



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Castle House
Great North Road
Newark
NG24 1BY*

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Date Not Specified

Chairman: Councillor R Blaney
Vice-Chairman: Councillor D Lloyd

Members of the Committee:

Councillor R Jackson
Councillor B Laughton
Councillor T Roberts
Councillor P Peacock
Councillor D Staples
Councillor D Payne

Substitute Members:

MEETING: Policy & Finance Committee

DATE: Thursday, 22 February 2018 at 6.00 pm

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

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

If you have any queries please contact Nigel Hill on nigel.hill@newark-sherwooddc.gov.uk.

AGENDA

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Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 25 January 2018 at 6.00 pm.

PRESENT: Councillor R Blaney (Chairman)
Councillor D Lloyd (Vice-Chairman)

Councillor B Laughton, Councillor T Roberts, Councillor P Peacock and
Councillor D Staples

ALSO IN
ATTENDANCE:

APOLOGIES FOR Councillor R Jackson
ABSENCE:

55 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillor D.J. Lloyd declared a personal interest in respect of Agenda Item No. 17 – The Atrium, Lombard Street, Newark – Restrictive Covenant.

56 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

57 MINUTES OF THE PREVIOUS MEETING

The minutes from the meeting held on 30 November 2017 were agreed as a correct record and signed by the Chairman, subject to an amendment to Minute No. 53 – Former Municipal Buildings to reflect that Councillor D.J. Lloyd left the meeting prior to the consideration of this item.

The Chairman also advised that Minute No. 50 – Elm Avenue, Newark had been revised from the version that had been presented to the Full Council meeting held on 12 December 2017 in order to better reflect the discussion at the last meeting in respect of the number of dwellings which could be accommodated on the site. In addition the Chairman advised that as Nottinghamshire County Council had now made public their intention to dispose of this land, this minute, subject to any redaction required, could be released into the public domain.

58 FORWARD PLAN OF POLICY & FINANCE ITEMS

The Committee noted the content of a first draft of Forward Plan items to be considered by the Committee over the next 12 months.

59 ESTABLISHMENT OF A DEVELOPMENT COMPANY

The Director - Resources presented a report which set out the business case for establishing a Council wholly owned development company and sought approval for

incorporating the company with Companies House. The business case, which was attached as Appendix 1 to the confidential report, had been informed by market research and financial appraisal carried out on the existing Council owned site on Bowbridge Road. The study established the viability of the Bowbridge Road site for residential development and also the density, character and overall strategy appropriate for the site and location.

The financial appraisal based on the market research demonstrated that developing the site on Bowbridge Road through the limited company would generate positive net commercial returns to the Council which were detailed in the report. The business case set out in detail the benefits of operating through a limited company, the estimated costs of setting up the company, the estimated operational costs of the company for the first 3 years, the funding structure of the company and the financial appraisal for the development on Bowbridge Road, together with a SWOT analysis and risk appraisal. The business case also set out the proposed governance arrangements and these were detailed in full in the report.

It was considered that the business case made a compelling case for establishing and operating a Council owned development company. The report proposed the establishment of such a company and to commence preparation for developing the first site on Bowbridge Road. The intention would be to replicate, if suitable, the development and funding model, for the initial development on Bowbridge Road, to all future sites.

AGREED (unanimously) that:

- (a) the establishment of the development company be approved;
- (b) the management and governance arrangements, as set out in section 2.5 of the report (2.11 of the exempt report) and section 5 of the business case (in the exempt report) be approved, save that the Council (rather than the Shareholder Committee) will consider the recommendations of the Shareholder Committee and agree:
 - (i) the Company's Articles of Association; and
 - (ii) the Management / Shareholder's Agreement between the Council and the Board of Directors, setting out the objectives including the economic, social and ethical considerations which the Council expects the company to address;
- (c) the Committee approves, in principle, as a one-off, the funding mix for the Bowbridge Road development of 25% equity and 75% debt. The funding mix of future sites will be determined on a case by case basis; and
- (d) the Committee notes the estimated costs of developing Bowbridge Road and notes that a further detailed development report will be considered by the Shareholder Committee.

The establishment of a wholly owned development company supports the Council's Commercial and Investment Plans which in turn support the Council's Corporate Plan and Medium Term Financial Plan.

60 PROPOSED CAR PARK EXTENSION TO THE SPORTS & FITNESS CENTRE, NEWARK

The Deputy Chief Executive presented a report which sought approval for a proposed extension to the car park at Newark Sports and Fitness Centre. It was reported that demand at the Newark Sports & Fitness Centre had been higher than anticipated and as a result, at peak times, the car park was full to capacity with cars parking along the access road to the centre.

In order to meet existing and future demand it was considered necessary for the existing car park provision to be extended. This meant that additional land would need to be allocated for car parking, reducing the amount of land which would be available for residential development.

The plan attached to the report showed the proposed additional car parking provision. This effectively provided two additional car parking bays providing around 62 additional spaces. The estimated cost of provision of the additional car parking was £205,500 and provision would need to be made in the 2018/2019 Capital programme for this expenditure.

The Committee requested officers give consideration to the connection between the new cycle path and the Sports & Fitness Centre and possible enhancements to the landscaping between the Centre and the cemetery.

AGREED (unanimously) that:

- (a) additional land be allocated at Bowbridge Road, Newark for an extension to the existing Sports & Fitness Centre car park as indicated on the plan attached to the report;
- (b) the District Council meet the capital costs of undertaking the works estimated at £205,500 and that appropriate provision be made in the 2018/2019 Capital Programme;
- (c) the Director – Customers be given delegated authority to renegotiate the agreement with Active4Today in order to reflect the additional capital commitment being undertaken by the District Council and the potential to Active4Today for increased revenue generation; and
- (d) the Director – Customers be given delegated authority to seek planning approval for the car park extension and to undertake the necessary works to construct the car park.

Reason for Decision

To extend the existing car park at Newark Sports & Fitness Centre to meet current and future demands and to make appropriate provision in the 2018/2019 Capital Programme for the capital costs of undertaking the works.

61 COMMUNITY & ACTIVITY VILLAGE - MINUTE AMENDMENT

The Committee considered the report of the Deputy Chief Executive which sought to correct a clerical error which had come to light in the minutes of the Policy & Finance Committee meeting held on 22 September 2016.

It had emerged, following an FOI request, that there was an error in the recording of the decision. The words "if possible" had been omitted in error. The actual decision taken was that "the District Council continue to work with both YMCA and NSA to seek to ensure, if possible, that NSA continues to have a meaningful role in the project's delivery and in its future operation and management". A letter had been sent to the chairman of NSA immediately following the meeting advising him of the decision. This had accurately set out the decision taken at the meeting with the inclusion of the words "if possible".

AGREED (unanimously) that:

- (a) the minutes of the meeting of 22 September 2016 be corrected by the addition of the words "if possible" to read as follows: "the District Council continues to work with both YMCA and NSA to seek to ensure, if possible, that NSA continues to have a meaningful role in the project's delivery and in its future operation and management"; and
- (b) NSA be advised they no longer have an ongoing role in the project's delivery or in its future operation and management.

Reason for Decision

To correct a clerical error in the minutes of the meeting of 22 September 2016 and to clarify the future role of NSA in respect of the project.

62 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2018/19

The Assistant Business Manager – Financial Strategy and Performance presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2018/19. A summary of the current budget proposals were attached at Appendix A to the report together with a schedule of fees and charges pertaining to the Committee which were attached as Appendix B.

The current draft budget showed a decrease in 2018/19. Direct service expenditure excluding deferred and capital charges, and all central services recharges currently showed an overall reduction of £126,040 against the 2017/18 budget. When central recharges and capital were included this became a saving of £237,340. This budget figure included an average of 2% inflation on expenditure and income and assumed a 2.5% increase in salary and wages costs overall in 2018/19. The report also showed

the major variances between 2017/18 and 2018/19.

AGREED (unanimously) that:

- (a) the final Committee budget as shown at Appendix A to the report be recommended to Policy & Finance Committee at its meeting on 22 February 2018 for inclusion in the overall Council budget; and
- (b) the scales of fees and charges as shown at Appendix B to the report be recommended to Policy & Finance Committee at its meeting on 22 February 2018 and Council on 8 March 2018.

Reason for Decision

To ensure that the final budget proposals and the level of fees and charges for 2018/19 are recommended to Policy & Finance Committee on 22 February 2018.

63 HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2018/19

The Financial Services Accountant presented a report in relation to the Housing Revenue Account Budget and rent setting for 2018/19. The report showed the actual outturn of the Housing Revenue Account for the year 2016/17; examined the proposed income and expenditure on the Housing Revenue Account for 2018/19; and in accordance with Section 76 of the Local Government and Housing Act 1989, made recommendations to avoid a deficit on the Housing Revenue Account. The report also set out indicative figures of income and expenditure for the financial years 2019/20 to 2021/22.

The report also made recommendations to set rent levels and service charges with effect from April 2018 and sought to determine charges for garage rents, plots and garage ports, housing support service charges and the annual management fee payable to Newark and Sherwood Homes in accordance with the Management Agreement.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2018 which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

Since April 2012, following the housing finance reforms, the Housing Revenue Account had been operating within a 30 year self-financing HRA Business Plan. Officers had been working with colleagues from Newark and Sherwood Homes to monitor and review the Business Plan, which informed the 2018/19 budget process and medium term financial plan 2019/20 to 2021/22. The HRA budget proposed in the report was based on the Government announcement made on 8 July 2015, stating that local authorities must secure that the amount of rent in the relevant year by a tenant of social housing is 1% less than the amount that was payable by the tenant in the previous 12 months. This 1% per year rent reduction commenced in 2016/17 and would continue for the financial years 2018/19 and 2019/20.

AGREED (with 5 votes for and 2 against) that the following recommendations be made to Council at its meeting on 13 February 2018:

- i. the HRA budget for 2018/2019 as set out in Appendix A1 to the report be approved;
- ii. the management and maintenance fee of £8,265,360 be included within the HRA budget for 2018/19;
- iii. the rent of all properties in the Housing Revenue Account, as at 31 March 2018, be decreased by 1% in accordance with Welfare Reform and Works Act;
- iv. the rent on temporary accommodation be increased by CPI plus 1% (3.7%) from 1 April 2018;
- v. that all services charges and support charges should be increased by September CPI plus 1% (3.7%) with effect from April 2018;
- vi. that garage, garage plot and garage port rents are increased by 3.7% in line with September CPI + 1% with effect from 1 April 2018.

Reason for Decision

To enable the HRA budget for 2018/2019, the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

64 COMPONENTISATION POLICY

The Assistant Business Manager – Financial Systems and Accounting presented a report which sought to approve a new Componentisation Policy which was to be effective from 1 April 2017. The Council was required to present its accounts in accordance with International Financial Reporting Standards (IFRS). The move to an IFRS based Code resulted in a number of significant changes in accounting practice. These included a greater emphasis on component accounting, and derecognising parts of an asset that are replaced. As the Council had not yet implemented component accounting it had now been raised as an audit requirement following the 2016/17 final accounts audit. Due to the extent and complexity of the changes and the limited time available to do the work officers have had to start work on applying the requirements to the Council's fixed assets.

Based on CIPFA guidance the Council would consider assets of property, plant and equipment with a carrying value of £1m or more for componentisation. The asset components were split at a high level into land and buildings with the buildings element further subdivided. The Council had adopted this component structure based on an analysis by the Council's valuers of building project costs published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors and in relation to the Housing Stock, Communities and Local Government guidance. The structure also mirrored emerging approaches taken by surveying firms in the private

sector who were experienced in undertaking valuations for public sector capital accounting. The land component value was based on the Council's valuers knowledge of land values applicable to areas within Newark and Sherwood District. The Asset Register was fully compliant with the requirements of componentisation.

AGREED (unanimously) that the proposed accounting Componentisation Policy be approved, subject to the Director – Resources ensuring the Policy was consistent with Newark & Sherwood Homes renewals policy in respect of kitchens and bathrooms.

Reason for Decision

To enable the Council to comply with International Financial Reporting Standards (IFRS).

65 TOUR OF BRITAIN - ADDITIONAL BUDGET REQUEST

The Committee considered the report of the Deputy Chief Executive which sought approval for additional budget provision to cover the costs incurred by the Council hosting the Stage 4 Finish of the 2017 event and to secure an 'in principle' agreement that the Council would be supportive of the Tour of Britain 2018 which was again likely to have a stage in Nottinghamshire. It was noted that a further report would be presented to the Committee when further details of the 2018 Tour were known.

AGREED (unanimously) that:

- (a) the additional budget of £9,970 required to cover the costs associated with hosting the Stage 4 Finish of the Tour of Britain 2017 be approved; and
- (b) the Council gives 'in principle' support to the County Project team to deliver the 2018 stage of the Tour in Nottinghamshire.

Reason for Decision

To ensure suitable budget provision to cover all costs associated with staging the event and indicate 'in principle' support for the 2018 race.

66 URGENCY ITEM - HOMES & COMMUNITIES AGENCY - GRANT BID SUBMISSION

The Committee noted the decision to make a submission for grant funding to the Homes & Communities Agency. The full details of the grant bid scheme were set out in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To deliver new affordable housing and new Council homes through the HRA.

67 URGENCY ITEM - NEWARK & SHERWOOD HOMES - WORK FOR THIRD PARTY

The Committee noted the decision to enable Newark and Sherwood Homes Limited to tender for Handyperson and Adaptation Service (HPAS) work in Newark and Sherwood and Bassetlaw.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

The deadline for tenders to be submitted to Nottinghamshire County Council was 15 January 2018.

68 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

ESTABLISHMENT OF A DEVELOPMENT COMPANY

The Committee considered the exempt business case in relation to the Establishment of a Development Company.

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

COMMUNITY & ACTIVITY VILLAGE - FUNDING

The Committee considered the exempt report presented by the Deputy Chief Executive in relation to the funding of the Community & Activity Village.

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

THE ATRIUM, LOMBARD STREET, NEWARK - RESTRICTIVE COVENANT

The Committee considered the exempt report presented by the Deputy Chief Executive in relation to the Atrium, Lombard Street.

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

69 ESTABLISHMENT OF A DEVELOPMENT COMPANY

The exempt part of the report presented the business case for establishing the Council's wholly owned development company. This was considered to be exempt as it included commercially sensitive information. However the decisions in respect of this item were recorded in the public minutes.

70 COMMUNITY & ACTIVITY VILLAGE - FUNDING

The Committee agreed that this item be taken as exempt because it included commercially sensitive financial details of the business concerned and the Council.

The Deputy Chief Executive presented a report which advised Members of the proposed funding arrangements for the Community & Activity Village including the Section 106 contributions being pass-ported by the District Council in respect of both the enhancement of cricket facilities at Kelham Road and the Community & Activity Village within the Councils capital programme, so that expenditure could be regularly monitored.

