Strategy and oversight of the HRA Business Plan
- Rent and Service charge setting
- Council housebuilding
- Tenant engagement
- Provision of housing with care e.g., Gladstone House and The Broadleaves
- Housing Allocations and the Housing Register
- Homelessness and rough sleeping
- Oversight of Housing Revenue Account led regeneration schemes including Yorke Drive
- Protection of tenants in private housing sector e.g., HMO licensing
- Disabled Facilities Grants
- Empty properties
- Re-settlement

Portfolio for Health, Wellbeing and Leisure

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

Portfolio for Public Protection and Community Relations

- Tackling crime and anti-social behaviour
- CCTV
- Environmental Health
- Enviro-crime prevention and enforcement
- Emergency planning, business continuity and risk management
- Health and Safety
- Safeguarding

- Liaison with the voluntary sector, parish and town councils and oversight of grant aid
- Community events
- Community Centres
- Community Development and Community Engagement
- Street cleansing
- Removal of graffiti and fly-tipping

Portfolio for Corporate Services

- Assets/facilities management, including the Council's commercial property, compliance, acquisitions and disposals of land, car parks and the Council's lorry park.
- Commercialisation
- Customer experience and insight
- Information and Communications Technology (CIT) including digitalisation
- Information Governance and Data Protection
- Local taxation and housing benefits



Report to: Annual Meeting of the Full Council – 19 May 2026
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance
 Director Lead: John Robinson, Chief Executive
 Lead Officer: Nigel Hill, Business Manager Elections & Democratic Services, Ext. 5243

Report Summary	
Report Title	Allocation of Chairs, Vice-Chairs and Members to Committees etc.
Purpose of Report	To agree the composition of the Council’s Committees and make appointments to the positions of Chair and Vice-Chairs.
Recommendations	That the Council approve the appointments of the Chairs and Vice-Chairs on Committees and the appointment of other Members to Committees etc. as per the schedule to be circulated at the meeting.

1.0 Background

- 1.1 The earlier report on the agenda sets the structure of Council Committees for 2026/27 and allocated seats to groups in accordance with the political composition of the Council as per the requirements of Section 15 of the Local Government & Housing Act 1989.
- 1.2 The Council also appoints Members to other committees, joint committees, boards and working groups which do not need to meet the requirements of Section 15 of the Local Government & Housing Act 1989.
- 1.3 The full schedule of appointments will be circulated at the meeting once they have been received from the political groups.

2.0 Proposal

- 2.1 The Council are asked to make the appointments of the Chairs and Vice-Chairs on Committees as set out in the table below and agree the other appointments which will be set out on the schedule to be circulated.

Committee	Chair	Vice-Chair
Policy & Performance Improvement	Councillor M Pringle	Councillor N Ross
Governance, General Purposes & LGR	Councillor R Holloway	Councillor P Rainbow
Planning	Councillor A Freeman	Councillor D Moore
Licensing	Councillor J Hall	Councillor D Darby

Audit & Accounts	Councillor K Melton	Councillor L Tift
Board of Gilstrap Trustees	To be agreed by the Board	

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	N/A	Equality & Diversity	N/A
Human Resources	N/A	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	N/A

Legal Implications (LEG2627/4778)

- 3.1 Full Council is the appropriate body to consider the content of this report in accordance with paragraph 1.1 of the Full Council Procedure Rules in Part D of 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



Report to: Annual Meeting of the Full Council - 19 May 2026

Relevant Committee: Councillor Rhona Holloway - Governance, General Purposes & LGR
Chair

Lead Officer: Francesca Whyley – Monitoring Officer

Report Summary	
Report Title	Updates to the Council’s Constitution
Purpose of Report	<p>To obtain Council approval following recommendation from the Governance, General Purpose & LGR Committee of the following amendments to the Constitution:</p> <ul style="list-style-type: none"> i) Social Media Protocol for Members ii) Protocol for Member/Officer relations iii) Local Code on Corporate Governance iv) Tenant Engagement Board
Recommendations	<p>That Council approves:</p> <ul style="list-style-type: none"> a) the amended Social Protocol for Members at Appendix 1; b) the amended Protocol for Member/Officer relations at Appendix 2; c) the amended Local Code of Corporate Governance at Appendix 3; d) the amendments to the Tenant Engagement Board and associated terms of reference at Appendix 4; e) that the Monitoring Officer make the necessary changes to the Constitution to give effect to Council’s decision; and f) that the Monitoring Officer be authorised to update the Local Code of Corporate Governance between annual reviews to give effect to any in year changes to governance arrangements.
Reason for Recommendation	To ensure that the Council’s Constitution remains up to date, reflects the recommendations following review of the above protocols by the Governance, General Purposes & LGR Committee and to support good governance.

1.0 Background

- 1.1 As part of the work programme for 2025/26, the Governance, General Purposes & LGR Committee (“the Committee”) have considered a number of changes to parts of the Council’s Constitution. This report provides a summary of the work undertaken on each proposed change to the Constitution.
- 1.2 At the meeting of the Committee in November 2025, it was agreed that a Working Group would be established to review the following:
 - a) Arrangements for dealing with code of Conduct Complaints
 - b) Social Media Protocol for Members
 - c) Protocol for Member/Officer relations
 - d) Member Development Plan
- 1.3 The Working Group comprising of Councillor Linda Dales (Chair), Councillor Penny Rainbow, Councillor Andy Freeman, Councillor Paul Peacock, Councillor Kay Smith and Councillor Jean Hall met in person in January 2026 to review documents a), b) and d) above. Document c) was circulated separately by email and considered by the working group outside a formal meeting.
- 1.4 At its meeting in February 2026, the Committee approved the amended Arrangements for Dealing with Code of Conduct Complaints and the Member Development Plan Document. The Committee also considered the proposed changes to the Social Media Protocol for Members and after some proposed changes, recommended the document for Council adoption as it forms part of the Constitution.
- 1.5 At its meeting in April 2026, the Committee considered the final document considered by the Working Group which was the Protocol for Member/Officer relations, this document was recommended to Council for adoption.
- 1.6 Also at the April meeting, the Committee considered an update to the Council’s Local Code of Corporate Governance and proposed changes to the current Tenant Engagement Board. Having discussed both items and making some recommendations to further amend, the Committee recommended both Constitutional changes be approved by Council.

2.0 Proposal/Options Considered

2.1 Social Media Protocol for Members

The current Social Media Protocol for Members forms part of the Council’s Constitution (section F). Work to review this document began earlier in the Autumn in consultation with the Communications team. The Protocol has been essentially re-written and has been prepared having regard to the Local Government Association’s Social Media Guidance which is written in a clear and concise way, providing guidance and support for frequent and non-frequent users of social media.

The updated Social Media Protocol promotes the use of social media by Councillors as well as providing guidance on how to use social media safely, including advice on privacy settings and disclosure of personal information. The Protocol also covers the responsibilities of Councillors using social media and the higher level of scrutiny that such posts come under. The Protocol is clear that Councillors are responsible for content posted on their accounts and stresses the importance of accuracy in posting. The Protocol also references which sections of the Code of Conduct may be relevant when considering social media posts. The updated Protocol is at **Appendix 1** and has been developed with significant input from the Working Group and the Committee. It is proposed that the updated document is agreed by Council.

2.2 Protocol for Member/Officer Relations

The Member/Officer Protocol has been significantly altered from the current version contained within the constitution (Part F). The changes have been made having regard to the Local Government Association Guidance on Member/Officer protocols and provides clear guidance on the distinction between the role of officers and the role of members and some practical examples of the dos and don'ts of member/officer relationships. The updated protocol is at **Appendix 2**.

The protocol has been developed having regard to member and officer Code's of Conduct and provides a clear explanation as to the importance of good member/officer relations and the significance of good relations in ensuring strong governance. The Working group and Committee were supportive of the changes made and it is proposed that the updated document is approved by Council.

2.3 Local Code of Corporate Governance

The Local Code of Corporate Governance should set out the governance structures the Council has in place to demonstrate how it complies with the Core principles and sub-principles of good governance as provided by CIPFA/SOLACE guidance. The code is a 'living document' in that it must be periodically reviewed and amended to ensure that it satisfies the changing financial and corporate environment. The Local Code should be comprehensive and provide evidence of the Council's alignment with good governance principles. It supports the Annual Governance Statement which provides assurance based on the core arrangements listed in the local code.

This Council has included its Local Code of Corporate Governance within the Constitution at section H9. The current version of the Code aligns with the seven core principles of good governance but does not reflect changes in governance arrangements across the organisation in recent years including following recommendations at peer review and changes to committees and governance arrangements.

The proposed changes to the Code have been prepared in consultation with Senior Leadership Team members and other Senior Managers and reflect current arrangements in place. As this is a living document, it is proposed that whilst Council agree the updated version at **Appendix 3**, that a delegation be given to the Monitoring Officer to amend the document in-year if necessary, so that any changes in governance are not left until annual review.

2.4 Tenant Engagement Board

The Tenant Engagement Board and its terms of reference are set out in the Council's Constitution in Section 3 of Part B – Public Participation (Page B6) and section 3.4 of Part B- Public Participation (Page B7). The current governance arrangements for tenant engagement have been in place since 2021 but have now been reviewed to ensure tenants continue to have a voice and influence. TPAS (leading tenant engagement specialists) in partnership with tenants, officers and tenant engagement team, have co-designed a new structure for tenant engagement.

This new structure has been considered by the Policy & Performance Improvement Committee and, as a change to the Constitution was required, the Governance, General Purposes & LGR Committee.

The proposal, supported by both Committees, is to replace the Tenant Engagement Board with a Tenant Influence & Assurance Board. This board has a higher membership (from 10 to 12 Members), and is made up of Councillors, tenants and officers. The proposed make up and terms of reference for the new Board (TIAB) are set out at **Appendix 4** and have been updated following input from Committee members. The role of the new TIAB has been redefined, this brings forward a commitment to a tenant chair of the board, increased tenant representation, the role of the Board to consider data and determine topics for scrutiny and, manage the agenda.

The TIAB provides a stronger influence and assurance body, explicitly linked to transparency, accountability and co-production, shifting from functional remit to strategic oversight and assurance. There are clear explanations for different roles and a move toward sustainable, respectful and inclusive governance.

It is proposed that Council support the changes to the Constitution to give effect to the new arrangements. The reference to the current Tenant Engagement Board and terms of reference will need updating in the Constitution.

It is proposed that authority be given to the Monitoring Officer to make all necessary changes to the Constitution.

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	Yes	Equality & Diversity	Yes
Human Resources	Yes	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	Yes

Financial Implications (FIN26-27/1586)

- 3.1 There are no direct financial implications arising out of this report and the changes proposed.

Legal Implications (LEG26/27/9570)

- 3.2 Any changes to the Constitution must be agreed by Full Council. All changes proposed have been undertaken with Monitoring Officer and Legal input.

The review of the Social Media Protocol has been undertaken with input from the Communications team and with regard to data protection, data security and safeguarding requirements.

HR Implications

- 3.3 The Protocol on Member/Officer Relations has been developed in consultation with the Business Manager of HR & Training. In particular, advice was provided on other policies and requirements in relation to the Council's duty as an employer to ensure the wellbeing and health and safety of staff.

Equalities

- 3.4 An Equality Impact Assessment has been undertaken to evaluate the revised Tenant Engagement Framework to ensure it is fair, inclusive, and accessible to all tenants, supporting legal duties and removing barriers to participation. This can be found at **Appendix 5**.

- Framework purpose and approach: The framework establishes a clearer, consistent method for tenant involvement, strengthening tenant voices and offering multiple engagement routes to accommodate varying abilities, time, and confidence levels.
- Consideration of protected characteristics: The assessment covers impacts on tenants across all protected characteristics, including age, sex, disability, race, religion, and additional NSDC-specific groups such as carers and care leavers.
- Identified impacts and mitigations: Positive impacts include clearer structure and multiple participation methods, while mitigations address potential exclusion from digital or written engagement, incentive imbalances favouring confident participants, and under-representation by monitoring participation and targeted outreach.

- Wider considerations and monitoring: The framework addresses socio-economic challenges through flexible, accessible engagement, supports human rights by enabling tenant influence, requires staff training for inclusivity, and includes ongoing monitoring to ensure fairness as the framework is implemented.

Tenant Consultation

- 3.5 Tenants have co-designed the revised engagement framework alongside staff and TPAS and are fully supportive of the changes to the Constitution to facilitate this improved structure.

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.

Governance General Purposes & LGR Agendas – February and April 2026
Policy & Performance Improvement Committee Report – 13.04.26

PART F
COUNCILLORS

PART F COUNCILLORS SOCIAL MEDIA PROTOCOL FOR MEMBERS

1. Purpose of this Protocol

- 1.1 Effective communication is at the heart of success for any councillor. Over recent years social media has transformed how elected representatives communicate with their communities. There are many key benefits to using social media as a councillor and it is recognised that there is a range of ability and frequency of use of social media as a communication tool by councillors. Using social media, in particular highly used platforms like Facebook enables Councillors to engage regularly with many residents across all age groups and demographics including residents who are much less likely to read leaflets or attend council meetings.
- 1.2 This Protocol is intended to provide guidance and support for councillors in utilising social media and complements the general rules under the Code of Conduct for Members. This Protocol provides advice on how to stay safe and secure online, how to use social media sensibly and responsibly, in line with corporate policy. The Protocol sets out the potential risks and benefits of social media usage and gives some practical tips to ensure councillors don't fall foul of any legal or security issues.

2. What is Social Media?

- 2.1 social media is the term to describe websites and online tools which allow people to interact with each other by sharing information, opinions, knowledge and interests. This could, for example, be blogs, and postings on a wide range of social media platforms including (but not limited to) Facebook, Facebook messenger, LinkedIn, Snap-chat, Instagram, WhatsApp, Youtube, TikTok, Reddit, Discord etc.
- 2.2 Used well, social media can enable councillors to provide up to date information to residents and communities in a cost-effective way. It can help them:
 - i. Promote the work they are doing to a variety of audiences.
 - ii. Promote the work of the council to a variety of audiences.
 - iii. Engage with residents, businesses and community groups.
 - iv. Listen to conversations and issues going on in their local area.
- 2.3 There are many social media platforms available to use and different social media platforms enable councillors to communicate with different members of the community in different ways. Some platforms are focused on images and engagements with the images or streaming images for example YouTube, TikTok, Snapchat and Instagram, other are focussed around massaging such as Whatsapp or facebook messenger. Facebook and Linked-in are social networking sites and Facebook remains one of the widest reaching platforms for councillors and it is recommended as the best place to start with social media.
- 2.4 As a councillor, you need to use your time effectively – you're a busy person! The Local Government Association advice is to start by prioritising one key social media platform and become confident and impactful on it before deciding to move on to others.

3. Keeping you safe

- 3.1 Make sure if you are using social media that you use secure log in details, don't use your councillor email for example as this may be well known. You may wish to set up two-factor authentication (2FA) which requires a password and second form of identification when signing into social media platforms in order to enhance security.

- 3.2 Make sure you maintain a divide between your personal and family life and your public profile. If you post material to your Councillor page, even if it is private, you could be seen to be acting as a Councillor and the Code of Conduct will apply.
- 3.3 Ensure appropriate privacy settings are applied to whichever platform you choose to use.
- 3.4 Be aware that Councillors are personally responsible for any content they publish on any form. It is highly recommended that you don't post or share anything online that you would not be comfortable saying or sharing in a public meeting.
- 3.5 Content on social media is available for a long time. Even if you delete it, someone could have easily screen shot it or used it elsewhere. As a councillor you need to think carefully about what and how much content you put in the public domain.
- 3.6 Don't share your personal details online such as your phone number or personal photos with family members or friends. Whilst you might be comfortable being in the public glare consider whether your family, friends, work colleagues or neighbours would be as comfortable.
- 3.7 As with emails you need to be alert to phishing scams, cons or malicious software.
- 3.8 Beware of those who seek to use social media in a negative or abusive way, sometimes referred to as "trolls". The best advice is not to respond to such individuals and consider deleting or hiding their comments.
- 3.9 Do not be afraid to block followers or individuals who are persistently abusive to you. You should also consider reporting such conduct to the police. Similarly, where offensive content is posted by others, you should delete it and report it.

4. Responsibilities of Councillors

- 4.1 There's a golden rule for using social media, which is: if you are unsure about posting something, stop and ask for advice first before doing anything else. The Council's Communications team and/or Legal team can offer advice and support.

Social media works in the public domain. Once something is published it is 'out there' for everyone to see and very easily it can:

- go viral,
- be altered or changed without your consent,
- be taken out of context or
- be shared around the world.

Using social media as an elected (or co-opted) member of a council is very different from using it as someone who isn't. Councillors have additional responsibilities because of their position.

- 4.2 Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else pursuing legal action following the publication of an untrue statement. In such a situation, it is likely that you will be held personally liable. No indemnity from the Council will be available. This could include 'liking' or sharing someone else's content publicly as this could be viewed as endorsement.

- 4.3 Councillors should be mindful of the difference between fact and opinion. They also play a central role in preventing the spread of disinformation. Think twice before you press 'share'. If using Artificial Intelligence in the creation of posts care should be taken to still ensure that the contents are accurate and in context.
- 4.4 As a Councillor you are a representation of your office and your Council. Care should be taken when posting about Council business to ensure it is an accurate account and does not risk bringing your office or the Council into disrepute.
- 4.5 Be careful about your "friends" on social media, you shouldn't request or accept a Council employee or contractor providing services to the council as a "friend" on a social networking site where this suggests close personal association. For the avoidance of doubt, this does not apply to sites which are intended as a neutral, professional connections registry (such as LinkedIn.) As a Councillor you need to be aware of the perception of bias or special treatment.
- 4.6 As a Councillor you are in a position of authority. When posting comments on social media you must ensure they are respectful and that the platform is not used in any way to attack, insult, abuse, defame or otherwise make negative, offensive or discriminatory comments about council staff, service users, their family or friends, colleagues, other professionals, other organisations, or the council.
- 4.7 Safeguarding issues are paramount because social media sites are often misused by offenders. Safeguarding is everyone's business – if you have any concerns about other site users, you have a responsibility to report these.
- 4.8 Be careful not to give the impression your personal website or social media account is an official District Council website or account, for example by misleading use of the Council's logo. It is however acceptable to share the Council's public social media content through your own social media account/s.
- 4.9 On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports.
- 4.10 Councillors are still subject to the Code of Conduct on social media where there is an explicit link between the content posted and council business or your role as councillor. As a general rule, councillors should demonstrate good conduct at all times and so should act as though their public engagement on social media falls in scope of the Code of Conduct.
- 4.11 When posting to social media you should remember that:
- you are an elected representative of your council.
 - what you post can affect the reputation of your council.
 - your council is a corporate decision-making body – you can't, independently, make decisions for the council on social media.
 - some issues and communications are best left to your council's official social media channels, which are usually managed by officers.
 - having a single voice or message can be critical in some situations – for example, in the event of major flooding.
 - you don't have to respond to or comment on everything on social media – and sometimes it's best not to.

Think before you press 'publish'! There is a simple test. If you would be reluctant to say something face-to-face to a group of strangers in the street, then you probably shouldn't say it on social media.

5. Relevant Elements of the Members' Code of Conduct:

- 5.1 Where you are posting on a Councillor social media platform or sometimes even if you are posting on a private platform about Council business, the Code of Conduct will be engaged. The following sections of the Code are relevant:
- 5.2 You must treat others with respect - do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.
- 5.3 You must comply with equality laws – do not publish anything that might be seen as discriminatory against any protected characteristic.
- 5.4 You must not bully or harass anyone – do not say anything, particularly if it is part of a series of similar comments about a person or on a theme that might be construed as bullying or intimidation.
- 5.5 You must not bring your office or the council into disrepute – you should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of you or the Council.
- 5.6 You must not disclose confidential information - you must not, in your use of social media, just as in any other circumstances, disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature. Inadvertent leaks of the council's confidential information are more likely to take place when a councillor is using social media, rather than, say, when they are carefully drafting a letter for publication in the local paper. This may be because of the more immediate, conversational, off- the cuff nature of much social media communication. Members must be careful to apply exactly the same standards to their social media communications as they would to statements made in a more formal context.

6. General

- 6.1. The Council wishes to encourage Members' use of technology including social media for effective communication. This guidance is intended to help Members use social media in a way that avoids legal and reputational risk. Councillors are required to engage with any training provided by the Council on use of social media.

7. Advice

The Council endorses the [Local Government Association's Social media guidance for councillors](#) and requires all Councillors to use it if they choose to engage on social media. the guidance has been incorporated into this document. Further guidance can also be accessed.

The Communications Team and the Legal Team are happy to help Members by providing additional advice and guidance as appropriate.

PROTOCOL ON MEMBER/OFFICER RELATIONS

1. PURPOSE AND SCOPE

- 1.1 The purpose of this protocol is to guide members and officers of the Council in their relationships with one another. The Protocol is not prescriptive or comprehensive but supports and reflects the Codes of Conduct for officers and members contained within the Constitution.
- 1.2 The Protocol applies to all members and officers when acting in their official capacity.
- 1.3 A breach of this Protocol by members may constitute a Code of Conduct breach. A breach of this Protocol by officers may constitute a disciplinary matter.
- 1.4 The Council as an employer has a duty of care to protect employees from harm and regard has been had to the Council's Dignity at Work, Health and Safety Policies and other relevant Employee policies when developing this protocol.

2. PRINCIPLES OF EFFECTIVE MEMBER-OFFICER RELATIONS

- 2.1 Members and officers are public office holders and as such the Seven Principles of Public Life (Nolan Principles) apply to both. These principles are that members and officers act with selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This Protocol provides clear expectations around consistent behaviour which supports mutual respect and trust between members and officers and supports strong ethical conduct which is the overarching principle of member-officer relations.
- 2.2 Mutual respect and trust is the cornerstone to effective member-officer relations. Mutual respect and trust is a two-way street requiring active commitment from both members and officers to maintain healthy, professional working relationships. Trust has to be earned and maintained by both parties through consistent, respectful behaviour. Trust enables open, constructive dialogue. Members can feel confident that officers will provide honest, impartial advice and officers can trust that members will use that advice responsibly.
- 2.3 Constructive challenge is a vital part of this relationship: members have a responsibility to scrutinise recommendations and advice objectively, in support of transparency and accountability. Where it applies to their actions or advice, it is important that officers recognise that constructive challenge is not personal, but a legitimate and necessary aspect of good governance and continuous improvement.

- 2.4 When members and officers work together respectfully, it reflects positively on the authority. The public is more likely to trust an authority that demonstrates professionalism, unity and integrity in its internal relationships.
- 2.5 A breakdown in trust between members and officers can seriously undermine the effectiveness of the authority. When trust erodes, officers may hesitate to offer honest advice, fearing criticism. Members may disregard professional advice, leading to decisions which do not consider all potential implications (with a risk of unlawfulness). Operational boundaries can be blurred, causing inefficiencies, confusion and confrontation over respective roles. Public meetings can become arenas for confrontation, where officers feel personally challenged rather than having their advice or implementation constructively examined. Public confidence in the authority can suffer, especially if internal tensions become visible, damaging its reputation. Morale among officers may decline, resulting in disengagement and higher turnover. Ultimately, without mutual trust and respect, the authority's ability to govern effectively and serve its community is compromised.

3. ROLES AND RESPONSIBILITIES

- 3.1 Members are elected by the public to represent their local communities. Their role is primarily strategic and political, and includes:
- deciding the authority's priorities, approving overarching budgets and setting the authority's high level strategic direction
 - acting as advocates for residents, raising concerns and ensuring local voices are heard
 - holding the executive and officers to account through scrutiny committees and other governance mechanisms
 - involvement in senior officer appointments/ dismissals as set out in the constitution.

Some members, especially those in executive or committee roles, also make decisions on services, policies and/or applications.

- 3.2 Officers are employed to provide expert professional advice, implement decisions, and manage day-to-day operations. Their role is operational and administrative, and includes:
- supporting members by providing clear, accurate and professional, legal, and technical advice
 - implementing the decisions made by members and ensuring services are delivered effectively
 - day to day staff management, leading teams and overseeing budget, staff, performance standards and service delivery
 - ensuring the authority operates within legal and regulatory frameworks
 - providing information to members which they need to perform their roles.

3.3 Some officers also have specific responsibilities which are set out in legislation. For example, by law every local authority must appoint a Head of Paid Service (Chief Executive), a Monitoring Officer and a Section 151 Officer (Chief Finance Officer), each of whom have specific statutory duties to support lawful, ethical and financially sound decision-making. Regard must be had to the advice provided by or on behalf of these officers.

3.4 Both members and officers should respect the boundaries of their own roles. Members must not involve themselves in operational matters and officers must not engage in political activity in the authority. Senior officers in what are known as ‘politically restricted posts’ are barred by law from engaging in any political activity and should demonstrate a higher level of impartiality.

4. MEMBER/OFFICER RELATIONSHIPS

4.1 It is important that there are close working relationships between members and officers, particularly where officers are providing advice to Committee Chairs, Portfolio Holders or the Leader of the Council. Such relationships should however maintain professionalism and not become so close or appear to become so close that impartiality of the officer or Member is brought into question.

4.2 Where there is a close personal relationship between an officer and a member this should be reported to the Monitoring officer and the Chief Executive and can be recorded if appropriate in the relevant Register of Interests with appropriate mitigatory measure put in place to ensure impartiality.

5. BEHAVIOURS

Below are some other examples of acceptable and unacceptable Member/officer behaviours.

Table 1: Acceptable member behaviour

Do	Don't
Treat all officers with dignity, respect and courtesy.	Personally attack or undermine officers.
Ask officers for advice on matters relevant to their role as member.	Ask officers to change professional advice.
Have regard to evidence and professional advice provided by officers when making decisions (but may accept or reject recommendations at formal meetings).	Attempt to bypass council processes or improperly influence decisions.

Do	Don't
Provide political leadership and make timely decisions.	Get involved in day-to-day management or pressure officers making delegated decisions.
Act with integrity and maintain appropriate confidentiality.	Instruct officers to act unlawfully or improperly.
Declare personal interests relevant to council business.	Participate in processes or decisions involving relatives, friends or close associates.
Respect officers' free (i.e. non-Council) time.	

Table 2: Acceptable officer behaviour

Do	Don't
Treat all members with dignity, respect, and courtesy.	Form friendships or close relationships with members or appear to hold such relationships through conduct, for example visiting members home addresses for meetings.
Serve the Council as a whole, working to the instructions of their senior officers and alert to issues which are, or are likely to be contentious or politically sensitive.	-
Provide professional, clear and accurate impartial advice on policy, make recommendations and ensure operational delivery.	Let personal or political opinions interfere with service delivery or advice.
Follow procedures for member enquiries efficiently and within agreed timescales and keep members fully informed about significant issues which affect their wards.	Conceal information that should be disclosed to members.
Act with integrity and maintain appropriate confidentiality.	Seek to improperly influence members or disclose member information improperly.

Do	Don't
Respect members' free (i.e. non-Council) time.	-

6 ADVICE TO PARTY GROUPS

6.1 Officers may be called upon to give advice to political party groups. The support provided by such Officers can take many forms, ranging from a briefing meeting with a chair or spokesman prior to a committee meeting, to a presentation to a full party group meeting. Such support is available to all party groups.

6.2 Certain points must however be clearly understood by all those participating in this type of process, members and officers alike. In particular:-

- (a) Officer support in these circumstances must not extend beyond providing information and objective advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. Officers are not expected to be present at meetings, or parts of meetings, when matters of party business are to be discussed.
- (b) party group meetings, whilst they form part of the preliminaries to Council decision making, are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings do not therefore rank as Council decisions and it is essential that they are not interpreted or acted upon as such; and
- (c) similarly, where Officers provide information and advice to a party group meeting in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to the relevant Council decision making body when the matter in questions is considered.

6.3 Special care needs to be exercised whenever officers are involved in providing information and advice to a party group meeting which includes persons who are not members of the Council. Such persons will not be bound by the Code of Conduct for Members adopted by the Council (in particular, the provisions concerning the declaration of interests and confidentiality) and for this and other reasons officers may not be able to provide the same level of information and advice as they would to a Councillors only meeting. The Senior Council Member at the Group meeting should inform the Officer(s) if any non-members of the Council are present.

7 COMMUNICATION

7.1 Communication between members and officers should be respectful and professional at all times.

- 7.2 Officers should respond to members within appropriate timeframes and having regard to any specific statutory or corporate response times.
- 7.3 Officers should ensure members are aware of local issues to ensure they can effectively carry out their roles
- 7.4 All media relations must be conducted in accordance with the Council's agreed procedures and the rules on Local Authority Publicity.
- 7.5 Both officers and members must ensure compliance with Data Protection legislation, access to Information Rules (as set out in the Constitution) and confidentiality requirements when communicating with each other and should only communicate using appropriate channels.
- 7.6 Members and officers should have regard to the Social Media Protocols and guidance.

8 WHAT IF THINGS GO WRONG?

- 8.1 If a member is dissatisfied with the conduct, behaviour or performance of an officer they should raise the matter privately with the relevant Director or Business Manager and not in a public forum. Other parties (including other members) should not be cc'd into correspondence relating to the conduct of an officer. If a member's concern relate to the conduct of a Director, the concern should be raised with the Chief Executive. If the concern relates to the conduct of the Chief Executive then the concern should be raised with the Monitoring Officer and Business Manager responsible for Human Resources.
- 8.2 If an employee is unhappy with the conduct or behaviour of a Councillor they should raise the matter in the first instance with their Director and the Monitoring Officer who will consider what action should be taken.
- 8.3 Complaints in relation to the conduct of members and officers should be confidential.
- 8.4 Not all concerns raised about conduct will amount to a Code of Conduct issue or a disciplinary matter. Many concerns raised can be addressed informally between parties, however where there is evidence of misconduct by members or officers the appropriate processes will be followed.
- 8.5 As an employer the Council will take all reasonable steps to provide a safe, healthy and fair working environment in which employees are treated with dignity and respect, and in which unacceptable behaviour is not tolerated.

APPENDIX 3

Appendix E

3.0 LOCAL CODE OF CORPORATE GOVERNANCE

1. Introduction

This Code of Corporate Governance is a document that explains how the Council is clear and accountable in its governance. Governance is about how the Council ensures that it is doing the right things, in the right way, in a timely, inclusive, open, honest and accountable manner.

Governance arrangements in public services are vitally important and local government organisations need to ensure that they meet the highest standards, are kept up to date and are relevant. Governance is about how the Council ensures resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and there is clear accountability for the use of those resources in order to achieve the desired outcomes for service users and communities.