The appendix to the report set out in detail what monies had been committed by the Town, District and County Councils towards both the enhancement of the cricket at Kelham Road, Newark and the Community & Activity at Bowbridge Road, Newark.

AGREED (unanimously) that the funding arrangements for enhancement of cricket facilities at Kelham Road, Newark and in respect of the Community and Activity Village at Bowbridge Road, Newark be noted and that the project be included within the Councils Capital Programme.

Reason for Decision

To inform Members of funding arrangements for the enhancement of cricket facilities at Kelham Road, Newark and in respect of the Community & Activity Village, at Bowbridge Road, Newark and to include both projects within the Council's Capital programme so that the transfer of monies held by the District Council pursuant to Section 106 obligations can be properly monitored.

71 THE ATRIUM, LOMBARD STREET, NEWARK - RESTRICTIVE COVENANT

The Committee agreed that this item be taken as exempt because it included commercially sensitive financial details of the business concerned and the Council.

The Deputy Chief Executive presented a report which invited the Committee to determine whether to agree terms for a waiver of the restrictive covenant which currently limited the opening hours of The Atrium to 1am which would be personal to the company currently holding a lease of the premises, or whether to take action to enforce the covenant.

The report gave a comprehensive history of the site and the restrictive covenant which was in place but not currently enforced. In considering the report the Committee noted that in 2005 the then licensee was successful in obtaining an extension to their premises licence to 2am and whilst the covenant had never been relaxed or released, the premises had been open for the sale of alcohol until 2am from September 2005 to date. Throughout that period the Council had not taken any action to enforce the covenant.

AGREED (with four votes for and two abstentions) that the covenant relating to the former Wadham Stringer premises requiring a closing time of 1am be relaxed to

permit a closure time of 3am (together with 30 minutes drinking up time on Friday, Saturday and Sunday mornings) subject to the following terms and conditions:-

- (i) the relaxation of the covenant be personal to the current tenants JS Pubco Limited and apply to the Atrium only;
- (ii) the tenants pay an initial annual fee of £5,000 for the period 1 January 2018 to 31 December 2018 to be payable quarterly in arrears with the first payment being made on 31 March 2018, such fee to be in consideration of the relaxation of covenant from 2am until 3am on Friday, Saturday and Sunday mornings (together with 30 minutes drinking up time as provided in the premises licence);
- (iii) the Council acknowledge within the documentation that it will not seek to enforce the covenant against the current tenant, JS Pubco Limited, or to seek any payment for its relaxation in so far as it relates to a 2am closing time provided that this does not preclude the Council from taking action for breach of the covenant against the owner should there be a change of tenancy;
- (iv) the fee payable in respect of the relaxation of the covenant be reviewed annually with any increase or decrease in the fee being calculated having regard to the number of days on which the premises remained open after 2am in the previous calendar year and in accordance with the formula set out in the body of the report;
- (v) the relaxation of the covenant take effect from 1 January 2018 with the Council acknowledging that it will not take any action retrospectively against the current tenant for any breach of the covenant prior to agreement being reached as to its relaxation;
- (vi) the relaxation of the covenant be conditional on a premises licence being in place to permit the premises to remain open for the sale of alcohol until 3am; and
- (vii) delegated authority be given to the Deputy Chief Executive to review the arrangements on an annual basis.

Reason for Decision

To agree terms with the tenant for the relaxation of the covenant in respect of the former Wadham Stringer premises to permit the premises to open until 3am on Friday, Saturday and Sunday mornings in accordance with the extant premises licence.

(Having declared an interest in this item Councillor D.J. Lloyd left the meeting prior to its consideration).

Chairman

Forward Plan of Policy & Finance Committee Decisions from 1 February 2018 to 31 January 2019

This document records some of the items that will be submitted to the Policy & Finance Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for Policy & Finance Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
5 April 2018	Child Poverty	natalie.cook@newark-sherwooddc.gov.uk
5 April 2018	Ollerton Hall - exempt	oliver.scott@newark-sherwooddc.gov.uk
5 April 2018	Review of Exempt Items	nigel.hill@newark-sherwooddc.gov.uk

PAY POLICY STATEMENT 2018

1.0 Purpose of Report

1.1 To review the content of the 2018 Pay Policy Statement (which reflects the known position as at 31 January 2017) and subject to any necessary revisions recommend the same to Council for approval.

2.0 Background Information

2.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter. In complying with the duties in respect of pay accountability the Council must have regard to any guidance issued or approved by the Secretary of State in summary:

2.1.1 A Pay Policy Statement for a financial year must set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

2.1.2 The statement should also set out the authority's policies for the financial year relating to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

2.1.3 The term 'remuneration' covers:

- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of their office or employment;
- f) any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority; and

- g) any amounts payable by the authority to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority other than amounts that may be payable by virtue of any enactment.

2.2 Existing legislation already required the Council to publish statements relating to certain elements of officer remuneration, details of which are set out below:

- regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires an authority to formulate, review and publish its policy on making discretionary payments on early termination of employment;
- regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 requires the Council to publish its policy on increasing an employee's total pension scheme membership and on awarding additional pension.

Appropriate links to published policies and information are included within the Pay Policy Statement.

2.3 The Transparency Code also carries specific legal requirements to publish pay multiples, a list of employees with remuneration above £50k (in brackets of £5k), names of employees earning in excess of £150k and a chart for the top 3 tiers of the organisation which includes details regarding levels of responsibility for people/budgets and services.

2.4 Guidance issued by the Department for Communities and Local Government (DCLG) during 2013/2014 set out the arrangements for approval of severance packages in excess of £100,000. The 2014/2015 pay policy statement adopted by the Council included arrangements for approving severance packages over £75,000 and arrangements for delegation regarding Settlement Agreements.

2.5 The DCLG also issued guidance during March 2015 regarding the use of severance agreements and 'off payroll' arrangements. Following receipt of the guidance the policy was updated to include a specific paragraph around the use of 'off payroll' arrangements.

3 Proposals

3.1 Summary of Changes to the 2018/19 Pay Policy Statement

Changes to the pay policy statement are summarised below. The statement has been updated to:

- reflect the recent pay offer tabled by the National Employers to the Trades Unions (TU) for officers engaged on NJC terms. Note: The employers side have not yet received requests from the Trades Union (TU) representing Chief Officers engaged on JNC terms, although a request has been received from the TU in respect of Chief Executives engaged on JNC terms (refer to paragraph 3.3.1 below);
- reflect revisions to the Living Wage recommended by the Living Wage Foundation during November 2017 (increase from £8.45 to £8.75 per hour);
- include a summary of the transitional arrangements that have been put in place pending the appointment of a new Chief Executive and replacement of the Director Communities post has been appended to the statement for information.

3.1.1 National Pay Scales

A summary of negotiations/consultations that will impact on the contents of the Pay Policy Statement within the financial year in relation to pay negotiations are summarised below.

Pay Negotiations

- NJC (to include Business Managers graded up to NS16 and all other employees of the Council)

The National Employers made a final pay offer covering the period 1 April 2018 to 31 March 2020 on the 5 December 2017. A summary of the final pay offer is included below:

1 April 2018 ('Year One'):

Bottom-Loading on SCPs 6-19 inclusive

The Employers considered it was necessary for higher increases on the lower pay points in order to continue to close the significant gap with the National Living Wage (NLW). Therefore this part of the offer would result in a new bottom rate of £8.50 per hour on SCP6

Increase on SCPs 20 and above

A flat-rate increase of 2.0%

1 April 2019 ('Year Two'):

The Employers offer includes the introduction of a **new** national pay spine. It was agreed that the bottom rate of the new pay spine should not be pegged to the National Living Wage rate but should allow for some 'headroom'. Therefore the offer is for a bottom rate of £9.00 per hour.

In order to deal with the compacting of differentials at the lower end of the spine it is proposed that the existing bottom twelve pay points are 'paired off' into six new pay points.

To further dilute the impact of compacting of the lower pay points, the offer includes 'ironing out' the current random gaps between pay points and having even increments of 2.0% between the new SCPs 1 to 22 inclusive. From SCP23 onwards a flat-rate increase of 2.0% has been applied as well as retention of the current random differentials.

The Council are currently reviewing the implications of the offer to understand what impact it will have on the Council's existing pay and grading arrangements negotiated as part of the single status negotiations. Following completion of the review the likelihood is that the Council will need to re-enter negotiations with the Trades Unions at a local level with a view to introducing revised pay and grading arrangements to take account of the new national pay spine.

- Chief Executive

The National Employers have received a pay claim on behalf of Chief Executives engaged on JNC terms. A summary of the offer is included below:

'pay increases for 1 April 2018 and 1 April 2019 that match whatever is implemented for the generality of staff covered by the National Joint Council for Local Government Services'

In other words, 2.0% + 2.0%. The Employers' side will consider the pay claim at their next meeting scheduled to take place in February.

- Chief Officers (to include Deputy Chief Executive/Directors/Business Managers/Corporate Managers graded NS17)

The National Employers have now received a pay claim for Chief Officers engaged on JNC terms. The claim states that the Trades Unions are seeking "A substantial increase on all salaries and relevant allowances". The claim has been acknowledged and negotiations are now ongoing.

As part of the budget planning process a 2.5% pay increase was included in the budget for the forthcoming year to fund the pay offer and pay information contained within the Pay Policy Statement have been increased by this to reflect the anticipated salary increases.

3.1.2 Living Wage

Background

Following consideration of the 2017 Pay Policy Statement last year it was agreed that:

"the Committee receive a report during 2017/18 which reflected on the difference between the National Living Wage and the Living Wage Foundation and set out the implications for the Council if it were to move towards the National Living Wage".

An update on the Living Wage supplement including how it affects the Council was provided to the Corporate Management Team during October 2017.

The report confirmed that a review of salary scales was ongoing nationally as part of the Pay Negotiations with the TU. Facts/assumptions included as part of the negotiations at the time of writing the report are set out below:

- National Joint Council (NJC) lowest scale point rate as at 01.04.2017 - £7.80
- National Living Wage as at 01.04.2017 - £7.50
- Living Wage adopted by the Living Wage Foundation 01.04.2020 - £8.75
- Forecast National Living Wage 01.04.2021 £9.10?

Since submitting the report to CMT the National Employers have made a final pay offer to the TU for officers engaged on NJC terms covering the period 1st April 2018 to 31st March 2020 (refer to paragraph 3.1.1).

A summary of the offer along with other relevant facts is included below:

- National Joint Council (NJC) lowest scale point rate as at 01.04.2018 - £8.50
- Living Wage adopted by the Living Wage Foundation as at 06.11.2017 - £8.75
- National Living Wage 01.04.2018 - £7.83

The pay offer made to the TU by the National Employers includes a higher rate of pay than the National Living Wage (£7.83) due to be implemented on the 1 April 2018. If the TU accept the offer the minimum hourly rate for officers carrying out substantive roles within the Council will be £8.50 per hour. On that basis the remainder of the review has focussed on the difference between the NJC pay offer and the rate adopted by the Living Wage Foundation. For completeness the review also includes an analysis of the previous financial year from a financial perspective as well as projections for the forthcoming financial year.

If the Council were minded to continue paying the Living Wage supplement above the hourly rate included within the pay offer it would cost an additional £0.25 per hour for officers that will be in receipt of less than £8.75 per hour.

Financial Analysis

When reviewing costs the Council had regard to the 2016/17 period as this represented a complete financial year. During the reference period the Council paid £7,840.55. In total there were 48 employees in receipt of the supplement of which 28 were engaged on zero hour contracts by the Palace Theatre and Customer Services. The remaining employees were engaged on a mixture of temporary and permanent contracts ranging from 6 hours through to 37 hours per week.

A review was also undertaken to identify the value of payments made between April and August 2017. Supplements were paid to 39 employees during the reference period of which 24 were engaged on zero hour contracts. Of the 13 that were working contracted hours 12 were engaged on a part time – full time permanent basis. Payments made during the reference period equated to £2,557.32. At that time the total estimate for the year (including expenditure to that point in time) was £6,137.57.

Following notification of the pay offer (£8.50 per hour) a further analysis has now been undertaken to assess the difference between the pay offer (on the assumption that it will be accepted) and the revised Living Wage introduced by the Living Wage Foundation (£8.75 per hour).

If the Council opted to pay the Living Wage for the 2017/18 period the Authority would incur an estimated additional cost of £2,365 per annum plus associated on-costs e.g. Tax/NI/Pension contributions (where appropriate).

The calculation includes 39 employees projected to be in receipt of the supplement of which 30 are engaged on a zero hours' contract basis by the Palace Theatre. Costs for employees engaged on these contracts have been calculated on the basis of the average number of hours worked over the previous 18 months. The remaining 9 employees are engaged on a mixture of part/full time contracts working across Heritage, Culture and Visitors (7), Car Parks and Parks (1) and Amenities (1). Costs for this group have been calculated on the basis of contracted hours.

When reviewing costs Members may also wish to note the content of the pay offer that has been made to the TU in relation to Year 2 which includes a minimum hourly rate of £9.00 per hour. At the present time this is in excess of the rate adopted by the Living Wage Foundation although it is acknowledge that the Living Wage Foundation review their rate in November at which time it is likely to increase, although at this stage there is no indication as to what this might increase to.

Implications if the Council were to move away from paying the rate adopted by the Living Wage Foundation

In addition to assessing the financial implications regard has also been had to other implications arising from moving away from paying a Living Wage supplement.

Employees of the Council currently in receipt of a Living Wage supplement would no longer receive a supplement which would mean that they would receive an hourly rate equivalent to the pay offer of £8.50 per hour (assuming that the offer is accepted). This is likely to have an impact on employee morale given that the supplement has now been payable since April 2013. This may also have an impact on the Council's ability to retain and/or attract individuals that are in receipt of an hourly rate lower than the rate adopted by the Living Wage Foundation.

NSDC was the first Council in Nottinghamshire to actively work with the Trades Unions to consider alternatives to paying the Living Wage and the first to start paying a rate equivalent to that adopted by the Living Wage Foundation. Other Councils in Nottinghamshire have subsequently adopted a similar arrangement or have applied for Living Wage accreditation and incorporated the rate into their substantive salary scales. If NSDC was to move away from this rate it would mean that other authorities within Nottinghamshire were paying a higher rate for lower graded posts. A decision to move away from paying a rate equivalent to that adopted by the Living Wage Foundation may have an impact on the positive relationship that NSDC have with the Trades Unions.

Although NSDC are not an accredited Living Wage employer, a decision was taken to strongly encourage contractors to pay the Living Wage which in turn would improve conditions for employees providing services to or on behalf of the Council. Active 4 Today also pay the Living Wage to its employees and if the Council chose to move away from the Living Wage Active 4 Today and other contractors that are currently paying an amount equivalent to the Living Wage may also opt to pay a lower rate.

In the event that a decision was taken not to pay the Living Wage it would have a detrimental impact on some employees of the Council and employees of other organisations e.g. Active 4 Today which in turn would reduce overall income levels within a number of households across the district. This in turn may have impact on spend within the local economy.

A move away from paying the Living Wage and/or strongly encouraging contractors to do the same is likely to attract negative press/publicity particularly given the recent publicity around social mobility.

In light of the above analysis and estimated costs to the Council Members are asked to consider whether they wish to continue paying the Living Wage supplement in line with the proposed amendments set out at paragraph 3.1.

3.1.3 Transitional Arrangements

Details confirming the transitional arrangements that have been put in place pending the appointment of a new Chief Executive and to backfill the vacant post of Director Communities has been appended to the statement for information.

3.2 Legislative Updates

Members will recall having received updates in relation the Exit Payment Recovery Regulations and the Public Sector Exit Payment Cap in previous years. Further updates are awaited in respect of how and when these will be implemented and the Council will continue to monitor the position to ensure that the statement is updated as necessary once the final regulations/associated guidance documents are published.

3.3 Current Status

A copy of the full Pay Policy Statement including transitional arrangements has been appended to this report for review (refer to **Appendix A**). Members should note that where the appendices refer to links to other policy documents these will be included once the Pay Policy Statement is published on the Council's website. These policy documents can however be accessed by referring to the current Pay Policy Statement (on the Council's website) which contains the live links.

4.0 Equalities Implications

This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of an equality impact assessment, details of which are held in Human Resources. Given that the changes proposed to the policy are fairly minimal no adverse implications have been noted.

5.0 Impact on Budget/Policy Framework

The financial effects of the pay policy are reflected in the Council's budget to be presented to the Policy and Finance Committee on the 22nd February 2018.

6.0 RECOMMENDATION

To review the content of the Pay Policy Statement for 2018 and subject, to any amendments, recommend the same to Council for approval.

Reasons for Recommendation

Compliance with Section 38 (1) of the Localism Act 2011.

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

Localism Act: Openness and accountability in local pay: Guidance under section 40 of the Localism Act. February 2012

Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011 – Supplementary Guidance. February 2013

Local Government Transparency Code 2014

DCLG – Use of severance agreements and off payroll arrangements. March 2015

For further information please contact Tracey Mellors on extension 5219.

K.H. Cole

Acting Chief Executive

T.J. Mellors

Business Manager – HR, OD and Legal Services

NEWARK AND SHERWOOD DISTRICT COUNCIL

Pay Policy Statement 2018

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark and Sherwood District Council (the Council) for 2017/18 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation.

2. Objectives of the Policy

2.1 The objectives of the policy are to:

- ensure transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- ensure that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

3. Policy Statement

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

4. Scope of the Policy

4.1 Individuals Affected

This policy covers all employees within the organisation including those defined as Chief Officers within Section 2 of the Local Government and Housing Act 1989.

4.2 Council Policies

4.2.1 This statement sets out the Council's policy with regards to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

4.2.2 The statement also sets out the Council's policy in relation to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

4.4 Remuneration of the Council's Lowest Paid Employees

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed in to a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £16,394. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed earlier within the policy.

4.5 Living Wage

4.5.1 In April 2013 the Council adopted a policy of paying all employees a Living Wage through the application of a pay supplement to fund the difference between the hourly rates (defined at the lowest substantive point at which a Council officer can be paid i.e. £8.50 per hour) and the Living Wage set by the Living Wage foundation (currently set at £8.75 per hour). By adopting this policy the Council ensure that the lowest paid employees (refer to definition at 4.4) receive at least the Living Wage for each hour that they work.

4.5.2 The Living Wage to be applied during the 2018/19 financial year will be the rate set out above. In the event that the Living Wage increases in year as part of the annual review conducted by the Living Wage Foundation the Council will have regard to this when developing the pay policy statement for the 2019/20 period.

4.6 Pay Multiples

4.6.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.6.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median¹ average earnings across the Council.

Pay multiples document [\[link to document to be inserted\]](#)

5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officers' terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

¹ Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers (Section 2 (8) of the Act).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of the Chief Officer's office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

Terms and Conditions for Chief Executive [\[link to document to be inserted\]](#)

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority.

The salary scale for the post of Chief Executive was approved by the Chief Officers Appointments Panel.

Details of the salary scale are included below :

Scale point 1	£104,000
Scale point 2	£108,000
Scale point 3	£112,000
Scale point 4	£116,000
Scale point 5	£120,000

Note: The role of Head of Paid Service forms an integral part of the Chief Executive's role and is rewarded as part of the substantive role.

5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience and current level of remuneration (where appropriate). Having considered all of these factors the Chief Officers Appointment Panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In the event that the post of Chief Executive became vacant a report including recommendations relating to the salary scale to be applied would be submitted to the Chief Officers Appointments Panel for their consideration before the post was advertised.

5.3.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time as they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.3.5 Arrangements for the Post of Returning Officer

In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments with the exception of Returning Officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections, Local Returning Officer for European Parliamentary Elections and Nottinghamshire Police and Crime Commissioner Elections and Counting Officer for any national referendums. The fees associated with these elections are determined nationally by the Ministry of Justice/Home Office.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections the Returning Officer can claim specific fees which are determined on a local county wide basis across Nottinghamshire having regard to the fees set for national elections.

5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive shall enjoy terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

5.4.1 Terms and Conditions of Service

Deputy Chief Executives and Directors are all engaged on the Conditions of Service for Chief Officers of Local Authorities negotiated by the Joint Negotiating Committee (JNC). Some Business Managers graded at NS17 are also engaged on these terms. In addition to the above some of the post holders assume a statutory role which is recompensed in accordance with the Statutory Officers' Honorarium Scheme.

Terms and Conditions for Chief Officers [[link to document to be inserted](#)]
Statutory Officers Honorarium Scheme [[link to document to be inserted](#)]

5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to a Deputy Chief Executive or Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

5.4.3 Pay Scale for Deputy Chief Executives

Scale point 1	£87,239
Scale point 2	£88,388
Scale point 3	£92,610
Scale point 4	£95,422

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role.

5.4.4 Pay Scale for Directors

Scale point 1	£67,633
Scale point 2	£69,974
Scale point 3	£72,835
Scale point 4	£75,176
Scale point 5	£78,038

A list of posts included for the purpose of this policy has been set out below:

Director – Community
Director – Customers
Director – Resources
Director – Safety

5.4.5 Pay Scale for Business Managers (NS17) engaged on JNC terms

Zone 1/SCP1 £45,782
Zone 1/SCP2 £46,823
Zone 1/SCP3 £47,863
Zone 1/SCP4 £48,903

Zone 2/SCP1 £49,944
Zone 2/SCP2 £50,985
Zone 2/SCP3 £52,025
Zone 2/SCP4 £53,065

Zone 3/SCP1 £54,106
Zone 3/SCP2 £55,146
Zone 3/SCP3 £56,187
Zone 3/SCP4 £57,228

The arrangements for assigning officers to Zones are included in the Pay and Grading Arrangements document [\[link to document to be inserted\]](#) for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

A list of post holders engaged under JNC terms has been included below:

Business Manager - Economic Growth
Business Manager - Environmental Health
Business Manager - Financial Services
Business Manager - Growth and Regeneration
Business Manager - HR, OD and Legal Services
Business Manager - Revenues and Benefits
Business Manager - Strategic Housing
Business Manager - Waste, Litter and Recycling

5.4.6 Pay Scale for Corporate Managers (NS17) engaged on JNC terms.

Scale point 1 £49,372
Scale point 2 £51,081
Scale point 3 £53,169
Scale point 4 £54,878
Scale point 5 £56,967

Salary calculations are based on 73% of the Director Pay Scale.

A list of post holders engaged under JNC terms has been included below:

Community Projects Manager
Strategic Development Manager

5.4.7 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post consideration is given to the individual's qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest highest pay point on the pay scale if they are appointed to Zone 1 or to the lowest scale point if they are appointed to Zone 2 or 3.

In circumstances where Corporate Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the most appropriate scale point according to the level of responsibility they have been assigned.

5.4.8 Increases and additions to Remuneration

- Incremental Progression

Incremental progression for Directors and Corporate Managers is by annual increment until the top point of the grade is reached. Before an annual increment is awarded, it must be clearly evidenced that the post holder:

- Has made satisfactory progress against the targets set in their previous performance appraisal;
- Demonstrates, continues to demonstrate or has made substantial progress towards achieving the Council's defined competences for a post at the Director level.

Compliance with these requirements will be assessed through the Council's performance management and appraisal mechanisms, and a decision on whether an annual increment will be paid (where applicable) will be made as part of that process.

Full details of the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service can be accessed by following the attached link: [link to document to be inserted].

Once a Business Manager has been appointed to JNC conditions of service they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.

- Pay Awards

Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.

- Honoraria and Ex-gratia Payments

The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service
- Monitoring Officer
- Chief Finance Officer (commonly referred to as the Section 151 Officer)

**No Honorarium is paid for carrying out these duties at the substantive level where these are reflected in the terms and conditions of service but a payment is made to those deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Monitoring Officer, Deputy Monitoring Officer and Deputy S151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be accessed by following the attached link: [\[link to document to be inserted\]](#)

- Expenses

In accordance with the national agreement the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.4.9 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.4.10 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739 they will be offered a revised contract of employment on JNC terms. If they accept the offer they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

A number of the Business Managers are engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

A list of post holders engaged under NJC terms has been included below.

- Business Manager – Administration
- Business Manager – Community Safety
- Business Manager – Customer Services and External Communications
- Business Manager – Democratic Services
- Business Manager – Housing Options, Energy & Home Support
- Business Manager – ICT
- Business Manager – Heritage, Culture and Visitors
- Business Manager – Parks & Amenities
- Business Manager – Planning Policy

Terms and conditions relating to Chief Officers that assume the role of Business Manager is available within the National Agreement on Pay and Conditions of Service document [[link to document to be inserted](#)].

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1st October 2005 following completion of the negotiations relating to single status.

The Council also has a pay policy outlining arrangements in respect of:

- Protection of Earnings
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- Overtime Rates
- Bank Holiday Working

[[Link to protection of document to be inserted](#)]

[[link to document\(s\) referenced above to be inserted](#)]

Market Supplement (which includes arrangements for officers engaged on JNC terms) [[link to document to be inserted](#)].

The current salary scale for Business Managers engaged on NJC terms is set out below.

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	40 – £36,153	41 - £37,107	42 - £38,052	Business Manager – Administration
NS15	46 – £41,846	47 - £42,806	48 - £43,757	Business Manager – Democratic Services Business Manager – ICT Business Manager – Parks & Amenities Business Manager – Planning Policy

NS16	49 - £44,916	50 - £45,612	51 - £46,569	Business Manager – Community Safety Business Manager – Customer Services and External Communications Business Manager – Heritage, Culture and Visitors Business Manager – Housing and Safeguarding
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Note: Changes to grade may occur in year as a consequence of revisions to job description(s) requiring re-evaluation of the post under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post consideration is given to the individuals qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel comprising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

5.5.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Honoraria and Ex Gratia Payments
Statutory Officers
The Council currently operates an honorarium scheme for certain officers undertaking statutory officer roles or deputising in those roles (see ante). There are three statutory officer roles within the Council, details of which are set out below:
 - Head of Paid Service
 - Monitoring Officer
 - Chief Finance Officer commonly referred to as the Section 151 Officer)

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring and Deputy S151 Officer. Ordinarily these roles are undertaken by Chief Officers engaged on JNC terms, however the scheme allows for officers engaged on NJC terms to undertake these roles as may be necessary from time to time.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be found in the Statutory Officers Honorarium document [\[link to document to be inserted\]](#)

Other

Officers engaged on NJC conditions of service may in some circumstances receive honorariums/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will be different according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC conditions of service can be accessed by following the attached link [\[link to document to be inserted\]](#).

- Market Supplements

The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council and it has been unable to recruit/or is struggling to retain current post-holders as a result. In circumstances where this does occur the Council will follow the approved policy recently updated in accordance with national guidance. [\[link to document to be inserted\]](#)

- Expenses

In accordance with the agreement the Council shall pay reasonable out-of- pocket expenses actually incurred.

Meals and Accommodation Charges

Officers will receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the Guidance on Travel and Subsistence Allowance [\[link to document to be inserted\]](#).

5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including localised arrangements can be found in the National Agreement on Pay and Conditions of Service document [\[link to document to be inserted\]](#).

5.6 General Policies in relation to Remuneration and Recruitment

These policies apply irrespective of status and/or terms that officers of the Council are engaged on.

5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance related pay or bonus schemes.

5.6.2 Benefits in Kind

The Council does not currently provide any form of benefits in kind to employees engaged by the Council.

5.6.3 The Local Government Pension Scheme and Policies with regard to exercise of discretion.

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates on the basis of employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. www.lgps2014.org

The scheme provides for exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy.

Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in the Redundancy and Discretionary Compensation Policy [link to document to be inserted]. This policy applies to all officers of the Council irrespective of their status.

5.6.4 Payment of Chief Officers on their Ceasing to Hold Office Under or to be Employed by the Council

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in the Redundancy and Discretionary Compensation Policy [link to document to be inserted]. This policy applies to all officers of the Council irrespective of their status.

5.6.5 Severance Packages over £75,000

Where a member of staff applies for voluntary redundancy, early retirement, termination on the grounds of efficiency or is made compulsorily redundant the pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer and another Chief Officer. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against a decision of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy or another Chief Officer provided that they have not been involved in the initial determination. However in the case of Chief Officers any appeal shall be determined by the Policy and Finance Committee or a sub-committee appointed on their behalf acting as an appeal panel.

In the case of any voluntary redundancy, compulsory redundancy, efficiency or early retirement (including health related which falls short of meeting ill health early retirement regulations) in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the “*cost to the Council*” for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment;
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been bought by the employee will be disregarded.

Note: The Council will also have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brings s41 of the Enterprise Act 2016 into force on the 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

5.6.6 Settlement Agreements

The Chief Executive has delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

5.6.7 Recruitment of Officers in receipt of a Local Government Pension/Fire Fighters Pension, Severance or Termination Payment

When considering employing individuals in receipt of a local government pension or fire fighter pension the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme e.g. Nottinghamshire County Council. It should be noted that the Administrative Body for the purposes of discretion may differ according to the location where the individual was previously employed.