It includes the systems, policies and processes, as well as the culture and values that underpin the Council's arrangements for effective:

- Leadership
- Management
- Performance
- Delivery of positive customer outcomes
- Community engagement
- Stewardship of public money

2. Good Corporate Governance

Newark & Sherwood District Council is committed to achieving good corporate governance and this local Code describes how the Council intends to achieve this in an open and explicit way. Good governance enables the Council to pursue its vision effectively as well as underpinning that vision with mechanisms for control and management of risk.

In developing this Code, the Council has considered best practice and guidance, particularly the CIPFA/SOLACE framework "Delivering Good Governance in Local Government". This is an integrated system that brings together an underlying set of legislative requirements, governance principles and management processes. The governance framework produced by CIPFA/SOLACE remains a discretionary code and is offered to local authorities as good practice.

However, this Code is purposefully written in a way that best reflects the Council's own structure, functions, size and governance arrangements.

The Council carries out an ongoing review and monitoring of its governance arrangements. The results of this process are incorporated into the **Annual Governance Statement**, the preparation and publication of which is necessary to meet statutory requirements. The purpose of the Annual Governance Statement is to provide assurance that governance arrangements are adequate and operating effectively; and where the review has revealed gaps, that action is planned that will ensure effective governance in future. The Annual Governance Statement is considered by the Council's Senior Leadership Team before being presented to Audit & Accounts Committee. Once approved it is signed by the Leader of the Council and the Chief Executive and is published with the Annual Statement of Accounts prior to review by the Council's External Auditors.

This Local Code of Corporate Governance is based on the following key principles:-

A. Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.

Good governance means acting in the public interest with members and officers demonstrating integrity, putting ethical values into practice, leading by example and demonstrating commitment to upholding the law.

B. Ensuring openness and comprehensive stakeholder engagement

Good governance means developing an open culture, consulting, seeking views, evidence and experiences, encouraging feedback, being a trustworthy partner and accepting challenge.

C. Defining outcomes in terms of sustainable economic, social and environmental benefits

Good governance means developing a vision, specifying desired impacts, managing competing priorities and expectations, identifying risks, balancing impacts of policies and decisions, taking the longer term view and working within resource restraints.

D. Determining the interventions of the intended outcomes

Good governance means analysing options, understanding risks, planning, controlling and monitoring quality, performance, impact and effectiveness and remaining responsive.

E. Developing the entity's capacity, including the capacity of its leadership and the individuals within it

Good governance means reviewing the use of assets, benchmarking, workforce planning, ensuring clarity of roles, leadership development, supporting training and development of skills, feeding back and reviewing performance and supporting health and wellbeing.

F. Managing risks and performance through robust internal control and strong public financial management

Good governance means managing risks, using scrutiny to support better decision making, aligning controls to objectives, providing internal audit assurance, Audit and Accounts Committee assurance and recommendations, effective counter fraud and anti-corruption, managing and sharing data, ensuring data quality, integrating financial management with planning and control and supporting operational performance.

G. Implementing good practices in transparency, reporting and audit to deliver effective accountability

Good governance means supporting transparency, understandable and timely reporting, assessing the Council's performance, supporting public comparisons, being responsive to recommendations from external audit, internal audit, regulators and inspectors and peer reviews and maintaining accountability when working collaboratively.

The following schedule illustrates how the Council meets these core principles and the systems, policies and procedures it has in place to support this. This schedule is reviewed and updated annually in conjunction with preparation of the Annual Governance Statement.

Schedule to the Code of Corporate Governance

Core Principle A: Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.

<p>Good governance is about:</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council :</p>
<ul style="list-style-type: none"> • Behaving with integrity • Demonstrating strong commitment to ethical values • Respecting the rule of law 	<ul style="list-style-type: none"> (i) Has published a Local Code of Corporate Governance, which has been reviewed (May 2026), that demonstrates its commitment to the principles of good governance and the importance of operating in an open and accountable manner and demonstrating high standards of conduct. (ii) Has developed and continues to promote a culture of behaviour based on shared values, high ethical principles and good conduct that includes the following:- <ul style="list-style-type: none"> • Member code of conduct • Officers code of conduct • Purpose and Values embedded into the Council’s Community Plan • Protocol on member/officer relations (reviewed 2026) • Social Media Protocol (reviewed 2026) • Procedure for dealing with Ombudsman matters (Housing and Local Government) • Protocol for members on hospitality and gifts (reviewed 2026) • Policy for officers on hospitality and gifts (reviewed 2026) • Protocol for members on dealing with planning matters • Whistleblowing policy (reviewed 2026) • Appointment of two Independent Persons (iii) Has established a local complaints procedure updated in 2026 for considering any complaint that a councillor (District, Parish or Town) has breached the Code of Conduct with the Governance, General Purposes and LGR Committee having responsibility for standards and probity issues to reflect the importance which the Council attaches to ethical governance issues. (iv) Provides regular training to district and town and parish councillors on ethical governance (v) Provides an advice service to district and town and parish councillors on code of conduct issues through its Democratic Services team.

	<ul style="list-style-type: none"> (vi) Provides training on codes and protocols to Members as part of the Member Development Plan approved in 2026. (vii) Is able to monitor and investigate officer and member behaviour through its customer complaints procedure (viii) Regularly reviews the completion and updating by Members and staff of their Register of Interest forms (including those of town and parish councillors) (ix) Maintains a register of gifts and hospitality for staff as well as Members (x) Has adopted a whistleblowing policy which is accessible to officers, Members and the public on the Council’s website and which has been updated to reflect changes from the Employment Rights Act. The policy provides guidance around how to raise concerns and to whom these should be addressed. (xi) Has anti-fraud and corruption policies that are up to date and working effectively. A counter fraud policy is in place and is available to all staff and on the Council’s website. A comprehensive programme of counter fraud training has been delivered to all staff. An annual fraud risk assessment is carried out, leading to an action plan to address any identified risks and to proactively work on fraud prevention. (xii) Has appropriate governance arrangements in place in respect of its significant partnerships including the Bassetlaw, Newark & Sherwood Community Safety Partnership, its relationships with Arkwood Limited and Active4Today, Welland Procurement and East Midlands Building Control Services. (xiii) Publishes a report which is presented to every Governance, General Purposes and LGR Committee on ethical governance and code of conduct issues. (xiv) Has clear role specifications within the constitution in respect of the Statutory Officer roles. (xv) Regularly reviews the effectiveness of the Council’s Constitution and Protocols through Governance, General Purposes and LGR Committee. (xvi) Has an established breach reporting procedure in relation to data protection breaches
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Core Principle B: Ensuring Openness and Comprehensive Stakeholder Engagement

Good governance is about:	To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council:
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<ul style="list-style-type: none"> • Openness • Engaging comprehensively with institutional stakeholders • Engaging with individual citizens and services users effectively 	<ul style="list-style-type: none"> (i) Has developed an informative, user-friendly website to share information with the community. (ii) Proactively communicates through Facebook, LinkedIn, Instagram as the primary social media channels. The Council regularly uploads videos to YouTube, informing the public on a wide range of issues. (iii) Livestreams all formal public meetings of Full Council, Cabinet and Committees. (iv) Has arrangements in place to seek and respond to the views of stakeholders and the community by: <ul style="list-style-type: none"> • Consulting residents about Council services and priorities • Having a Petition Scheme so that the community can have their say about any issues that concern them • Holding meetings in public wherever possible • Documenting and publishing agendas, minutes and decisions as well as the criteria, rationale and considerations on which decisions are based. • Making provision in its Council Procedure Rules for the public to ask questions at Full Council meetings • Developing effective relationships with other public sector agencies and the private and voluntary sectors (v) Has a Consultation and Engagement Strategy which is published on the Council’s website. Consultation is always appropriate to the subject and stakeholder and adheres to good practice, including representative sampling and complying with GDPR data collection. The Council uses a range of methodologies to consult and engage including; face to face, digital and paper surveys, workshops and focus groups. The Council has a resident panel which is made up of resident volunteers.. (vi) Has a Tenant Engagement framework including a dedicated Board where the Tenant Voice is directly heard. Wider tenant engagement includes involvement in working groups, performance and scrutiny of services, editing tenant facing communications such as Tenant Times and the Annual Report as well as a range of bespoke opportunities to have a say through local meetings throughout the district
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	<ul style="list-style-type: none"> (vii) Undertakes Equality Impact Assessments to identify how the needs of particular communities have been considered to inform decision making. (viii) In the Local Development Framework has a statement of Community Involvement that has been subject to external validation. (ix) By its Policy and Performance Improvement Committee undertakes reviews of the work of other public service providers and holds those representatives to account. (x) Proactively engages in the health agenda through officer and member involvement in the Nottinghamshire Health and Wellbeing Board and with the Integrated Care Board. (xii) Has available 4 electronic newsletters designed for specific audiences; Residents, Tenants, Businesses and Staff. These are widely promoted and available to anyone to sign up to and an electronic publication is distributed at least once per month for each of these. Paper copies are placed in community centres. Tenants also receive an informational leaflet quarterly with their rent statements to highlight key information, services and performance. An annual leaflet is sent to all households with their council tax billing which sets how their council tax is spent. (xiii) Has established safer neighbourhood groups under the umbrella of the Bassetlaw, Newark & Sherwood Community Safety Partnership. (xiv) Works proactively with local communities and partners in establishing resilience in emergencies, for example flooding where flood wardens have been identified and local flood forums established. (xv) Has a Freedom of Information Act Publication Scheme on the Council’s website. (xvi) Adheres to the calendar of dates for submitting, publishing and distributing timely reports. (xvii) Has a Partnership Register which is reviewed annually as part of the business planning cycle. It identifies significant partnerships and potential impacts on the council. (xviii) Has worked proactively with other authorities on the preparation of bids for Local Government Reorganisation (LGR) and has established resource to support LGR implementation with other authorities.
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Core Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits

<p>Good governance is about:</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council :</p>
<ul style="list-style-type: none"> • Developing a vision • Managing competing priorities and expectations • Identifying risks • Balancing impacts of policies and decisions • Taking the longer term view • Working within resource constraints 	<ul style="list-style-type: none"> (i) Has agreed its vision and priorities – the Council’s priorities are set out in the Community Plan 2023-2027 which was last refreshed in May 2025. The Plan sets out the Council’s Values and Ambitions and how performance is measured. (ii) Has developed and maintains proper financial management arrangements. These include a Medium Term Financial Strategy designed to set a sound financial planning framework for the Council which reflects its vision and priorities; agrees a balanced budget before the start of each financial year together with a Medium Term Financial Plan which looks ahead four years; and an annual Accounting Statement that details the Council’s financial position in the previous year. (iii) Regularly reviews risks at a Strategic, Project and Operational level and ensures that appropriate plans are in place to mitigate risks. (iv) Has arrangements in place to publish the annual external auditor’s report which includes a formal conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. (v) Has developed and recently reviewed its Contract Procedure Rules. (vi) Undertakes regular monitoring and review of strategic and operational risks and risk owners are clearly identified. (vii) Via Internal Audit regularly reviews the risk and control framework and produces a Combined Assurance Report in conjunction with Business Managers and the Senior Leadership Team. (viii) Communicates its priorities and values to staff via several channels such as annual staff roadshows, drop-in sessions, staff forums, digital newsletters, directorate meetings. (ix) Reflects the Council’s strategic priorities though individual business unit plans. Business plans are produced annually as part of the business planning process, which includes setting of annual performance KPIs and associated targets. These are approved through the Senior

	<p>Leadership Team, Policy and Performance Improvement Committee and Cabinet.</p> <p>(ix) Includes details of carbon reduction/environmental sustainability implications in reports where appropriate.</p> <p>(x) Includes implications of LGR in reports where appropriate.</p>
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Core Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

<p>Good governance is about</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council:</p>
<ul style="list-style-type: none"> • Analysing options, understanding risks, planning, controlling and monitoring quality, performance, impact and effectiveness in order to: • Determine interventions • Plan interventions • Optimistic achievement of intended outcomes • Remain responsive 	<p>(i) Has established a Governance, General Purposes and LGR Committee with the ability to convene informal working parties of the Committee to ensure there are sufficient forums for discussion between Members on governance matters. A further vehicle for such dialogue is through the holding of agenda meetings prior to the publication of formal agendas.</p> <p>(ii) Reports to committee include an analysis of options together with the reasons for the recommendation contained within the report.</p> <p>(iii) Ensures that Key Performance Indicators aligned to the Council’s priorities are regularly monitored, reviewed and reported on. Behind the formally reported performance indicators sits a range of management indicators which are used to improve service delivery on a day to day basis and these are monitored by the Business Manager and Director. Members receive quarterly reports and have access to the member intranet system which gives additional information including dashboards on reports/performance at award level.</p> <p>(iv) Has developed a budget to reflect the Council’s priorities and the Council has a clear financial strategy including a Medium-Term Financial Plan–budgets, plans and objectives are aligned, and a 30-year Housing Revenue Account.</p>

Core Principle E: Developing the entity’s capacity, including the capability of its leadership and the individuals within it

<p>Good governance is about:</p>	<p>To demonstrate its commitment to achieving good governance, Newark & Sherwood District Council :</p>
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<ul style="list-style-type: none"> • Reviewing use of assets • Benchmarking • Workforce planning • Working with others • Ensuring clarity of roles • Leadership development • Supporting training and development of skills • Feeding back and reviewing performance • Supporting health and wellbeing 	<p>(i) Has robust mechanisms in place to identify the development needs of members and senior officers in relation to their strategic roles which it supports with appropriate training, in particular:-</p> <p>(ii) Has a Member Induction Plan and a Member Training and Development Plan which will be regularly reviewed and updated by Members. There is a dedicated budget for member training and development.</p> <p>(iii) Understands the importance of learning and training and has a dedicated learning and development officer. All staff complete a range of mandatory training and are able to access a wide range of further additional learning opportunities through a learning management system. All staff can apply for funding for additional training throughout the year, training is supported at all levels.</p> <p>(iv) Has a diverse apprenticeship programme, which compliments the graduate, gap year and career grading pathways into work at the council. Supports ongoing conversations between managers and staff about performance and development throughout the year. This is managed by a digital tool which records appraisals and supervision/feedback sessions.</p> <p>(v) Has a Workforce Development Strategy in place with an appropriate action plan. Progress against the action plan is reviewed annually.</p> <p>(vi) Has an HR team which works closely with service areas to ensure that team structures are fit for purpose and staffing resources are used to best effect to deliver Council priorities.</p> <p>(vii) Operates a robust recruitment and selection process. All managers are trained before they are able to undertake recruitment. The council has committed to guarantee interviews for those applicants who are armed forces veterans, family of serving or veteran armed forces personnel, those in care or who are care leavers and anyone who declares a disability (as defined by the Equality Act 2010). The Council is an accredited mindful employer, adhering to a policy which reflects best practice in standards for the recruitment of staff..</p> <p>(viii) Has a raft of HR Policies and Procedures which are reviewed regularly to ensure that they remain fit for purpose.</p>
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	<p>(ix) Adopts and publishes an annual Pay Policy Statement that sets out the Council’s approach to pay and provides links to relevant policies and procedures.</p> <p>(x) Recently undertook a Corporate Peer Review and has developed an action plan to address the key recommendations contained in that review.</p> <p>(xi) Uses systems and technology effectively – for example as a training tool and to enable members to scrutinise and challenge – including a member’s intranet to assist members in undertaking their roles.</p> <p>(xii) Has adopted a hybrid working strategy to facilitate flexible and home working.</p> <p>(xiii) Has a Wellbeing at Work Team led by the Senior Health Improvement Officer which provides regular updates around health and wellbeing related matters as well as running a calendar of events to encourage staff to become more active and take care of their mental health too.</p>
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Core Principle F: Managing risks and performance through robust internal control and strong public financial management

<p>Good governance is about:</p>	<p>To demonstrate its commitment to achieving good governance Newark & Sherwood District Council :</p>
<ul style="list-style-type: none"> • Managing risk • Managing performance • Robust internal control • Managing data • Strong public financial management 	<p>(i) Has put in place assurance arrangements which conform with CIPFA’s requirements:</p> <ul style="list-style-type: none"> • The Council has an Audit and Accounts Committee which can report to full Council if it considers this necessary. • The Risk Management Strategy is reviewed by the Committee along with the strategic and operational Risk Registers • The Council has contracted with TIAA Limited to provide an internal audit service. Internal auditors are independent and have access to all people, premises and systems. An annual report from the Head of Internal Audit is presented to the Committee. • The Annual Audit Plan is shaped through an assessment of the Council’s key strategic risk areas and critical services • All audit reports are considered by the Senior Leadership Team. • Results of audit reviews are reported to the Audit & Accounts and Committees along with follow up

	<p>work to ensure that the recommendations have been implemented.</p> <ul style="list-style-type: none"> • Financial systems are reviewed annually to ensure appropriate, effective controls are in place. • External audit report to the Audit and Accounts Committee annually on the results of the audit of the financial statements • The Annual Governance Statement considers the internal control framework and is presented to the Audit and Accounts Committee annually with the Statement of Accounts. It is also reviewed halfway through the year, to ensure that significant control issues are monitored and reported on. <p>(ii) Has ensured that effective arrangements are in place for the discharge of statutory officer roles by:</p> <ul style="list-style-type: none"> • Defining roles and responsibilities in the constitution • A meeting of the statutory officers not less than once a year to review governance issues <p>(iii) Ensures compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful by:-</p> <ul style="list-style-type: none"> • Incorporating , HR, financial and legal comments in reports to members where necessary and appropriate • Ensuring that senior managers are briefed on significant legislative changes or changes in policies and procedures – there is a regular dialogue with the Senior Leadership Team through monthly business managers meetings. <p>(iv) Has financial management arrangements that conform with the requirements of the CIPFA statement on the role of chief financial officer in local government and with statutory provisions in the Local Government Act 1972, the Local Government Act 1988 and the Accounts and Audit Regulations 2011.</p> <p>(v) Has Regulations, Rules and Policies covering all aspects of financial management including contract procedure rules are in place and reviewed regularly. Training on Financial Regulations has been provided to all relevant staff.</p> <p>(vi) Sends Financial performance reports to business managers monthly. Reports are then tabled quarterly with the Senior Leadership Team and Members (through Cabinet, PPIC and Audit and Accounts Committee) forecasting the outturn position to the year-end..</p>
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	<p>(vii) Has clear performance management arrangements set out within management agreements for the Council’s companies, Arkwood Limited and Active4Today Ltd.</p> <p>(viii) Has members of the Senior Leadership Team carry out an annual review of strategic, corporate and project related risks to ensure that they are relevant, whilst at the same time reviewing risk appetite. Quarterly reports are submitted to the Senior Leadership Team to allow for effective monitoring. SLT have more regular updates in relation to high risk projects and activities to ensure that these are being mitigated effectively. Members of the Risk & Insurance team work closely with business managers to ensure that they regularly review operational based risks and provide assurance to SLT in this regard.</p> <p>(ix) Carries out an annual review of fraud risks to ensure controls are in place and are effective. The results of the review are reported to the Audit & Accounts Committee.</p> <p>(x) Takes biannual reports on counter-fraud activity to the Audit & Accounts Committee.</p>
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Core Principle G: Implementing good practices in transparency, reporting and audit to deliver effective accountability

<p>Good governance is about:</p> <ul style="list-style-type: none"> • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	<p>To demonstrate its commitment to achieving good governance Newark & Sherwood District Council :</p> <p>(i) Operates under the executive arrangements style of governance where overview and scrutiny undertaken by the Policy and Performance Improvement Committee.</p> <p>(ii) Has appointed a Data Protection Officer and a Senior Responsible Officer and Single Point of Contact for CCTV and surveillance camera systems.</p> <p>(iii) Has established a dedicated Information Governance Team to monitor compliance with the Freedom of Information Act and Data Protection legislation and deal with access to information requests.</p> <p>(iv) Has a presumption of openness and transparency and publishes key information on its website. The Council adheres to the Government’s Transparency Initiative.</p> <p>(v) Seeks to minimise the number of and sections of reports which need to be considered in the confidential section of Council, Cabinet and Committee meetings.</p>
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	<p>(vi) Has assurance arrangements that conform with CIPFA’s requirements (see F(i) ante) with regular training being provided to members of Audit & Accounts Committee.</p> <p>(vii) Publishes an Annual Statement of Accounts, which details the goals and key achievements for the year. An annual Tenants Report is also published which details the work done to support the council’s housing tenants through the preceding year. A summary of the work of the Policy and Performance Improvement Committee and its impact is also produced annually. There is an end of year performance report which reports on all the key measurable activities and outcomes of the core services of the council Through reviews by external auditors, external agencies, internal audit and its performance team, constantly seeks ways of ensuring that value for money is achieved and for securing continuous improvement in the way in which its functions are exercised.</p> <p>(viii) Has an effective two stage complaints policy and process which is led by Customer Services and is compliant with Local Government and Social care Ombudsman and Housing Ombudsman Service Complaint Handling Code. All complaints are logged within a digital system and then allocated to appropriately trained officers and complaints can be escalated to a more senior officer if the complainant remains dissatisfied.</p> <p>(vix) The Senior Leadership Team along with the Policy and Performance Improvement, Governance, General Purposes and LGR Committee and the Tenant Engagement Board committees receive regular reports on complaints. The council has an appointed Member Champion for complaints.</p>
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Tenant Influence & Assurance Board Terms of Reference

Newark and Sherwood District Council

1. Purpose

The Tenant Influence & Assurance Board (TIAB) exists to strengthen tenant involvement, enhance transparency, and ensure accountability in housing services. The Board provides a collaborative forum for tenants, staff, and elected members to influence decision-making, monitor performance, and assure service quality.

2. Objectives

- To provide oversight and assurance on housing service delivery and performance.
- To ensure tenant voices are central to shaping policies, services, and improvements.
- To review and challenge service standards, performance data, and customer feedback.
- To formally link the TIAB to PPIC for evidenced Council wide scrutiny.
- To promote transparency, fairness, and continuous improvement in housing services.
- To support the Council's commitment to co-production and tenant empowerment.

3. Decision-Making and Recommendations

The Board is advisory and does not hold formal decision-making powers. However, its recommendations will be formally recorded and considered by the Council's Housing Management Teams and relevant committees.

4. Membership

Number of members	12
Substitute members permitted	No
Political proportionality rules apply	No
Appointments	A recruitment process will apply to Tenant Members Policy, Performance and Improvement Committee (PPIC) members shall be appointed by this committee annually.
Removals	By the Portfolio Holder for Housing in consultation with TIAB Chair. Where the removal involves the TIAB Chair the Portfolio Holder for Housing will work with the Business Manager for Housing Services. Full guidelines and process are contained in a separate schedule.

Membership	<p>Tenants: 5 representatives from across the district, forming 5 of the 10 Tenant Engagement Champions.</p> <p>Staff: 3 officers, including a business manager from relevant housing service areas and a officer from the tenant engagement team (non voting).</p> <p>Elected Members: The Portfolio Holder for Housing plus 3 elected members will sit on the Board who are members of PPIC.</p>
Terms of office	<p>Tenant Board member terms of office shall be reviewed at every two years and confirmed by formal vote.</p> <p>Upon adoption of the Tenant Influence & Assurance Board, existing Board members are eligible to apply and membership will be reviewed post LGR, consideration will be given to the importance of balancing continuity with diversity and succession planning.</p>
Chair	<p>The Board will be chaired by a tenant representative who will be elected annually by the Board members. A Vice-Chair will also be appointed to support and deputise as needed from the board.</p>
Quorum	<p>6 – 3 tenant representatives, 2 elected members and 1 staff member.</p>
Number of ordinary meetings per council year	<p>At least 4 per council year.</p>

5. Member Roles

Each member of the Tenant Influence & Assurance Board plays a vital role in ensuring the Board functions effectively and inclusively. Roles are defined to promote clarity, accountability, and shared responsibility.

Tenant Representatives

- Act as a collective and independent voice for tenants across the district.
- Provide constructive challenge to the Council by questioning data, decisions, priorities and performance.
- Request, review and use relevant performance, satisfaction and engagement data to help shape Board agendas and forward plan, to ensure discussions reflect the priorities of all tenants.

- Share lived experiences, insights and feedback to help shape, improve and assure the quality of services.
- Hold the Council to account by seeking clarity, evidence and updates on how tenant feedback has influenced decisions and outcomes.
- Engage with wider tenant networks to gather views and test whether services and changes reflect tenant needs.
- Promote transparency, trust and mutual accountability between tenants and the Council.

Staff Members

- Provide operational insight and context to support discussions.
- Respond to queries and provide relevant data or updates.
- Support the implementation of Board recommendations.
- Facilitate communication between the Board and Council departments.

Elected Members

- Offer strategic oversight and democratic accountability.
- Ensure alignment with Council policies and priorities.
- Champion tenant engagement within wider Council decision-making.
- Support the Board's recommendations through formal Council channels, this may include suggesting working groups to the PPIC for scrutiny measures.

Chair

- Facilitate meetings in a fair and inclusive manner.
- Ensure all voices are heard and discussions remain focused.
- Lead on conflict resolution and consensus-building.
- Represent the Board in external communications where appropriate.

Vice-Chair

- Support the Chair and deputise when necessary.
- Assist in preparation and follow-up of meetings.
- Help maintain continuity and momentum between meetings.

6. Board Member Responsibilities

Board Members

- Attend at least 80% of meetings and actively participate.
- Represent the views of their communities or service areas.
- Respect confidentiality and uphold the Council's values.
- Review reports, data, and proposals in advance of meetings.
- Contribute to debate and challenge the views of others appropriately.

Council Officers

- Provide relevant reports, data, and updates making clear what contributions and insights would be valuable to tenants.
- Support the Board with administrative and facilitation duties.
- Ensure actions and recommendations are followed up and influence is evidenced.

7. Meetings

The Board will meet at least quarterly. Additional meetings may be scheduled as required. Meetings will be held in accessible venues or online, with support provided for digital inclusion. Meetings will be administered by the Council's Democratic Services team with support from Housing and other colleagues dependant upon the items of business under consideration.

8. Reporting and Communication

Minutes and actions will be shared with all members and published where appropriate. Insight, feedback and outcomes from wider tenant engagement activities will be reported to the Board to inform discussion, challenge and assurance. A summary of Board activity, wider engagement themes and resulting outcomes will be communicated to tenants through newsletters and annual reports. The Board may produce an annual statement of assurance.

9. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the board, to ensure they remain relevant and effective.

10. Recognition and Incentives

Tenant representatives shall be entitled to claim their reasonable expenses incurred in the fulfillment of their role, in line with the Tenant Engagement Recognition and Incentives scheme.

11. Conflict Resolution

In the event of disagreements or conflicts among Board members, the following steps will be taken:

- Encourage open and respectful dialogue to understand differing perspectives.
- The Chair will facilitate mediation and seek consensus.
- If unresolved, the matter may be referred to an independent mediator or Council officer for guidance.
- All members are expected to adhere to the Council's Code of Conduct and maintain professionalism.



Report to: Annual Meeting of the Full Council - 19 May 2026
 Director Lead: John Robinson, Chief Executive
 Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services and Deputy Monitoring Officer

Report Summary	
Report Title	Designation of Section 151 Officer
Purpose of Report	To note the appointment to the new post of Director of Finance, Revenues & Benefits and to designate the role of the Section 151 Officer as from 1 July 2026.
Recommendations	That Council: a) note the appointment of Nick Wilson to the post of Director of Finance, Revenues & Benefits with effect from 1 July 2026; b) designate the postholder as the Section 151 Officer; and c) note that the newly appointed Section 151 Officer will consider the appointment to the post of Deputy Section 151 Officer.
Reasons for Recommendation	To ensure compliance with Section 151 of the Local Government Act 1972 whereby the Council is required to make arrangements for the proper administration of its financial affairs and secure that one of their officers has responsibility for the administration of those affairs.

1.0 Background

- 1.1 Section 151 of the Local Government Act 1972 requires the Council to make arrangements for the proper administration of its financial affairs and secure that one of their officers has responsibility for the administration of those affairs.
- 1.2 The role of Section 151 Officer is currently carried out by the Deputy Chief Executive / Director – Resources who is due to leave the Council on 30 June 2026.
- 1.3 As part of the wider staffing proposals ahead of LGR, a Chief Officers Appointments Panel was convened on 27 April 2026 to consider the appointment to the new role of Director of Finance, Revenue & Benefits and Section 151 Officer.

2.0 Proposal/Options Considered

- 2.1 Following the recruitment process the Chief Officers Appointment Panel appointed Nick Wilson the current Business Manager for Financial Services and Deputy Section 151 Officer into the new post of Director – Finance, Revenues & Benefits with effect from 1 July 2026.

2.2 The designation of the Council’s Section 151 Officer is a decision reserved for Full Council. Once in post the new Section 151 Officer will consider the appointment of a Deputy.

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	Yes	Equality & Diversity	N/A
Human Resources	Yes	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	N/A

Financial Implications (FIN26-27/7322)

3.1 Budget provision for this post was approved at the extraordinary Council meeting on 31 March 2026. The appointment can therefore be met from existing approved budgets, and there are no further financial implications arising from this decision.

HR Implications

3.2 The recruitment to this post and designation forms part of our LGR Strategic Resources project. The recruitment process for the above post has been carried out in line with the Council’s Recruitment Policy.

Legal Implications (LEG2727/7173)

3.3 The legal implications are set out within the report. The s.151 designation is a statutory requirement and a function reserved to Council in accordance with the 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



Report to: Annual Meeting of the Full Council - 19 May 2026

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

Director Lead: Deborah Johnson, Customer Services & Organisational Development

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

Report Summary	
Report Title	Report of the Members' Allowances Independent Remuneration Panel
Purpose of Report	To consider the final report and recommendations of the Independent Remuneration Panel following their review of Special Responsibility Allowances
Recommendations	That the Council: a) considers the final report and recommendations of the Independent Remuneration Panel; and b) approves the report recommendations as changes to the current Scheme of Members Allowances, subject to no clawing back of Special Responsibility Allowances payments from those Members who have seen changes in their allowances (as set out in paragraph 2.7 of the report) and the implementation date of 15 July 2025 for the new SRA's.
Reasons for Recommendation	To consider the final report and recommendations of the Independent Remuneration Panel following the changes in committees as from 15 July 2025.

1.0 Background

- 1.1 At the meeting held on 15 July 2025, Full Council approved the Terms of Reference and established two new committees, the Audit & Accounts Committee and the Governance, General Purposes & Local Government Reorganisation (LGR) Committee. These two new Committees replaced the former General Purposes and Audit & Governance Committees.
- 1.2 In addition, at the meeting of the Full Council held on 20 May 2025, approval was given for the revised Terms of Reference for the standalone Licensing Committee which was to also take effect as from 15 July 2025.

- 1.3 At the meeting held on 15 July 2025, the Council agreed to convene the Independent Remuneration Panel to review Special Responsibility Allowances (SRA's) given these changes in committees. Further to the Council resolution, the Chair used at previous panels was contacted but was unavailable, therefore a further report to Council on 21 October 2025 sought approval to convene the panel with a membership which was to comprise of a new chair, Declan Hall, and the Council's two Independent Persons who have supported previous panels.
- 1.4 Regulations set out the range of allowances that can be paid to Councillors and the requirement to have an Independent Remuneration Panel to make recommendations to the Council regarding Members' Allowances.
- 1.5 The scope of the review was to consider the Members SRA's given the changes in committees, but it was also tasked with a wider review of SRA's to address any anomalies.

2.0 Proposal/Options Considered

- 2.1 The panel came together on Tuesday 6 and Wednesday 7 January 2026 where they met with appropriate officers and Members to acquire evidence for the review. These supplemented responses received to a short questionnaire sent to all Members and appropriate benchmarking materials from the other District / Borough Councils in the County, along with North and South Kesteven as our neighbouring authorities.
- 2.2 The final report and recommendations of the panel, which is attached as an appendix to the report, was received by the Council on 4 March 2026.
- 2.3 The report recommendations in respect of SRA's are summarised in the Executive Summary with a full explanation of the proposed rates for the new committees and any proposed changes are in the main body of the report.
- 2.4 Members will note that the Panel followed the 'pro rata' approach whereby postholders were assessed as a proportion of the Leaders SRA and the Panel also addressed a number of anomalies in the previous scheme.
- 2.5 Aside from the changes to the SRA's the report recommendations included the reinstatement of the rule whereby Members can only receive one SRA. It also recommended a payment of £15 per month to be paid automatically to all Members on the Planning Committee, excluding the Chair and Vice-Chair, to replace the previous £8 subsistence allowance for attending site visits.
- 2.6 The report also made recommendations to clarify the arrangements for travel and subsistence allowances and recommended the indexation for the annual percentage increase in allowances in line with salary increase for local government staff for a four-year period which was the maximum permitted under the 2003 Regulations.
- 2.7 In the final report the recommendation is to implement the proposed new SRA's as from the date of adoption of the new Scheme by the Council, or as from 15 July 2025 when the new committees came into being. However, for those Members who have seen a reduction in the rate of their SRA it is proposed that no claw back of payments is made.

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.

Implications Considered			
Yes – relevant and included / NA – not applicable			
Financial	Yes	Equality & Diversity	N/A
Human Resources	N/A	Human Rights	N/A
Legal	Yes	Data Protection	N/A
Digital & Cyber Security	N/A	Safeguarding	N/A
Sustainability	N/A	Crime & Disorder	N/A
LGR	N/A	Tenant Consultation	N/A

Financial Implications (FIN26-27/2977)

- 3.1 The 2026/27 base budget is currently £142,980. Based on the recommendations of the Independent Remuneration Panel, the total cost for the existing portfolio holders would be £135,430, which can be fully met from within the existing budget.

The cost of the proposed additional Portfolio Holder for 2026/27 (considered earlier on this agenda) would amount to an additional (assuming a 3.5% increase, aligned with that of the staff pay award) £9,650 taking the total cost of special responsibility allowances to £145,080 leaving a shortfall of £2,100. The report earlier on this agenda relating to the Leader's Appointments sought to approve the additional £2,100, funded by the Corporate Contingency budget.

Where recommendation b) of the Leader's Appointments report (earlier on this agenda) is not approved, there would be a saving of £7,550.

Legal Implications (LEG2627/1145)

- 3.2 The process for determining and setting Members' Allowances for local authorities is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003. These Regulations set out the range of allowances that can be paid to Councillors (with particular reference to special responsibilities) and the requirement to have an Independent Remuneration Panel to make recommendations to the Council regarding Members' Allowances.

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.

The current Councillors' Allowance Scheme is published - <https://www.newark-sherwooddc.gov.uk/your-council/your-council/councillors-and-committees/councillor-allowances/>

A Review of Special Responsibility Allowances

For

Newark & Sherwood District Council

**A Report by the
Independent Remuneration Panel**

**Sarah Britton
Paul Cox
Dr Declan Hall (Chair)**

March 2026

Executive Summary: Recommendations

Newark & Sherwood DC IRP Executive Summary	SRAs 2025/26 (recommended)		
REMUNERATED POSTS	Nos. Paid	SRA per Post	Total per Category
Leader of Council	1	£21,692	£21,692
Deputy Leader Council	1	£12,239	£12,239
Portfolio Holders	5	£9,329	£46,645
Chair PPIC	1	£9,329	£9,329
Vice Chair PPIC	1	£2,332	£2,332
Chair Planning	1	£9,329	£9,329
Vice Chair Planning	1	£2,332	£2,332
Chair Audit & Accounts*	1	£5,423	£5,423
Vice Chair Audit & Accounts*	1	£1,356	£1,356
Chair Governance, General Purposes & LGR*	1	£5,423	£5,423
Vice Chair Governance, General Purposes & LGR*	1	£1,356	£1,356
Chair Licensing*	1	£3,254	£3,254
Vice Chair Licensing*	1	£814	£814
Main Opposition Group Leader	1	£9,329	£9,329
Leaders Minority Opposition Groups (if reach 4 members)	0	£1,085	£0
SRAs TOTAL	18		£130,853
*SRAs for these posts to be paid from 15th July 2025			

Other Recommendations: The IRP also recommends that:

The Dependants' Carers' Allowance (DCA)

The DCA is maintained but two types of differential care are set out in the allowances scheme and inserted into the scheme as follows:

- Childcare – payable at maximum hourly National Living Wage
- Elderly/Other care – payable at the hourly rate charged by Nottinghamshire County Council Social Services for a Home Help Carer

Travel and Subsistence Allowances

The Subsistence Allowance paid to Members of the Planning Committee is reset at £15 per month to be paid automatically to all Members on the Planning Committee, excluding the Chair and Vice Chair.

Furthermore, that the:

- That the applicable mileage rates for which Members can claim for attending by their own vehicle remains at 50 pence per mile
- That when public transport is used then standard class will be reimbursed
- That this recommendation should be inserted into the scheme in addition to the applicable subsistence rates, with reference to casual user mileage rate removed

Confirmation of Indexing

The following allowances are indexed for four years (the maximum period permitted under the 2003 Regulations before the Council has to seek further advice from the IRP) from 2025/26 to 2028/29, as follows:

- **Basic Allowance, SRAs and Co-optees' Allowances:**
 - Updated annually in line with the annual percentage pay increase given to Newark & Sherwood District Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff as agreed at SCP 43.
- **Out of Council Area Mileage Allowance:**
 - Indexed to the same rate applicable to Officers.
- **Out of Council Area Other Travel and Subsistence:**
 - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the Subsistence maximum rates indexed to the same periodic percentage increase that may be applied to Officer Subsistence Allowances.
- **Dependants' Carers' Allowance (DCA):**
 - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Nottinghamshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

The new scheme of allowances based on the recommendations contained in this report is adopted from the dates as follows:

- The recommended SRAs for the Chairs and Vice Chairs of the Licensing, Audit and Accounts and Governance, General Purposes and Local Government Reorganisation (LGR) Committees – to be implemented from the date these Committees were established on 15th July 2025.
- All other recommendations – to be implemented from the date the Council agrees on the report

**Independent Remuneration Panel:
A Report of Members' Allowances
For
Newark & Sherwood District Council
March 2026**

Introduction: The Regulatory Context

1. This report contains the recommendations arising out of the independent review, January 2026, of Members' Allowances for Newark & Sherwood District Council by the Council's statutory Independent Remuneration Panel ('IRP' or 'Panel'). It also lays out the deliberations of the IRP to show elected Members, Officers and the public the rationale for the Panel's recommendations.
2. The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby the Council retains powers to determine the scope and levels of Members' Allowances.
3. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. They must 'pay regard' to their IRP's recommendations before setting a new or amended Members' Allowances Scheme. On this particular occasion, the IRP has been reconvened under the 2003 Regulations [19. ()], which states that:

Before an authority referred to in regulation makes or amends a scheme that authority shall have regard to the recommendations made by any independent remuneration panels in relation to any authority of a description referred to in regulations 3(1)(a), (b) or (c) by which any of its members are nominated
4. In the 2003 Members' Allowances Regulations, a district council is included in 3(1) (a). Therefore, before the Council amends its allowances scheme it is required to reconvene its IRP. It also provides an opportunity for IRPs to publicly scrutinise their councils' allowances schemes and enhance public accountability. It is under this requirement that the IRP has undertaken this review of members' allowances for Newark & Sherwood District Council.

Terms of Reference

5. In accordance with the requirements of 2003 Members' Allowances Regulations Newark & Sherwood District Council has reconvened its statutory Independent Remuneration Panel (IRP) to review the Council Members' Allowances Scheme. Specifically the IRP in a decision by Council on 21st October 2025 has been tasked with undertaking the following:
 - a) A full review of Special Responsibility Allowances (SRAs)

The IRP

6. Newark & Sherwood District Council reconvened its IRP and the following Members were appointed to carry out the independent review of SRAs, namely:
 - Sarah Britton: Formerly a HR Director in the Automotive Industry with experience in setting senior Salaries and is also one of the Council's Independent Persons appointed under the 2011 Localism Act
 - Paul Cox: Formerly the Borough Solicitor & Monitoring Officer at Rushcliffe Borough Council and is also one of the Council's Independent Persons appointed under the 2011 Localism Act
 - Dr Declan Hall (Chair): A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in Members' Allowances and support with experience of reviews across the United Kingdom
7. Logistical and practical support to the Panel was provided by Nigel Hill, Business Manager – Elections & Democratic Services and Deputy Monitoring Officer at Newark & Sherwood District Council.

Process and Methodology - Evidence Reviewed by the IRP

8. The IRP met at the Council Offices at Castle House, Newark on the 6th and 7th January 2026. The meetings were in private session to enable the IRP to meet with Members and Officers and conduct deliberations in confidence. In accordance with the terms of reference, in arriving at its recommendations, the IRP took into account a wide range of evidence, both oral and written. All relevant post holders and Group Leaders were invited to meet with the IRP. In addition, all Members were sent a short questionnaire so that no Member was denied a voice in the course of review. The IRP received 15 written responses.

- The questionnaire was also used as the template for Member interviews to ensure a common set of questions were being asked.
9. The IRP also met with relevant Officers for factual briefings on the Council, governance structures and challenges facing the Council.
 10. The IRP also reviewed relevant written information, such as council and committee meetings schedules, relevant reports and information on the new governance arrangements, the 2006 Statutory Guidance on Members' Allowances, etc.
 11. For full details of whom the IRP met and full range of information reviewed see:
 - Appendix 1: for Members who met with the IRP
 - Appendix 2: for Officers who provided factual briefings to the IRP
 - Appendix 3: for a list of the full range of evidence considered by the IRP
 - Appendix 3: for more details on the Special Responsibility Allowances (2025/26) paid in the 7 Nottinghamshire District Councils and the 2 District Councils adjacent to Newark & Sherwood DC referred to by the IRP for benchmarking purposes, referred to as the benchmarking group.

Key Messages and Observations – Addressing the Main Priority

12. Clearly, the main priority for this review is to address SRAs for the 3 new committees,
 - Licensing Committee
 - Audit & Accounts Committee
 - Governance, General Purposes and Local Government Reorganisation (LGR) Committee
13. These 3 new committees were established after a Local Government Association (LGA) Corporate Peer Review Challenge in October 2024. They replaced the previous
 - Licensing & General Purposes Committees
 - Audit & Governance Committee
14. In effect, the Licensing and Audit functions were focused by assigning each function its own standalone committee, with the residual functions (Governance and General Purposes) assigned to a third committee with the LGR function also added to it due to its particular salience in local government at present.

15. It has been the main function of this review to assess the responsibilities associated with being Chair and Vice Chair of these 3 new committees.

Secondary Function of the Review – Addressing Anomalies Arising

16. While the IRP has been asked to undertake a “full review” of SRAs it concluded that in the main many of the SRAs currently payable were fit for purpose. However, the IRP also concluded that there were some SRAs where there was a strong case to revise them. Therefore, the secondary function of this review has been to address these anomalies rather than carry out a fundamental overhaul of all SRAs.
17. The IRP has also addressed a number of other minor anomalies in the wider allowances scheme that came to its attention.

Special Responsibility Allowances – Following the ‘Pro Rata’ Approach

18. In arriving at the recommended SRA for the 3 new committees and other SRAs the IRP deemed in need of revision the IRP paid due regard to the 2006 Statutory Guidance which states in paragraph 76:

A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this maybe the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance

19. By definition the Leader will be 100% in terms of responsibility and workload, no other role is larger and all other remunerated post holders can be assessed as a proportion of the Leader’s SRA, thus the pro rata approach. It is the typical approach undertaken by IRPs when recommending SRAs; it has the advantage of being simple, transparent and readily understood.
20. In arriving at the appropriate ratio in recommending SRAs the IRP has taken into account any governance changes and taken cognisance of the benchmarking while being informed by the substantial representation received.

The Chair of the Licensing Committee

21. The starting point for the IRP was to note that the new Licensing Committee has lost the function of General Purposes. Although this was never a major function, mostly relating to electoral matters, Community Governance Reviews and recommendations to the Council regarding Secretary of State reviews on district and ward boundaries, it is a slight diminution of responsibility. In the representation received there was general support for this principle. The IRP also noted that despite having four scheduled meetings per year that on

- occasion meetings of the Licensing Committee has been cancelled due to lack of business. This situation is not unusual as most of the actual work of the Licensing Committee, determining licensing applications, is carried out by the Licensing Sub Committees. Consequently, the IRP concluded that the SRA (£3,808) paid to the previous Chair of the old Licensing & General Purposes Committee was not an appropriate guide.
22. Benchmarking shows the following average SRAs paid to Chairs of similar Committees
- Benchmarking group Chair of Licensing mean SRA £4,426
 - Benchmarking Group Chair of Licensing median SRA £4,471
23. The benchmarking also shows that the mean ratio utilized in the comparator group of councils is 19%. In other words, the mean SRA for Chair of Licensing in the benchmarking group is 19% of the mean SRA paid to Leaders.
24. However, the IRP has decided not to be wholly driven by the benchmarking figures. In many of the comparator group of councils the Chair (and Vice Chair) are expected or even constitutionally mandated to Chair or at least sit on their respective Licensing Sub Committees. This is not the case in Newark & Sherwood; membership of the Licensing Sub Committees is rotated across all the Licensing Committee members.
25. Consequently, the IRP concluded that a slightly smaller SRA that was paid to the previous Chair of the old Licensing & General Purposes Committee (£3,808) was appropriate for the Chair of the Licensing Committee and it is has set it at 15% of the Leaders recommended SRA (£21,692 – see below), which equates to £3,254.
26. **The IRP recommends that the SRA for the Chair of the Licensing Committee should be set at £3,254 to be backdated to the date the post was established on 15th July 2025.**

Vice Chair of the Licensing Committee

27. The IRP considered whether there was a case to continue paying an SRA to Committee Vice Chairs. In the main they are not assigned discrete additional tasks and mostly stand in when required and attend pre-meets. Moreover, as the benchmarking shows, it is not uniform practice to remunerate all Committee Vice Chairs. However, the representation received supported the continuation of paying an SRA to Vice Chairs as it was argued that they can be consulted by their respective Chairs and meet with relevant Officers when necessary.
28. It was noted that the previous Vice Chair of the old Licensing & General Purposes Committee was paid an SRA of £949, which was set at 25% of their Chair's SRA – for these types of roles the relevant comparator is typically their respective Chair. Benchmarking shows that the average ratio for SRAs for Licensing Vice Chairs (where paid) is 22%, with a mean SRA of £992. The IRP

received no evidence or representation to suggest the old ratio of 25% was not appropriate in the current context. Therefore, the IRP has arrived at the recommended SRA for the Vice Chair of the Licensing Committee by setting it at 25% of the recommended SRA (£3,254) for the Chair of the Licensing Committee, which equates to £814.

29. **The IRP recommends that the SRA for the Vice Chair of the Licensing Committee is set at £814 to be backdated to the date the post was established on 15th July 2025.**

Chair of the Audit & Accounts Committee

30. Similarly, the starting point for the IRP when considering the appropriate SRA or the Chair of the Audit & Accounts Committee was to note that it had lost the Governance function and therefore the SRA (£6,584 – which equated to 30% of the Leader's SRA) paid to the previous Chair of the older Audit & Governance Committee was not an appropriate guide. Again, a principle generally accepted in the representation received.

31. Benchmarking shows the following average SRAs paid to Chairs of similar Committees

- Benchmarking group Chair of Audit mean SRA £4,108
- Benchmarking Group Chair of Audit median SRA £4,180

32. The benchmarking also shows that the mean ratio utilized in the comparator group of councils is 18%. In other words, the mean SRA for Chair of Audit in the benchmarking group is 18% of the mean SRA paid to Leaders. However, once again the IRP has not been guided by the benchmarking data in this case. It accepted that the decoupling of the Governance function, while not irrelevant was not substantial and it was felt that the Audit Committee was central to the financial wellbeing of the Council and its remit regarding Audit alone was wide ranging.

33. Consequently, the IRP decided to set this SRA at 25% of the Leader's SRA (£21,692), which equates to £5,423. The IRP notes this would leave the Chair of Audit as the highest paid Chair of equivalent committees in the benchmarking group but the IRP is comfortable with this situation based on the representation received.

34. **The IRP recommends that the SRA for the Chair of the Audit & Accounts Committee is set at £5,423, to be backdated to the date the post was established on 15th July 2025.**

The Vice Chair of the Audit & Accounts Committee

35. The previous Vice Chair of the old Audit & Governance Committee was paid an SRA of £1,630 which equated to 25% of the SRA paid to the Chair.

Benchmarking shows that the average ratio for SRAs for Audit Vice Chairs (where paid) is 27%, with a mean SRA of £1,107 and median SRA of £1,115. The IRP received no evidence or representation to suggest the old ratio of 25% was not appropriate in the current context. Therefore, the IRP has arrived at the recommended SRA for the Vice Chair of the Audit & Accounts Committee by setting it at 25% of the recommended SRA (£5,423) for the Chair of the Audit & Accounts Committee, which equates to £1,356.

36. **The IRP recommends that the SRA for the Vice Chair of the Audit & Accounts Committee is set at £1,356 to be backdated to the date the post was established on 15th July 2025.**

The Chair of the Governance, General Purposes & LGR Committee

37. The Governance, General Purposes and LGR Committee is an entirely new committee acquiring the Governance and General Purposes function from two previous committees and being assigned a new function, namely Local Government Reorganisation. This latter function has a particular resonance with the looming anticipation of local government reorganisation over the next 18 months. However, a dilemma for the IRP was that the actual impact on the committee regarding LGR is an unknown quantity apart from the fact that it will develop over the next 18 months.
38. Benchmarking is of no value in this instance as only one other council in the comparator group (Mansfield) remunerate a similar post and even then it is for Governance and Standards only. However, in the representation received it was generally agreed that the Governance, General Purposes and LGR Committee was an important one, particularly as it also has the Standards remit which has a separately remunerated Committee Chair in 4 out of the 9 councils in the comparator group.
39. As such and largely based on the representation received the IRP has set the SRA for the Chair of the Governance, General Purposes & LGR Committee on a par with the recommended SRA for the Chair of the Audit & Accounts Committee and set it at 25% of the Leader's SRA, which equates to £5,423.
40. **The IRP recommends that the SRA the Chair of the Governance, General Purposes & LGR Committee is set at £5,423 to be backdated to the date the post was established on 15th July 2025.**

The Vice Chair of the Governance, General Purposes & LGR Committee

41. The IRP received no evidence that the SRA for the Vice Chair of the Governance, General Purposes & LGR Committee should not be set at the standard Vice Chairs ratio of 25% of the recommended SRA (£5,423) for the Chair of the Governance, General Purposes & LGR Committee, which equates to £1,356.

42. **The IRP recommends that the SRA the Vice Chair of the Governance, General Purposes & LGR Committee is set at £1,356 to be backdated to the date the post was established on 15th July 2025.**

The Leader of the Council

43. In setting the SRA for Leaders IRPs typically follow the advice set out in the 2006 Statutory Guidance, paragraph 76, which states that one way of arriving at a Leader's SRA

... may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

44. This is known as the 'factor' approach, the SRA for the Leader is set as a factor or the Basic Allowance. Currently, the Leader receives an SRA of £21,692 which is 3.78 times the current Basic Allowance. Benchmarking shows that the mean factor is also 3.78 times the mean Leaders SRA, with an average SRA of £23,315, although in this case the median SRA (£21,002) paid to Leaders in the benchmarking group may be a more appropriate guide due to the high SRA (£49,377) paid to the elected Mayor of Mansfield.
45. Consequently, benchmarking does not provide a case to alter the Leader's SRA. In addition, while there was some representation arguing for this SRA to be increased largely on the grounds that it was such a substantial role that precluded regular full time employment, the majority of the representation received made no case to alter this SRA.
46. **The IRP recommends that the SRA the Leader remains at £21,692.**

Deputy Leader of the Council

47. Currently, the Deputy Leader of the Council receives an SRA of £12,239, which equates to 56% of the Leader's SRA. Benchmarking shows that Deputy Leaders in the comparator group have a mean SRA of £13,014 and median SRA of £12,001, with a mean ratio of 56% of the mean Leaders SRA. So once again benchmarking provides no case to revise the Deputy Leader's SRA. Moreover, in the representation received the general view was that there was not a case to revise this SRA.
48. **The IRP recommends that the SRA the Deputy Leader remains at £12,239.**

Cabinet Members with Portfolios (x5)

49. Currently, the Portfolio Holders (other Cabinet Members) each receive an SRA of £9,329, which equates to 43% of the Leader's SRA. Benchmarking shows that Portfolio Holders in the comparator group have a mean SRA of £9,723 and

median SRA of £8,455, with a mean ratio of 42% of the mean Leaders SRA. So once again benchmarking provides a limited case to revise the Portfolio Holders SRA. Moreover, in the representation received the general view was that there was not a case to revise this SRA.

50. **The IRP recommends that the SRA the Portfolio Holders remains at £9,329.**

The Chair of the Policy & Performance Improvement Committee (PPIC)

51. Currently the Chair of PPIC is receives an SRA of £9,329, which equates to 43% of the Leader's SRA. Benchmarking shows that the Chairs of equivalent committees in the comparator group have a mean SRA of £6,252 and median SRA of £6,689, with a mean ratio of 27% of the mean Leaders SRA. Thus, in this case benchmarking does present a case to revise this SRA. Indeed, it is somewhat anomalous for a committee chair to be the same level of SRA as a Portfolio Holder.

52. However, the benchmarking needs to be placed in context – PPIC is the sole committee at Newark & Sherwood to undertake the Overview and Scrutiny function. In 4 other comparator councils there are in addition to a main Overview and Scrutiny Committee thematic Scrutiny Committees with a mean SRA of £5,358 and in one authority (Broxtowe) it also pays SRAs to Scrutiny working groups Chairs. Thus, the mean overall cost of supporting the Overview and Scrutiny function is not reflected in the mean/median SRA paid to Chair of the main Overview and Scrutiny Committee in the benchmarking group. Finally, in the representation received it was generally felt that the current SRA paid to the Chair of PPIC was appropriate and required no revision.

53. **The IRP recommends that the SRA the Chair of the Policy and Performance Committee remains at £9,329.**

The Vice Chair of the Policy & Performance Improvement Committee (PPIC)

54. Currently, the Vice Chair of PPIC is paid an SRA of £4,664 which was set at 50% of the Chair's SRA. Benchmarking shows that the Chairs of equivalent committees in the comparator group have a mean SRA of £2,130 and median SRA of £1,383, with a mean ratio of 34% of the mean Chairs SRA. Thus, benchmarking does provide a case to revise this SRA.

55. The SRA for the Vice Chair of PPIC was set without substantial experience of the role but on the assumption that the Vice Chair of PPIC would chair PPIC working groups. Indeed, the terms of reference for PPIC state that PPIC working groups are to be "Normally chaired by the Chair or Vice Chair of the Committee." However, since then 'normally' has turned out different in practice. The experience has been for any PPIC member to chair working groups and the Vice Chair has only chaired a very limited number of PPIC working groups..

56. Consequently, the IRP has decided to reset this SRA, a conclusion that also had a great deal of support in the representation received. The IRP has not been guided by the mean ratio (34%) in the benchmarking group as many Vice Chairs of equivalent committees are expected and do chair Overview and Scrutiny working groups. The IRP could see no reason why the SRA for the Vice Chair of PPIC should not be reset at the standard ratio utilised for other Vice Chairs, namely 25% of their Chair's SRA (£9,329), which equates to £2,332 which is also close to the mean SRA (£2,139) paid to equivalent posts in the comparator group of councils.
57. **The IRP recommends that the SRA the Vice Chair of the Policy and Performance Committee is reset at £2,332.**

The Chair of the Planning Committee

58. Currently, the Chair of the Planning Committee is paid an SRA of £6,687 which equates to 32% of the Leader's SRA. Benchmarking shows that the Chairs of Planning Committees in the comparator group have a mean SRA of £6,773 and median SRA of £6,105 with a mean ratio of 29% of the mean Leaders SRA. Thus, by taking benchmarking alone there is not a strong case to alter this SRA.
59. However, there was substantial representation received that the workload and responsibility held by the Chair of Planning was equivalent to that of the Chair or PPIC and by extension that of a Portfolio Holder. Indeed, chairing the Planning Committee is a particularly onerous task – it meets more often than any other committee and the meetings are often contentious which requires a great deal of careful handling. On the other hand, it is highly unusual for the a Chair of a Planning Committee to receive an SRA at the same level paid to a Portfolio Holder – although it does occur, for instance such a situation exists in one of the comparator councils, namely Broxtowe.
60. Nonetheless, the IRP has decided to accept the weight of the representation received and reset the SRA for the Chair of Planning at 43% of the Leader's SRA (£21,692) and place it on a par with the Chair of PPIC and Portfolio Holders SRA, which equates to £9,329.
61. **The IRP recommends that the SRA for the Chair of the Planning Committee is reset at £9,329.**

The Vice Chair of the Planning Committee

62. Currently, the Vice Chair of the Planning Committee is paid an SRA of £1,661 which equates to 24% of the Chair's SRA. Benchmarking shows that the Vice Chairs of Planning Committees in the comparator group have a mean SRA of £2,033 and median SRA of £1,985 with a mean ratio of 30% of the mean Chairs SRA. Thus, benchmarking does indicate somewhat of a case to alter this SRA.

63. Regardless, the IRP decided that this SRA should be reset at the standard ratio utilized for Vice Chairs, namely at 25% of the recommended SRA (£9,329) for the Chair of Planning, which equates to £2,332.
64. **The IRP recommends that the SRA for the Vice Chair of the Planning Committee is reset at £2,332.**

The Leader of the Main Opposition Group

65. Currently, the Leader of the Main Opposition Group is paid an SRA of £7,017 which equates to 32% of the Leader's SRA. Benchmarking shows that the Leaders of Main Opposition Groups in the comparator group have a mean SRA of £5,902 and median SRA of £5,871 with a mean ratio of 24% of the mean Leaders SRA. Thus, benchmarking does indicate somewhat of a case to alter this SRA, if anything it indicates that it should be reduced marginally.
66. However, there are a number of Newark & Sherwood specific conditions that means the benchmarking is not an appropriate, namely:
- The Main Opposition Group is the largest group on the Council
 - The Leader of the Main Opposition Group sits on the Cabinet, which in itself is unusual
 - The Leader of the Main Opposition Group also has a vote on the Cabinet, which is even more unusual
 - While having no individual executive decision making powers on Cabinet, as a non-Portfolio Holder is required to take a view across all the Portfolios
67. Moreover, in the representation received there was a general view that the Leader of the Main Opposition Group merited an increase in their SRA and that in the main it should be on a par with that paid to Portfolio Holders. Consequently, because of the Newark & Sherwood specific set of conditions regarding the Leader of the Main Opposition Group and the weight of representation received the IRP has decided to reset this SRA at 43% of the Leader's SRA (£21,692), which equates to £9,329.
68. **The IRP recommends that the SRA for the Leader of the Main Opposition Group is reset at £9,329.**

Leaders of Minority Opposition Groups

69. Currently, a Leader of a Minority Opposition Group is paid an SRA of £928 which equates to 4% of the Leader's SRA. This SRA is only paid when a Minority Group attains a qualifying threshold of having 4 Members. The 1989 Local Government Act enables two Members only to form a political group on a Council. However, IRPs often put in a qualifying group membership threshold for Leaders of Minority Groups to be paid an SRA on the basis that a group of 2

- Members does not reach a critical mass. There was no representation to alter this situation.
70. Benchmarking shows that the Leaders of Minority Opposition Groups in the comparator group have a mean SRA of £2,448 and median SRA of £1,605 with a mean ratio of 10% of the mean Leaders SRA. Thus, benchmarking does indicate a case to alter this SRA.
71. However, what the benchmarking does not show is that in many cases Minority Groups can attain substantial size, thus the not insignificant average SRAs payable. Moreover, there was no substantial representation regarding this SRA.
72. Nevertheless, the IRP did conclude that the current SRA for Leaders of Minority Opposition Groups was somewhat low particularly considering that a qualifying threshold was in place and a marginal uplift was merited. The IRP decided to reset this SRA at 5% of the Leader's SRA (£21,692) which equates to £1,085.
73. **The IRP recommends that the SRA for Leaders of the Minority Opposition Groups is reset at £1,085, on the condition that the Group reaches the qualifying threshold of having at least 4 Members.**

Reinstating the 1-SRA only rule

74. The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, since SRAs are not insignificant sums, Councils typically have adopted the '1-SRA only' rule. In other words, regardless of the number of remunerated posts individual Members may hold they can only be paid one SRA. By allowing Members to receive multiple SRAs it obscures the real level of remuneration received by Members therefore lacking transparency. For instance, in some schemes where multiple SRAs are payable, the Leader's SRA may look relatively low but what it may not take into account is where the Leader also is paid a Cabinet Members SRA and in some cases an additional Group Leaders SRA. It can also lead to the counter intuitive situation where a Member might be being paid more than the Leader.
75. Newark & Sherwood District Council has historically adopted a 1-SRA only rule but that situation was altered at the last review in response to a specific situation that has now passed. In fact, no Member is currently eligible to be paid more than 1 SRA. Moreover, in the representation received there was general support to restore the 1-SRA only rule.
76. **The IRP recommends that the Council restores the 1-SRA only rule within the Newark & Sherwood District Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.**

Issues Arising – The Dependents' Carers' Allowance (DCA)

77. Although the remit for the IRP was to review SRAs only it did note a few minor anomalies in the wider allowances scheme that it has taken the opportunity to address. The first being the Dependants' Carers' Allowance.
78. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on the Council. The IRP notes that the vast majority of councils now pay a DCA. Although it is rarely claimed in Newark & Sherwood, the IRP supports paying such an allowance largely on the grounds that it helps to reduce barriers to public service for traditionally under-represented groups.
79. Currently, the maximum hourly rate for which the DCA may be claimed is capped at the maximum level of the National Living Wage, regardless of the type of care that is being claimed for. It is noted that most allowances schemes now differentiate between two types of care – childcare and elderly/other dependants and pay differential rates. The IRP felt that the Newark & Sherwood allowances scheme would benefit by this distinction.
80. **The IRP recommends that the DCA is maintained but two types of differential care are set out in the allowances scheme and inserted into the scheme as follows:**
- **Childcare – payable at maximum hourly National Living Wage**
 - **Elderly/Other care – payable at the hourly rate charged by Nottinghamshire County Council Social Services for a Home Help Carer**

Travel and Subsistence Allowances

81. Similarly, the IRP noted a few minor issues with the Travel and Subsistence Allowances as set out in the scheme and a more substantive issue regarding the payment of a £8 Subsistence Allowance for Members on the Planning Committee for when they attend site visits.
82. As noted Members on the Planning Committee can claim £8 Subsistence Allowance for attending site visits. This allowance has not been revisited for a number of years and the IRP felt that it now a negligible sum that needed up rating to permit Planning Committee Members to be able to purchase a decent meal.
83. **The IRP recommends that the Subsistence Allowance paid to Members of the Planning Committee is reset at £15 per month to be paid automatically to all Members on the Planning Committee, excluding the Chair and Vice Chair.**

84. The other minor issue was in relation to clarification on the Travel and Subsistence Allowances. Currently, the scheme simply says that Members can claim travel and subsistence expenses at “the same casual user rate and subsistence for officers.” The first issue in this regards is that is this not the case in reality. Both Officers and Members through local agreement are able to claim 50 pence per mile, rather than the banded casual user rate which is paid at 65 pence per mile for cars with an engine size of over 1200 cc. While the IRP receive no representation that there should be any alteration in the current applicable mileage rate of 50 pence per mile the scheme should be amended to reflect this fact. As a consequence, **the IRP recommends the following:**

- **That the applicable mileage rates for which Members can claim for attending by their own vehicle remains at 50 pence per mile**
- **That when public transport is used then standard class will be reimbursed**
- **That this recommendation should be inserted into the scheme in addition to the applicable subsistence rates, with reference to casual user mileage rate removed**

Confirmation of Indexing

85. Currently, the allowances are indexed. In other words, they are uprated automatically each year with an agreed index. By uprating the majority of allowances on the same basis that Officer Salaries are indexed it treats Members and Officers the same and helps ensure that Members’ allowances and expenses do not lose value over time.