The Council’s current policy in relation to the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement be not engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not presume against re-employing former members of staff who have received a payment for redundancy, severance or any other reasons defined under the terms of a settlement agreement if the Council is satisfied that the individual is the best candidate for the post. Likewise the Council will not presume against employing individuals who have received severance or termination payments by another organisation listed on the Redundancy Modifications Order if the Council is satisfied that the individual is the best candidate for the post.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector follow exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council's policy on Recruitment and Selection in respect of ensuring equality of opportunity.

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than employed direct by the Council) operating at the Chief Officer level.

Although the Council will not presume against employing individuals under a contract for services they will only do so in exceptional circumstances for a temporary period of time.

6. Publication and Access to Information

- 6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced within.
- 6.2 In addition the Council also publish data on the internet as part of the wider transparency agenda relating to the publication of senior salary information. For the purpose of this exercise the Council publish details relating to post holders earning £50,000 or above in accordance with the threshold preference expressed by the Government.

7. Equality Impact Assessment

- 7.1 This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of an equality impact assessment, details of which are held in Human Resources.

8. Approval/Review

- 8.1 Before it takes effect, the pay policy statement has to be approved by a resolution of the Council.
- 8.2 In accordance with existing constitutional arrangements proposed amendments to terms and conditions of employment are referred to the Policy and Finance Committee for consideration and approval, before being referred through to the JCC to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures are delegated to the Head of Paid Service after prior consultation at the Joint Consultative Committee.

- 8.3 Given that the policy statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for the content of the policy to be considered by the Policy and Finance Committee and any amendments made thereto before the policy is referred on to full Council for approval.
- 8.4 Any proposed changes to terms and conditions of employment including salary arising from collaboration activities e.g. shared services will be subject to the prior approval of the Policy and Finance Committee.
- 8.5 A review of the policy statement will take place annually and the contents of the policy referred to full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the policy statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Policy and Finance.

Transitional Arrangements

Background

On 12 December 2017 the Council agreed transitional arrangements following the departure of the existing Chief Executive on 4 February 2018 until such time as a successor was appointed to the permanent role.

REVIEW OF LEISURE CENTRE PROVISION IN THE WEST

1.0 Purpose of Report

- 1.1 To inform Committee Members of the progress so far in considering the options available for improving leisure centre provision in the West of the district and to seek approval for the production of a business case on the preferred option.

2.0 Background Information

- 2.1 Newark and Sherwood District Council has made significant changes over recent years to the scope of its leisure centre services and in terms of how they are delivered.
- 2.2 The Council created a wholly-owned leisure company, Active4Today, in 2015, to deliver its leisure centre operations at the Grove Leisure Centre in Newark, Blidworth Community Leisure Centre and the Dukeries Leisure Centre in Ollerton. The Company also provides strategic management services to support the delivery of the Southwell Leisure Centre Trust.
- 2.3 In 2016, the Council opened the Newark Sports and Fitness Centre (NSFC) to replace the Grove, in recognition of the fact that the Grove was passed its useful life and was unable due to its limited size to cope with demand from customers. The changes have delivered significant savings, reducing the cost of the services from £1,271,365 in 2011/12 to £117,000 in 2017/18 – a reduction of 91%.

3.0 Project Objectives

- 3.1 The aims of this review are aligned to those used when appraising options for leisure centre provision in Newark which led to the development of the NSFC:
- To undertake an options appraisal of leisure centre facilities in the West of the District, with the aim of increasing regular participation in exercise and provide encouragement for sporting participation
 - Support the achievement of better health and wellbeing outcomes for the community, particularly but not exclusively in helping to tackle increasing levels of obesity
 - Support recovery from illnesses and conditions which are life-threatening or are likely to reduce longevity, by providing appropriate opportunities to incorporate exercise in the recovery programmes
 - Help overcome barriers to accessing leisure opportunities by providing welcoming, affordable and varied activities and facilities
 - Further reduce the revenue costs of leisure, recognising the non-statutory nature of the service and the financial challenges that the Council continues to operate within.

4.0 Options

4.1 The options appraisal and market analysis, attached at **Appendix A & B**, considers the following three options and takes into consideration the wider strategic developments and master planning taking place in Ollerton and Boughton to address a range of needs:

- **Option 1:** Stay the same - continue with fragmented offer in the West. This option has no financial implications but does not deliver the project objectives.
- **Option 2:** New Leisure Centre provision on land immediately in front of the Dukeries. The estimated total cost of building a new Leisure Centre is just over £13m. This is not affordable and does not provide the best value for money solution for the community.
- **Option 3:** Dukeries improvement scheme and pool hall new build.

5.0 Proposal (Phase 2)

5.1 As concluded in the attached options appraisal, it is proposed that a detailed business case be developed for **Option 3: Dukeries improvement scheme and pool hall new build** to be brought back to Members in June 2018, which will include detailed cost plans and architect drawings to RIBA stage D. If Members decided at this point take this option forward to delivery, practical completion is expected to be Spring 2020. Option 3 would make best use of an existing asset owned by the Council providing fit for purpose dry side facilities, address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play area for children.

5.2 Positive meetings have been held with partners who have an interest in the site; Notts County Council, the Dukeries Academy and Notts Fire and Rescue. All partners are supportive with what the Council is aiming to achieve through the preferred option and vision for improving outdoor sporting and leisure facilities to increase opportunities for engagement in physical activity, delivering associated health benefits. Conversations would suggest there is real scope for creating a sports hub light model. Indeed, Notts County Council has agreed to transfer the land required to develop out Option 3 to the Council at nil cost (subject to member and secretary of state approval).

6.0 Finance

6.1 This project and initial feasibility costs of £60,000 were included within the Council's revised Medium Term Financial Strategy, approved by Policy and Finance Committee on 29 June 2017.

6.2 The cost of taking Option 3 onto the next phase is estimated to be around £250,000, which is included within the financial appraisal below:

Option 2: Dukeries Improvements scheme and pool hall new build

Capital Costs	
Construction costs	£5,715,461

Fee's (including project management, design and planning fees, building condition, ecology/topographical surveys)	£805,740
Fixtures, Fittings and Equipment	£381,500
Project Contingency	£ 1,004,430
Total	£7,907,131
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	Nil
Land Purchase – gifted	Nil
Total	£7,967,131

NET Revenue	
Projected Growth – per annum	£74,570

- 6.3 The financial appraisal includes a large sum of contingency monies due to the risks associated with opening up an existing building, which we would look to mitigate against through building conditions surveys etc. The Council's capital programme is funded through a mixture of reserves and capital receipts supplemented by additional financing, as required. Advice from the Council's Section 151 Officer would suggest that the proposed option, Option 3, could be funded without the need to borrow, through use of internal revenue and capital reserves, s106 contributions from the planned residential development of the adjacent site and the potential additional New Homes Bonus from that development.
- 6.4 In addition, the projected revenue growth forecasted by Active4Today on Option 3 if realised, would result in a £74,000 per annum reduction in revenue costs, to be recovered from a reduction in the management fee payable to Active4Today. Whilst this may, in isolation, be considered a low return on investment in financial terms, if this Option is taken forward to delivery it would contribute towards delivering a number of wider social, health and wellbeing benefits for residents, in line with the projects aims and wider master planning of the area.
- 6.5 It should be noted that Option 3 is also considerably cheaper than the new build option (Option 2) costing an additional £5m, which could be invested more prudently in line with the Council's Investment Strategy to generate a greater return on investment.

7.0 Equalities Implications

- 7.1 Equalities implications will be considered as part of further modelling and development of a detailed business case.

8.0 Comments of the Director – Resources and S151 Officer

8.1 The financial implications of the three options considered in this report are set out in section 6 above.

8.2 The total estimated cost of the preferred option can be funded in a number of ways, dependant on the timing of the improvement to the Dukeries and new pool hall construction, in relation to the potential wider development of the land between the two estates in Ollerton and Boughton. A funding package will be presented as part of the detailed business case and this package will range from using existing reserves and balances to fully fund the development cost of £7.967m to a mix of use of existing reserves to be replenished from s106 contributions and increased new homes bonus from the possible residential development on the land between the two existing communities.

9.0 Leisure & Environment Committee

9.1 This paper is due to be considered by the Leisure & Environment Committee at their meeting to be held on 15 February 2018. Their comments on this report and any specific recommendations will be reported verbally to the Policy & Finance Committee to consider.

10.0 RECOMMENDATIONS that:

- (a) the proposed option, Option 3 – Dukeries improvement scheme and pool hall new build be approved and taken forward to phase 2 and that a detailed business case be brought back to Committee in June 2018;**
- (b) £250,000 be committed for this project from the Council’s Change Management Reserve to enable detailed costings and designs to be progressed to RIBA stage D; and**
- (c) the appropriate land transactions with Nottinghamshire County Council and the Academy be dealt with under delegated powers by the Director – Customers.**

Reason for Recommendations

To initiate the production of a detailed business case on the preferred option for leisure centre facilities in the west to support the aims of the project.

Background Papers

Nil.

For further information please contact Leanne Monger, Business Manager – Housing and Safeguarding (Project Manager) on extension 5545 or Matthew Finch, Director – Customers (Project Director) on extension 5716.

Matthew Finch
Director - Customers

Options Appraisal – Leisure Centre Provision in the West

1.0 Purpose of report

This report examines the options available for leisure centre facilities in the West of Newark and Sherwood.

The report looks at the facilities in the West of the District compared to the facilities elsewhere in Newark and Sherwood, in terms of their location and the facilities mix at our leisure centre sites.

Further, as part of a the attached market analysis it looks at population masses in the West of the District and locations which have the largest number of potential customers within a 20-minute drive time (after which it has been shown that customers are not likely to travel to use a facility). It goes on to look at local population factors which influence a preferred location of leisure facilities, such as health indicators, sport England profiles and considers the wider strategic developments taking place in the West of the District.

A summary of the options and their feasibility are considered in this report as it is anticipated that a full business case will be developed for the preferred option identified in the conclusion – subject to approval by Members.

2.0 Background

A review of leisure centre facilities in the west was included within the Council’s revised Medium Term Financial Strategy, approved by Policy and Finance Committee on 29 June 2017.

A cross Council and Company Project Team was established in December 2017 led by Matthew Finch (Project Director) and Leanne Monger (Project Manager / member of the Council’s Commercials Project Development Team) and Andy Carolan from Active4Today (Senior User). The Council also engaged suitably qualified and experienced project managers Turner & Townsend Project Management Ltd through a competitive tender exercise to help deliver, in the first instance, a feasibility study into the options discussed in this report for delivering leisure centre facilities in the West.

The agreed aims of the project are to:

- Undertake an options appraisal of leisure centre facilities in the West of the District, with the aim of increasing regular participation in exercise and provide encouragement for sporting participation

- Support the achievement of better health and wellbeing outcomes for the community, particularly but not exclusively in helping to tackle increasing levels of obesity
- Support recovery from illnesses and conditions which are life-threatening or are likely to reduce longevity, by providing appropriate opportunities to incorporate exercise in the recovery programmes
- Help overcome barriers to accessing leisure opportunities by providing welcoming, affordable and varied activities and facilities
- Further reduce the revenue costs of leisure, recognising the non-statutory nature of the service and the financial challenges that the Council continues to operate within.
- Deliverables are items directly tied into the objectives and the scope of the project.

3.0 Current provision in Newark and Sherwood

Newark and Sherwood covers a large geographical area, representing one-third of Nottinghamshire. The population of Newark and Sherwood is 119,600 (LG Inform Plus) with the largest settlement in the West being in Ollerton and Boughton (10, 292).

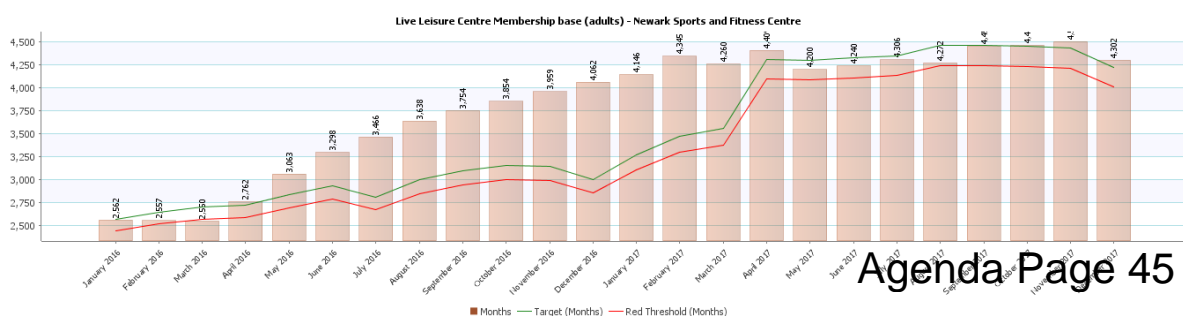
3.1 Newark

The Newark Sports and Fitness Centre (NSFC) opened in 2016 at a cost of £9.4-million. The Centre comprises a full facilities mix of wet and dry-side activities, including a six-lane 25 metre pool, a 20 metre learner pool, four court sports hall, 850 sq metre fitness suite, two dance studios and two squash courts.

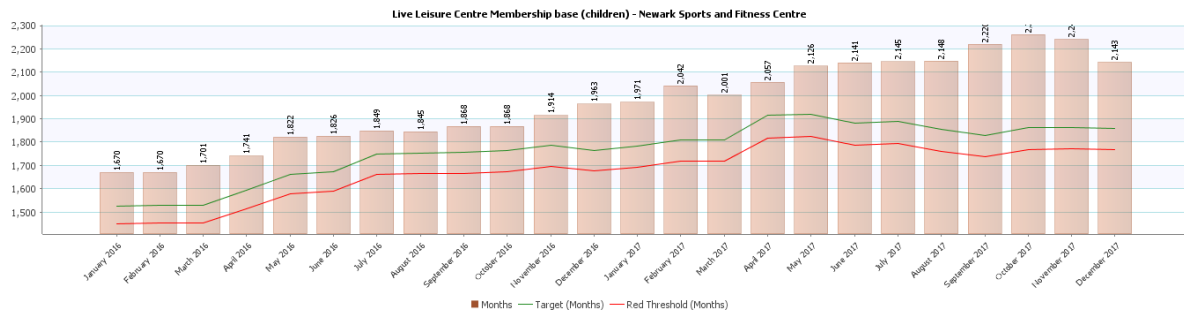
In addition, the Council is facilitating exciting plans from the YMCA to deliver a range of outdoor sporting activities on land next to the NSFC, which will create an integrated indoor and outdoor sporting hub on a single site in the town.

The membership base has seen huge growth since the opening of NSFC and closure of the former Nottinghamshire Council owned facility, Grove Leisure Centre. This has been achieved through a number of projects and developments which have been implemented, including regular reviews of programmes, club bookings, pay and play activities, technology, capacity, workforce planning, staff training and introducing new activities.