86. Currently, the Basic Allowance and SRAs are “indexed to the annual percentage salary increase for local government staff (at spinal column point 45)” as agreed each year by the National Joint Council for Local Government Staff, commonly known as the NJC index. The NJC index is typically utilised by councils for the purposes of uprating allowances. However, it is now noted that SCP 45 has been abolished, with the highest SCP now being 43. Moreover, due to the 4 year rule the authority to continue indexation will lapse next year unless the Council calls back the IRP once more. Thus, to carry on with indexation, to clarify the correct SCP to index the Basic Allowance and SRAs plus the appropriate indices for other allowances the IRP has decided to make recommendations in this regards.

87. **The IRP confirms and recommends that the following allowances are indexed for four years (the maximum period permitted under the 2003 Regulations before the Council has to seek further advice from the IRP) from 2026/27 to 2029/30, as follows:**

- **Basic Allowance, SRAs and Co-optees’ Allowances:**
 - Updated annually in line with the annual percentage pay increase given to Newark & Sherwood District Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff as agreed at SCP 43.

- **Out of Council Area Mileage Allowance:**
 - Indexed to the same rate applicable to Officers.
- **Out of Council Area Other Travel and Subsistence:**
 - Reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the Subsistence maximum rates indexed to the same periodic percentage increase that may be applied to Officer Subsistence Allowances.
- **Dependants' Carers' Allowance (DCA):**
 - The maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Nottinghamshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

88. **The IRP recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from the dates as follows:**
- **The recommended SRAs for the Chairs and Vice Chairs of the Licensing, Audit and Accounts and Governance, General Purposes and Local Government Committees – to be implemented from the date these committees were established on 15th July 2025.**
 - **All other recommendations – to be implemented from the date the Council agrees on the report**

Appendix One: Members who met with the IRP

Cllr N. Allen:	Vice Chair Audit & Accounts Committee (Conservative Group)
Cllr R. Cozens:	Deputy Leader of Council & Portfolio Holder for Heritage, Culture & the Arts (Leader of Independents for Newark & District Group)
Cllr D. Darby:	Leader of Newark & Sherwood District Independents (Minority Opposition Group)
Cllr A. Freeman:	Chair Planning Committee (Labour Group)
Cllr J. Hall:	Chair Licensing Committee (Independents for Newark & District Group)
Cllr P. Harris:	Leader of the Liberal Democrat (Minority) Opposition Group
Cllr R. Holloway:	Chair Governance, General Purposes and Local Government Reorganisation Committee (Independent)
Cllr J. Kellas:	Leader of Main (Conservative) Opposition Group & Cabinet Member without Portfolio
Cllr S. Michael:	Chair Audit & Accounts Committee (Conservative Group)
Cllr D. Moore:	Vice Chair Planning Committee (Independents for Newark & District Group)
Cllr P. Peacock:	Leader of the Council & Portfolio Holder for Strategy, Performance & Finance (Labour Group)
Cllr C. Penny:	Portfolio Holder for Sustainable Economic Development (Labour Group)
Cllr M. Pringle:	Chair of Policy & Performance Improvement Committee (Labour Group)
Cllr P. Rainbow:	Vice Chair Governance, General Purposes and Local Government Reorganisation Committee (Conservative Group)
Cllr N. Ross:	Vice Chair Policy & Performance Improvement Committee (Independents for Newark & District Group)
Cllr K. Smith:	Leader of Reform (Minority Opposition Group)

CLlr P. Taylor: Portfolio Holder for Public Protection & Community Relations (Labour Group)

CLlr L. Tift: Vice Chair Licensing Committee & Council Chair (Labour Group)

Written Submissions - Elected Members

The IRP received 15 written submissions

Appendix Two: Officers who provided factual briefings to the IRP

John Robinson:	Chief Executive
Fran Whyley:	Monitoring Officer
Nigel Hill:	Business Manager – Elections & Democratic Services and Deputy Monitoring Officer at Newark & Sherwood District Council.

Appendix Three: Information Pack Index

The IRP received an Information Pack containing the following information and data that was referred to in its considerations and deliberations:

1. IRP Terms of Reference as set out in Report to Council, Appointment of IRP, namely full review of SRAs given recent changes in Committees, 21 Oct 2025
2. Newark & Sherwood District Council Members' Allowances Scheme 2025/26
3. Newark & Sherwood District Council, statutory publication of allowances and expenses paid to Members, including sub-totals for each category 2024/25
4. "A Review of Members' Allowances for Newark & Sherwood District Council 2022/23" A Report by the Independent Remuneration Panel, March 2022
5. Report to Council, "Members Allowances – Report of the IRP/Members Travel Expenses", 17 May 2022
6. "A Review of Members' Allowances for Newark & Sherwood District Council 2023/24", A Report by the Independent Remuneration Panel, September 2023
7. Report to Council, "Report of the Members Allowances IRP", 17 October 2023
8. Report to Council, "Review of the Council's Constitution", 20 May 2025
9. Report to Council, "Changes to the Council's Constitution – Replacing the Audit & Governance Committee", 15 July 2025
10. Calendar of Meetings 2025/26 including
 - Meetings that were cancelled
 - Number Licensing Sub-Committee meetings for last 4 years and who chaired and attended them
 - Number of Standards hearings in past 4 years
11. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C8-C12 – Policy & Performance Committee
12. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C13-C14 – Audit & Accounts Committee
13. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C15-C18 – Governance, General Purposes & LGR Committee
14. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C19-C21 – Planning Committee
15. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C22-C2 – Licensing Committee

16. Newark & Sherwood DC Constitution, Part C – responsibility for functions, Pages C35-C44 – The Cabinet & Executive Functions
17. Flow Diagram of Newark & Sherwood District Council Committee Structure and decision making process
18. Membership of Cabinet, Committees and Panels 2025/26 including who chairs them
19. Hard copies of written submissions from Members to the Panel – 15 received
20. Power point presentation by Panel Chair (Dr Declan Hall), “Reviewing Members’ Allowances: Patterns, Approaches and Issues to Consider”
21. National Employers for Local Government Services: Local Government Pay 2025/26, National Employers pay offer of 3.2% (on all NJC Pay points 2 and above)
22. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government (extract)
23. The Local Authorities (Members’ Allowances) (England) Regulations 2003 (SI 1021)
24. Hard copies of allowances schemes from 9 district councils included in the Benchmarking group - Other Nottingham and adjacent District Councils, 2025/26 – including comparative summary BM1- BM2
25. LGA Corporate Peer Challenge, Feedback Report to Newark & Sherwood District Council, October 2024

Appendix Four: Newark & Sherwood BC Benchmarking 2025/26

BM1 Newark & Sherwood - Other Notts/adjacent DCs: BA + Exec + Scrutiny SRAs (2025/26)										
Comparator Council	Basic Allowance	Leader or Mayor	Leader Total	Deputy Leader	Exec Mbers	Chair Main O&S	V/Chr Main O&S	Chairs or Lead Scrutiny	Vice Chairs Scrutiny	Chairs Scrutiny WGs
Ashfield	8,511	24,047	32,558	18,035	14,428	9,619	3,607	7,214	2,044	
Bassetlaw	5,351	16,053	21,404	8,027	7,224	6,689	803			
Broxtowe	4,740	21,002	25,742	12,001	5,250	5,097	867	3,332	867	321
Gedling	4,924	16,910	21,834	9,583	8,455	3,228				
Mansfield	6,386	49,377	55,763	16,692	13,828	6,921				
Rushcliffe	6,567	18,417	24,984	10,896	7,179	4,149	1,383	4,149	1,383	
N. Kesteven	6,603	18,765	25,368	11,127	8,340	4,504	1,363			
S. Kesteven	6,735	23,574	30,309	18,522	13,470	6,735	2,223	6,735	2,223	
Newark & Sherwood	5,750	21,692	27,442	12,239	9,329	9,329	4,664			
Mean	6,174	23,315	29,489	13,014	9,723	6,252	2,130	5,358		
Median	6,386	21,002	25,742	12,001	8,455	6,689	1,383	5,442		
Highest	8,511	49,377	55,763	18,522	14,428	9,619	4,664	7,214		
Lowest	4,740	16,053	21,404	8,027	5,250	3,228	803	3,332		
Mean Ratios	mean Leaders SRA 3.78 X mean BA	100%		56%	42%	27%	34%	23%		
N&S ratios	3.78	100%		56%	43%	43%	50%			

BM2 Newark & Sherwood - Other Notts/adjacent DCs: Planning & Licensing/Regulatory SRAs (2025/26)										
Comparator Council	Chair Planning	Vice Chair Planning	Planning Members	Chair Lic'ng &/or Regulatory	Lic'ng V/Chr	Chair Audit	Vice Chair Audit	Chair Governance, GP & LGR	V/Chair Governance, GP & LGR	Chair Standards
Ashfield	9,619	3,607		4,809		4,809				4,809
Bassetlaw	5,297	1,059	795	2,568	514	3,532	706			
Broxtowe	5,250	867		5,250	867	3,432	867	Inc in Audit		Inc in Audit
Gedling	5,919			5,919		4,228				1,691
Mansfield	9,588			7,505				4,937		Inc in Governance
Rushcliffe	6,105	3,054		1,518						1,518
N. Kesteven	6,232	1,985		4,132	1,363	4,132	1,363			2,240
S. Kesteven	6,063	2,001		3,705	1,224	4,512	1,491	Inc in Audit		
Newark & Sherwood	6,887	1,661	£8 p/site visit	TBC	TBC	TBC	TBC	TBC	TBC	
Mean	6,773	2,033		4,426	992	4,108	1,107			2,565
Median	6,105	1,985		4,471	1,046	4,180	1,115			1,966
Highest	9,619	3,607		7,505	1,363	4,809	1,491			4,809
Lowest	5,250	867		1,518	514	3,432	706			1,518
Mean Ratios	29%	30%		19%	22%	18%	27%	NA		11%
N&S Ratios	32%	24%		NA	NA	NA	NA	NA		

BM3 Newark & Sherwood - Other Notts/adjacent DCs: Group & Misc SRAs (2025/26)					
Comparator Council	Main Opposition Group Leader	Main Opposition Group Dep Leader	Minor Opposition Group Leader	1 SRA only	Other or Comment
Ashfield	9,619	1,443	6,012	Yes	<i>Chair/V/Chair Local Plan Development Committee £7,214/£2,044</i>
Bassetlaw	4,013		1,605	Yes	<i>Majority Group Cabinet Liaison £3,211, Licensing Sub Members £28 p/meeting</i>
Broxtowe	3,432	860		No	<i>Deputy Cabinet Members £4,359, Cabinet Member w/o Portfolio £3,432, V/Chair Scrutiny WGs £107, Group Business Managers £333, Broadband & Tele Allowance £372, IT Allowance £200</i>
Gedling	5,814		709	Yes	<i>Chair JCSC £1,691, Majority/Opposition Group Business Managers £4,582/£1,586, Policy Advisor £2,114</i>
Mansfield	£988 + £320 p/Group Mbr		£320 p/Group Mbr	Yes	
Rushcliffe	5,928		2,985	No	
N. Kesteven	4,654			Yes	<i>V/Chair Standards £746</i>
S. Kesteven	6,735			No	<i>Chair/V/Chair Employment Committee £4,512/£1,491, Opposition SRA paid to all Opposition Leaders pro rata, 75% 2nd SRA payable</i>
Newark & Sherwood	7,017		928	No	<i>If Other Opposition Group has ≥4 Members Leader gets SRA £928</i>
Mean	5,902		2,448	Yes - 5	
Median	5,871		1,605	No - 4	
Highest	9,619		6,012		
Lowest	3,432		709		
Mean Ratios	25%		10%		
N&S Ratios	32%		4%		

NOTICE OF MOTION FOR FULL COUNCIL

See [Part D of the Council’s Constitution – Council Procedure Rules](#) – for the rules on motions

Title of Motion:	Adult Social Services: Resource to be returned to Newark Hospital
Date of Council meeting:	19 May 2026
Proposer of Motion: (Name, and signature if hard copy submitted)	Councillor Linda Dales
Seconder of Motion: (Name, and signature if hard copy submitted)	Councillor Susan Crosby

Background/supporting information (maximum 300 words):

Pre-Covid, an Adult Social Services Team was based at Newark Hospital.

Having them on site is proven to deliver timelier discharges for patients who are medically safe for transfer but delayed leaving hospital because they await care packages, assessment by a social worker or other pre-discharge arrangements.

The hardest areas in which to achieve timely P1 and P2 discharges are across the Newark rural patches. It is a postcode lottery, leading to significant health inequalities. For Newark patients the Trust struggles to keep a tight grip on progress with the most complex patients and consequently Newark patients getting a poorer deal! One patient from a rural Newark postcode has been waiting for a Package Of Care for 26 days!

Waiting for over 14 days for a POC for a person living in rural Newark is not unusual! This is distressing for those patients and their families, and it ties up much-needed beds across the Trust’s three sites causing patients in the Kings Mill Emergency Department to be delayed there whilst awaiting a bed.

In December 2025 at Newark Hospital alone 10 beds were tied up on Sconce Ward, 11 on Castle Ward, so 21 beds over 31 days at a cost of £350 per bed per night. That’s just one month. Circa £227K of wasted capacity which could have been better utilised decongesting King’s Mill Hospital site and allowing patients to exit the Emergency Dept in a timely manner. That’s the financial cost. The real cost of this is felt across the Trust, starting in ED at Kings Mill with patients stuck on trolleys awaiting beds.

Please would this Full Council agree to writing to the Executive Director of Adult Social Care at Notts County Council formally requesting that 1 Full Time Adult Social Services resource be returned to Newark Hospital.

Motion to be proposed (active section):	
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This Motion seeks the support of this Council in writing to NCC's Adult Social Services in support of Sherwood Forest Hospital Trust, asking that an Adult Social Service resource be returned to Newark Hospital in order to address the complex discharge delays that are caused by its absence.	
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Date and time received: <i>(for completion by Democratic Services)</i>	10.05.26 - 08:35
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NOTICE OF MOTION FOR FULL COUNCIL

See [Part D of the Council's Constitution – Council Procedure Rules](#) – for the rules on motions

Title of Motion:	To seek assurance from the Secretary of State that this Nationally Significant Infrastructure Projects (NSIPs) examination has taken account of all statutory requirements and, if approved, is legally sound.
Date of Council meeting:	19 May 2026
Proposer of Motion: (Name, and signature if hard copy submitted)	Councillor Linda Dales
Seconder of Motion: (Name, and signature if hard copy submitted)	Councillor Andy Freeman

Background/supporting information (maximum 300 words):

The One Earth Solar farm application is currently before NSIPs but there remain unanswered questions. These have been raised repeatedly during the statutory consultations and Examination Period, and include:

- Why DEFRA and the Drinking Water Inspectorate were not consulted (a policy expectation, and legal requirement)
- Were the Drinking Water Protected Area and Lincs Reservoir impacts properly assessed
- Are Drinking Water Framework Directive obligations fully complied with
- Why key technical information has not been made publicly available

This Motion asks that NSDC write to Secretary of State to:

- Confirm how Water Framework Directive Non-Deterioration duties and the 'precautionary principle' are being applied
- Clarify how risks to strategic drinking water infrastructure are being weighed
- Explain how lack of consultation with statutory bodies can be reconciled with a lawful decision

Request assurance on Drinking Water Protection:

To seek explicit confirmation that:

- Lincs Reservoirs and associated treatment infrastructure are recognised as sensitive receptors
- Risks from micro plastic pollution, BESS fire run-off and fire-fighting water contamination have been fully assessed
- The Drinking Water Protected Area designation has been given full legal and policy weight

Challenge the handling of FOI requests:

- Responses timed to miss examination deadlines
- Fire Safety information being withheld despite confirmed existence of risk assessments
- Whether this undermines procedural fairness in the NSIPs examination

A cross-agency meeting should also be requested with Environment Agency, Drinking Water Inspectorate, DEFRA, Fire and Rescue Service:

- To confirm that all statutory responsibilities have been fulfilled, identify any gaps in assessment or consultation
- Ensure public safety and environmental protection have not been subordinated to delivery timescales

Whilst this motion is specifically about the One Earth Application, there are principles here that may well affect others.

Motion to be proposed (active section):

This Motion seeks the support of this Council in writing to the Secretary of State regarding the One Earth Solar Farm application, to seek their assurance that, should their recommendation be one of approval, this decision will have been made only after fully considering all information necessary to reach a safe recommendation and that there is a clear and transparent audit trail. We ask this as there remains information outstanding from key statutory bodies.

It further asks this Council to request a cross-agency review meeting with NSDC including EA, DWI, DEFRA, Fire and Rescue Service, and DEFRA

Date and time received:
(for completion by Democratic Services)

10.05.26 - 08:41

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 24 February 2026 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)
Councillor S Crosby, Councillor S Forde, Councillor C Penny, Councillor P Taylor and Councillor J Kellas

ALSO IN ATTENDANCE: Councillor N Allen and Councillor S Haynes

APOLOGIES FOR ABSENCE: Councillor R Cozens and Councillor L Brazier

351 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.

352 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillors S Crosby, J Kellas and P Taylor declared Other Registerable Interests in Agenda Item No. 13 - Local Regeneration Fund and Newark Capital Projects Update as Newark Town Councillors.

Councillor C Penny declared a Non-Registerable Interest in Agenda Item No. 10 - UK Town of Culture - Newark & Sherwood Applications.

353 MINUTES FROM THE PREVIOUS MEETING HELD ON 20 JANUARY 2026

The minutes from the meeting held on 20 January 2026 were agreed as a correct record and signed by the Chair.

354 2026/27 PROPOSED GENERAL FUND REVENUE BUDGET (KEY DECISION)

The Business Manager - Financial Services presented a report which enabled Members to consider the spending proposals in the Council's proposed 2026/27 General Fund Revenue Budget. The budget proposals had been prepared in accordance with the Council's budget setting strategy for 2026/27, as approved by the Cabinet on 8 July 2025.

The Local Government Finance Settlement provided councils with the amount of government grant and other information pertinent for setting next year's budget. The provisional settlement was announced on 17 December 2025, and the final settlement was expected in February 2026. It was reported that the proposal within the report was a Council Tax freeze for the 2026/27 financial year.

AGREED (with 5 votes for and 1 abstention) that Cabinet recommends to Full Council at its meeting on 5 March 2026 that:

- i. the following amounts be now calculated by the Council for the 2026/27 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:
 1. £57,909,340 being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act, as the District Council's gross expenditure for 2026/27);
 2. £37,209,230 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act, as the District Council's gross income for 2026/27); and
 3. £20,700,110 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year;
- ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2026/27;
- iii. the budget amounts included in the report be the Council's budget for 2026/27; and
- iv. the fees and charges shown in Appendices C1-C23 be implemented with effect from 1 April 2026.

Reasons for Decision:

To enable Cabinet to make recommendations to Full Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011, for the purposes of setting Council Tax levels for the 2026/27 financial year.

Options Considered:

Not applicable, the Cabinet is required to make recommendations on the budget to Full Council.

355 CAPITAL PROGRAMME BUDGET 2026/27 TO 2029/30 (KEY DECISION)

The Business Manager - Financial Services presented a report which detailed the proposed capital schemes over the medium term, together with the available resources to finance them. In accordance with the Financial Regulations, Cabinet was required to consider the Capital Programme and recommend to the Council the final Programme for approval on 5 March 2026.

There was an exempt version of the report which advised of the total of the intended spend on the general fund capital expenditure, as the Ollerton Regeneration scheme costs were commercially sensitive.

AGREED (unanimously) that Cabinet recommend to Full Council on 5 March 2026 the General Fund schemes set out at Appendix A to the report as committed expenditure in the Capital Programme for 2026/27 to 2029/30.

Reasons for Decision:

To enable the Capital Programme to be considered by Cabinet in accordance with Financial Regulation 6.2.3 prior to its submission to Full Council.

Options Considered:

If the Council did not have a Capital Programme, this would result in not being able to deliver the schemes and not achieve the objectives in the Community Plan.

356 2026/27 TO 2029/30 MEDIUM TERM FINANCIAL PLAN (KEY DECISION)

The Business Manager - Financial Services presented a report detailing the Council's Medium Term Financial Plan (MTFP) for the four financial years from 2026/27 to 2029/30. The main aims of the MTFP were to deliver the Council's Community Plan objectives; present the Council's current predictions of its financial position between 2026/27 to 2029/30; and to enable Members to make decisions which ensured the Council's future financial sustainability.

AGREED (with 5 votes for and 1 abstention) that Cabinet recommends the 2026/27 to 2029/30 Medium Term Financial Plan for approval by the Full Council at their meeting to be held on 5 March 2026.

Reasons for Decision:

To provide a framework to support the Council's future spending plans.

Options Considered:

Not applicable, the Cabinet is required to make recommendations on the budget to the Full Council.

357 PAY POLICY STATEMENT 2026/27 (KEY DECISION)

The Business Manager - HR & Training presented the proposed Pay Policy Statement for 2025/26 which the Council was required to produce annually in accordance with Section 38 (1) of the Localism Act 2011. A copy of the Statement was attached as an appendix to the report. It was reported that the pay award for 2026/27 had not been finalised, therefore the existing pay rates for 2025/26 had been included in the Statement.

AGREED (unanimously) that Cabinet recommend the Pay Policy Statement for 2026/27 to Full Council for approval.

Reasons for Decision:

To ensure compliance with Section 38 (1) of the Localism Act 2011.

Options Considered:

Not applicable, the publication of the Pay Policy Statement is required by the Localism Act 2011.

358 UK TOWN OF CULTURE - NEWARK AND SHERWOOD APPLICATIONS (KEY DECISION)

The Business Manager - Heritage and Culture presented a report which updated Members about the UK Town of Culture competition and the two bids being prepared in the district and the process to be undertaken. The Department for Culture, Media and Sport published guidance on 14 January 2026 and set an Expression of Interest deadline of 31 March 2026. It was reported that if successful, winning places would be required to specify an 'Accountable Body' and 'Delivery Body' for their programme. The two bids being prepared were for Newark and Southwell.

AGREED (unanimously) that Cabinet:

- a) note the two bids being developed by towns within the district;
- b) approve a net expenditure budget of up to £10,000 (up to £5,000 per town) to be added in 2025/26 to support and facilitate towns in Newark and Sherwood in the development of their Expressions of Interest, with the allocation of funding to be subject to a lead organisation being formally identified through a partnership and subject to proof of expenditure;
- c) subject to either or both bids being shortlisted, Newark & Sherwood District Council to be the accountable body if required as a partner organisation in any bid developed within the district for the 2028 UK Town of Culture; and
- d) subject to c above, the net expenditure budget and income budget of up to £120,000 be added in the respective financial year, should either or both towns from within Newark and Sherwood be shortlisted at the Expression of Interest stage for the £60,000 grant.

Reasons for Decision:

The funding would represent a step change in our ability to promote, maximise and celebrate the diversity of Newark and Sherwood's heritage, culture and community spirit. The recommendation identifies a role for NSDC which is achievable given current workloads, the context of LGR and supports bids from within the district.

Options Considered:

A 'do nothing' option could be considered in light of the timescale, staff capacity and timing of LGR and this funding. However, given the guidance as described within this report, that would preclude any bids coming from Newark and Sherwood. As such, this option was discounted.

359 ADOPTION OF PUBLIC OPEN SPACE WITHIN THE FERNWOOD NORTH DEVELOPMENT
(KEY DECISION)

The Director - Planning & Growth presented a report which put forward a proposal for the District Council to adopt Public Open Space (POS) within the Fernwood North development. The adoption of the POS would include ownership and ongoing maintenance.

The report to Cabinet on 4 November 2024 set the context of developments taking place in the greater Fernwood area and specifically the negotiations taking place between officers and Barrat David Wilson Homes (BDW) to secure a previous agreement for them to transfer POS to the District Council rather than implement a Management Company which was the extant lawful position for the Fernwood North development. Since then, agreement had been reached on the quantum and types of open space that could be transferred into public ownership. The Council had also resolved in July 2025 to have a 'No Man-Co' preferred approach on strategic urban extension sites such as Fernwood.

It was reported that the Fernwood North development continued at pace and a resolution was required to bring the POS into public ownership. Initial conversations took place between the District Council, BDW and Fernwood Parish Council with the Parish Council resolving in February that they were unable to pursue taking ownership of the land and no further communication had been received. Due diligence had been undertaken such that the District Council were satisfied that a transfer of the first phase of open space could be completed with other phases following.

It was clear that if the District Council were to bring the POS into public ownership that there would be a maintenance shortfall, especially given the stance of Fernwood Parish Council. It was recommended that other Fernwood North Section 106 contributions be utilised in order to provide a commuted payment towards POS maintenance, something which BDW were willing to pursue with the District Council as the local planning authority.

AGREED (unanimously) that Cabinet:

- a) approve the Council entering into arrangements with Barratt David Wilson Homes (BDW) to purchase (for the consideration of £1) and maintain the Public Open Space within the Fernwood North development, subject to the Council securing:
 - i) an appropriate contribution towards ongoing maintenance costs from BDW, subject to BDW successfully securing and legally executing an agreement with the Council, as the Local Planning Authority, a S106 Deed of Variation as detailed at paragraph 2.4 of the report and within Exempt Appendix A; and
 - ii) completion of satisfactory due diligence by the Director - Communities & Environment, in consultation with the Street Scene Manager and Principal Legal Officer, on the Public Open Space extent, type, and phasing including in relation to the legal title to the land;

- b) approve the Council covering future maintenance revenue requirements, supplemented by and subject to the required 'appropriate contribution' details at a) i) above, as detailed in the Financial Implications section in Exempt Appendix A; and
- c) approve that delegated authority be given to the Council's Director - Communities & Environment, in consultation with the Street Scene Manager, to secure the land transfer from BDW, including appropriate phasing and onboarding of the Public Open Space.

Reasons for Decision:

The recommendations align with the Community Plan objectives in relation to biodiversity, the environment and climate change. As set out in the report, the development has the potential to help the Council secure additionality which is above and beyond simply bringing Public Open Space into public ownership.

Options Considered:

The extant S106 for the Fernwood North development allows BDW to set up a Management Company to cover maintenance costs of Public Open Space. BDW have honoured a previously verbally and written negotiated position that they would not introduce a Management Company in this instance, an agreement predicated on the land being transferred to the District Council for the consideration of £1. The Council could choose not to purchase the Public Open Space for the previously agreed price, in which case BDW would need to find an alternative management route. This would likely mean introducing a management charge on future residents from this point forward, as has been done elsewhere within Fernwood. This would not be appropriate.

360 NEWARK TOWN CENTRE MASTERPLAN AND DESIGN CODE UPDATE (KEY DECISION)

The Town Centres & Visitor Economy and Senior Planner jointly presented a report which provided an update on and sought adoption of the Newark Town Centre Masterplan and Design Code.

The purpose of the Town Centre Masterplan was to provide a strategic framework to guide development, regeneration and investment within Newark's Conservation Area. The vision was that Newark Town Centre would remain a historic market town while embracing sustainable growth, creativity and connectivity. The purpose of the Design Code was to provide clear, detailed design requirements for development within the town centre, helping to deliver the vision and principles set out in the Masterplan. It would establish consistent standards for architecture, materials, public realm and sustainability, ensuring that new development respects Newark's historic character whilst meeting modern requirements for accessibility, climate resilience and quality of life.

It was noted that the Policy & Performance Improvement Committee had recommended approval of both the Masterplan and Design Code at their meeting held on 23 February 2026.

AGREED (with 5 votes for and 1 abstention) that Cabinet:

- a) note the update provided in relation to the Newark Town Centre Masterplan;
- b) adopt the Newark Town Centre Masterplan as planning guidance from 1 April 2026;
- c) allow for a review of not less than 6 months of the implementation of the Town Centre Masterplan, with delegated authority for any necessary amendments being delegated to the Portfolio Holder for Sustainable Economic Development in consultation with the Chair of Planning Committee and Director – Planning & Growth; and
- d) note the update provided in relation to the Newark Town Centre Design Code and endorse its adoption as guidance as part of an updated Newark Conservation Area Management Plan the publication of which is already delegated to the Council’s Director of Planning & Growth.

Reasons for Decision:

It is important that the Newark Town Centre Masterplan is carried forward in order to provide a clear, framework for shaping growth, investment (by the Council and others), and regeneration in line with community priorities. Adoption ensures that future development can be influenced. This directly supports the ambitions of the Newark & Sherwood Community Plan 2023–2027 by breaking down barriers to opportunity, improving health and wellbeing through active travel and green spaces, reducing crime through better-designed public realm, celebrating culture and heritage, and advancing climate resilience and net-zero objectives.

Incorporating relevant elements of the Design Code into an updated Newark Conservation Area Management Plan also provides an effective approach to support its integration into the Development Management process.

Options Considered:

The option to discontinue work and not finalise the Newark Town Centre Masterplan has been ruled out. Establishing a clear, deliverable strategy for the nature of future development and design that will be supported is considered essential.

Taking the Design Code forward as a Supplementary Planning Document has been impacted upon by changes to the plan-making system and is therefore discounted. The alternative option of taking the Code forward as part of the Newark Conservation Area Management Plan is a sensible alternative that will ensure that the document has planning weight and can inform decision-making.

361 LOCAL REGENERATION FUND AND NEWARK CAPITAL PROJECTS UPDATE (KEY DECISION)

The Director - Planning & Growth presented a report which gave a detailed update to Cabinet on the delivery of the Local Regeneration Fund and Newark capital projects. The report gave updates on the Fund and the specific Newark capital projects making recommendations where required, noting that there was an exempt version of the report and recommendations in relation to the Newark Castle Gatehouse project, as this project was subject to commercial confidentiality.

AGREED (with 5 votes for and 1 abstention) that Cabinet:

- a) note the project and funding updates as detailed throughout this report;
- b)
- c)
- d)

(Recommendations b, c and d are commercially sensitive and appear only in the exempt minute)

Newark Cultural Heart Market Place (Local Regeneration Fund)

- e) agree to delegate the approval of the Newark Cultural Heart Market Place Improvement Scheme Full Business Case (FBC) to the Council's Section 151 Officer, in consultation with Newark Town Council, as noted in 2.9 of the report;
- f) note that the agreed Newark Cultural Heart Market Place Improvement Scheme capital budget of £3.61m will be available upon approval of the FBC and financed in full by UK Government Local Regeneration Fund grant;

20 Minute Cycle Town (Local Regeneration Fund)

- g) note the completion of the 20-minute cycle town project and agree to de-commit remaining Section 106 match contributions, with future reallocation to be dealt with via the Council's Developer Contributions Group, as set out in 2.12 of the report;

Ollerton Regeneration Scheme (Local Regeneration Fund)

- h) agree to accelerate £200,000 of capital funding (fully funded by LRF grant monies) within the approved programme and add this to the proposed capital budget for 2026/27, to progress essential works associated with the Ollerton regeneration scheme ahead of completion of legal agreements and confirmation of planning consent, as set out in section 2.15 of the report;

- i) delegate authority to the Council's Section 151 Officer to enter into a Grant Funding Agreement with the East Midlands Combined County Authority (EMCCA), up to the value of £750,000 to unlock additional investment towards the Ollerton project, as noted in 2.16 of the report;
- j) approve the addition of £750,000 within the Council's Capital Programme to facilitate recommendation i) above, fully funded by EMCCA grant monies;

Yorke Drive

- k) delegate authority to the Council's Section 151 Officer to enter into a Grant Funding Agreement with the East Midlands Combined County Authority (EMCCA), up to the value of £1,000,000 to unlock additional investment towards the Yorke Drive project, as noted in 2.17 of the report;
- l) approve the addition of £1,000,000 within the Council's Capital Programme to facilitate recommendation k) above, fully funded by EMCCA grant monies;

St Marks Place

- m) note the completion of the related feasibility and due diligence work for St Marks Place, acknowledge the options and associated costs and risks as noted in 2.19 of the report and agree to pause any further feasibility activity at this stage, with future progression contingent upon securing external funding or a material change in market conditions; and

Fund Governance

- n) delegated authority be given to the Section 151 Officer to approve any future amendments to the Newark Town Board's Local Assurance Framework, as may be required to reflect updated guidance and policy changes set by the Ministry of Housing Communities and Local Government.

Reasons for Decision:

Through access to vital grant funding and participation in the Local Regeneration Fund programme, the council is presented the opportunity to deliver a number of the priority projects identified within the Community Plan, supporting transformational change for communities, residents and businesses.

Options Considered:

There remains an option not to proceed with the delivery of selected projects within the Local Regeneration Fund or wider capital programme referenced in this report, however it would be considered a missed opportunity to deliver transformational and long-awaited change within Newark and Sherwood. Similarly, with a requirement for

Local Regeneration Fund grant to be spent by 31 March 2028, there remains an elevated risk that withdrawal of any project at this stage within the programme, may result in the loss of investment funds.

362 NEW NEWARK & SHERWOOD LOCAL PLAN (KEY DECISION)

The Business Manager - Planning Policy & Infrastructure presented a report which set out for Cabinet the proposed regulations and guidance in relation to the new Local Plan making system. The report set out the impact on the production of the new Local Plan timetable and Supplementary Planning Documents (SPD's). It was reported that developing and consulting on the SPD's would impact on the preparation of the new Local Plan. In order to accommodate both work streams the report proposed a timetabled approach as set out in paragraph 3.5 of the report.

AGREED (unanimously) that:

- a) the contents of the report are noted;
- b) the proposed timetable at paragraph 3.5 to the report is adopted;
- c) delegated authority be given to the Portfolio Holder for Sustainable Economic Development to amend the adopted timetable to reflect any regulatory requirements which emerge from the publication of plan making regulations;
- d) in line with the timetable the notice of intention to commence plan making is undertaken in March 2026; and
- e) Supplementary Planning Documents in relation to Affordable Housing and Developer Contributions & Planning Obligations are prepared before the 30 June 2026.

Reasons for Decision:

To approve the New Local Plan Timetable and agree the proposal to begin plan making.

Options Considered:

None, the Council is required to have a Local Plan timetable and has already agreed to prepare a plan as soon as possible.

363 PLANNING REFORMS (KEY DECISION)

The Business Manager - Planning Policy & Infrastructure presented a report which provided the Cabinet with an update on the latest reforms to the planning system and sought approval for a District Council response to the draft National Planning Policy (NPPF) consultation.

The report set out the key elements of the changes to the planning system which aimed to speed up and modernise the system to meet the challenges of delivering new housing and economic growth. The changes included reforming the role of statutory consultees. In addition, the report proposed a draft response to the government consultation on the most significant rewrite of the NPPF which separated out policies for plan-making and decision-making. The implications of the proposals and the District Council response were detailed in full.

AGREED (unanimously) that Cabinet:

- a) note the contents of the report; and
- b) approve the proposed consultation response to the National Planning Policy Framework as set out in Appendix B to the report.

Reasons for Decision:

To allow Cabinet to approve the District Council's consultation response.

Options Considered:

Not responding to the consultation response would mean that the District Council would not have an opportunity to put forward the Council's position.

364 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) 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 involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

365 CAPITAL PROGRAMME BUDGET 2029/27 TO 2029/30 (KEY DECISION)

The Cabinet considered the exempt version of the report in relation to the 2026/27 to 2029/30 Capital Programme Budget.

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

366 LOCAL REGENERATION FUND AND NEWARK CAPITAL PROJECTS UPDATE (KEY DECISION)

The Cabinet considered the exempt version of the report in relation to the Local Regeneration Fund and Newark Capital Projects Update.

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

Meeting closed at 7.57 pm

Chair

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

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 24 March 2026 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)
Councillor S Crosby, Councillor S Forde, Councillor C Penny, Councillor P Taylor and Councillor J Kellas

ALSO IN ATTENDANCE: Councillor N Allen and Councillor J Lee

APOLOGIES FOR ABSENCE: Councillor R Cozens and Councillor L Brazier

367 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.

368 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

369 MINUTES FROM THE PREVIOUS MEETING HELD ON 24 FEBRUARY 2026

The minutes from the meeting held on 24 February 2026 were agreed as a correct record and signed by the Chair.

370 HOUSING COMPLIANCE ASSURANCE REPORT - QUARTER 3

The Business Manager - Building Safety & Asset Investment presented a report which set out the performance position as of 31 December 2025 (Quarter 3) for housing related compliance and provided an update on activities in the service area. The report set out the Council's performance against the Council's legal and regulatory landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water.

The Cabinet welcomed the performance improvements which had been made and in respect of improving the messaging to tenants who fail to give access and the intention to cap supply the Business Manager advised that a gas meter safety policy would be coming forward to Cabinet in due course.

AGREED (unanimously) that Cabinet note:

- a) the exceptions to performance of the housing service compliance functions;

- b) interim arrangements for monitoring damp and mould ahead of introduction of Awaab's Law; and
- c) the ongoing actions to improve and maintain performance.

Reasons for Decision:

To provide assurance on the work undertaken to ensure the safety of tenants and compliance with the regulatory standards.

This links to two ambitions in our Community Plan:

Ambition 2: Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards; and

Ambition 7: Be a top performing, modern and accessible Council that get its everyday services right for the residents and businesses that it serves.

Options Considered:

None, this report sets out performance data for Quarter 3.

371 BUDGET PERFORMANCE REPORT - QUARTER 3

The Business Manager - Financial Services presented a report which detailed the forecast outturn position for 2025/26 as at 31 December 2025 (Quarter 3) for the Council's General Fund and Housing Revenue Account revenue and capital budgets. The report detailed performance against the approved budget estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

Members noted a projected favourable variance on Service budgets against the revised budget of £0.385m, with an overall favourable variance of £0m to be transferred to General Fund reserves. The favourable variance of £0.385m on service budgets managed by business managers represented 1.84% of the total service budgets. The Council had been fully compliant with all prudential indicators during the reporting period.

AGREED (unanimously) that Cabinet:

- a) note the General Fund projected outturn variance of £0m;
- b) note the Housing Revenue Account projected favourable outturn variance of £0.117m to the Major Repairs Reserve;
- c) approve the variations to the Capital Programme at Appendix E to the report;
- d) approve the Capital Programme revised budget and financing of £53.759m; and
- e) note the Prudential indicators at Appendix H to the report.

Reasons for Decision:

To consider the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.

To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

Options Considered:

Not applicable, this report presents budget performance information.

372 COMMUNITY PLAN PERFORMANCE REPORT - QUARTER 3

The Senior Transformation and Service Improvement Officer presented a report which detailed the Quarter 3 Community Plan Performance Report (1 October to 31 December 2005). The report and accompanying presentation highlighted various projects undertaken by Business Units such as 'Flood Mary'; the in-house CCTV Control Room project; the 'free tree' scheme; and the Farndon Underpass Mural transformation project. The presentation also focused on the performance in respect of the supply of housing and in particular decent homes that residents can afford to buy and rent, as well as improving housing standards.

AGREED (unanimously) that Cabinet:

- 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.

Reasons for Decision:

To ensure that Cabinet are aware of all relevant performance updates in line with the Community Plan.

Options Considered:

None, this report provides an update on the Council's performance.

373 BIODIVERSITY STRATEGY AND BIODIVERSITY REPORT (KEY DECISION)

The Biodiversity & Ecology Lead Officer presented a report which set out a proposed Biodiversity Strategy and presented the statutorily required Biodiversity Report for 2024 - 2025. The Cabinet had approved publication of the Biodiversity Report - First Consideration on 4 June 2025. It was proposed that this First Consideration report be amended to account for the current situation as was set out in the report.

AGREED (unanimously) that Cabinet:

- a) approve the proposed amended First Consideration Proposed Future Actions and Monitoring as the Council's Biodiversity Strategy;
- b) approve publication of the proposed Biodiversity Report 2024-2025; and
- c) approve that future Biodiversity Reports will be published annually.

Reasons for Decision:

As set out in the summary for Alternative Options Considered, some of the proposed actions align with Ambition 6 of the Community Plan, particularly 'Play an active role in biodiversity net gain for the district, including the potential to own our own biodiversity offset sites, as well as looking at how our own developments can contribute.'

Options Considered:

None, as there is a statutory requirement to have agreed actions within a First Consideration report and the proposed Biodiversity Strategy provides a mechanism for that.

The statutory requirement can be no more than 5-year reporting intervals but given imminent changes to mandatory BNG and impending Local Government Reform, and a Council fully engaged with biodiversity matters, annual reporting was considered appropriate.

374 INTRODUCTION OF A PILOT FOOD WASTE COLLECTION FOR DOMESTIC PROPERTIES AHEAD OF THE STATUTORY ROLLOUT IN 2027 (KEY DECISION)

The Waste and Recycling Manager presented a report which sought approval to introduce a pilot scheme of around 3,00 properties in September 2026 in preparation for the full District wide introduction of food waste collection service in October 2027. It was considered both prudent and operationally necessary to undertake a pilot ahead of full rollout.

The proposed pilot would enable the Council to gather essential data and experience regarding service delivery and resident participation. The areas identified for the pilot were Southwell, Lowdham and Yorke Drive and the Hawtonville estate in Newark which offered a suitably mixed demographic. One of the key variables of the pilot would be to test the inclusion of compostable / degradable bags. Full details of the proposed pilots were set out in the report and it was noted that feedback from the pilots would be reported to the Policy & Performance Improvement Committee in addition to the Cabinet.

AGREED (unanimously) that Cabinet approve:

- a) the implementation of a six-month food waste collection pilot across two rounds of approximately 1,500 properties each;

- b) the comparative testing of provision versus non-provision of compostable liner bags;
- c) a further report being brought to the Cabinet in spring 2027, detailing the pilot outcomes and recommendations prior to the District wide rollout;
- d) a Capital budget of £27,500 for the purchase and delivery of 3,300 external food waste caddies, 3,200 internal food waste caddies, to be funded from the Food Waste Reserve; and
- e) a revenue budget of £9,500 for the six-month supply of caddy liners for 1,500 properties, communication material and hiring a van to deliver the caddies, to be funded from the same ring-fenced reserve.

Reasons for Decision:

The proposal aligns with the Community Plan to enhance the climate and the environment and provide value for money, whilst there is also a statutory requirement to provide a kerbside food waste collection service from October 2027.

Options Considered:

Consideration was given to not running a pilot food waste round and base future round sizes and expected yields on general benchmark data that is available. However, the Council wishes to maximise use of the service to benefit residents, provide value for money and increase recycling, rather than simply deliver the service. A pilot is deemed a positive development in order to achieve this ambition.

375 SUPPLEMENTARY PLANNING DOCUMENTS (KEY DECISION)

The Business Manager - Planning Policy & Infrastructure presented a report which sought approval to consult on the Draft Interim Affordable Housing Supplementary Planning Document (SPD) and the Draft Developer Contributions & Planning Obligations SPD. The Government had legislated that as part of the new plan making system SPD's could not be adopted after 30 June 2026. Cabinet had agreed at their last meeting to prioritise the updating of the Affordable Housing and Developer Contributions & Planning Obligations SPD's given they supported the delivery of affordable housing, important facilities and infrastructure that help create sustainable communities. The draft SPD's which were attached as appendices to the report had been considered and endorsed by the Planning Policy Board subject to a small number of minor amendments.

AGREED (unanimously) that Cabinet approve:

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

Reasons for Decision:

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

Options Considered:

Cabinet has already agreed to produce SPDs on Affordable Housing and Developer Contributions & Planning Obligations therefore no alternative options have been considered at this point.

Meeting closed at 7.22 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 21 April 2026 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

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

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

APOLOGIES FOR ABSENCE: Councillor C Penny

376 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.

377 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

378 MINUTES FROM THE PREVIOUS MEETING HELD ON 24 MARCH 2026

The minutes from the meeting held on 24 March 2026 were agreed as a correct record and signed by the Chair.

379 CHAIR'S UPDATE

There was no update from the Chair, but as the Portfolio Holder for Public Protection & Community Relations, Councillor P Taylor updated the Cabinet on the Knife Angel sculpture which was in Newark from today as part of the UK National Youth Anti-Violence Tour.

380 GLYPHOSATE FREE PLAY AREAS (KEY DECISION)

The Director - Communities & Environment presented a report which sought approval for a proposed pilot program to reduce the use of glyphosate-based herbicides across Newark & Sherwood District owned playgrounds and housing owned playground areas from April 2026 to the end of March 2027. The proposal focused on introducing spray-free zones across approximately 34 playground sites, while maintaining a targeted weed management approach where required to ensure public safety and site usability. The Cabinet referred to the importance of engagement with residents and monitoring the success of the pilot.

AGREED (unanimously) that Cabinet approve:

- a) the introduction of spray-free weed management zones across 34 council-owned playgrounds, including housing playground areas;
- b) the continuation of glyphosate use in targeted operational areas where alternative methods are not viable or would pose safety risks;
- c) the adoption of mechanical and manual weed control methods, including the use of NoMix Dual applicator systems where herbicide use is still required; and
- d) a review of the operational and financial impacts, including any additional labour costs, herbicide savings and site condition assessments, to enable a decision to be made about whether the approach becomes business as usual from April 2027.

Reasons for Decision:

The introduction of spray-free zones within playground environments will provide visible evidence of the Council's commitment to reducing chemical use, whilst still maintaining operational practicality. The introduction of spray-free zones within playground environments provides a balanced and proportionate approach to reducing the Council's reliance on glyphosate-based herbicides while maintaining safe and accessible public spaces.

Playgrounds represent some of the most sensitive and highly visible areas within the Council's public realm, frequently used by children and families. Removing routine herbicide application in these locations supports the precautionary principle, responds to increasing public concern regarding chemical use in recreational areas, and demonstrates the Council's commitment to environmentally responsible land management.

The proposal builds upon the Council's existing spray-free areas and forms part of a wider strategy to gradually reduce glyphosate use across the district. By focusing reductions within targeted locations, the Council can continue to manage operational risks such as trip hazards, accessibility issues and excessive vegetation growth while still progressing towards environmental and sustainability objectives.

The proposed approach can be delivered within existing operational resources and will contribute towards a measurable reduction in annual glyphosate usage across the district.

Options Considered:

Consideration was given to maintaining the current weed management programme using glyphosate across all operational sites.

While this approach remains the most cost-effective and operationally efficient method of weed control, there has been increasing public concern regarding herbicide use in sensitive locations such as playgrounds and residential areas.

An alternative option of eliminating glyphosate across all council land was also considered. However, this was not recommended due to:

- A. Significant increases in labour costs
- B. Reduced weed control effectiveness
- C. Potential deterioration in site standards and safety
- D. Increased carbon emissions associated with repeated mechanical treatments

Therefore, a targeted reduction approach focused on highly visible and sensitive areas such as playgrounds has been proposed as a balanced solution.

381 ADOPTION OF THE RENTERS RIGHTS ACT 2025 (KEY DECISION)

The Business Manager - Public Protection presented a report which sought approval for the adoption of the updated Private Sector Housing Enforcement Policy and associated Civil Penalty Matrix, reflecting the requirements of the Renters' Rights Act 2025 ahead of its implementation in May 2026. The adoption of the policy and matrix would provide clarity to landlords, tenants and agents on how the Council would exercise its powers and what the Council can impose as civil penalties for new offences. It was noted that the four-week public consultation ended on 6 April 2026, with just one question being raised relating to park homes which was responded to.

AGREED (unanimously) that Cabinet:

- a) approve the adoption of the updated Private Sector Housing Enforcement Policy, incorporating duties placed on the Council under the Renters' Rights Act 2025 for inclusion in the Councils existing Enforcement Policy;
- b) approve the adoption of the Civil Financial Penalties Policy and associated penalty matrix to enable the Council to impose civil penalties for breaches under the new legislative framework; and
- c) delegate authority to the Director - Communities & Environment in consultation with the Portfolio Holder for Housing to make minor operational amendments to the policies to reflect future updates to statutory guidance.

Reasons for Decision:

To ensure the Council can undertake the new legal duties from May 2026. This directly links to the Community Plan Objective - Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards.

Options Considered:

Do nothing – failure to adopt a legally compliant enforcement and penalty framework would prevent the Council from meeting statutory duties under the Renters' Rights Act 2025.

Delay adoption pending further national guidance – the legislation comes into force in May 2026 and the Council must have a robust enforcement framework in place for day one of implementation.

382 ENHANCING TENANT ENGAGEMENT - RECOGNITION SCHEME

The Business Manager - Housing Services presented a report which set out proposals for introducing a recognition scheme to support widening the participation and representation of tenants. At their meeting held on 13 April 2026, the Policy & Performance Improvement Committee considered proposals to refresh the current Tenant Engagement Board by renaming this as the Tenant Influence and Assurance Board and changing its composition. A report was also considered by the Governance, General Purposes & LGR Committee on 16 April in respect of the required changes to the Constitution which would require Full Council approval.

The report to Cabinet sought approval for the introduction of a structured recognition and incentives scheme for involved tenants and leaseholders which was set out in section two of the report to the Policy & Performance Improvement Committee. The scheme introduced modest financial recognition alongside non-financial incentives such as training and acknowledgement, ensuring involvement remained accessible and inclusive. The recommended proposal resulted in an annual cost of £9,750 in 2026/27 which could be accommodated within the existing tenant engagement budget.

AGREED (with 6 votes for and 1 abstention) that Cabinet:

- a) approve the proposed recognition and incentivisation scheme set out in Section Two of Appendix A to the report; and
- b) note that proposed changes to the Tenant Engagement structure are to be presented to the Governance, General Purposes & LGR Committee on 16 April 2026, with the requisite changes to the Constitution being considered by the Full Council on 19 May 2026.

Reasons for Decision:

The proposed recommendations strengthen tenant influence, participation and assurance within housing services and directly support the delivery of the Council's Community Plan 2023–2027 by placing tenants at the heart of decision-making, and recognising the contributions of time, skills and experience to improve and scrutinise housing services to ensure they are responsive to the needs of Newark and Sherwood District Council tenants.

Options Considered:

To maintain current arrangements of voluntary, unpaid tenant support.

383 NEWARK PARTNERSHIP HUB - A NEW APPROACH FOR PLACE BASED PARTNERSHIP WORKING IN TOWN CENTRE AREAS (KEY DECISION)

The District Housing Manager presented a report which provided a review of the Chatham Court facility with a proposal to refocus the hub providing a base for partners and the community. It was recommended that the facility be renamed the 'Newark Partnership Hub' which would see a transformation into a wider strategic base for dealing with anti-social behaviour and criminality as well as still allowing a community base to flourish in the area. The objectives were to encourage joint working with the police to identify joint initiatives to tackle issues across the town centre and, in particular, at key housing sites.

AGREED (unanimously) that Cabinet:

- a) agree to refocus Chatham Court Hub to continue providing a base for the community but increase strategic partnership working in and around Newark Town Centre, specifically on high ASB hot spot housing and communal areas;
- b) agree to rename the facility "Newark Partnership Hub";
- c) approve funding for 24 months as a pilot under its new remit and allow an application to the Pride of Place scheme; and
- d) note the continuation of HRA financial support of £11,000 per annum from existing budgets.

Reasons for Decision:

To provide a wider focus for the community and strategic partnership working in and around Newark Town Centre.

Options Considered:

Continuing use of the facilities at Chatham Court Hub on the same basis for a further 12 months, post March 2026.

Wind-up and decommission the Hub and return to residential accommodation using capital budget of circa £40,000 from within the Investment Programme resources.

384 OPTIONS APPRAISAL FOR TEMPORARY ACCOMMODATION IN OLLERTON (KEY DECISION)

The Senior Housing Options Manager presented a report which set out options for the temporary accommodation site at Wellow Green, Ollerton as the site was considered no longer fit for purpose. The three options presented to the Cabinet were to refurbish Wellow Green for continued use as temporary accommodation; to redevelop a purpose built temporary accommodation on the existing site; or to dispose of Wellow Green to generate a one-off capital receipt.

AGREED (unanimously) that Cabinet:

- a) approve the refurbishment of Wellow Green as the preferred option and add £536,000 to the Capital Programme in 2026/27 financed by the Homelessness reserve; and
- b) as part of LGR transition work, request the Director - Housing, Health & Wellbeing impresses on future partner Councils this Council's priority to identify a suitable site for new temporary accommodation and report back on progress to Cabinet.

Reasons for Decision:

Refurbishment provides the most affordable, proportionate and deliverable option.

The refurbishment directly responds to resident feedback and improves the quality of housing, supporting the Community Plan commitment to improving wellbeing, safety and housing standards.

Aligning with Mansfield's emerging Temporary Accommodation (TA) approach contributes to stronger partnership working and more consistent service delivery across the future unitary footprint, reinforcing the Community Plan's priority of collaborating effectively across localities.

Options Considered:

New build temporary accommodation – not viable; disposal – viable but discounted; use of Local Authority Housing Fund properties – viable but discounted; use of Housing Revenue Account stock – viable but discounted; and purchasing on open-market – viable but discounted.

385 WARM HOMES SCHEME UPDATE (KEY DECISION)

The Director - Housing, Health & Wellbeing presented a report which provided an update on plans for the delivery of the Warm Homes Programme for 2026-27 to 2027-28 and sought approval for an increase in the Capital Programme for 2027-28 in preparation for an additional bid being successful, subject to match funding. The Warm Homes: Social Housing Fund (WH:SHF) programme would deliver the upgrade of oil boilers to low carbon heating, with solar panels and battery storage to maximise the benefits of solar power and be used to target low performing properties with targeted measures to improve the thermal comfort and efficiency of homes.

AGREED (unanimously) that Cabinet:

- a) approve acceptance of £2,428,408 grant from the Department of Energy Security & Net Zero (DESNZ) for the WH:SHF programme in line with paragraph 3.5 of this report, to improve the energy efficiency and thermal comfort of the Council's housing stock;
- b) approve the increase in capital programme of £1.4m for 2027-28 financed by £700,000 grant funding from DESNZ and £700,000 from the Major Repairs Reserve, taking the total budget for 2027-28 to £2,990,680;

- c) note the Portfolio Holder decision taken on 13 April 2026 to accept an additional £500,000 grant funding, match funded with £500,000 from a favourable variance in the Capital programme for 2025-26 to extend the WH:SHF programme for the current year, taking the total budget for 2026-27 to £2,551,880;
- d) approve acceptance of £1,056,000 grant from DESNZ the Warm Homes:Local Grant (WH:LG) programme targeting homes in the private rented sector to be administered in conjunction with Nottinghamshire County Council;
- e) approve the addition of £960,000 to the Capital Programme as per paragraph 3.6, financed fully by the grant; and
- f) delegate authority to the Director – Housing, Health & Wellbeing in consultation with the S151 Officer and Portfolio Holder for Housing to enter into a contract for both schemes following a compliant procurement process.

Reasons for Decision:

To continue the Council's progress to low carbon heating, improving the energy efficiency of tenants' homes and to maximise the opportunities presented by Government funding to contribute to the financial cost.

Options Considered:

None, given the wide benefits that the Warm Homes Programme delivers.

Meeting closed at 7.15 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 23 February 2026 at 6.00 pm.

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

Councillor C Brooks, Councillor J Hall, Councillor R Holloway, Councillor D Moore, Councillor P Rainbow, Councillor K Roberts, Councillor K Smith, Councillor T Thompson, Councillor T Wendels, Councillor N Allen, Councillor S Michael and Councillor L Tift

IN ATTENDANCE: Councillor R Cozens, Councillor S Crosby and Councillor P Peacock

APOLOGIES FOR ABSENCE: Councillor A Brazier, Councillor A Freeman, Councillor S Haynes and Councillor R Jackson

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

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

188 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

189 MINUTES OF THE MEETING HELD ON 12 JANUARY 2026

The minutes from the meeting held on 12 January 2026 were agreed as a correct record and signed by the Chair.

Councillor Rainbow did however refer to minute 182 on page 7 of the Agenda having queried at the last meeting as to how successful the Shopper's Gift Card promotion had been. Councillor Penny did advise at the time to provide the Committee with a written reply and this would be followed up.

190 NEWARK TOWN CENTRE MASTERPLAN AND DESIGN CODE UPDATE

The Committee considered the report jointly presented by Jane Hutchinson, Town Centres and Visitor Economy Manager and Matthew Tubb, Senior Planner to update Members and provide the report which is also to be presented to Cabinet on 24 February 2026.

In Autumn 2023, Newark and Sherwood District Council (the Council) commenced working in partnership with Historic England (HE) to deliver a Newark Town Centre Masterplan and Design Code. Allies & Morrison (A&M) urban designers and architects were instructed to deliver this programme, alongside public consultation on both documents. Developing these documents in parallel, with the same team, has ensured consistency and efficiencies throughout the project.

The masterplan is structured around six themes:

1. Revitalising the Market Place as a safe and flexible space.
2. Supporting a strong economy and town centre living.
3. Promoting education, skills training, and creative industries.
4. Enhancing riverside leisure and flood resilience.
5. Improving walking, cycling, and public transport links.
6. Celebrating Newark's history and cultural assets through interpretation and events.

The report having outlined the main principles of each document and the recommended next steps, the Committee received a presentation provided by Jane Hutchnson and Matthew Tubb.

AGREED (unanimously) that the Policy & Performance Improvement Committee received and recommended adoption of the Newark Town Centre Masterplan and Design Code (the latter through a revision to the Newark Conservation Area Appraisal and Management Plan) to Cabinet.

191 BUDGET REPORTS 2026/27

The Committee considered the report presented by the Business Manager for Financial Services to provide Members with attached reports which will be considered by Cabinet on 24 February 2026:

Appendix 1 - General Fund Revenue Budget 2026/27

Appendix 2 - General Fund Medium Term Financial Plan 2026/27 – 2029/30

Appendix 3 - Capital Programme 2026/27 – 2029/30 (noted exempt references in the appendix)

This report is to enable Cabinet to consider the spending proposals in the Council's proposed 2026/27 General Fund revenue budget and Cabinet to then make recommendations to Full Council at its meeting on 5 March 2026.

AGREED (unanimously) that the Policy & Performance Improvement Committee received and noted the reports which will be presented to Cabinet on 24 February 2026.

192 PRESENTATION BY PORTFOLIO HOLDER FOR HEALTH, WELLBEING & LEISURE

The Committee considered the report presented by the Portfolio Holder for Health, Wellbeing & Leisure, Councillor Susan Crosby.

As detailed in the report, the Portfolio Holder had been invited to attend Committee to respond verbally to three specific queries as at paragraph 2.1.