In terms of adults, the number of members was 2,562 in January 2016, with the opening of NSFC in April 2016; the membership base has increased to 4,302 in December 2017.



In terms of the children’s offer, there has also been a steady increase in the membership base following the opening of the new facility.



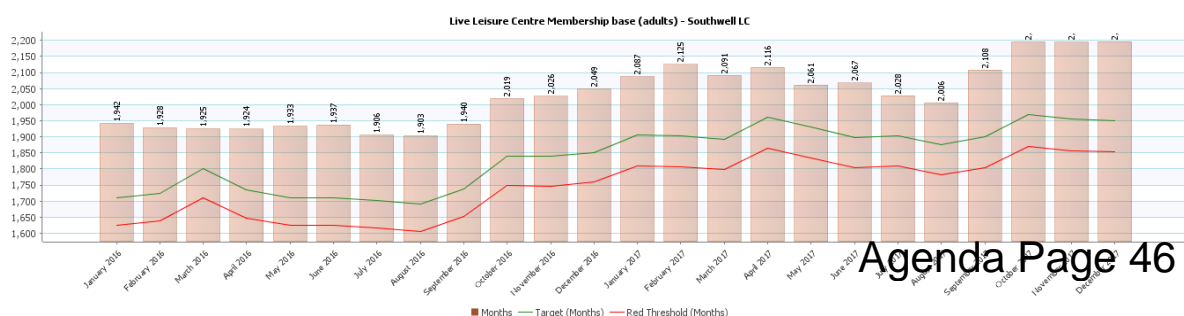
There are many other activities on offer for both adults and children in the Newark area and this includes participation within voluntary run sports clubs, other fitness and leisure providers, personal training academies, a cinema and the soon to be provided, outdoor sporting hub, which will be located on the site adjacent to the NSFC and offer an extensive range of outdoor sporting provision. The major strength of NSFC, is the combined wet side and dry side provision and the breadth of sporting activities on offer for all ages within the family, which is not offered or provided by other operator within the town.

Both children and adult membership bases appear to be at a plateauing now, following the expedient growth which was experienced within the first 12 months of operation at the NSFC. Currently there is very little movement month on month, however, it is anticipated 2018 data will start to see the seasonal trends of participation in the industry.

3.2 Southwell

Within Southwell, the leisure centre is run by a board of Trustees with support from Active4Today and Newark and Sherwood District Council. The leisure centre comprises of a full facilities mix of wet and dry-side facilities, including a 25 metre pool, a learner pool, four court indoor sports hall, fitness suite, dance studios and squash courts; the centre also has a 5-a-side, 3G multi-use games area (MUGA) adjacent to the leisure centre. The centre began its life in 1965 as a swimming pool only and over the years has seen substantial investment from both the Trustees and the Council, culminating in the impressive facility which exists today. Since 2004, approximately £2m capital investment has been made into this facility.

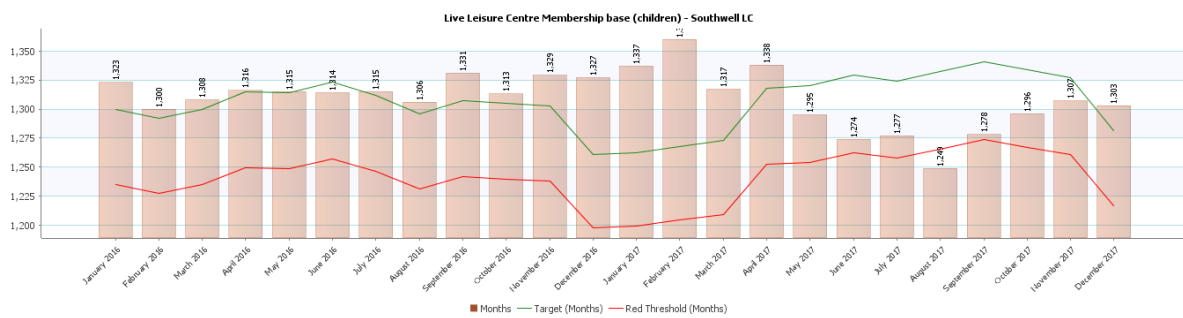
The centre receives services from A4T to support both the adult and children’s membership base. Although a separate Charitable Trust, the offer to the customer in terms of direct debit memberships is the same as the offer within the NSDC owned/A4T operated sites, allowing customers to have one membership, which allows access to all of the four sites.



The adult membership base at Southwell has seen some growth in the last 24 months as demonstrated in the graph. Memberships rose from 1,942 members in January 2016, rising to 2,196 members in December 2017. The large investment which was made to the fitness equipment of over £200,000 has contributed to the membership increase, which has been seen in the latter months of 2016.

A number of other refurbishments have been completed in 2016/2017, which has included the squash courts and wet side family changing rooms.

The children’s membership has remained quite stable over the past 24 months, with peaks and troughs taking place during the traditional seasonal variances. Currently the membership stands above the predicted target (green line); however, membership has seen a net reduction of 20 members throughout the last 12 months period, from 1,323 members in December 2016 to 1,303 members at December 2017.



3.3 Provision in the West

The situation in the West of the District is more complex and currently fragmented. Until recently, the Council was able to offer customers in Ollerton a full facilities mix in the same location, as it does in Newark and supports in Southwell. However, our leisure facilities in the West are now split over three sites:

3.3.1 Ollerton

The Dukeries Leisure Centre comprises of a four court sports hall, fitness suite, dance studios, a squash court and, until recently, had a pool (hired through an arrangement with the neighbouring Dukeries Academy to enable members to participate in swimming).

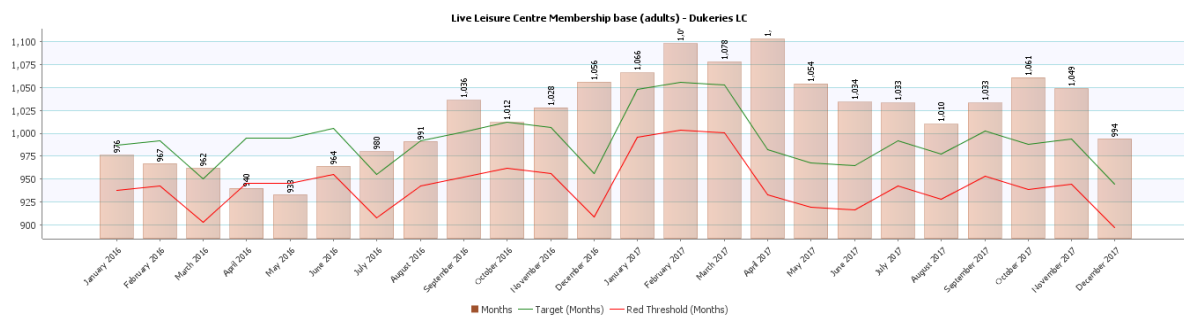
The leisure centre, which was refurbished within the mid 1980’s, has seen a steady and continuous investment into its repairs and renewals since this time, ensuring the fabric of the building remains in very good condition and the offer to the customer is of a very good standard. Recently investment into the facility has included; fitness suite refurbishment, office refurbishments and main hall refurbishment, to the value of approximately £100,000.

In practice, the arrangement with the Academy over the pool hire was never completely ideal. The pool facility was very old (circa late 1960s) and lacked from adequate investment, resulting in a pool hall which did not provide a good environment for customers and was not accessible to all customers within the community. In addition, the pool was only available to customers outside of school hours and, because it sat in the physical footprint of the school, gave rise to security concerns and meant that customers who wished to use the gym before going for a swim, would have to change in the dry-side changing, move to the wet-side changing and change again before being able to swim.

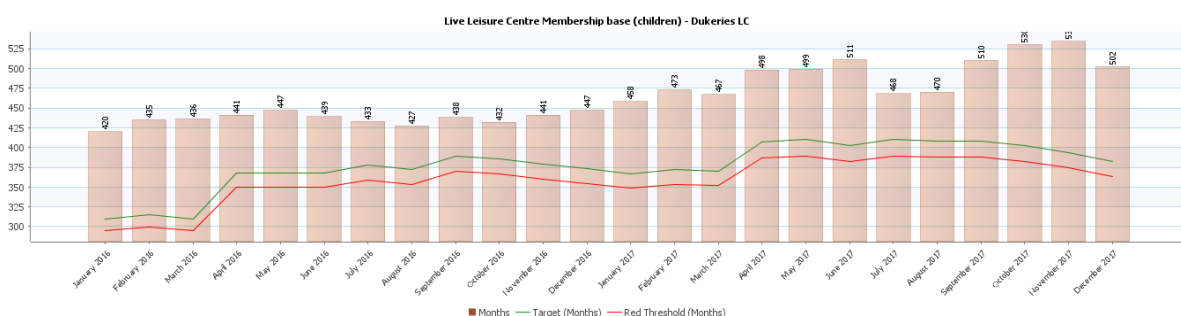
In July 2017, this arrangement came to an end when the Trust which runs the Academy gave the Council limited notice that it would be closing the pool indefinitely.

Since that time, Active4Today have entered into an arrangement with the privately run South Forest Leisure Centre in Edwinstowe to hire its pool to be able to continue all swimming-based memberships and avoid a potential loss in members and revenue which could pass back to the Council by way of a request for an additional management fee.

The adult membership base at Dukeries began to experience a steady increase following investment in the fitness suite and the introduction of new equipment in June 2016, along with the other sites and the opening of NSFC. Since this point, the membership base has also achieved the budgeted target number to ensure income levels are maintained. In July 2017 the adult membership began to suffer slightly, which it is thought could be attributed to the closure of the Dukeries Academy pool.



In comparison, the children’s membership saw a slight decline during July 2017 due to the closure of the academy pool; however, with some partnership working, and improvements made to the activity offer, the confidence of members is beginning to return and numbers



are beginning to stabilise and slightly increase. In terms of the overall net effect, membership at the Dukeries is not experiencing growth like the other centres.

3.3.2 Edwinstowe

The South Forest complex, built late 1990 is owned privately and operates as a private business. The building is currently used as a community leisure centre with a freeform swimming pool, small gym, function rooms and restaurant.

A4T has signed up to a 12 month service level agreement from 31st July 2017 – 30th July 2018 with South Forest complex, based on the existing swimming lesson programme covering a set number of hours per week at key times. In addition, an agreement was reached to allow access for adult members to laned swimming on set days. This was accommodated for a set annual fee.

The current usage of South Forest is for approximately 400 children’s swimming lessons however as there is no front of house system in place there linked to membership base, we are unable to obtain usage data of swimming participation outside of lessons.

Feedback received since the relocation in the Summer, has been positive. A4T senior Management have worked with South Forest staff to improve cleanliness, viewing, shared equipment and marketing of the site, which has proved beneficial as anecdotally South Forest has seen an increase in secondary spend (catering/refreshments).

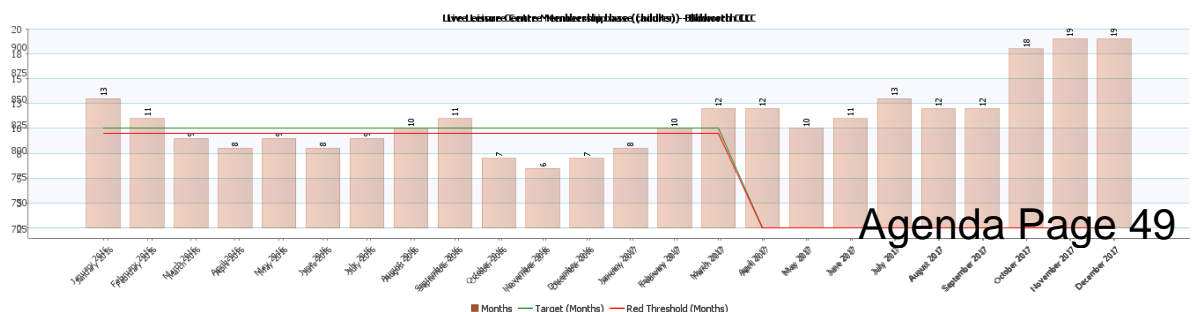
3.3.3 Blidworth

Within the West, the Council also provides Blidworth Leisure Centre. This centre is dry-side only facility, comprising a fitness suite and dance studios. The centre, which was originally a community centre was refurbished during 2008 to a value of approximately £900,000 and opened in January 2009, following the withdrawal from the Nottinghamshire County Council owned, Rainworth Leisure Centre.

With almost 900 members, it is the smallest of the Council-owned, A4T operated leisure centres within the District.

The offer at Blidworth targets the adult market with a ‘health club’ atmosphere, with very few junior or teenage users on a membership, as a result of the limited activities which take place at the facility. The current membership base in December 2017 was 858, experiencing seasonal peaks and dips from January 2016 where it was 817.

The junior usage at Blidworth is very low, with membership currently at 19 in December



2017. The membership data is monitored but it was agreed early in 2017 that no targets would be set for the forthcoming year.

4.0 Options Appraisal

The Project Team believe there are three broad options to appraise and have explored the feasibility of and potential for taking forward to delivery:

- **Option 1:** Stay the same and do nothing.
- **Option 2:** Provide a new Leisure Centre – on the land immediately in front of Dukeries site
- **Option 3:** Dukeries improvement scheme and pool hall new build

Each of these options will now be considered separately.

Some high level considerations were given to the potential opportunities offered through the partnership with South Forest. However, as evidenced in the market analysis, Edwinstowe is not considered to be the appropriate ‘place’ for investing in the development of Council owned leisure centre facilities given the needs identified. It is therefore proposed that the Council and A4T should continue to look at positive ways to work in partnership with South Forest separately to this project.

4.1 Option 1: Stay the Same.

This option would effectively mean that the current fragmented offer across the three sites at the Dukeries Ollerton, South Forest, Edwinstowe and Blidworth would remain the same and that there would be no capital or revenue investment in leisure facilities in the West of the District.

SWOT Analysis

<p>Strengths</p> <p>Requires no capital investment No significant revenue loss Maintains current offer</p>	<p>Weaknesses</p> <p>Fragmented offer unequal to other facilities in the district No growth in membership and revenue Does not adequately address demand for swimming (market appraisal) Doesn't achieve project aims</p>
<p>Opportunities</p> <p>To increase sports development offer (requires additional revenue)</p>	<p>Threats</p> <p>Decline of membership/revenue Not tackling wider health objectives South Forest lease uncertainty</p>

Under this option, maintaining the current offer would mean that future revenue growth and improved social, health and wellbeing outcomes for residents would be uncertain. This option would not respond to the concerns coming out of the Ollerton and Boughton Study and wider master planning of the area, discussed in the market analysis.

4.2 **Option 2: New Leisure Centre Provision**

Turner & Townsend Project Management Ltd have provided project management support to understand the feasibility and cost of building a new leisure centre on land immediately in front of the current centre. The brief provided to Turner and Townsend included a centre which would comprise of a pool hall for a 25-metre pool, fitness suite, fitness studio, wet and dry change, spectator area, ancillary areas (office, meeting rooms), reception, plant room and circulation.

SWOT Analysis

<p>Strengths</p> <p>Provides a ‘beacon’ in the west of the district Likely to increase membership and subsequent revenue income Lift the community Address project aims Replacement of mixed use facility Supported by partners – NCC, the Academy, Notts Fire and Rescue</p>	<p>Weaknesses</p> <p>Requires significant capital investment Increased revenue (increased maintenance) Demolition of Dukeries asset</p>
<p>Opportunities</p> <p>Greater awareness and pull for communities to engage in leisure opportunities Replicate the success of NSFC Compliments wider strategic developments taking place in the West of the District. Outdoor gym/sporting opportunities Re-invigorate Youth Centre Closer leisure facilities for academy pupils – especially for swimming lessons.</p>	<p>Threats</p> <p>Potential loss and re-provision of car parking or sports pitches Possible land issues – County Council land on 125yr lease to the academy</p>

Whilst this option would provide a ‘beacon in the west’, boost memberships and revenue growth, it would require significant capital which is considered unaffordable and demolition of the existing Dukeries site – which is a fit for purpose dry-side facility. There may also be challenges with land acquisition and conversations with Sport England would need to be progressed sensitively as they would be statutory consultee’s on any proposals.

Financial Appraisal - Option 1: New Leisure Centre

Capital Costs	
Construction costs	£10,137,365
Fee's (including project management, design and planning fees)	£877,011
Fixtures, Fittings and Equipment	£545,000
Project Contingency	£ 1,165,938
Total	£12,725,314
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	£200,000
Land Purchase	£100,000
Total	13,085,314

Revenue	
Projected Growth – per annum	£120,649

4.3 Option 3: Dukeries improvement scheme and pool hall new build

Turner & Townsend Project Management Ltd also provided project management support to understand the feasibility of building a new pool hall and new central entrance onto the current facility. This would again be a 25-metre pool, potentially with a movable floor, and with changing facilities included. The most obvious space for such a facility would be on the current car park and consultants were also tasked with addressing, depending on the siting of the proposed pool hall, scope to look at an entrance which is more central and has a better spatial relationship to the facilities within the leisure centre and the new pool hall.

SWOT Analysis

<p>Strengths</p> <p>Provides a 'beacon' pool facility in the west of the district Likely to increase participation, membership and subsequent revenue income Lift the community</p>	<p>Weaknesses</p> <p>Requires Capital Investment</p>
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<p>Address project aims Replacement of mixed use facility Investment in existing asset Removes cost as a barrier – with increased costs incurred for members travelling to South Forest. Supported by partners – NCC, the Academy, Notts Fire and Rescue</p>	
<p>Opportunities Greater awareness and pull for communities to engage in leisure opportunities Replicate the success of NSFC Compliments wider strategic developments taking place in the West of the District. Free from previous joint use restraints. Outdoor gym opportunities Re-invigorate Youth Centre Closer leisure facilities for academy pupils – especially for swimming lessons.</p>	<p>Threats Possible land issues – County Council land on 125yr lease to the academy</p>

This option is considered to have the same strengths and opportunities as the new leisure centre option but at a cost that is a more proportionate amount of capital funding. The proposed improvements would also make best use of an existing asset owned by the Council providing excellent dry side facilities; address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play/party area for children. Under this option it is also proposed that the facility at Blidworth remains as it is meeting a need in that community and is self-financing.

This option also provides an opportunity to achieve a wider vision for improving outdoor sporting and leisure facilities. Conversations with partners suggest there may be scope to consider further opportunities presented by the MUGA, Youth Centre and Green Gyms to deliver wider health benefits.

Financial Appraisal - Option 2: Dukeries Improvements scheme and pool hall new build

Capital Costs	
Construction costs	£5,715,461
Fee's (including project management, design and planning fees, building condition, ecology/topographical surveys)	£805,740
Fixtures, Fittings and Equipment	£381,500

Project Contingency	£ 1,004,430
Total	£7,907,131
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	Nil
Land Purchase – gifted	Nil
Total	£7,967,131

Revenue	
Projected Growth – per annum	£74,570

5.0 Conclusion and preferred option

Given that the market analysis concludes that:

- Ollerton & Boughton is the most suitable location for a leisure facility as it has the highest population mass, largest growth, highest indices of deprivation and lower life expectancy; and
- further determines that this leisure facility should remain at the current Dukeries Leisure Centre site, with swimming provision re-provided addressing concerns arising from the Ollerton and Boughton study, making the case for a full facilities mix (of dryside and wetside facilities) under one roof.

It is concluded that **Option 3: Dukeries improvement scheme and pool hall new build** would address the findings in the market analysis and meet the aims of this review project set out in paragraph 2. Additionally conversations to develop a wider vision for improving outdoor sporting and leisure facilities could be progressed, complementing the master planning of the area.

This option is also considered financially more proportionate to the new build option and would be making best use of an existing asset owned by the Council providing fit for purpose dry side facilities, address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play area for children.

It should be noted that Option 3 is also considerably cheaper than the new build option (Option 2) costing an additional £5m, which could be invested more prudently in line with the Council’s Commercial Strategy to generate a greater return on investment.

It is therefore recommended by the project team that a detailed business case be developed for Option 3: Dukeries improvement scheme and pool hall new build to be brought back to Members in June 2018, which will include detailed cost plans and architect drawings to RIBA stage D. If Members decided to take this option forward to delivery, practical completion is expected to be Spring 2020.

A feasibility layout drawing and map identifying the small piece of land the County Council has agreed to transfer to the Council at nil cost (subject to member and secretary of state approval) are provided as appendices.

Proposed land transaction/acquisition



Appendix B

Leisure Centre Provision in the West

'Desktop' Market Analysis

February 2018



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Introduction

This desk top market analysis supports the options appraisal of leisure centre facilities in the western areas of Newark and Sherwood. It considers population masses in the west of the district and identifies locations which have the largest number of potential customers within a 20-minute drive time (after which it has been shown that customers are not likely to travel to use a facility). The market analysis then reviews local population factors which influence a preferred location of leisure facilities, such as health indicators, Sport England profiles and considers the wider strategic developments and master planning taking place in the west of the district.

The west of the district comprises of seven wards (Bilsthorpe; Boughton; Edwinstowe and Clipstone; Farnsfield; Ollerton; Rainworth North and Rufford; and Rainworth South and Blidworth) and borders Ashfield; Bassetlaw and Mansfield. The western wards include several mining towns, villages and large areas of woodland, which form part of Sherwood Forest.

Population

The population of Newark and Sherwood is 119,600 (LG Inform Plus, 2015), with the areas in the west of the district accounting for 34% of the total population (approx. 40,862). The top five populous centres in the west are:

- Ollerton and Boughton: 10,292
- Rainworth: 6,674
- Edwinstowe: 5,207
- Clipstone: 4,674
- Blidworth: 4,473

Source: Population by Parish, LG Inform Plus, 2015

The population figures calculated by parish highlight that Ollerton and Boughton has the highest population mass in the west of the district. The population projection contained in the Boundary Review in 2012 indicates that the electorate is likely to increase by 6% by 2021 in the west of the district. It should be noted that this projection discounts residents who have not registered to vote, not entitled to vote, or are not of voting age. However, it does give an indication of the level of population growth in the area and provides a conservative estimate for the population of approximately 42,000 in the west of the district by 2021.

Housing Growth

The Council's Allocations & Development Management Development Plan Document (A&DM DPD) adopted in 2013 sets out allocations of land for new housing, employment and other development. In the west of the district, significant housing growth has been directed to this area:-

- Ollerton & Boughton is defined as a service centre and the Core Strategy directs 8% of the district's housing growth to this area. This equates to a need to provide 1133 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 487 new dwellings in Ollerton & Boughton.
- Clipstone is defined as a service centre and the Core Strategy directs 6% of the district's housing growth to this area. This equates to a need to provide 850 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 104 new dwellings in Clipstone.
- Rainworth is defined as a Service Centre and directs 3% of the district's housing growth to this area. This equates to a need to provide 425 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 247 new dwellings in Rainworth.
- Blidworth is defined as principal village and the Core Strategy directs 2.5% of the district's housing growth to this area. This equates to a need to provide 354 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 299 new dwellings in Blidworth.
- Edwinstowe was defined as a principle village in the Core Strategy which directs 2% of the district's housing growth to this area. This equates to a need to provide 283 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 121 new dwellings in Edwinstowe. In July 2017, Edwinstowe was redefined as a Service Centre, due to developments and growth due to take place in Thoresby.
- Farnsfield is defined as principal village and the Core Strategy directs 1% of the district's housing growth to this area. This equates to a need to provide 142 dwellings in this settlement between 2006 and 2026. There is however a residual requirement for the A&DM DPD to identify sites that are capable of delivering 105 new dwellings in Farnsfield.

The A&DM DPD has directed the largest proportion of housing growth in the western wards to the area of Ollerton and Boughton and this doesn't not include windfall sites. Ollerton & Boughton acts as a service centre to a large local population, both in the town and the surrounding area. Over the plan period it is anticipated that the town will see the provision of new housing, employment and associated facilities that will help regenerate the area and reinforce its role as the main centre within the area.

Health

In comparison to the national average, life expectancy in the west of the district is significantly lower compared to other areas in the district. In Ollerton specifically, life expectancy is 80.9 years for females and 77.6 years for males compared with 88.2 years for females in Muskham and 84.6 years in Sutton on Trent for males (LG Inform Plus, 2015).

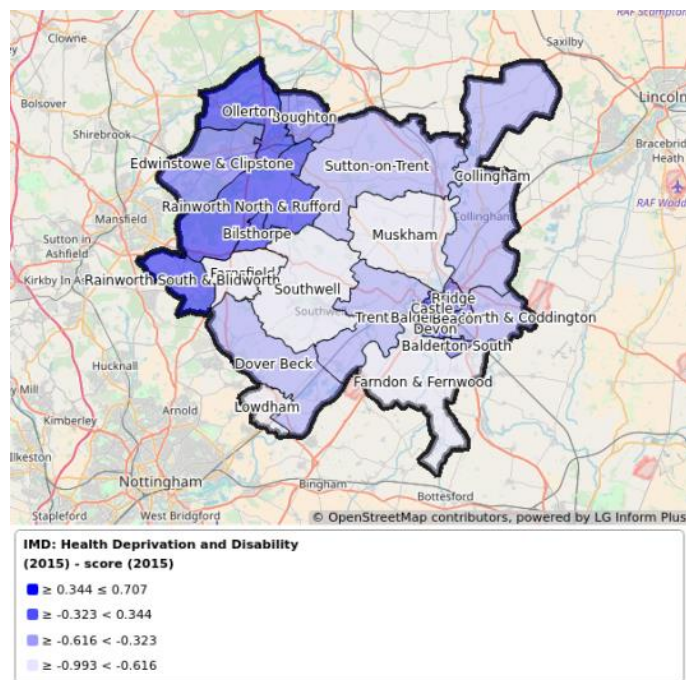
Approximately 20% of the population in the district lives with a long-term illness (e.g. diabetes). This is higher than the England average (18%) and is strongly correlated with the old mining communities in the north-west of the area. Rainworth South and Blidworth has the highest % of the population living with a long term illness or disability (27%), followed by Ollerton (25.9%), (LG Inform Plus, 2011).

Excessive weight in Adults indicates that 66.7% of Adults in the district were obese in 2015/16 compared to the national average of 61.3% nationally and 63.7% in the East Midlands (Public Health England, 2018). However in children, obesity rates are higher than the national average. 19.7 % of year 6 children (10 to 11 year olds) were classified as obese in Ollerton (LG Inform Plus, 2011) which is higher than the national average of 19%.

Deprivation

The district has 6 wards that rank the highest score for Indices of Multiple deprivation (IMD) Health deprivation and disability. Four are located in the west of the district:

- Ollerton 0.707
- Rainworth South & Blidworth 0.691
- Bilsthorpe 0.656
- Rainworth North & Rufford 0.344



Source: Indices of multiple deprivation, LG Inform Plus, 2015

Ollerton is ranking as the highest area for health deprivation and disability in the west with Rainworth South & Blidworth ranking second. Boughton; Edwinstowe & Clipstone and Farnsfield rank lower in the indices of multiple deprivation (IMD) Health deprivation and Disability.

The Nottinghamshire Joint Strategic Needs Assessment (JSNA): Child Poverty 2016 undertaken by Nottinghamshire County Council identifies 8 wards in Newark and Sherwood that are identified as target wards where child poverty levels exceed the national figure of 18%. In the west of the district, there are 4 areas that exceed this target for areas with high levels of child poverty:

- Boughton 31.0%
- Blidworth 23.5%
- Ollerton 20.9%
- Clipstone 20.2%

Edwinstowe, Rainworth and Farnsfield are areas that have lower levels of child poverty. In addition, the JSNA further identifies areas where over 30% of children live in poverty as hotspots, in the west of the district, Boughton Ward is identified as a hotspot (31%).

Transport and Connectivity

There are reasonable bus services throughout the West of the district, however for small villages buses tend to be infrequent. Most of the services are hourly and origins/destinations are the main towns of Newark, Mansfield, Retford and Nottingham, with the majority of services passing through Ollerton. Public transport from the North to the South of the western wards is difficult and would normally require two journeys, going via Southwell or Mansfield. There are no Motorways within the area; however there are three primary A roads which pass through the western wards:

- A614 travelling North to South
- A616 travelling East to west in the North
- A617 travelling East to west in the South of the area



Drive and Walk Times

Sport England recommends that a 20 minute drive time is the maximum time that individuals would be willing to spend travelling to access leisure facilities. The tables and maps below indicate the population and number of household’s within a 20 minute drive time and 8 minute walk time of the three leisure centres in the west where currently Council leisure facilities are provided (Dukeries Leisure Centre – dryside only; South Forest Leisure Complex – privately owned leisure complex where Active4Today has provided wetside provision since July 2016; Blidworth Leisure Centre– dryside only).

It is important to note that when reviewing this data, the population and households figures only include areas within the district, it does not include household or population data for areas that border the district, for example in Ollerton and Boughton, larger urban areas of Worksop and Retford would fall within a 20 minute drive time.

Dukeries Leisure Centre

Distance	Population	Households
8 minute walk time	3,621	1,417
20 minute drive time	46,715	19,182



Source: LG Inform Plus; Population (2015); Households (2011)

The current location of the Dukeries Leisure Centre indicates that all of the wards in the west and part of Sutton on Trent are within a 20 minute drive time. It also includes the largest population within an 8 minute walk time, which is important to help tackle

engagement of communities in need. It also encompasses approx. 47,000 of the population and approx. 19,000 households.