The first question asked whether our leisure company Active4Today is happy to take forward the recommendations from the Life Chances for Girls Working Group and do they know what happens next?

Councillor Crosby replied that the simple answer is yes.

Active4Today have already used these recommendations when writing their new 2026–2029 Business Plan, which is currently going through the approval process and at the same time, the Sport and Active Lifestyles team are doing research to better understand what opportunities might be needed across the district.

They want to make sure decisions are based on evidence, not assumptions, so activities are shaped around what women and girls actually need.

In terms of what will happen next. You can expect:

- **Better images and branding:**
Active4Today will use more real, local and diverse images in their publicity so girls and young women can see themselves represented.
- **Sharing success stories:**
They will do more to celebrate and share good news about existing programmes, especially those that benefit women and girls.
- **Clearer reporting:**
They will improve how they report on who uses services, including showing how many women and girls take part, so progress can be properly tracked.

The second question asked whether there was a budget to maintain closed cemeteries, and whether this is enough?

In response Councillor Crosby confirmed that there is a budget, but it is not sufficient in the long term. As a council we are legally responsible for maintaining closed cemeteries when churches hand them over. This includes grass cutting, paths, bridges, trees and making sure headstones are safe. The law does not allow the council to refuse this responsibility, even if the cemetery needs a lot of work.

At the moment, the Council looks after eight closed cemeteries, but the annual budget is only **£5,000**, which does not cover the costs. If there is a serious health and safety issue, extra money may need to be found from elsewhere. The council is legally required to do the work, regardless of whether the budget is adequate or not.

The final question asked how we use data to understand health inequalities and decide where to focus projects?

Councillor Crosby advised as a council we use data to underpin all our decisions and priorities. With regards to health and inequalities, we use local data to see where people are most affected by poor health and disadvantage, so support can be targeted where it is needed most.

The team uses data like the Index of Multiple Deprivation data to identify the most disadvantaged neighbourhoods and can access anonymised GP practice data, broken down by ward, to understand local health issues.

Access to this information helps us:

- See which areas have poorer health, shorter life expectancy, or difficulty accessing services
- Identify issues like long-term illness, mental health needs, obesity, smoking and low vaccination rates
- Focus projects and resources on places with the greatest need, such as Hawtonville, Bridge Ward and parts of Boughton

In closing the debate, the Chair thanked Councillor Crosby for her attendance and detailed responses to the queries raised.

AGREED (unanimously) that the responses to the questions raised be noted.

193 UPDATE ON ESTATE WALKABOUTS WORKING GROUP

As Chair of the Estate Walkabouts Working Group, Councillor Penny Rainbow was pleased to share with members of PPIC the groups progress so far:

One meeting has already taken place with Tenancy Officers present at the meeting to discuss ASB as well as Officers from Street Scene.

A second meeting is due to take place later this week and Councillor Rainbow will be able to report back to the next PPIC.

194 UPDATE ON HERITAGE AND CULTURE WORKING GROUP

The Chair of the Heritage & Culture Expenditure Working Group, Councillor David Moore was pleased to share with members of PPIC the groups progress so far:

As a reminder, the group is examining how Heritage & Culture activities are delivered across the district, with a focus on outreach activities, the impact of those activities, the value for money secured, and how partnership working is undertaken.

The first meeting took place on 17 December, and the focus of the meeting was to discuss and agree the objectives and key questions that would guide the review process.

During the meeting, it was agreed to expand the review scope to cover *all* income and expenditure within the Business Unit – changing the scope to include heritage sites such as Newark Castle and the Palace Theatre.

Nationally conducted studies focusing on the wider benefits of heritage and culture activities were shared with members, alongside data from the 2022 Resident Survey to understand how important providing arts and cultural services are for our residents and comparing how that ranks against other recreational services.

The second meeting took place on 4 February and Members received a full overview of the Heritage & Culture Service delivered by the Business Manager of Heritage and Culture and the Director of Communities and Environment. This update covered the Palace Theatre, National Civil War Centre, Newark Castle, outreach activities and Newark Creates.

Performance trends were reviewed, audience and postcode data insights shared, and volunteer contributions highlighted.

We explored the NPO-funded Open Doors programme, demonstrating its strong reach into communities and high participant satisfaction.

A detailed financial overview was also presented, including income and expenditure positions across all venues and programmes.

Finally, we reviewed partnership activity and the developing evaluation framework.

The third working group meeting is scheduled for 18 March, and we anticipate that this is likely to be the final meeting of the Working Group, in which we will reflect on all the information that we have heard and gathered so far and agree on a final set of recommendations to share back with this committee.

195 CABINET FORWARD PLAN (JANUARY TO APRIL 2026)

NOTED the Forward Plan of the Cabinet for the period January to April 2026.

196 MINUTES OF CABINET MEETINGS

NOTED the Cabinet Minutes from the meetings held on 9 December 2025

197 PROVISIONAL ITEMS FOR FUTURE AGENDAS

- Q3 Housing Compliance Performance Report
- Q3 Financial Forecast Outturn Performance 2025/26 GF/HRA/Capital
- Attendance at Committee by the Portfolio Holder for Housing – Cllr. Lee Brazier
- Bassetlaw and N&S CSP Progress & Performance/Review of Priorities
- Gender Pay Gap Report
- Q3 Community Plan Performance Report

Meeting closed at 7.01 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 16 March 2026 at 6.00 pm.

PRESENT: Councillor N Ross (Vice-Chair)

Councillor A Brazier, Councillor C Brooks, Councillor J Hall, Councillor S Haynes, Councillor R Holloway, Councillor D Moore, Councillor P Rainbow, Councillor K Smith, Councillor T Wendels and Councillor N Allen

IN ATTENDANCE: Councillor L Brazier

APOLOGIES FOR ABSENCE: Councillor M Pringle (Chair), Councillor A Freeman, Councillor R Jackson, Councillor K Roberts and Councillor T Thompson

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

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

199 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

The Vice-Chair informed the meeting that agenda item 6 would move down the agenda to Item 11.

200 BASSETLAW, NEWARK AND SHERWOOD COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee considered the report presented by the Business Manager - Public Protection to provide an update on the work undertaken by the Bassetlaw and Newark & Sherwood Community Safety Partnership.

The Business Manager - Public Protection and Inspector Charlotte Ellam provided a 6 monthly update to the committee, including the current status for Performance, BNS CSP Action Plan 26-27, DAHA, Domestic Homicide Reviews and Community Safety Activities - Situational Crime Funding, Hotspot Funding Patrols, Enforcement Activities, ASB Panel, CCTV and Diversionary Activities/Education Programmes.

AGREED (unanimously) that the Policy & Performance Improvement Committee noted the Community Safety Partnership performance information.

201 GENDER PAY GAP REPORT - MARCH 2026

The Committee considered the report presented by the HR Business Partner to appraise the committee of the current position at NSDC in relation to the gender pay gap and would come back to the committee on an annual basis.

The GPG looks at the average earnings for both males and females across all roles in an organisation to see whether there is a disparity. This is based on a snapshot of data for the previous March so, in this case, the data is as of 31 March 2025.

Calculations are based on ordinary pay which includes basic pay and allowances such as market supplements, shift pay, on-call and stand-by. Payments that are excluded are: payments for overtime, redundancy payments, and sums relating to termination of employment. Also excluded are employees on reduced pay due to family or sick leave.

A positive number in relation to the GPG, mean or median, reflects that men are, on average being paid more than women. A negative number reflects that women are being paid, on average, more than men.

Councillor Moore enquired if there were apprenticeship opportunities in roles of a manual nature such as those in our trade teams and environmental services. The HR Business Partner advised that whilst these are available interest from males is more prevalent however steps are taken to widen the talent pool to encourage more female applicants.

AGREED (unanimously) that the Policy & Performance Improvement Committee noted the content of the report in relation to the positive position of our gender pay gap.

202 PROJECTED GENERAL FUND AND HOUSING REVENUE ACCOUNT REVENUE AND CAPITAL OUTTURN REPORT TO 31 MARCH 2026 AS AT 31 DECEMBER 2025

The Committee considered the report presented by the Business Manager for Financial Services to update Members with the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.

The report also showed performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

The Business Manager for Financial Services gave the current position (as at 31 December 2025): variances shown in Table 1 of the report.

Table 1 showed a projected favourable variance against the revised budget of £0.385m on Service budgets, with an overall variance of £0m that would need to be transferred to the General Fund reserve. This is based on meetings which took place with Business Managers during January, whereby they have analysed actual income and expenditure to 31 December 2025 and forecasted forward to the end of March 2026 the additional income and expenditure currently expected to be incurred. Further details of the variances projected against portfolio holder budgets are found in Appendix A.

AGREED (unanimously) that:

- a) the General Fund projected outturn variance of £0m;
- b) the Housing Revenue Account projected favourable outturn variance of £0.117m to the Major Repairs Reserve; and
- c) the Capital Programme revised budget and financing of £53.759m.

203 QUARTER 3 2025-26 - HOUSING COMPLIANCE ASSURANCE REPORT

The Committee considered the report presented by the Business Manager for Building Safety & Asset Investment, to provide the performance position as of 31 December 2025 (Quarter 3) for Housing related compliance and update on activities in the service area.

This report provides Members with the performance of housing compliance services at the end of December 2025, focusing on exceptions performance, which is outside the Council's target parameters.

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 at Policy and Performance Improvement Committee (PPIC) before being presented quarterly at Cabinet (Performance) to ensure there is oversight at Board level.

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.

Solid Fuel and Oil servicing compliance rates have improved with solid fuel currently at 90% compliant, and oil servicing compliance at 97.87%. Data held is under constant review improving asset data.

Councillor Rainbow referred to the Hoists of which 2 properties are without a valid certificate, noting that this was the same figure last year. PPIC to be advised if it is the same 2 properties for this year and last year or just a coincidence.

AGREED (unanimously) and noted that:

- a) the exceptions to performance of the housing service compliance functions;
- b) interim arrangements for monitoring damp and mould ahead of introduction of Awaab's Law; and
- c) the ongoing actions to improve and maintain performance.

The recommendations were linked to two ambitions located in the Community Plan:

Ambition 2: Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards; and

Ambition 7: Be a top performing, modern and accessible Council that get its everyday services right for the residents and businesses that it serves.

204 Q3 COMMUNITY PLAN PERFORMANCE REPORT

The Committee considered the report presented by the Senior Transformation and Service Improvement Officer for the Quarter 3 Community Plan Performance Report 2025/26 (1 October – 31 December 2025).

The report continues to deliver an approach to performance that is used to drive improvement rather than being simply used as a counting device. This is done 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.

- Clarification noted from Cllr Holloway on the Bilsthorpe Community Hub. Planning consent was granted in December but there has been a delay on reporting the outcome due to a legal document requiring a review.
- Cllr Moore's feedback was noted and shared with the team that he was really pleased to hear about the Farndon Underpass Mural transformation project. He noted it's fantastic to see the reinvestment of money recovered through successful fly tipping prosecutions back into the local community – he welcomes more of this type of activity taking place across the district.

Question. From Cllr Allen: Clarification on 14 Market Place in terms of the recent Cabinet Report in comparison to the Q3 Performance Report update.

Response. The Senior Transformation and Service Improvement Officer will provide a written response before the next committee meeting.

Question. From Cllr Hall: What were the attendance levels at the recent Flood Mary event? Is the location the correct one based on community flood impact?

Response. The Senior Transformation and Service Improvement Officer will provide a written response before the next committee meeting.

Question. From Cllr Rainbow: Clarity over the Performance Report ambition being described as 'Promote, maximise and celebrate the diversity of Newark and Sherwood's heritage, culture and community spirit' and whether reference to the arts had been removed.

Response. The Senior Transformation and Service Improvement Officer will provide a written response before the next committee meeting.

AGREED (unanimously) that the Policy & Performance Improvement Committee reviewed the Community Plan Performance Report attached to the report as Appendix 1 and the Compliance report attached to the report as Appendix 2.

205 ENHANCING TENANT ENGAGEMENT AT NEWARK AND SHERWOOD

The Committee considered the report presented jointly by the Business Manager for Housing Services and Tenant Engagement Officer setting out a series of measures to build on and strengthen the role and influence of tenants in the management of their homes and neighbourhoods.

A review has taken place of the effectiveness of the current arrangements and this has been undertaken in conjunction with TPAS, Tenant Participation Advisory Service – the tenant engagement specialists - and involved tenants; offering their time, lived experience and skills to feedback and support the Council to improve housing services.

The aim has been to strengthen tenant influence and improve service outcomes, reflecting the Council's commitment to ensuring tenant insight shapes decision-making.

AGREED that:

- a) whilst some Committee members endorsed the report 'as is', a number required further clarification on a number of sections; and
- b) it was therefore agreed that the report would return to 13 April 2026 committee meeting for further consideration.

206 BIODIVERSITY STRATEGY AND BIODIVERSITY REPORT

The Committee considered the report presented by the Business Manager for Planning Policy & Infrastructure providing a proposed Biodiversity Strategy and to present the statutorily required Biodiversity Report 2026-2027, noting the correction from 2024-2025 in the report.

The 4 June 2024 Cabinet approved publication of the Biodiversity Report – First Consideration with finalised agreed actions to be brought back to the Cabinet for approval within 3 months of publication of the First Consideration report.

The Council has a statutory obligation to publish a Biodiversity Report and the end date of the first reporting period should be no later than 01 January 2026 and reports should be published within 12 weeks of the reporting period end date.

AGREED (unanimously) that:

- a) to endorse the proposed amended First Consideration Proposed Future Actions and Monitoring as the Council's Biodiversity Strategy;
- b) to endorse publication of the proposed Biodiversity Report 2024-2025; and
- c) to endorse that future Biodiversity Reports will be published annually.

207 PRESENTATION BY THE PORTFOLIO HOLDER FOR HOUSING

The Committee considered the report presented by the Portfolio Holder for Housing, Councillor Lee Brazier.

As detailed in the report, the Portfolio Holder had been invited to attend Committee to respond verbally to three specific queries as at paragraph 2.1.

The Portfolio Holder advised the committee that he would be taking the questions in the order of 2, 3 and then 1.

Question 2

Members are aware that the Regulator of Social Housing is due to inspect the Council's housing service shortly. Can the Portfolio Holder outline how the Council is preparing for this inspection, what the inspection will focus on, and what it means for residents, members, and staff at this stage?

The response from the Portfolio Holder:

We are and have been for some time preparing for the Regulator of Social Housing inspection, with work underway across the Council to provide the inspection with key documents.

This inspection is about assurance to evidence that we are delivering against the regulatory standards that apply to us – these are the consumer standards around

- Quality and Safety
- Transparency, Influence and Accountability
- Tenancy

that is, how we know services are safe, compliant and tenant focused, this is not about operational day to day activity.

We expect the regulator to focus on governance, transparency and evidence of oversight, influence and scrutiny by tenants and members.

We have areas of strength – the TPAS reengineering project to build on how tenants engage and influence service delivery and reducing the barriers to participation through recognising the time, skills and effort tenants give us in huge amounts – and the need to have a mix of opportunities to suit their circumstance and ability to be involved. Increasing the tenant board members from 3 –5 is really exciting and I look forward to working with them.

We have been shortlisted at the Pineapple awards for our engagement with tenants on Yorke Drive, which is a complex regeneration project – we are in regular contact with tenants and working with the developer through the planning requirements, and once complete, we can give a firm start on site date. The Pineapple shortlisting recognises our ongoing commitment to keep residents informed and involved in this project.

Our Tenant Satisfaction Measures are strong in the main, and we perform well against our peers, but also know that Repairs, Complaints and ASB are key services we need to get right every time. This is reflected in Housing Service business plans that have been presented to me and involved tenants. We have grouped these activities by theme and launched our Foundation Five campaign to bring this alive for staff and members.

We are also self-aware and honest about where improvement is needed – our move to a new Housing Management System aims to improve how we deliver services, tailor services and show how we are performing – this has been really challenging over the past year and teams have been working with NEC, the provider, to ensure the systems does what we need it to.

The Repairs and Empty Homes service are improving and we are starting to see the improvements of the changes the team have put in place- I'll talk more about that later.

What does this mean for residents? This is an opportunity for external scrutiny of our services, to build on our existing performance and come out with an improvement plan that will help us to deliver even better services.

For us as a Council, it is an opportunity to show our understanding of services, and our progress with putting tenants at the heart of what we do, giving clear leadership and developing a customer centred culture.

Question 3

As the Council continues to plan for Local Government Reorganisation, can the Portfolio Holder explain how housing services will be protected during the transition, and how the Council will ensure that tenants remain central to decision making throughout this process?

The response from the Portfolio Holder:

We are already working with LGR partners through our Housing Directors Strategic Group and equivalents at Bassetlaw, Mansfield and Ashfield to start looking at how we can work together to protect housing services through Local Government Reorganisation.

We are working to ensure that at day 1, we are safe and legal, and are using the time up to vesting day to align our services as much as we can ahead of this. We must ensure services remain available to tenants across all districts, particularly ensuring the safety of our tenants.

We have already identified areas we can be more effective – we are exploring sharing resources to complete our Supported Housing Strategy, align our approach in our preparations for the Competency and Conduct standard and have started to look at our data and systems.

For tenants, the Group is looking at creating a tenant engagement mechanism that crosses all districts – but for this to be effective we need confirmation from Government on who our new partners will be and we shall go from there.

LGR touches every team of the Council and we have officers on all workstreams and as you know and are adjusting our resources to ensure we can keep our day-to-day services running and be ready for LGR. We are engaged with other Councils who have been through LGR to learn from them.

We are still working on improving services – as you know we have a PPIC working group in place now to look at estate walkabouts, led by Cllr Rainbow, and look forward to hearing the outcomes and recommendations from this group.

Question 1

In light of the performance on time taken for housing repairs and turnaround of empty properties remaining well below target despite the restructuring of the Housing Team, what further measures do you intend to take to improve performance and meet these targets? When can we expect the targets to be met once again and please confirm that you will not be reducing the targets to make them easier to meet?

The response from the Portfolio Holder:

Members are right to note that relet times are below target - this is clearly visible in performance data – this frustrates me, officers and involved tenants as much as yourselves! I can confirm that the teams are working hard to turn this around – but it's not achievable overnight.

To be clear, we have invested in an additional Business Manager and a new Damp & Mould team following the split of one business unit into two, which are now:

Repairs and Empty Homes and Building Safety and Asset Investment -

The new Business Managers started in December 2025, and have made strong inroads into their services, with fresh eyes and a real passion for delivering great services. Already, they have made a real positive impact at Tenant Engagement Board with our involved tenants and myself and other board members, giving us collectively, confidence that with time and space to work their magic, we will return to the strong performance within the next financial year– and a high quality service that is modern and reflects tenants priorities. 9/10 tenants asked are satisfied with their home at letting – we are getting it right more, listening and responding where we don't.

There is pain before the gain and as we repair our empty homes and relet them, we know performance will appear worse – this is short term and am confident we will be reporting far more favourable performance by the summer. As said at full Council, to take on your challenge to improve our services across the board.

How do we improve our services? We have a Housing Services Strategic improvement plan – owned by the Director who briefs me on progress against the completion of actions in areas for improvement. These reflect our landlord strategy objectives and keep us focused on our priorities.

We do have to find a balance of setting stretching but achievable targets which is what we have done, to keep teams motivated and moving in the right direction. When we can make our key-to-key target shorter, you'll be the first to know and it will go through this committee for transparency. That's how democracy works.

Councillor Holloway asked for an update on the Stock Condition Surveys:

The Portfolio Holder advised that working collaboratively to understand the property conditions of other Councils and that our properties conditions are at the higher end.

Energy Performance Certificates were also discussed and the Portfolio Holder advised that EPCs and stock condition surveys to be carried out at the same time whilst the properties were empty.

Other questions asked at the meeting or comments that suggest clarification is needed:

What is the process for target setting against KPIs and when will Committee members be able to review any changes?

Response. The Senior Transformation and Service Improvement Officer will provide a written response before the next committee meeting.

Question. Arrears has gone up across the last 4 quarters, what process do we have in place to support our tenants and more information requested regarding the processes that are in place to bring down the level of arrears?

Response. Arrears are impacted by reference of universal credit on the arrears position, and this a full response was provided by the Business Manager in the Quarter 2 performance report. Officers will provide a written response providing more detail.

208 UPDATE ON ESTATE WALKABOUTS WORKING GROUP

As Chair of the Estate Walkabouts Working Group, Councillor Penny Rainbow was pleased to share with members of PPIC the groups progress so far having had a second meeting on 25 February 2026.

At this meeting the three Tenant Champions attended who are part of the Tenant Engagement Board, two in person and one on 'Teams'.

Members were advised that requests at any time can be made for additional walkabouts as required.

The next meeting of the working group is expected to take place on 25 March 2026.

209 UPDATE ON HERITAGE AND CULTURE WORKING GROUP

The Chair of the Heritage & Culture Expenditure Working Group, Councillor David Moore advised that the working group had not met again since the last Policy & Performance Improvement Committee on 23 February 2026.

The next meeting of the working group is expected to take place on 18 March 2026.

210 CABINET FORWARD PLAN (FEBRUARY TO MAY 2026)

NOTED the Forward Plan of the Cabinet for the period February to May 2026.

211 MINUTES OF CABINET MEETINGS

NOTED the Cabinet Minutes from the meetings held on 20 January 2026

212 PROVISIONAL ITEMS FOR FUTURE AGENDAS

- Attendance at Committee by the Portfolio Holder for Heritage, Culture & the Arts
- Planning Infrastructure Presentation – Follow On from Out of Remit Activities Working Group
- Heating and Gas Safety Policy
- Passenger Lift Policy
- Gas Meter Make Safe Policy
- Update on Estate Walkabouts Working Group
- Councillors Ward Fund Scheme
- CAB update on grant received
- Yorke Drive update

Meeting closed at 8.13 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Monday, 13 April 2026 at 6.00 pm.

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

Councillor N Allen, Councillor A Brazier, Councillor C Brooks, Councillor A Freeman, Councillor J Hall, Councillor S Haynes, Councillor D Moore, Councillor P Rainbow, Councillor K Roberts, Councillor K Smith and Councillor T Wendels

IN ATTENDANCE: Councillor I Brown and Councillor R Cozens

APOLOGIES FOR ABSENCE: Councillor R Holloway, Councillor R Jackson and Councillor T Thompson

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

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

214 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

215 MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2026 AND 16 MARCH 2026

The minutes from the meetings held on 23 February and 16 March 2026 were agreed as a correct record and signed by the Chair.

Prior to transacting the business on the agenda, the Chair referred the Committee to Agenda Item No. 18 – Provisional Items for Future Agendas.

He advised that the Yorke Drive Update and the Councillors' Ward Fund Scheme would be reported to 14 September 2026 meeting due to the size of the agendas for both the June and July meetings.

He also advised that in relation to the Sherwood & Newark Citizens Advice Update, the Business Manager – Healthy Places would be presenting a report to the 1 June 2026 meeting on a Review of Grant Schemes. Within the report would be a proposal to establish a working group to review the Council's current approach to grant funding and that invitations would be issued to organisations that already benefited from Council funding. It was considered that this would provide each group with an equal opportunity to address members, thereby avoiding any suggestion that one organisation was being unfairly favoured ahead of another.

216 CUSTOMER EXPERIENCE STRATEGY 2023/2027 PROGRESS REPORT

The Committee considered the report presented by the Business Manager – Customer Services which sought to provide Members with an update on the progress made by the Council in relation to embedding the Customer Experience Strategy.

The report set out the background to the establishment of the Strategy and its incorporation into the Council's Community Plan. Inclusion within the Plan provided the Council with a mechanism to review performance in relation to the customer experience when interacting with the Council. Some of the key outputs as a result of the strategy implementation included: ensuring the Customer Experience Strategy was fully embedded in the operations and culture of the Council; to reinvigorate the Residents' Panel to ensure it was representative of the demographic profile to help drive service improvement across the Council; to expand the range and quality of services available online, whilst ensuring accessibility to all with continued telephony and face to face options for all residents; and to expand customer satisfaction measures, both internally and externally, through regular surveys and other means.

The report also set out how the Performance Management Framework enable measurement of the customer experience and provided data insights to drive performance improvement. Several strands to the Framework were noted as: awareness and action; engagement and first contact; service delivery; and resolution.

It was reported that the next steps to deliver the actions set out in the strategy included: deliver the next phase of customer service training; development of service standards for individual business units; and further promotion of the Customer Promise.

AGREED (unanimously) that the progress of the delivery of the Customer Experience Strategy 2023/2027 and the ongoing work be noted.

217 REVISITING - TENANT ENGAGEMENT AT NEWARK & SHERWOOD

The Committee considered the report presented by the Business Manager – Housing Services which sought to advise Members of a series of measures to build on and strengthen the role and influence of Newark & Sherwood tenants in the management of their homes and neighbourhoods and to seek endorsement for their introduction.

The report, having been considered at the meeting held on 16 March 2026, was re-presented to Committee in order to provide further clarification on a number of sections as requested by Members.

As previously reported, the review had taken place as to the effectiveness of the current arrangements, the aim of which was to strengthen the tenant influence and to improve service outcomes, reflecting the Council's commitment to ensuring tenant insight shaped decision-making.

In considering the report and the accompanying Terms of Reference, a Member raised a number of queries in relation to: what was the process to be followed when it was considered necessary to remove a Board Member; who would be appointed as the

Vice-Chair of the Board; what time of day would the Board meetings be held; and what was the difference between a Tenant Champion and a Tenant Scrutineer. In response, the Business Manager advised that the Vice-Chair could be any Board member; the meetings would be held when it was mutually convenient for all Board members; and a Scrutineer differed from a Champion in that they would be assigned specific areas to review.

Members discussed in general the issue of incentivisation, as referred to in paragraph 2.2.5 of the report, with a difference of views being expressed. Officers provided clarity on the remuneration that an involved tenant could expect to receive.

In response to how tenants across the whole of the district would be engaged with, the Business Manager advised that the Tenant Participation Advisory Service (TPAS) were assisting the Council with their recruitment process. Engagement was further supported by the use of the existing community link groups. Members were also advised that it would not be necessary for Champions and Scrutineers to live in an actual area as they would be given specific areas to target, noting that the framework would be iterative.

In referring to the issue of removal of Board members, the Director – Housing, Health & Wellbeing, who was in attendance at the meeting, advised that it was not possible to include every scenario that may lead to such an action. She suggested that information referring to the removal of a Board member remain in the Terms of Reference, but that further detail be provided in a supporting document.

AGREED that:

- a) (unanimously) the progression of tenant engagement arrangements and the clear service improvements resulting from tenant insight and involvement be noted;
- b) (unanimously) the refresh of the current Tenant Engagement Board in the following ways be endorsed:
 - Increase the number of tenant representatives from three to five;
 - Reallocate the Chair of the Board to a tenant representative; and
 - Rename the current Tenant Engagement Board to Tenant Influence & Assurance Board.
- c) (unanimously) the proposed Tenant Engagement Framework including noting the proposed programme of recruitment be endorsed;
- d) (with 12 votes for and 1 abstention) the proposed recognition and incentivisation to widen the participation and representation of tenants as Tenant Engagement Champions with five places on the Tenant Influence & Assurance Board be endorsed;
- e) (unanimously) the report would progress to Cabinet on 21 April 2026 for decision on the recognition of the scheme be noted; and

- f) (unanimously) the amended report which would progress to the Governance, General Purposes & LGR Committee on 16 April 2026 with a recommendation for endorsement and an onward recommendation to Full Council on 19 May 2026 for approval of the proposed changes to the constitution be noted.

218 PLANNING & INFRASTRUCTURE - PRESENTATION

The Committee considered the report and presentation delivered jointly by the Director – Planning & Growth and the Business Manager – Planning Policy & Infrastructure which sought to update Members on the involvement of the Council in planning and infrastructure matters, including detail on the complexity of the infrastructure landscape and examples of ‘out of remit’ work beyond traditional areas of district council responsibility.

As detailed in the report, following the conclusion of the Out of Remit Working Group, Members had requested a presentation be delivered on planning and infrastructure issues which the Council had been involved with, but which were not a statutory duty.

The presentation set out what was meant by infrastructure, what that entailed and how the Council was involved, either directly or indirectly. It also provided Members with examples of work undertaken in grey areas, noting that infrastructure in England was significantly fragmented, often with a mix of service providers with separate regulation and oversight making change difficult to achieve. It was further noted that if the Council did not become involved in out of remit areas, the ultimate result would be that strategic infrastructure would not be delivered.

In considering the presentation, a Member queried whether following the establishment of the East Midlands Combined County Authority (EMCCA) and their responsibility as the Transport Authority, had it made lobbying for change more efficient. In response, the Business Manager explained that the Mayor had already led a comprehensive consultation on the Transport Plan and informed that the EMCCA was in the early stages of its role as the Transport Authority, with ongoing work to establish its responsibilities underway.

In noting the out of remit work undertaken by Officers, a Member queried as to whether there was sufficient resource to sustain this work. The Business Manager advised that the Council had an Infrastructure Lead Officer but that it was often difficult to contact the correct person in the various organisations the Council dealt with due to their size. He added that the final delivery of some projects would fall to external organisations.

In closing the debate, the Chair stated that the work undertaken to engage with external organisations and develop a vision for the district was vital and that work must continue.

AGREED (unanimously) that the report and presentation be noted.

219 HEATING & GAS SERVICING POLICY

The Committee considered the report presented by the Business Manager – Building Safety & Asset Management which sought to update Members on the development of the Heating & Gas Servicing Policy to manage the Council’s heating and gas servicing.

The report set out that this Policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety. This Policy would align to current legislation, regulation and industry best practice to ensure that services delivered were in line with the Policy and were both effective and efficient.

In considering the report and Policy, a Member sought clarity on when it would be considered necessary to mechanically seal a gas meter. In response, the Business Manager advised that any meter that had not had a service carried out within a set timescale would be deemed to be unsafe and this in turn would be regarded as an emergency by the Council.

AGREED (unanimously) that:

- a) the Heating & Gas Servicing Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice be noted and endorsed; and
- b) the Heating & Gas Servicing Policy be recommended to Cabinet for approval.

220 THE GAS METER MAKE SAFE POLICY

The Committee considered the report presented by the Business Manager – Building Safety & Asset Management which sought to update Members on the development of the Gas Meter Make Safe Policy.

The report set out that this Policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety. This Policy would align to current legislation, regulation and industry best practice to ensure that services delivered were in line with the Policy and were both effective and efficient.

In considering the report and in line with comments from the previous report, the issue of capping a gas meter was raised with a Member seeking assurances that, should such a course of action be necessary, every effort would be made to consider the practicalities of leaving a property without a gas supply. In response, Members were advised that a very detailed assessment would be undertaken before such action was taken and that often the threat of the meter being capped was sufficient for the situation to be resolved.