South Forest Leisure Complex (where wetside provision is currently provided)

Distance	Population	Households
8 minute walk time	973	442
20 minute drive time	40,862	16,758

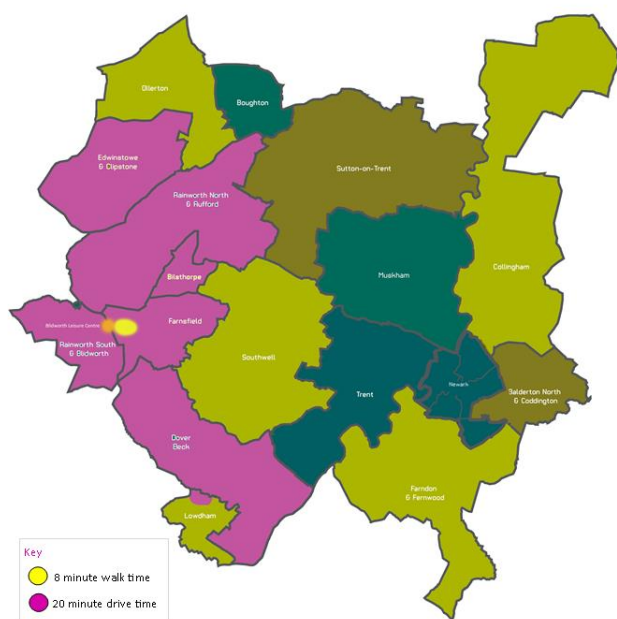


Source: LG Inform Plus; Population (2015); Households (2011)

The location of South Forest Leisure Centre covers all of the wards in the west of the district but encompasses far fewer population and households particularly within walking distance. This is considered a barrier for some households who would not have access to transport and would benefit from a leisure centre within walking distance.

Blidworth Leisure Centre

Distance	Population	Households
8 minute walk time	1,303	525
20 minute drive time	32,069	12,821

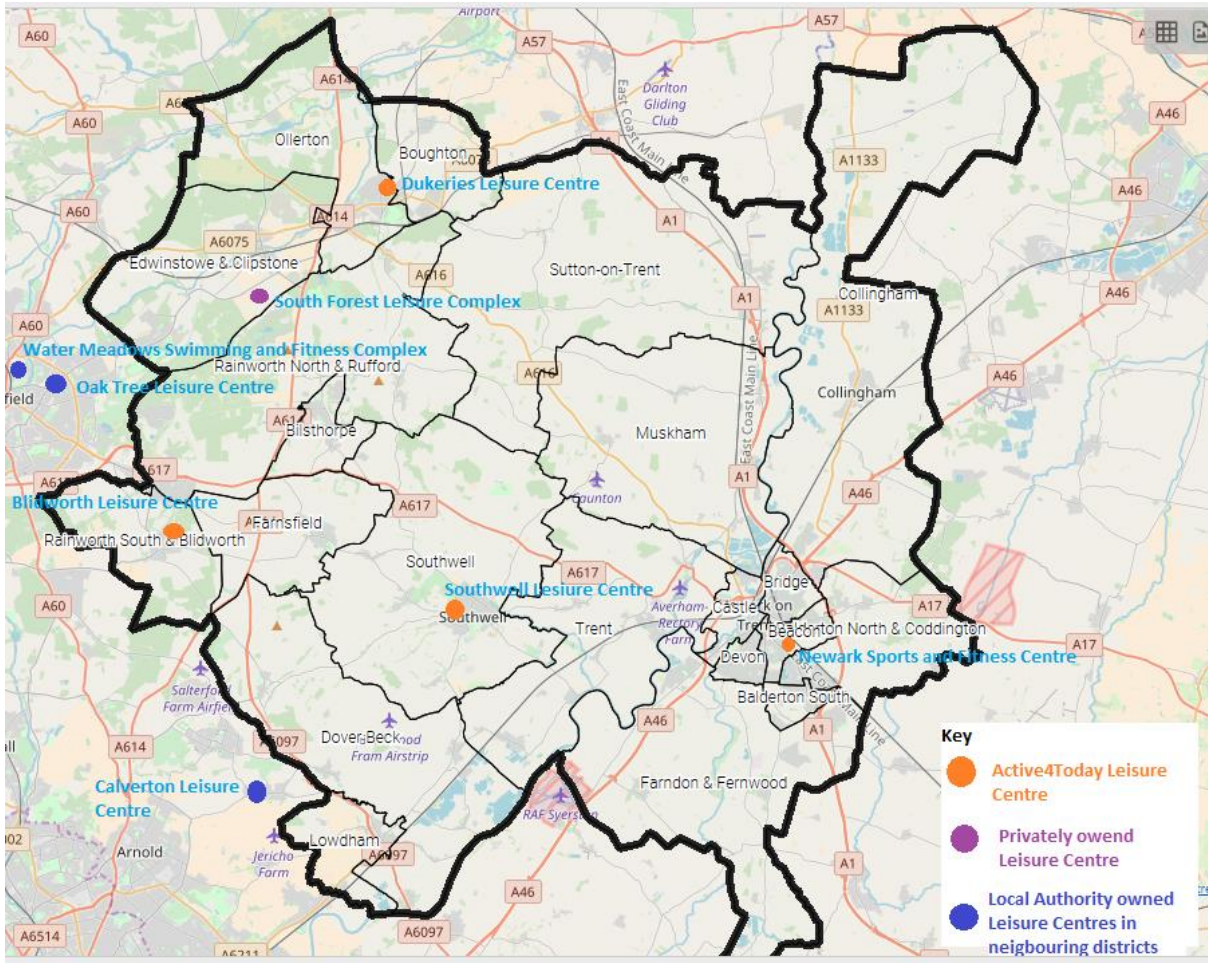


Source: LG Inform Plus; Population (2015); Households (2011)

The current location of Blidworth Leisure Centre does not cover the entire west of the district but it does include Dover Beck and Lowdham towards the South of the district. Blidworth Leisure Centre has the potential to reach approx. 32,000 of the population and approx. 13,000 households.

The tables and maps above indicate that the location of the Dukeries Leisure Centre in Ollerton and Boughton encompasses the largest population and number of households within an 8 minute walk time and a 20 minute drive time and therefore can reach the largest volume of residents for participation in sport and leisure. Whilst South Forest Leisure Complex also includes all of the western wards with a 20 minute drive time, it reaches slightly less households and population than the current Dukeries site.

There are also leisure facilities in neighbouring districts that would fall within a 20 minute drive time, where residents in our district could travel to. The nearest leisure facilities in the west of the district are indicated on the map below including leisure facilities in neighbouring districts.



Source: LG Inform Plus

As the map above indicates, Rainworth South and Blidworth; Rainworth North and Rufford and parts of Edwinstowe and Clipstone have local authority owned leisure centres within a 20 minute drive time that are located in neighbouring districts. It is also important to note that there a number of private providers offering leisure facilities in the west and in neighbouring towns.

Sport England Market Segmentation

Sport England (2014) identifies 19 ‘sporting’ market segments which includes profile types and their sporting habits. The most common profiles pertinent to the west of the district are typically for individuals aged between 16-64. The most popular participating sport which appears in the majority of the sport profiles is swimming which is indicated in the table below.

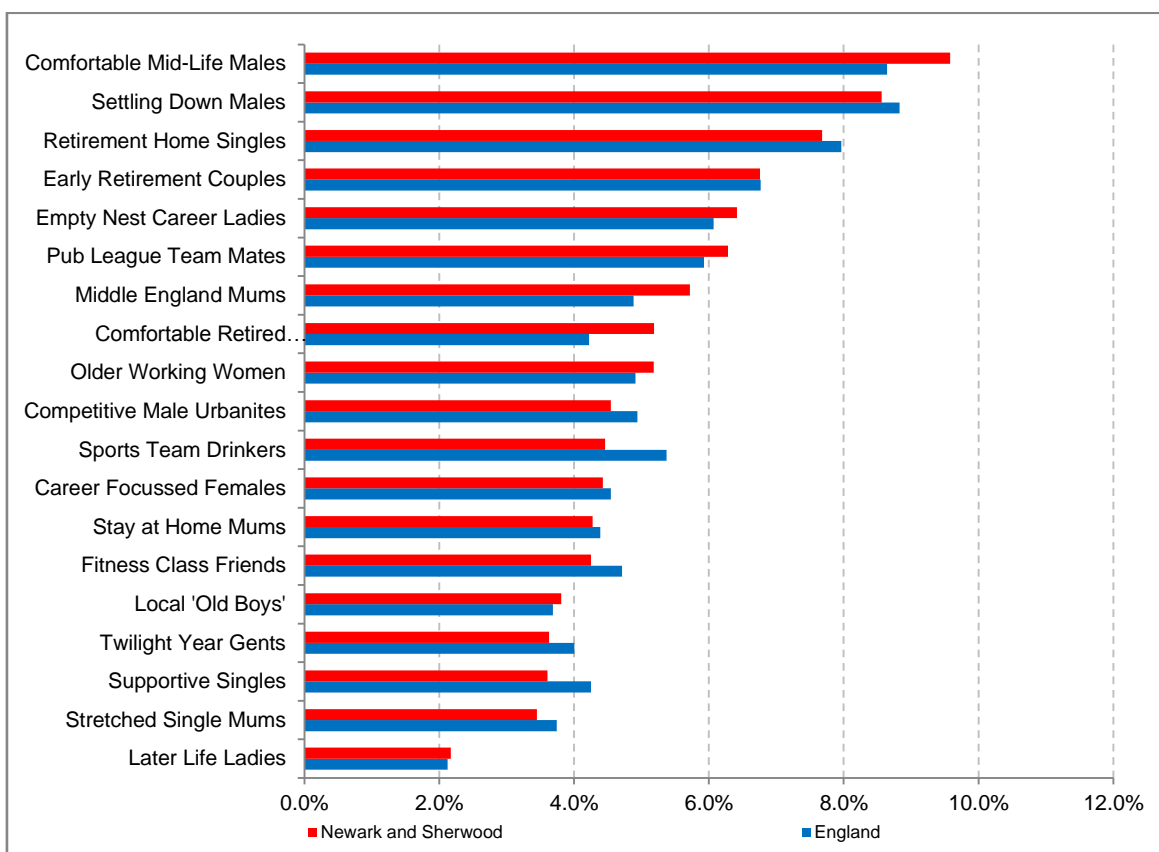
Name	Title	Description	Top three participating sports nationally
Ben	Competitive Male Urbanites	Male (aged 18-25), recent graduates, with a ‘work-hard, play-hard’ attitude. Most sporty of 19 segments.	Football (33%) Keep fit/gym (24%) Cycling (18%)
Jamie	Sports Team	Young blokes (aged 18-25) enjoying	Football (28%)

	Drinkers	football, pints and pool.	Keep fit/gym (22%) Athletics (12%)
Chloe	Fitness Class Friends	Young (aged 18-25) image-conscious females keeping fit and trim.	Keep fit/gym (28%) Swimming (24%) Athletics (14%)
Leanne	Supportive Singles	Young (aged 18-25) busy mums and their supportive college mates. Least active segment of her age group.	Keep fit/gym (23%) Swimming (18%) Athletics (9%)
Helena	Career Focused Females	Single professional women, enjoying life in the fast lane (aged 26-45).	Keep fit/gym (26%) Swimming (23%) Cycling (11%)
Tim	Settling Down Males	Sporty male professionals (aged 26-45), buying a house and settling down with partner.	Cycling (21%) Keep fit/gym (20%) Swimming (15%)
Alison	Stay at Home Mums	Mums with a comfortable, but busy, lifestyle (aged 36-45).	Keep fit/gym (27%) Swimming (25%) Cycling (12%)
Jackie	Middle England Mums	Mums (aged 36-45) juggling work, family and finance.	Keep fit/gym (27%) Swimming (20%) Cycling (9%)
Kev	Pub League Team Mates	Blokes (aged 36-45) who enjoy pub league games and watching live sport.	Keep fit/gym (14%) Football (12%) Cycling (11%)
Paula	Stretched Single Mums	Single mum (aged 26-45) with financial pressures, childcare issues and little time for pleasure.	Keep fit/gym (18%) Swimming (17%) Cycling (5%)
Philip	Comfortable Mid-Life Males	Mid-life professional (aged 46-55), sporty males with older children and more time for themselves.	Cycling (16%) Keep fit/gym (15%) Swimming (12%)
Elaine	Empty Nest Career Ladies	Mid-life professionals who have more time for themselves since their children left home (aged 46-55).	Keep fit/gym (21%) Swimming (18%) Cycling (7%)
Roger & Joy	Early Retirement Couples	Free-time couples nearing the end of their careers (aged 56-65).	Keep fit/gym (13%) Swimming (13%) Cycling (8%)
Brenda	Older Working Women	Middle aged ladies (aged 46-65), working to make ends meet.	Keep fit/gym (15%) Swimming (13%) Cycling (4%)
Terry	Local 'Old Boys'	Generally inactive older men (aged 56-65), low income and little provision for retirement.	Keep fit/gym (8%) Swimming (6%) Cycling (5%)
Norma	Later Life Ladies	Older ladies (aged 56-65), recently retired, with a basic income to enjoy their lifestyles.	Keep fit/gym (12%) Swimming (10%) Cycling (2%)
Ralph & Phyllis	Comfortable Retired	Retired couples (aged 66+), enjoying active and comfortable lifestyles.	Keep fit/gym (10%) Swimming (9%)

	Couples		Golf (7%)
Frank	Twilight Year Gents	Retired men (aged 66+) with some pension provision and limited sporting opportunities.	Golf (7%) Keep fit/gym (6%) Bowls (6%)
Elsie & Arnold	Retirement Home Singles	Retired singles or widowers (aged 66+), predominantly female, living in sheltered accommodation.	Keep fit/gym (10%) Swimming (7%) Bowls (3%)

Source: Market Segmentation, Sport England, 2014

The dominant market segments in Newark & Sherwood are identified in the bar chart below. Comfortable Mid-Life Males; Settling down males and Retirement Home Singles are the dominant profiles for the district. In addition, the dominant market segments nationally are also displayed as a means of comparison. For example, the segmentation profile for Newark & Sherwood indicates 'comfortable mid-life males' to be the largest segment of the adult population at 9.6%, compared to a national average of 8.6%.



Source: Dominant Market Segments (Sport England, 2014).

The three dominant profiles for the district indicate a range of top three nationally participating sports including swimming and keep fit/gym as popular sporting activities throughout all three profiles. Therefore, when considering leisure centre provision in the west, it would be sensible to have at least one centre that offered a full facility mix with both wetside and dryside provision.