AGREED (unanimously) that:

- a) the Gas Meter Make Safe Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice be noted and endorsed; and

- b) the Gas Meter Make Safe Policy be recommended to Cabinet for approval.

221 PASSENGER LIFTS, STAIR LIFTS & HOISTS POLICY

The Committee considered the report presented by the Business Manager – Building Safety & Asset Management which sought to update Members on the development of the Passenger Lifts, Stair Lifts & Hoists Policy.

The report set out that this Policy was one of a suite of policies that covered all aspects of compliance which were designed to ensure that the Council had a robust approach to compliance and customer safety. This Policy would align to current legislation, regulation and industry best practice to ensure that services delivered were in line with the Policy and were both effective and efficient.

AGREED (unanimously) that:

- a) the Passenger Lifts, Stair Lifts & Hoists Policy to ensure legal compliance and improved service delivery in line with legislation, regulation and industry best practice be noted and endorsed; and
- b) the Passenger Lifts, Stair Lifts & Hoists Policy be recommended to Cabinet for approval.

222 PRESENTATION BY THE PORTFOLIO HOLDER FOR HERITAGE, CULTURE & THE ARTS

The Committee considered the report and verbal presentation given by the Portfolio Holder for Heritage, Culture & the Arts, Councillor Rowan Cozens.

As detailed in the report, the Portfolio Holder had been invited to attend Committee to respond to three specific questions as detailed in paragraph 2.1 of the report.

In relation to the new Equality, Equity, Diversity & Inclusion Strategy 2025/2029 and how this had been implemented, Councillor Cozens advised that since the launch of the new Strategy, a Equalities Steering Group had been established whose role was to oversee this area of work and helped to guide progress. There has been an introduction of several equalities advisors in key departments who played a crucial role in ensuring the Council's day-to-day decision-making was inclusive and reflective of the diverse needs within the community. The measures had enabled a greater consistency in equalities-related decisions.

In relation to the work being undertaken on the Castle Gatehouse which included a new entrance and multi-function space. Information was sought on how residents and potential visitors were being engaged throughout the build phase to enable people to be involved as much as possible and how that approach would benefit the Castle once the new visitor offer officially opened. Councillor Cozens advised that there had been a great deal of consideration given to making the Castle as accessible to everyone as possible, highlighting just some of these as: accessibility guide; accessible parking; accessible toilet facilities; ambulance accessible toilet; active moments; welcome of assistance animals; audio handsets; soundscapes; AV alternative to dungeon tour; AV tables – Castle view explorer; information in braille; door openings; quiet hours; and sensory backpacks.

In relation to the ongoing work of the Heritage & Culture Working Group and how the Heritage & Culture Business Unit (H&CBU) was regarded both regionally and nationally, the question of how the service may be developed to further improve the offer in the context of local government reorganisation, specifically the risks and opportunities. Councillor Cozens advised that the H&CBU already had a solid foundation from which to build on. Once the unitary authority was operational, it would be possible to create a triangle of cultural hubs with Bassetlaw and Mansfield. Newark & Sherwood, Mansfield and Inspire were all Arts Council England National Portfolio Organisations and had achieved funding of £7m over the current funding period and being part of the unitary authority would provide an opportunity to develop a unitary-wide cultural strategy, thereby delivering a coherent, place-based cultural identity. In noting that provision of cultural services was a driver to health, wellbeing and civic pride, a unitary authority would be able to make heritage and culture central to prevention, wellbeing and community resilience agendas. Members were advised that work was ongoing to raise the profile of the Council on a national level. Councillor Cozens advised that the Council needed to lobby for improved transport routes to allow those without their own vehicles to visit attractions in other parts of the district and eventually the wider unitary authority area.

In considering the verbal presentation Members all agreed that the team working on the Castle Gatehouse project were to be praised for their enthusiasm and knowledge. Members noted that this enthusiasm was not only displayed by Officers of the Council but also contractors, for example the stonemasons.

In referring to the health and wellbeing benefits heritage and culture can bring to individuals, a Member queried how this was actioned. Councillor Cozens advised that the H&CBU Business Manager gave consideration as to how outreach activities could target groups in need of assistance. She added that the business unit had established links with GP surgeries.

In praising the Hard Hat Tour of the Castle earlier that day, a Member commented that he would wish to see, in the future, all of the county's heritage and cultural assets supporting each other. In response, Councillor Cozens advised that she would also welcome the development of one ticket allowing access to all venues.

In closing the debate, the Chair thanked Councillor Cozens for her presentation and the ongoing work within the Heritage & Culture Business Unit.

AGREED (unanimously) that the report and verbal presentation be noted.

223 UPDATE ON ESTATE WALKABOUTS WORKING GROUP

The Committee considered the report presented jointly by the Chair of the Estate Walkabouts Working Group, Councillor Penny Rainbow and the Transformation & Service Improvement Graduate Trainee which sought to provide an update and the recommendations following a comprehensive review of the Council's Estate Walkabouts.

The report set out the rationale for the establishment of the Working Group, listing the members who participated at paragraph 1.3. Details of the sessions held, the work undertaken and the outcome of those sessions were provided together with the next steps and the timelines for implementation. Paragraph 8 of the report provided full details of each of the six recommendations being present to the Committee for consideration.

In considering the report, Members thanked both Councillor Rainbow and Councillor Holloway for requesting the group be established and to officers who facilitated the work of the group. A Member commented that the work of the group demonstrated to tenants that their areas and communities were important to the Council.

AGREED (unanimously) that the following actions be endorsed:

- a) the re-naming of Estate Walkabouts to Community Walkabouts;
- b) the reduction of the walkabout schedule;
- c) the newly developed supporting documentation;
- d) the introduction of a refined assurance pathway;
- e) the timeline as detailed in Section 6 of the report; and
- f) all recommendations be forwarded to Housing Services for implementation.

224 UPDATE ON HERITAGE & CULTURE WORKING GROUP

The Chair of the Heritage & Culture Working Group, Councillor David Moore, advised that the next meeting of the group was to be held the following day, Tuesday, 14 April 2026.

225 CABINET FORWARD PLAN (MARCH TO JUNE 2026)

NOTED the Forward Plan of the Cabinet for the period March to June 2026.

226 MINUTES OF CABINET MEETINGS

NOTED the Cabinet Minutes from the meetings held on 24 February and 24 March.

227 PROVISIONAL ITEMS FOR FUTURE AGENDAS

- Review of Grant Schemes
- Sherwood & Newark Citizens Advice Update
- Councillors Ward Scheme
- Q4 Housing Compliance Update
- Appointment of Members to Tenant Engagement Board and Planning Policy Board
- Tenant Engagement Strategy – Full Review with Substantial Changes

- Housing Repairs & Empty Homes - Annual Report
- Performance Framework
- Yorke Drive Update

Meeting closed at 8.18 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Governance, General Purposes & Local Government Reorganisation Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 16 April 2026 at 6.00 pm.

PRESENT: Councillor R Holloway (Chair)
Councillor P Rainbow (Vice-Chair)

Councillor D Darby, Councillor A Freeman, Councillor P Harris,
Councillor S Haynes, Councillor J Kellas, Councillor D Moore, Councillor
P Peacock, Councillor M Shakeshaft and Councillor K Smith

IN ATTENDANCE: Councillor R Cozens and Councillor N Allen

APOLOGIES FOR ABSENCE: Councillor M Pringle

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

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

30 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

31 MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2026

AGREED that the minutes of the meeting held on 5 February 2026 were a correct record and signed by the Chair.

32 LOCAL GOVERNMENT REORGANISATION IN NOTTINGHAM AND NOTTINGHAMSHIRE

The Committee considered the report presented by the Transformation & Service Improvement Officer which sought to update Members as to the latest position in respect of local government reorganisation following the submission to Government in November 2025 of the North-South Proposal (Option 1e).

The report set out that following the submission, Newark & Sherwood DC had worked with other councils, beginning to focus on the next phases of work and planning the steps required between now and the Government's decision. Details of the Government's statutory consultation were reported and how organisations and members of the public could engage in the process. The Chief Executive had undertaken drop-in sessions with staff and held online briefings with town and parish councils. It was reported that a virtual listening meeting had taken place on 27 February with councils and the Ministry of Housing, Communities & Local Government (MHCLG). Members were also advised that arrangements were being made for a visit and tour by the MHCLG. Details of the LGR Programme were reported which included: the interim overarching structure; thematic workstreams; LGR principles;

internal arrangements; establishment of an LGR working group and guidance from MHCLG. The report also set out the timeline of the next steps leading up to vesting day in April 2028.

In considering the report Members raised a number of queries, one of which related to how the uncertainty of the changes were affecting staff and whether there was an increase in staff looking for alternative positions. In response, the Transformation & Service Improvement Officer advised that the Chief Executive had sought to reassure staff as much as possible. She added that the annual staff survey would be launched in the summer which would provide the opportunity to share views and concerns. A Member asked that specific questions be included in the survey so that a track of responses may be made.

In response to whether there was any budget provision for future redundancies, the Director – Housing, Health & Wellbeing, who was in attendance at the meeting, advised that any redundancies resulting from the reorganisation would be at the chief officer level. She added that in the interim the work of the Council needed to continue and that most likely, when appointed to the newly established unitary authority, the new Chief Executive and Chief Officers would determine the staffing structures.

In relation to the Thematic Workstreams, a Member queried when the democratic process would be conducted and how local members would be involved in that process. The Transformation & Business Improvement Officer advised that legal & governance and Information & data protection would all be considered.

In noting that the current list of thematic workstreams appeared to be inward facing, a Member queried as to whether outward facing workstreams would be considered. In response, Members were advised that the current 9 priorities would increase and that it was an iterative list.

In response to when work would commence to align services with other local authorities, Members were advised that the Council's Business Manager – ICT & Digital Services was joint lead on such issues with an officer from the County Council. They were currently setting a base line to enable work to commence as soon as the Government's decision was announced.

A Member referred to the issue of sensible geography for the unitary authority boundaries. He noted that the Council had followed Government guidance and had not attempted to amend the current district boundaries when formulating their submission, but that the Leader had included comment that the Council would wish for future consideration to be given to keeping the whole of the current Newark constituency within the proposed Sherwood Forest unitary boundaries. The Leader, who was a Member of the Committee, stated that he would expect to push for this consideration once the shadow council had been elected to, adding that any proposed change must be operationally effective. It was suggested that the issue of sensible geography be raised with the MHCLG at their visit and tour as referred to above.

AGREED (unanimously) that the Governance, General Purposes & LGR Committee note the progress update provided in respect of local government reorganisation.

33 ENHANCING TENANT ENGAGEMENT - NEW ENGAGEMENT FRAMEWORK

The Committee considered the report presented by the Business Manager – Housing Services which set out the proposed changes to the tenant engagement structure and sought Members endorsement of the proposals and onward recommendation to Full Council to amend the Constitution to reflect the changes.

The report set out that the current governance arrangements had been in place since 2021 and that following engagement with the Tenant Participation Advisory Service (TPAS), a proposed new structure for tenant engagement had been co-designed, details of which were provided at paragraph 2 of the report.

In considering the report, a Member queried what measures would be put in place to ensure a balanced and wide representation. The Director – Housing, Health & Wellbeing, advised that the Board’s role was to take a strategic and generic view of issues and that officers of the Council would ensure that the Board were made aware of any under-represented people.

In relation to members of the Board, a Member sought clarity on whether officers would now be voting members, as this had not been the case in the past. The Director advised that it was not the intention and that the wording in the report required amendment to say that officers would attend in a supporting role only.

Members also sought clarity as to the use of the words Member and Councillor in relation to the intended membership of the Board. The Director advised that the wording would be amended to clarify the use of Member and Councillor.

AGREED (with 10 votes for and 2 abstentions) that:

- a) the proposed changes to the Council’s tenant engagement structure as set out in section 2 of the report be endorsed;
- b) the changes to the constitution be recommended for approval to Full Council on 19 May 2026; and
- c) the contents of Appendix A and the recognition proposals to Cabinet on 21 April 2026 for consideration be noted.

34 REVIEW OF MEMBER/OFFICER RELATIONS PROTOCOL

The Committee considered the report presented by the Council’s Monitoring Officer which sought to provide Members with an update on the work undertaken by the Working Group to update the Member/Officer Protocol.

The report set out that the Governance, General Purposes & LGR Working Group had been established to look at a number of documents, including the Member/Officer Protocol. The amended document had been circulated to members of the Working Group and no further amendments had been proposed.

In considering the report, a Member expressed his concern that no reference had been included to highlight that there was a duty on officers to ensure that information they give to Members was clear, accurate and followed through. The Monitoring Officer advised that she would insert additional text to reflect this.

AGREED (unanimously) that the Governance, General Purposes & LGR Committee recommend the updated Member/Officer Protocol, subject to the inclusion of additional text to reflect that information given to Members by Officers was clear, accurate and followed through, to Full Council for adoption.

35 REVIEW OF THE LOCAL CODE OF CORPORATE GOVERNANCE

The Committee considered the report presented by the Council's Monitoring Officer which sought Members' approval to refer an amended Code of Corporate Governance to Full Council for adoption.

The report set out the background to the establishment of a Local Code of Corporate Governance based in CIPFA/SOLACE Guidance and the amendments necessary to accurately reflect the current governance arrangements of the Council. It was proposed that the document be reviewed annually but that interim in-year amendments be delegated to the Monitoring Officer.

In considering the report, a Member queried how a challenge could be made if the Constitution was not correctly followed. He added that an incorrect decision had been made by the Chair of a Committee but that it was not challenged. The Monitoring Officer advised that she would require further detail to advise on the issue and agreed to speak to the Member following the close of the meeting.

AGREED (unanimously) that:

- a) the updated Code of Corporate Governance which forms part of the Councils Constitution, be recommended to Full Council for adoption;
- b) the Local Code of Corporate Governance would be reviewed annually going forward be noted;
- c) delegation from Council to the Monitoring Officer to make any necessary amendments to the document between annual reviews, if necessary, to reflect changes to governance arrangements be supported.

Councillor Jack Kellas left the meeting at 19:03 hours.

36 UPDATE OF CODE OF CONDUCT COMPLAINTS

The Committee considered the report presented by the Council's Monitoring Officer which sought to provide an update for Members on the current position in relation to Code of Conduct Complaints.

The report set out the current situation with the number of ongoing complaints at the time the agenda was published, noting that this was 20 in number. Appendix 1 listed those complaints, providing detail of when the complaint was made, whether it was in relation to NSDC or a parish, whether it was made by a Councillor or a Non-Councillor and the current status. Appendix 2 of the report listed those complaints that had been completed since 5 February 2026. In presenting the report, the Monitoring Officer advised that she was unable to provide Appendix 3 as there were no concluded complaints where an informal resolution had been concluded.

In considering the report, Members agreed that complainants and the subject of the complaint be communicated with, so they were kept updated as to what was happening.

In response to a query as to how long the complainant and/or the subject of the complaint get to agree to an informal resolution, the Monitoring Officer advised that if no agreement was reached, consideration would be given to moving to an investigation in full. If the findings were in turn not accepted, the process would move on to a hearing. Should the outcome of the hearing not be accepted, it could potentially lead to a further breach of the code of conduct. The Monitoring Officer added, that on occasion a timeline for acceptance of a finding may be set, but this was not always the case.

A Member suggested that a change be made to who the complainant was. Rather than it saying Non-Councillor consideration be given to saying Member of the Public and Officer of the Council.

A Member queried whether it was possible to be informed as to the nature of the complaints made as this would enable Members to see any emerging patterns, perhaps by the use of a key or code. The Monitoring Officer advised that further information would be reported to the next meeting of the Committee as the information included in this meeting's agenda had only been compiled from February 2026.

AGREED (unanimously) that the contents of the report be noted.

37 COMMITTEE WORK PROGRAMME FOR 2026/2027 MUNICIPAL YEAR

NOTED the Work Programme for the Governance, General Purposes & LGR Committee for the 2026/2027 Municipal Year.

Meeting closed at 7.20 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 12 March 2026 at 4.00 pm.

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

Councillor C Brooks, Councillor L Dales, Councillor S Forde, Councillor P Harris, Councillor M Home, Councillor K Melton, Councillor P Rainbow, Councillor S Saddington, Councillor M Spoor, Councillor L Tift and Councillor T Wildgust

ALSO IN ATTENDANCE: Councillor N Allen

APOLOGIES FOR ABSENCE: Councillor M Shakeshaft and Councillor T Smith

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

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

118 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

Director of Planning & Growth declared an other registerable interest on Agenda Item No. 7 – Land off Mansfield Road, Clipstone – 23/01846/OUTM, as he was a Grant Funder and was known to the applicant and would leave the meeting for this item.

119 MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2026

AGREED that the minutes from the meeting held on 12 February 2026 were agreed as a correct record and signed by the Chair.

120 LAND WEST OF ALLENBY ROAD, SOUTHWELL - 25/01879/OUTM

The Committee considered the report of the Business Manager – Planning Development, which sought outline planning permission (with all matters reserved except for access to Allenby Road) for up to 70 dwellings (including affordable housing), highway works, public open space, children’s play space, landscaping, drainage and all other associated works, including infrastructure.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

The application was presented to the Planning Committee on 12 February 2026 with a recommendation of approval. Members of the Committee resolved to defer the application to allow Officers to seek professional landscape advice on the impact of the proposal. Officers had sought such advice, and the updated report sought to address Members concerns and to address some of the other matters raised during those discussions. An amendment was communicated to Members on the slides and via the Officers presentation on the removal of First Homes from the requirement for S106 affordable homes (due to the removal of First Homes from the NPPF as mandatory) and the new split would be 60% Social/Affordable Rent and 40% Shared Ownership, still keeping the 30% onsite affordable housing provision.

The Committee report from 12 February was appended to the report as Appendix A. The independent landscape advice was contained in full in Appendix B to the report.

Mr R Lewis, representing Southwell Civic Society and another objector, spoke in objection to the application.

Mrs A Brooks, the Agent spoke in support of the application.

Members considered the application, and it was commented that this was a wrong site for development. There was an emerging Neighbourhood Plan which was being considered. There were better sites in the area which Southwell Town Council had agreed through Referendum. This was a gateway site and was good quality agricultural land. The site was in open countryside which was contrary to policy DM8. The proposed plans had footpaths along the road which was considered inappropriate. If the land was developed it would allow urban creep to the village of Halam and other villages, which would lose their unique character. It was felt that this development would be highly visible, which had not been considered in the independent landscape assessment. Southwell was full to capacity with residents, additional people would have an overbearing impact on local doctor surgeries, schools and other facilities. Members debated the tilted balance and the landscape advice. One Member advised that they would want to see a bold landscape buffer at reserved matters stage if it was approved.

AGREED (with 7 votes For and 6 votes Against) that Planning Permission be approved, subject to the conditions contained within the report and the signing of a S106 agreement for the contributions.

121 LAND TO THE REAR OF HOME FARM BARN, WINKBURN - 25/01941/PIP

The Committee considered the report of the Business Manager – Planning Development, which sought permission in principle for residential development for a minimum of 1 and up to 2 dwellings.

Members considered the presentation from the Planning Case Officer, which included photographs and plans of the proposed development.

Mr W Eastwood, Chair of Winburn Parish Meeting, spoke in objection to the application, although commented that Winburn Parish Meeting in principle had no objection as such. The development of this area should be reviewed as part of the

development of the village, which should be shared, debated and encouraged.

Members considered the application, and it was commented that there should be a plan for development, concern was raised that the proposed two dwellings would not be affordable housing, but two large dwellings in a hamlet with no facilities. The Chair commented that there was no indication at this stage of the size of buildings as the application was for planning in principle. There was a discussion on backland development and links to adjacent commercial uses. It was also commented that whilst the location was not sustainable and the two dwellings may be affordable, the proposed development would not alter the character of the hamlet. The hamlet was isolated, but the proposed development would not be isolated as there were other houses and businesses in situ. Other Members commented that they expected a high-quality, sustainable development of two houses at the technical design stage and affordable if possible.

AGREED (with 9 votes For and 4 votes Against) that Permission in Principle be approved.

Having declared an other registerable interest, the Director for Planning and Growth left the meeting for the duration of the following minute.

122 LAND OFF MANSFIELD ROAD, CLIPSTONE - 23/01846/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought proposed leisure and recreation facilities at Clipstone Colliery.

The meeting was adjourned for 10 minutes to consider the additional information provided by the Senior Planning Officer including minor amendments to the conditions contained in the report.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members were provided with a late response from Sport England which confirmed no objection to the scheme but suggested minor amendments to the Conditions as follows:

Condition 2 (Plans condition) be amended to include the updated Mitigation Report dated February 2026 instead of October 2024;

Condition 22 to delete the wording '[or other specified time frame]'.

Mr D Ridout, spoke in support of the application, on behalf of the Applicant.

Members considered the application and were delighted with the proposed scheme, which would turn an eye sore into a fully developed site providing sports development, which would benefit the local community. Members raised concern regarding the pedestrian and cycle access and suggested that additional gates onto the site be provided to encourage pedestrians and cyclists, which would reduce traffic

on site.

A Member suggested an amendment to Condition 15, if the Committee were minded to approve the application. The Committee had a short adjournment to enable the Planning Officers to seek legal advice. Following this, it was proposed that an additional condition be inserted to resolve the concerns of the Members in relation to the pedestrian access to the site. The proposed additional condition was read out to the Committee: Prior to first use of development hereby approved, details for an additional provision of access to the Northern boundary shall be submitted to and approved in writing to the Local Planning Authority (LPA) and implemented in accordance with the approved details.

AGREED (unanimously) that:

- (a) Planning Permission be approved, subject to the conditions contained within the report and the amendment to the conditions as proposed by Sport England to include the Updated Mitigation Report dated February 2026 in the list of approved plans and documents in condition 2; and delete the wording [or other specified timeframe] from condition 22; and
- (b) an additional Condition to read: Prior to first use of development hereby approved, details for an additional provision of access to the Northern boundary shall be submitted to and approved in writing to the Local Planning Authority (LPA) and implemented in accordance with the approved details.

123 LAND WEST OF EAKRING ROAD, BILSTHORPE - 26/00074/PIP

The Committee considered the report of the Business Manager – Planning Development, which sought permission in principle for a proposed residential development of a minimum of 1 dwelling and a maximum of 9 dwellings

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application, and it was commented that the use of agricultural land for housing development was not necessary. Members were also concerned that there was no footpath running along the site and a ribbon effect of development would start if this was approved which was considered inappropriate to the village.

A vote was taken and lost for Approval, with 4 votes For, 8 votes Against and 1 Abstention.

AGREED Moved Councillor D Moore and Seconded M Home (with 8 votes For, 4 votes Against and 1 Abstention) that contrary to Officer

recommendation Planning Permission be refused, for the reason inappropriate use in this location. The wording for reason of refusal to be delegated to the Business Manager – Planning Development.

In accordance with paragraph 18.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
C Brooks	Against
L Dales	Against
S Ford	Against
A Freeman	For
P Harris	For
M Home	For
K Melton	Abstention
D Moore	For
P Rainbow	For
S Saddington	For
M Spoons	For
L Tift	For
T Wildgust	Against

124 APPEALS LODGED

AGREED that the report be noted.

125 APPEALS DETERMINED

AGREED that the report be noted.

126 DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

The Committee considered the report of the Director for Planning & Growth relating to the performance of the Planning Development Business Unit over the three-month period October to December 2025 (Quarter 3). Performance had continued to be met and exceeded, despite challenges within and without the organisation.

The Planning Department undertook a range of activities including the processing of planning applications and associated appeals, planning enforcement, conservation and listed building advice, tree applications, pre-application advice as well as other service areas including land charges, street naming and numbering and management of the building control service for the Council. The report related to the planning functions of the service area.

Between October and December 2025, a total of 514 applications were validated. This figure was the lowest recorded in years for this period, albeit it followed the usual drop observed ahead of the festive season and New Year. Compared to the same quarter in 2024, there was a 13% decline in validated applications. It was likely that

this reflected the national picture, with many Councils' reporting lower numbers during 2025. Uncertainty on planning reforms, delays in securing legal agreements and challenges with securing BNG were also likely to be factors.

The Planning Business Manager for Development highlighted that the team had consistently met and surpassed performance expectations, and their ongoing support and dedication was commendable. This was further highlighted with the following comment as contained within the report, received from Raymond Crawford (PAS) after his visit:

"I would like to say that in most DM teams that I visit there is a kind of air of exhaustion and resignation. The experience at your council was very different and there seemed to be a real feeling of optimism and enthusiasm. I found the experience really positive - so well done, and please pass that message from me on to everyone involved."

The Planning Committee Chair requested statistics regarding Planning in Principle applications to be included in future performance reports. A Member also asked if information could be included regarding tree determinations, what tree work had been done and what protection was in place. The Business Manager confirmed that trees in the conservation area were challenging. Tree decisions could be included including the number of trees that had been protected by Tree Preservation Orders in that reported quarter.

The Planning Committee Chair thanked the Business Manager – Planning Development and the Development Control team for their work.

AGREED that:

- (a) the report be noted; and
- (b) future performance reports to include statistics on Planning in Principle applications and tree decisions including the number of trees protected by Tree Preservation Orders in the relevant quarter.

127 QUARTERLY PLANNING ENFORCEMENT ACTIVITY UPDATE REPORT

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

The Chair indicated that the meeting duration had expired therefore a motion was moved and seconded to continue the meeting. A motion was voted on with unanimous agreement to continue for a further few minutes.

The report provided Members with examples of cases that had been resolved, both through negotiation and via the service of notices and provided detailed and

explanations of notices that had been issued during the period covered 1 October 2025 – 31 December 2025.

The report was broken down into Schedule A to D. Schedule A outlined the enforcement activity for Q3 in terms of numbers of cases received, the reasons for cases being closed and response times. Schedule B included a small number of examples of where formal planning enforcement action had been taken (such as a notice being issued) in the quarter. Schedule C provided examples of cases where officers had managed to resolve the breaches through dialogue and negotiation during the quarter; and Schedule D provided examples of Notices having been complied with. The examples within the report showed considerable success that had been achieved by the enforcement team.

The Planning Committee Chair expressed his thanks to the Enforcement Team for their commitment and hard work.

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

Meeting closed at 7.11 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 9 April 2026 at 4.00 pm.

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

Councillor C Brooks, Councillor L Dales, Councillor S Forde, Councillor P Harris, Councillor M Home, Councillor K Melton, Councillor P Rainbow, Councillor T Smith, Councillor M Spoons, Councillor L Tift and Councillor T Wildgust

ALSO IN ATTENDANCE: Councillor N Allen

APOLOGIES FOR ABSENCE: Councillor S Saddington and Councillor M Shakeshaft

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

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

129 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

130 MINUTES OF THE MEETING HELD ON 12 MARCH 2026

AGREED that the minutes from the meeting held on 12 March 2026 were agreed as a correct record and signed by the Chair.

131 FARNDON WINDMILL, CREES LANE, FARNDON - 25/00869/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use and ‘Self Build’ conversion and alterations of windmill and bakehouse to form a dwelling. The application proposed to demolish an outbuilding and erect a replacement garage and workshop and create a new driveway.

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

Mr A Northcote, the Agent spoke in support of the application.

Members considered the application and welcomed the proposals which would protect a listed building and heritage site. It was commented that the windmill would offer a safe space given the height of the building in the event of a flood. Members also requested a flood evacuation plan if the Committee were minded to approve the application given that the site was in flood zone 3A. Members also commented that the attenuation pond would also mitigate any flooding, although it was noted that the site to date had not flooded. Members also sought clarification regarding the dualling of the A46 and whether the noise level impact on the property would be acceptable. The Business Manager – Planning Development informed the Committee that National Highways, County Highways and the Environment Agency had all been consulted and there were no objections raised. It was considered that the dwelling was a distance away from the A46, the trees surrounding the site would provide a buffer and the ability for good insulation would overcome any noise issues.

The Business Manager – Planning Development informed the Committee that Condition 10 required amendments to clarify custom self-build.

AGREED (with 12 votes For and 1 vote Against) that:

- (a) Planning Permission be approved, subject to the conditions contained within the report;
- (b) an additional condition ensuring that occupation of the development hereby permitted shall be in accordance with an approved flood warning and action plan; and
- (c) delegated approval be granted to the Business Manager – Planning Development to amend condition 10 regarding custom self-build.

132 FARNDON WINDMILL, CREES LANE, FARNDON - 25/00870/LBC

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use and conversion and alterations of windmill and bakehouse to form a dwelling. The application included demolish outbuilding and erect replacement garage and workshop and create a new driveway.

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

Members considered the application, and it was commented that there were some iron caseworks that did not appear to be protected. The original cap on the windmill was onion shaped, the proposed cap gave the appearance of a light house and was not in keeping with the original design, consideration was sought in terms of heritage for both the ironworks and capping arrangement.

The Business Manager - Planning Development confirmed that he had inspected the ironworks himself, and they were unlikely to be salvaged. Effort could be made to retrieve them and use them somewhere else in the windmill. There were also practicable problems, trying to do a timber onion shaped cap which was also expensive and would require regular maintenance. The flat cap offered practicable solutions and was designed for water to drain off. It was advised that to ask for the onion cap would be considered unreasonable.

AGREED (with 12 votes For and 1 vote Against) that Planning Permission be approved, subject to the conditions contained within the report and a schedule of works prior to commencement of works.

133 FIELD REFERENCE NUMBER 7509, DALE LANE, BLIDWORTH - 26/00191/PIP

The Committee considered the report of the Business Manager – Planning Development, which sought permission in principle for proposed residential development of a minimum of 4 dwellings and a maximum of 6 dwellings.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received from a local resident.

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

Mr J Holmes, spoke in objection to the application.

Mr N Baseley, the Agent spoke in support of the application.

Councillor T Thompson, Local ward Member spoke in objection to the application.

Members considered the application, and clarification was sought regarding whether this site was in the Green Belt or Grey Belt as detailed within the report. Members debated the loss of Green Belt sites and the Government’s objective of delivering 1.5 million new homes. The Business Manager – Planning Development provided a detailed explanation regarding what constitutes Grey Belt. There was debate about the location in terms of services and the suitability of the footpath, as well as general concerns about trees and ecology. Members commented that the proposed site was too small for any form of housing given it was the edge of the woodland and that there were other available sites suitable for housing within the village. There was debate about location and number of dwellings proposed, with concerns raised about development potentially being cramped with 4 to 6 dwellings.

A vote was taken and lost for approval with 1 vote For, 11 votes Against and 1 Abstention.

AGREED Moved Councillor A Freeman and Seconded Councillor L Dales (with 9 votes For, 2 votes Against and 2 Abstentions) that Permission in Principle be refused. Reason for refusal: inappropriate location for any housing. The wording for reason of refusal to be delegated to the Business Manager – Planning Development.

In accordance with paragraph 18.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
C Brooks	For
L Dales	For

S Ford	Against
A Freeman	For
P Harris	For
M Home	For
K Melton	Against
D Moore	For
P Rainbow	For
T Smith	For
M Spoons	Abstention
L Tift	Abstention
T Wildgust	For

134 LAND ADJACENT CHURCH VIEW FARM, SWINDERBY ROAD, SOUTH SCARLE, NG23 7JW - 25/02049/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought two dwellings with attached garages.

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

Mr P Rowlands, South Scarle Parish Meeting Chair spoke in objection to the application.

Mr J Halton, the Agent spoke in support of the application.

Members considered the application, and it was commented that South Scarle was an unsustainable village, a car was required to get to any public transport. The site location was outside the village envelope and in open countryside. The Planning Committee had recently refused an application for planning in principle on a site across the road from this location, on the basis of SP1 and DM8 – being in the open countryside. The residents of the village were against this development. There however were still infill opportunities within the village. Members considered the need to protect the open countryside. The development was considered disproportionately large especially when entering the open countryside, a lower level would have been considered more appropriate. If the development was for bungalows or affordable housing the scheme may have been supported. The village was an old working farming village. The development would have an impact on the conservation area and the listed buildings, with no public benefit. There was also an important strip of land for barn owls, it was commented that the development may have an adverse impact on the barn owls.

During the debate of this item, the Chair indicated that the meeting duration had expired therefore a motion was moved and seconded to continue the meeting. A motion was voted on with unanimous agreement to continue for a further hour.

A vote was taken and lost unanimously for Approval.

AGREED Moved Councillor L Dales and Seconded Councillor D Moore (unanimously) that contrary to Officer recommendation Planning Permission be refused. Reason for refusal: SP1 – unsustainable location; DM8 – open space: DM9 – Character and appearance of the open countryside; and DM5 – over intensive. The wording for reason of refusal to be delegated to the Business Manager – Planning Development.

In accordance with paragraph 18.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
C Brooks	For
L Dales	For
S Ford	For
A Freeman	For
P Harris	For
M Home	For
K Melton	For
D Moore	For
P Rainbow	For
T Smith	For
M Spors	For
L Tift	For
T Wildgust	For

135 LAND OFF BILSTHORPE ROAD, EAKRING - 26/00259/PIP

The Committee considered the report of the Business Manager – Planning Development, which sought permission in principle for proposed residential development of a minimum of 1 dwelling and a maximum of 1 dwelling.

A Schedule of Communication was circulated prior to the meeting which detailed correspondence received from the Agent.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Mrs D Corah, the Applicant spoke in support of the application.

Members considered the application, and it was commented that this application was in the open countryside, it was not a sustainable village and was not allocated site and therefore should not be supported. Other Members commented that there had been no objection form Eakring Parish Council, there were no neighbour objections and the applicant already resided in the village and would move into this property, providing an additional property in the village.

AGREED (with 10 votes For, 2 votes Against and 1 Abstention) that Permission in Principle be approved.

Councillor T Smith left the meeting.

136 SHAWFIELD, MAIN STREET, BLEASBY, NG14 7FU - 26/00068/HOUSE

The Committee considered the report of the Business Manager – Planning Development, which sought part-demolition and rebuilding of dwelling, single storey extension, roof re-construction to a slightly higher ridge height, introduction of dormer windows and external alterations (part retrospective).

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

The Planning Committee Chair indicated that the meeting duration of an additional one hour had expired therefore a motion was moved by the Chair and agreed by Members to continue the meeting for a further hour.

Mrs H Richmond, spoke in objection to the application.

Members considered the application, and concern was raised regarding the amount of demolition that had taken place on the dwelling although the application was for part demolition and rebuilding of dwelling, single storey extension, roof re-construction to a slightly higher ridge height, introduction of dormer windows and external alterations, although part of the works were retrospective. Members expressed concern that the proposal had not considered the impact on the conservation area and therefore had an overbearing nature on both the conservation area and the neighbouring property, Redean Lodge.

After extensive debate, the key concern was detrimental impact on the special character and appearance of the conservation area.

A vote was taken and lost for approval with 4 votes For and 8 votes Against.

Councillor L Dales left the meeting during the wording for refusal.

AGREED Moved Councillor K Melton and Seconded Councillor C Brooks (with 6 votes For, 4 votes Against and 1 Abstention) that Planning Permission be refused. Reason for refusal: overbearing impact on the Conservation area. The wording for reason of refusal: The increased roof height and addition of dormer windows would result in less than substantial harm to the character and appearance of Bleasby Conservation Area which would not be outweighed by public benefits. The wording for reason of refusal to be delegated to the Business Manager – Planning Development.

In accordance with paragraph 18.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
C Brooks	For
S Ford	For
A Freeman	Against
P Harris	For

M Home	For
K Melton	For
D Moore	Abstention
P Rainbow	Against
M Spoors	Against
L Tift	For
T Wildgust	Against

137 PLANNING COMMITTEE REFORM: STATUTORY CONSULTATION ON DRAFT REGULATIONS AND GUIDANCE & CONSULTATION ON FEES FOR PLANNING APPLICATIONS

The Committee considered the report of the Business Manager – Planning Development which provided an overview on the committee reforms proposed and fees for planning applications.

The Planning Committee Chair indicated that the meeting duration of an additional one hour had expired therefore a motion was moved by the Chair and agreed by Members to continue the meeting for a further hour.

It was reported that the government proposed to bring forward the regulations and statutory guidance for a national scheme of delegation and size of planning committees so that the reforms would be in place by the end of September 2026. A consultation on the proposals had commenced and would last for 4 weeks from 26 March 2026, closing on the 23 April 2026.

A discussion took place as to how the changes would affect Members and also how the Planning Committee would function. Members raised their concerns that they would lose the opportunity to provide their local knowledge in the democratic process.

AGREED that:

- a) the consultations on planning committee reform and fees for planning applications be noted; and
- b) the Council’s representations on planning committee reform and local fee setting be delegated to the Director for Planning & Growth in consultation with the Chair and Vice-Chair of Planning Committee.

138 APPEALS LODGED

AGREED that the report be noted.

139 APPEALS DETERMINED

AGREED that the report be noted.

Meeting closed at 9.27 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 4 March 2026 at 6.00 pm.

PRESENT: Councillor S Michael (Chair)
Councillor N Allen (Vice-Chair)

Councillor S Crosby, Councillor J Hall, Councillor J Lee and Councillor M Shakeshaft

C Richardson – Co-optee

APOLOGIES FOR ABSENCE: Councillor D Darby, Councillor C Penny and Councillor T Wendels

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

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

41 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

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

42 MINUTES OF THE MEETING HELD ON 10 DECEMBER 2025

AGREED that the minutes from the meeting held on 10 December 2025 be approved as a correct record and signed by the Chair.

43 INTERNAL AUDIT PROGRESS REPORT 2025/26 & INTERNAL AUDIT PLAN 2026/27

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA), providing a summary of Internal Audit work undertaken during 2025/26 against the agreed audit plan and provided a reminder of the audits scheduled for 2026/27 to ensure that the audit focus is directed to the most relevant areas.

The report advised that the Audit Plan for 2026/27 had initially been reviewed by the Senior Leadership Team. Officers had suggested that they would like further time to review areas of audit focus for 2026/27 and hence have agreed that the two audits proposed for Q1 go ahead, with a view to bringing back a revised plan to the next Audit and Accounts Committee for approval.

AGREED (unanimously) that:

- a) the Committee considered and commented upon the latest internal audit progress report and noted its content; and
- b) the Committee considered and commented upon the internal audit plan for

2026/27.

44 ANNUAL EXTERNAL PROGRESS REPORT AND INDICATIVE AUDIT PLAN 2025/26

The Committee considered the report from the Business Manager for Financial Services presenting the External Audit Progress Report and Indicative Audit Plan for the 2025/26 Statement of Accounts work for Members to review and comment.

The representative from Mazars, Mark Surridge presented the report which described the audit approach and the Value for Money audit approach, detailing the audit team, the deliverables from the work, the timeline and the proposed audit fee.

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

45 TREASURY MANAGEMENT STRATEGY 2026/27

The Committee considered the report from the Senior Accountant seeking approval for the Treasury Management Strategy, which incorporates the Borrowing Strategy, Investment Strategy, and Treasury Prudential Indicators, updated in accordance with latest guidance.

AGREED that:

the Committee approved each of the following key elements and recommended these to Full Council on 5 March 2026 while noting that as the budgets are still being finalised some of the figures within the Strategy may alter:

- The Treasury Management Strategy 2026/27, incorporating the Borrowing Strategy and the Annual Investment Strategy (**Appendix A**).
- The Treasury Prudential Indicators and Limits, contained within **Appendix A**.
- The Authorised Limit Treasury Prudential Indicator contained within **Appendix A**.

46 CAPITAL STRATEGY 2026/27

The Committee considered the report from the Senior Accountant seeking approval to the Capital Strategy 2026/27, incorporating the Minimum Revenue Provision Policy and Capital Prudential Indicators, updated in accordance with latest guidance.

AGREED that:

the Committee approved each of the following key elements and recommended these to Full Council on 5 March 2026 while noting that as the budgets are still being finalised some of the figures within the Strategy may alter:

- The Capital Strategy 2026/27 **Appendix A**.
- The Capital Prudential Indicators and Limits for 2026/27, contained within **Appendix A**.
- The Minimum Revenue Provision (MRP) Policy Statement as contained within

Appendix C, which sets out the Council's policy on MRP.

- The Flexible Use of Capital Receipts Strategy, contained with **Appendix D**.

47 NON-TREASURY INVESTMENT STRATEGY 2026/27

The Committee considered the report from the Assistant Business Manager for Financial Services providing the investment strategy for 2026/27, meeting the requirements of statutory guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance in January 2018.

AGREED that:

the Committee approved each of the following key elements and recommended these to Full Council on 5 March 2026 while noting that as the budgets are still being finalised some of the figures within the Strategy may alter:

- The Investment Strategy 2026/27 **Appendix A**.
- The Investment Prudential Indicators and Limits for 2026/27, contained within **Appendix A**.

48 BUDGET REPORTS 2026/27

The Committee considered the report from the Business Manager for Financial Services providing Members with attached reports which have been approved at Cabinet on 24 February 2026 including an exempt appendix:

General Fund Revenue Budget 2026/27
General Fund Medium Term Financial Plan 2026/27 – 2029/30
Capital Programme 2026/27 – 2029/30

The appendices were the budget setting reports (both Capital and Revenue) together with the Council's proposed Medium Term Financial Plan for the 2026/27 financial year.

AGREED that Members had received and noted the reports that were presented to Cabinet on 24 February 2026.

49 UPDATE ON THE LGA NEWARK AND SHERWOOD DISTRICT COUNCIL CYBER 360 REPORT

The Committee considered the report from the Business Manager for ICT & Digital Services providing the updated results of LGA Newark and Sherwood District Council Cyber 360 Report.

The CIGG will continue the review of the Cyber360 action plan and provide updates. As of February 2026, 96% of the action plan is complete, with only 1 task remaining out of 24.

The Cyber 360 Action Plan is not in the public area of this open report for security reasons and is held in the exempt version of the report.

AGREED that Members reviewed, commented upon and noted the update on the LGA Newark and Sherwood District Council Cyber 360 Report.

50 WORK PROGRAMME FOR AUDIT AND ACCOUNTS COMMITTEE

The Committee received the Work Programme from the Business Manager for Financial Services for consideration.

AGREED (unanimously) that the Work Programme be noted.

51 EXCLUSION OF THE PRESS AND PUBLIC

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

52 EXEMPT - LGA NEWARK AND SHERWOOD DISTRICT COUNCIL CYBER 360 REPORT

The Committee considered the exempt report from the Business Manager for ICT & Digital Services providing an update on the LGA Newark and Sherwood District Council Cyber 360 Report.

53 DATE OF NEXT MEETING - 22 APRIL 2026

Meeting closed at 7.06 pm.

Chair

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

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit & Accounts Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 22 April 2026 at 6.00 pm.

PRESENT: Councillor S Michael (Chair)
Councillor N Allen (Vice-Chair)

Councillor D Darby, Councillor J Hall and Councillor T Wendels

APOLOGIES FOR ABSENCE: Councillor S Crosby, Councillor J Lee, Councillor C Penny and Councillor M Shakeshaft and C Richardson – Co-optee

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

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

55 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

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

56 MINUTES OF THE MEETING HELD ON 4 MARCH 2026

AGREED that the minutes from the meeting held on 4 March 2026 be approved as a correct record and signed by the Chair.

57 INTERNAL AUDIT PLAN 2026/27

The Committee considered the report from Philip Lazenby, Director of Audit (TIAA), to set the Internal Audit Plan for the 2026/27 financial year.

Appendix A provided the revised plan to be considered by the Committee.

AGREED (unanimously) that the Committee considered and commented upon the Internal Audit Plan for 2026/27 and approved for completion.

58 ANNUAL EXTERNAL AUDIT STRATEGY MEMORANDUM 2025/26

The Committee considered the report from the Business Manager for Financial Services presenting the External Audit Strategy Memorandum for the 2025/26 Statement of Accounts work for Members to review and comment.

The representative from Mazars, Ellie West presented the report to the Committee.

The External Audit Strategy Memorandum (Appendix A) sets out the proposed work of the Council's external auditors for 2025/26, relating to the audit of the financial statements and the commentary on the Council's Value for Money arrangements.

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

59 PROJECTED GENERAL FUND AND HOUSING REVENUE ACCOUNT REVENUE AND CAPITAL OUTFURN REPORT TO 31 MARCH 2026 AS AT 31 DECEMBER 2025

The Committee considered the report from the Business Manager for Financial Services to update Members with the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.

The report showed performance against the approved estimates of revenue expenditure and income.

AGREED (unanimously) that:

- a) the Committee noted the General Fund projected favourable outturn variance of £0m;
- b) the Committee noted the Housing Revenue Account projected favourable outturn variance of £0.117m to the Major Repairs Reserve;
- c) the Committee note the Capital Programme revised budget and financing of £53.759m; and
- d) the Committee noted the Prudential indicators at Appendix A.

60 STATEMENT OF ACCOUNTING POLICIES 2025/2026

The Committee considered the report from the Assistant Business Manager for Financial Services providing updates made to the Council's accounting policies in relation to the closedown of the 2025/2026 financial year.

Prior to the completion of the Statement of Accounts for 2025/2026 it is important that Members are given the opportunity to discuss and comment on the accounting policies to be used in the production of the financial statements. These policies will be applied to the treatment of all transactions that make up the figures in the Statement of Accounts to ensure the accounts present a true and fair view of the financial position of the Council as at 31 March 2026.

AGREED (unanimously) that Members approved the amended Statement of Accounting Policies for 2025/2026.

61 UNDERLYING VALUATION ASSUMPTIONS FOR 2025/2026 STATEMENT OF ACCOUNTS

The Committee considered the report from the Assistant Business Manager for Financial Services to provide Members with information regarding the assumptions made by the Valuers in calculating the figures to be reported in the 2025/26 Statement of Accounts, as per the revaluation model approach taken by the Council under IAS 16 (International Accounting Standard 16 – Property, Plant and Equipment).

AGREED (unanimously) that Members noted and approved the assumptions used in the calculation of asset valuation figures for 2025/2026.

62 UNDERLYING PENSION ASSUMPTIONS FOR 2025/2026 STATEMENT OF ACCOUNTS

The Committee considered the report from the Assistant Business Manager for Financial Services to provide Members with information regarding the assumptions made by the pension fund actuary in calculating the IAS 19 (International Accounting Standard 19 - Employee Benefits) figures to be reported in the 2025/2026 Statement of Accounts.

AGREED (unanimously) that Members noted and approved the assumptions used in the calculation of pension figures for 2025/2026.

63 COUNTER-FRAUD ACTIVITIES FROM 30 SEPTEMBER 2025 TO 31 MARCH 2026

The Committee considered the report from the Business Manager for Financial Services informing Members of counter-fraud activity undertaken since the last update reported on 30 September 2025.

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

AGREED (unanimously) that Members noted the report.

64 FRAUD RISK ASSESSMENT

The Committee considered the report from the Business Manager for Financial Services informing Members of the update of the Fraud Risk Register undertaken during March 2026.

The report reminded Members that a fraud risk assessment was first undertaken in June 2014 and a fraud risk register produced and presented to the Audit and Accounts Committee.

The fraud risks are assessed annually and the register updated. The amended Fraud Risk Register as at April 2026 was attached at Appendix A to the report.

The exempt appendix was not discussed in the open meeting or the exempt discussed during the meeting.

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

65 UPDATE ON THE LGA NEWARK AND SHERWOOD DISTRICT COUNCIL CYBER 360 REPORT

The Committee considered the report from the Business Manager for ICT & Digital Services providing the updated results of LGA Newark and Sherwood District Council Cyber 360 Report.

The Local Government Association piloted Cyber 360 (C360s) peer reviews with several Local Authorities to ensure Cyber and information Security governance and culture is being understood and adequately resourced. The Cyber 360 Action Plan is not in the public area of the open report for security reasons and is held in the exempt version.

The report informed the Committee that the action plan was now complete of all 24 actions and that it is important to note the significant risk posed by cyber security threats and potential cyber attacks to the Council. In recognition of this ongoing risk, updates regarding cyber security measures, incidents, and mitigation actions will be provided at every meeting of the Audit and Accounts Committee to ensure continued oversight and prompt response to emerging issues.

AGREED that Members reviewed, commented upon and noted the update on the LGA Newark and Sherwood District Council Cyber 360 Report.

66 WORK PROGRAMME FOR AUDIT AND ACCOUNTS COMMITTEE

The Committee received the Work Programme from the Business Manager for Financial Services for consideration.

The Chair expected more input to the Work Programme and the Business Manager for Financial Services would circulate further updates.

AGREED (unanimously) that the Work Programme be noted.

67 EXCLUSION OF THE PRESS AND PUBLIC

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

68 EXEMPT - LGA NEWARK AND SHERWOOD DISTRICT COUNCIL CYBER 360 REPORT

The Committee considered the exempt report from the Business Manager for ICT & Digital Services providing an update on the LGA Newark and Sherwood District Council Cyber 360 Report.

69 DATE OF NEXT MEETING - 8 JULY 2026

Meeting closed at 7.10 pm.

Chair

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

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 19 March 2026 at 6.00 pm.

PRESENT:

Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor S Michael, Councillor D Moore, Councillor K Roberts and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor J Hall (Chair), Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor R Jackson, Councillor J Lee, Councillor S Saddington, Councillor M Spoons and Councillor P Taylor

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

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

73 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

74 MINUTES OF THE MEETING HELD ON 11 DECEMBER 2025

AGREED that the minutes from the meeting held on 11 December 2025 were agreed as a correct record and signed by the Chair.

75 UPDATE ON THE PUB WATCH SCHEME CURRENTLY IN OPERATION

The Environmental Health & Licensing Manager presented a report which provided the Committee with an update on Pubwatch Schemes currently in operation on the District. The aim of Pubwatch was to achieve a safer drinking environment in all licensed premises across the country, and the Licensing Committee had previously supported the local Pubwatch groups by promoting Schemelink which was a mobile phone app developed as a central point for easier data sharing. The report gave an update on the current position with the various Pubwatch Schemes and the officer support to these.

AGREED that the report be noted.

76 UPDATE ON PERFORMANCE MATTERS

The Environmental Health & Licensing Manager presented a report which provided the Committee with details of the various activities undertaken by the Licensing Team in relation to the different types of licensing matters covered by the Licensing Act 2003 from 1 October 2025 to 31 December 2025.

The report set out activities under the Licensing Act (including Temporary Event Notices); Hackney Carriage/Private Hire/Private Ambulances applications; Street Collections and House to House Collections.

AGREED that the types and volumes for licenses processed in the previous quarter be noted.

77 EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 7 of Part 1 of Schedule 12A of the Act.

78 MINUTES OF THE LICENSING HEARING SUB-COMMITTEE HELD ON 13 JANUARY 2026

The Committee noted the exempt minutes from the Licensing Hearing Sub-Committees held on 13 January 2026.

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

79 MINUTES OF THE LICENSING HEARING SUB-COMMITTEE HELD ON 17 FEBRUARY 2026

The Committee noted the exempt minutes from the Licensing Hearing Sub-Committee held on 17 February 2026.

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

80 UPDATE ON ENFORCEMENT

The Committee noted the exempt report of the Environmental Health & Licensing Manager which provided details of enforcement activities carried out in the previous quarter.

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

Note - Councillor J Lee arrived following the conclusion of the meeting due to a prior meeting commitment.

Meeting closed at 6.20 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite Castle House on Monday, 9 March 2026 at 6.00 pm.

PRESENT: VOTING MEMBERS:
Councillor I Brown, Councillor S Haynes, Councillor M Home, Councillor J Kellas and Councillor P Taylor

NON-VOTING MEMBERS:
Councillor R Cozens, Councillor S Crosby, Councillor D Darby, Councillor D Moore and Councillor M Spoors

10 APPOINTMENT OF CHAIR

The Trustees were asked to appoint a Chair for the Trustee Board of the Gilstrap and William Edward Knight Charities.

AGREED (unanimously) that Councillor R Cozens be appointed as Chair to the Trustee Board of the Gilstrap and William Edward Knight Charities.

11 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED: that:

- a) Councillor R Cozens, non-voting Member – declared a non-registrable interest regarding Agenda Item No. 8 – Funding Application – Friends of Newark Castle and Victorian Gardens, as she was the Portfolio Holder for Heritage, Culture & the Arts;
- b) Councillor D Darby, non-voting Member – declared a non-registrable interest regarding Agenda Item No. 7 – Consultation on Improvements to Land off Cedar Avenue, as she was the Ward Member;
- c) Councillor D Moore, non-voting Member – declared a non-registrable interest regarding Agenda Item No. 10 – Funding Application – the Gathering of the North Ltd. event in Sherwood Forest, as he is known to the applicant;
- d) The following voting Members declared non-registrable interests, as elected Members of Newark Town Council.
Councillor I Brown
Councillor J Kellas
Councillor P Taylor
- e) The following non-voting Members declared an interest, as elected Members of Newark Town Council
Councillor S Crosby
Councillor D Moore

12 DECLARATION OF INTENTION TO RECORD THE MEETING

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

13 MINUTES OF THE MEETING HELD ON 24 JUNE 2026

AGREED that the minutes of the meeting held on 24 June 2026 were agreed as a correct record and signed by the Chair.

14 APPOINTMENT OF CLERK AND DEPUTY CLERK

The Board considered a report from the Monitoring Officer, which sought approval of the appointment of the Clerk and Deputy Clerk to the Board of Trustees of the Gilstrap Charity and William Edward Knight Trust.

AGREED (unanimously) that:

- a) the appointment of the Monitoring Officer as Clerk to the Board of Trustees and William Edward Knight Trust be approved; and
- b) the appointment of the Deputy Monitoring Officer as the Deputy Clerk to the Board of Trustees to the Gilstrap Charity and William Edward Knight Trust be approved.

The Chair, with the permission of the Board, agreed for the change to the order of business, Agenda Item No. 8 – Funding Application – Friends of Newark Castle and Victorian Gardens was taken as the next item of business. Agenda Item No. 7 – Consultation on Improvements to Land off Cedar Avenue followed, the agenda resumed its stated order thereafter.

15 FUNDING APPLICATION - FRIENDS OF NEWARK CASTLE AND VICTORIAN GARDENS

The Committee considered an application for grant funding from the Friends of Newark Castle & Victorian Gardens, for a project to support the promotion of education and understanding to one of Newark's most significant historic buildings and to tie together the historic landscape of the town. An amount of £50,000 was sought and information on funds raised so far was included in the report.

Mrs Sharon Morley, representative of the Friends of Newark Castle and volunteer, attended the meeting and provided information to the Board including the aims of the project and answered Members questions.

Members felt that the application was in line with the criteria to reflect the Gilstrap Charity's purpose and objectives.

AGREED (with 4 votes For and 1 vote Against) that the application for funding of £50,000 be granted to the Friends of Newark Castle & Victorian Gardens.

16 CONSULTATION ON IMPROVEMENTS TO LAND OFF CEDAR AVENUE

The Board considered a report from the Monitoring Officer which sought consultation on proposals to improve facilities at the land off Cedar Avenue.

On 20 January 2026 at a Cabinet meeting of Newark & Sherwood District Council, a report on a Parks & Open Spaces Development Plan was considered. The report was contained as Appendix 1 to report on the agenda. As part of the report, three strategic sites in the District were approved for potential investment in new facilities with consultation on those sites to be undertaken in 2026/27. One of the sites identified was the land off Cedar Avenue/Lincoln Road. The site was owned by the Gilstrap Charity and was an area of open space which currently holds a Multi-Use Games Area and a small youth shelter. Any decisions on improvement to the site or improvement of facilities ultimately required approval from the Trust. At this stage, proposals for improvement were at an early stage with no final funding source, design or maintenance agreed. However, the report referenced potential funding through the Pride In Place Programme which had been made available for Newark. The report suggested there may be a case for investigating the provision on site of a “pump-track” for BMX, skateboard and scooter usage. The report also recognised that wider consultation with communities and key stakeholders was required to further develop proposals.

It was proposed that the Trust supported the consultation being undertaken in respect of the site, noting that this was being undertaken at a formative stage and did not commit the Trust to any decision in relation to the approval of future changes to the site. Any final agreement to development of the site would be made at a future meeting of the Trust supported by evidence from the consultation, more detailed proposals on design, funding and maintenance and with regard to the Charities objectives.

Members considered the report and it was commented that there was a long history with Cedar Avenue Park. The park was an asset owned by the charity, which may be transferred to Newark Town Council for a relatively small sum of money. The charity currently paid the maintenance cost of the land. It was considered that the land should be protected from development and if any development was proposed, Newark Town Council needed to be engaged first. It was felt that it was not right for the Board to consider this without Newark Town Council being consulted to get their feedback in the first instance.

A Member requested that a pack of all previous reports relating to Land off Cedar Avenue be prepared for the Board Members and that members of the community be invited to tell the Board their vision, as previously tree planting was requested, that however was considered as an Anti-Social behaviour concern.

Councillors J Kellas and P Taylor declared a non-registrable interest on this item as they were Members of Newark Town Council.

AGREED (unanimously) that the item be deferred pending further information regarding clarity of Charity Commission; views of Newark Town Council; and whether this has been included within the Newark Neighbourhood Plan. A report to be submitted to the next meeting of the Board or an extraordinary meeting.

17 FUNDING APPLICATION - MATERNAL MINDS

The Committee considered an application for grant funding to support Maternal Minds CIC to deliver sessions to support mothers experiencing mild to moderate perinatal challenges. An amount of £4,000 was sought.

Members felt that the application was in line with the criteria to reflect the Gilstrap Charity's purpose and objectives.

The Portfolio Holder for Health, Wellbeing & Leisure confirmed that she would also take this back and see if any additional work could be undertaken by Newark & Sherwood District Council.

AGREED (with 3 votes For and 2 Abstentions) that the application for funding of £4,000 be granted to the Maternal Minds CIC.

18 FUNDING APPLICATION - THE GATHERING OF THE NORTH LTD EVENT IN SHERWOOD FOREST

The Committee considered an application for grant funding to support the Gathering of the North Ltd event in Sherwood Forest. The application sought a total of £9,000 in grant funding to support a three day jousting event as part of a wider event to be held between the 23 and 25 May 2026 at Sherwood Forest in Edwinstowe. The event was a heritage event showcasing medieval history through authentic re-enactments and immersive experiences. The event was also funded through sponsorship and pitch fees, contribution from the RSPB and from the events team.

Members felt that the application was not in line with the criteria to reflect the Gilstrap Charity's purpose and objectives and therefore declined the application.

AGREED (unanimously) that the application for funding of £9,000 be declined.

19 DATE OF NEXT MEETING

NOTED: the next meeting of the Board would take place on 22 June 2026

Meeting closed at 7.37 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Executive Shareholder Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 24 March 2026 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)
Councillor J Kellas, Councillor S Forde, Councillor C Penny, Councillor S Crosby and Councillor P Taylor

ALSO IN ATTENDANCE: Councillor N Allen and Councillor J Lee

APOLOGIES FOR ABSENCE: Councillor R Cozens and Councillor L Brazier

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

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

42 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor S Forde declared an Other Registerable Interest as a Director of Active4Today.

Sanjiv Kohli declared an interest as a Director of Arkwood Developments.

43 MINUTES FROM THE PREVIOUS MEETING HELD ON 9 DECEMBER 2025

The minutes from the meeting held on 9 December 2025 were agreed as a correct record and signed by the Chair.

44 ACTIVE4TODAY PERFORMANCE - QUARTER 3

The Business Manager - Healthy Places and the Managing Director for Active4Today presented the performance report for the period 1 April 2025 to 31 January 2026. It was reported that the company's performance remained strong across both usage and membership and income and expenditure. It was noted that the company would cease its management of Southwell Leisure Centre on 31 March 2026 with Parkwood Leisure taking over.

The report also sought approval for the draft Business Plan for 2026-27 which showed a strong alignment with the Council's ambitions to improve health and wellbeing with an emphasis communities with lower levels of life expectancy.

AGREED (unanimously) that the Executive Shareholder Committee note the performance of Active4Today up to period 10, 2025-26 and approve the Business Plan 2026 - 2027 as detailed in Appendix 4 to the report.

Reasons for Decision:

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

Options considered:

None, this report presents performance information for Active4Today.

45 ARKWOOD DEVELOPMENTS PERFORMANCE - QUARTER 3

The Non-Executive Director and Managing Director - Arkwood Developments Limited presented performance information for Quarter 3. The Committee were given updates in respect of The Osiers Development, Manea; Mill View Meadows, Wirksworth; Lowfield Lane, Balderton; Long Bennington; and Stodman Street in Newark. The Committee were also informed of future pipeline projections and strategic priorities for the company.

The Committee referred to the financial position of the company and the potential returns on future developments which were being delivered within budget.

AGREED (Unanimously) that the Arkwood Performance Report, attached as an Appendix to the report, be noted and the Committee consider the company's performance against its targets and objectives highlighting any areas of high performance and identifying areas for improvement.

Reasons for Decision:

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

Options considered:

None, this report presents performance information for Arkwood Developments.

46 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) 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 involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

47 ACTIVE4TODAY - STAFFING REPORT

The Committee considered the exempt report in relation to Active4Today staffing arrangements.

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

Meeting closed at 8.15 pm.

Chair

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

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