Name	Title	Description	Top three participating sports nationally
Philip	Comfortable Mid-Life Males	Mid-life professional (aged 46-55), sporty males with older children and more time for themselves.	Cycling (16%) Keep fit/gym (15%) Swimming (12%)
Tim	Settling Down Males	Sporty male professionals (aged 26-45), buying a house and settling down with partner.	Cycling (21%) Keep fit/gym (20%) Swimming (15%)
Elsie & Arnold	Retirement Home Singles	Retired singles or widowers (aged 66+), predominantly female, living in sheltered accommodation.	Keep fit/gym (10%) Swimming (7%) Bowls (3%)

Strategic Developments

There are number of strategic developments progressing in the west of the district which are contributing to the development of the western wards. In particular, due to the needs of the area, Ollerton and Boughton has necessitated the need to progress a number of these strategic developments.

Ollerton and Boughton Neighbourhood Study

A comprehensive assessment of the Ollerton and Boughton area is currently being undertaken through a neighbourhood study. The neighbourhood study focuses on the socio-economic ('People') characteristics, the built environment ('Place') and the opportunities and challenges these bring. The intention is to create a locally driven document that provides all local stakeholders with a strategic and long-term plan to guide future decision making and investment requirements for this area.

'Planning for Real', who have undertaken the 'People' element of the neighbourhood study have prepared a draft People report which identified that the Dukeries Leisure Centre was under utilised from the surrounding housing estates and that the loss of the swimming pool from this site was a concern. Residents surveyed as part of the neighbourhood study expressed disappointment at the closure of the Swimming Pool and loss of swimming lessons for their children which meant travelling some distance and joining waiting lists. The draft People report suggests a long term high priority for the need for a new swimming pool at the Dukeries Leisure Centre.

The 'Place' element of the Ollerton and Boughton Neighbourhood study has been undertaken by urban designers URBED and surveyors AspinalVerdi who are considering options for a new housing development between the Hallam Road and Retford Road Estates. The draft report is attached as an **Appendix** and will be taken forward through a number of workshops.

One Public Estate (OPE)

The One Public Estate (OPE) programme is an established national programme delivered in partnership by the Cabinet Office Government Property Unit (GPU) and the Local Government Association (LGA). It provides practical and technical support and funding to councils to deliver ambitious property-focused programmes in collaboration with central government and other public sector partners. In the district, Ollerton and Boughton has secured funding from the OPE programme and work is underway to establish a unique public services 'hub' at the centre of the community, aims to improve health deprivation and will include co-location with the CCG. ARCADIS, the consultants are currently undertaking a feasibility study.

Community Sporting Infrastructure Improvements

The District Council have been working with Ollerton and Boughton Town Council to consolidate the sporting infrastructure at the Walesby Lane site and linking this to the Open Space proposals at Petersmith Drive. This will create a larger more flexible outdoor sporting space to increase opportunity for physical activity and associated health benefits. The District Council has been working with the Football Association and Football Foundation to secure monies for facility improvements and s106 monies has also been attributed to this project.

Other Strategic Drivers

Getting Active Together Nottinghamshire Strategy

Active Notts (formerly Sport Nottinghamshire) has been leading on the development of a Nottinghamshire and Nottingham City Physical Activity and Sport Strategy: - Getting Active Together Nottinghamshire. The strategy will be finalised in early 2018 following consultation on the final draft document. The strategy vision and priorities have been developed with a range of partners across the public, private, community and voluntary sector. The final draft vision for the strategy is:

“to make physical activity the norm for the people who live and work in our communities by ensuring everyone can easily take part, volunteer and engage in sport and activity as part of their everyday life”.

To achieve this vision, the draft strategy sets out the need to change the culture and system that exists for physical activity based on insight into the barriers and motivations of people that are the least active in our communities.

It is intended to refresh the Council’s Sports and Recreational Facilities Improvement Plan 2014-2017 and Sport and Physical Activity Development Plan 201-017, once the Nottinghamshire wide strategy has been finalised, linking into the Councils Strategic priorities.

Strategic Priorities

The Council has four Strategic Priorities for 2016-2020, and one of the priorities focuses on Healthiness. The Healthiness strategic priority defines the Council’s commitment to encourage and support wellbeing and healthier lifestyles of the communities within Newark and Sherwood. The two ambitions for this priority are:-

1. Increase participation in leisure and wellbeing activities in the district
2. Support health promotion and illness prevention activities in Newark and Sherwood

Conclusion

This market analysis draws conclusions throughout, around the future location of a leisure centre and the provision of this facility in the west of the district. When considering the location of a leisure facility, this market analysis determines that the most appropriate place would be in Ollerton and Boughton. Ollerton and Boughton has the highest population mass in the west, the largest housing growth (in the west), directed to this area, and has a number of strategic development progressing. Ollerton in particular, has the highest child obesity levels, highest indices of deprivation and a significantly lower life expectancy when compared with other parts of the district and nationally. The drive times data suggests that the highest proportion of the population and largest number of households that would have access to a reasonable drive time and walk time would be from the current Dukeries site in Ollerton and Boughton. Taking into account the map of the district and leisure facilities currently located within our district or neighbouring areas within a 20 minute drive time, Ollerton and Boughton would be the area that should retain a leisure facility in the vicinity, as there is currently not a nearby local authority owned facility in the vicinity.

When reviewing provision of leisure facilities in the west, this market analysis determines that a facility offering wetside provision is vital. As indicated by the Sport England market segmentation earlier in this analysis, swimming is one of the most popular activities for the sport profiles in the district. Currently, there is not a council owned leisure facility that offers swimming, therefore it would be important to provide wetside from a facility offering a full facility mix (dryside and wetside). The Ollerton and Boughton neighbourhood study determines that swimming provision should be re-provided at the current Dukeries site as it is a concern for local residents.

In conclusion, Ollerton and Bougton is the most suitable location for a leisure facility and this leisure provision should include a site with a full facility mix (dryside and wetside). Taking into account, the drive times which have been drawn from the current Dukeries site, which indicates the largest population mass would be from this current location and the comments from residents in the recent neighbourhood study, it would be sensible to determine that the leisure facility should remain at the current Dukeries Leisure Centre and that better use be made of this Council asset with the re-provision of swimming facilities with a fun element to help tackle engagement with communities.

Appendix Place Report – Ollerton & Boughton Neighbourhood Study



Place Report -
Ollerton and Boughto

REVENUE BUDGET - PROPOSED BUDGET 2018/19

1.0 Purpose of Report

1.1 To enable the Policy & Finance Committee to consider spending proposals and make recommendations to Council for the 2018/19 Budget.

2.0 Introduction

2.1 This report sets out details of the proposed budget for the Council for the financial year 2018/2019. The budget proposals were formulated in accordance with the framework set out in the Council's Constitution with an original report being presented to the Policy & Finance Committee on 21 September 2017.

2.2 The level of discretionary fees and charges for services provided by the Council are considered as part of the budget process rather than being implemented piecemeal throughout the year. This is considered later in the report. The fees and charges will be included in the electronic budget book and circulated to all Members for the Council meeting on 8th March 2018.

2.3 The Local Government Finance Settlement ("the Settlement") provides key figures for Government Grant that forms a part of the Council's budget. The draft settlement was announced on December 19th 2017 and was confirmed by CLG on 6 February 2018.

2.4 Members will be aware that the Council is part of business rates pool with other Nottinghamshire Authorities. A projection of available resources under Business Rates Retention has been completed.

2.5 A sum of £1.1m NDR growth has been projected for 2018/19 which is broadly in line with projections for 2017/18. Additional income of £660k from renewable energy sources has been retained 100% by the District Council. It is anticipated that a £1.14m levy will be payable into the Nottinghamshire pool.

2.6 The level of appeals provision brought forward on 1/4/2017 is £9m. It is estimated that by 31 March 2018, £2.6m will have been charged to this provision due to reductions in rateable values as a result of businesses that have appealed the 2010 list rateable value. Of the remaining provision (£6.4m) it is forecast that £4m is required for the remaining 2010 list appeals and £2.4m is required for appeals to the first year of the 2017 list

2.7 This report has been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders.

2.8 In accordance with the Constitution, all Members, Directors and Business Unit Managers have been involved with the preparation of the budget.

3.0 Proposed Budget 2018/2019 - Finance Settlement Figures

3.1 The table below shows the figures for the years 2016/17 through to 2019/20. The key figure is the "Settlement Funding Assessment" which is part Revenue Support Grant and part retained Business Rates and forms the overall amount of funding receivable by the Council. It should be noted that funding for the Council Tax Support Scheme is no longer separately identifiable.

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Revenue Support Grant	1,776,668	1,048,592	592,374	82,785
Retained Business Rates	3,365,803	3,434,519	3,537,702	3,616,166
Total Settlement Funding Assessment	5,142,471	4,483,111	4,130,076	3,698,951

3.2 The funding for 2018/19 is broadly consistent with that estimated and previously included in the Council's provisional estimates and no further savings need to be made as a result of the Settlement.

4.0 Council Tax Freeze Grant

4.1 There has been no announcement of a Council Tax Freeze Grant for 2018/19. The final grant payable for 2015/16 and grants for previous years have been consolidated into the NNDR/RSG settlement figures for Government Grant. It is not anticipated that this grant will be a feature of future budgets.

4.2 Where Councils do increase Council Tax, the Council Tax Requirement is used to determine the level which would trigger a referendum. DCLG have now issued the criteria for triggering a referendum which is that the relevant basic amount of council tax for 2018-19 is 3% or more, or the greater of 3% up to £5 more than its relevant basic amount of council tax for 2017-18. Both options would allow the level of Council Tax to be increased by up to 2.99% should Members consider this appropriate.

4.3 Once again, for Newark and Sherwood DC the relevant basic amount for each year includes Internal Drainage Board levies.

5.0 Proposed Budget 2018/2019 - General Principles

5.1 The draft settlement proposals for the next 2 years, 2018/19 to 2019/20 remains in line with the announcement in 2016/17 as a result of the Council accepting the 4 year settlement deal. There are also further proposals for the complete review of the local government finance system.

5.2 Reductions in Government grant are expected to continue and the Government are committed to phase out Revenue Support Grant but will continue to need Councils to contribute funding in order to meet the overall reductions in local government funding set in the Spending Review in 2016. Where this is the case the Government proposes to adjust the relevant Council's tariff or top up under the Business Rate retention scheme.

5.3 The appropriate bases agreed centrally and used in the preparation of the budget are:

- (a) Average Interest Rate re External Debt The Council does not have any General Fund borrowing. It may, however, in order to deliver the actions in the Commercialisation Plan, need to borrow externally for General Fund related projects.
- This will be on the basis of prudential borrowing and the cost will depend on the prevailing rates at the time the funding is needed.
- (b) Debt Charges Debt charges are based on the existing debt of the Council plus new debt to be incurred to finance the approved capital programme, and is calculated in accordance with the prudential system of local government capital finance.
- (c) Employers Superannuation The actuarial review carried out as at 31st March 2016 increased the employers cost to 14.5% from 2017/18. This percentage covers future service only and the additional monetary amount (Line 10) is to cover historic deficits. This figure is reduced by a contribution from the HRA in respect of the pension earned by employees who transferred to NSH when the company was set up.
- (d) Employees The budget has been prepared using a 2.5% increase for 2018/19 and 1% in future years to include pay, increments and all other salary costs. A vacancy provision of 3.5% of the total salary budget for 2018/19 has been made to allow for natural savings being made from posts remaining vacant before being filled. This amounts to £320,000 in 2018/19.
- (e) General Inflation Inflation is added in as appropriate but offset by savings elsewhere.
- (f) Capital Charges Under the Accounting Code of Practice, Local Authorities are required to show capital charges for the use of their assets based on the current market value. Members will appreciate however that these amounts have been included within the estimates to show the true cost of delivering local services and that they are required to be reversed at lines 24 and 25 to ensure that the overall Council Tax is not inflated.

5.4 All other increases, apart from those for which central provision has been made had to be found by each Committee from within its target.

6.0 Proposed General Fund Budget 2018/2019 – Summary

6.1 The Council's annual general fund budget is shown in detail in the Appendices to this report. The overall position is summarised in Table 1:

TABLE 1	Estimate 2018/2019
	£
Total operating expenditure net of income	14,402,280
Less capital reversals	(2,245,070)
Net Service Expenditure	12,157,210
Other net Expenditure	(775,000)
Net Budget Requirement excluding Parishes	11,382,210

7.0 Service Expenditure after Reversal of Capital Charges Appendix A

7.1 Service expenditure after capital charges have been reversed (Lines 27 & 28) shows an increase of £325,550.

Line		2017/18	2018/19	Variance
5	Total service budgets	11,640,720	12,650,480	1,009,760
15	Other operating income & expenditure	2,000,340	1,751,800	(251,880)
27	Deferred charges	(469,700)	(599,360)	(129,660)
28	Capital Charges	(1,339,700)	(1,645,710)	(306,010)
	TOTAL	11,831,660	12,157,210	325,550

7.2 The main reasons for the increase in service expenditure are highlighted below:

- Inflation on overall staff costs, including the pay award amounts to £279k.
- Additional housing options staff £14k.
- The devolution grant payable to Newark Town Council has increased by £15k as a result of actual growth in the tax base being lower than anticipated.
- The budget for exhibitions and displays within Heritage, Culture & Visitors has been increased by £27k. Based on prior years' visitor numbers the income budget has been reduced by £30k.
- The tourism budget includes £40k for the Pikes & Plunder event.
- A new budget of £50k has been set up for development costs. This covers the cost of feasibility studies. Where these result in an approved capital project the cost will be charged against the relevant scheme.
- Council approved the setting up of a development company which has increased the budget by £114k.
- There is an increased cost of £26k for parking services admin following the transfer of a number of employees to Newark Town Council. A contract is now in place for cash collection at a cost of £17k.
- The non domestic rates charge for Newark car parks has increased by £52k.
- Additional vehicles and crew for extra refuse collection & street sweeping rounds has increased the budget by £100k.
- A new income management system is being procured at a cost of £35k.
- A budget of £15k has been set aside to meet the cost of safety repairs to Ollerton Hall.

7.3 The additional pressures identified in 7.2 have been offset by savings identified below:

- Outsourcing the dog control service has achieved savings of £20k
- Paragraph 5.3 (d) refers to the decision to increase savings from the vacancy provision by £170k.
- The impact of a full year budget for Castle House has increased the savings by £50k.
- The completion of the moving ahead project has achieved £112k savings.
- A target of £84k savings has been set for the first year of the commercialisation strategy.
- There is a one off saving of £55k as a result transitional arrangements for the Corporate Management team.

7.4 Officers and Members continue to work closely to look for savings in the provision of services including the maximisation of income where possible.

8.0 Employee Plan 2018 -19 (Appendix C)

8.1 The Employee Budget for 2017/2018, produced early in 2017, predicted a full-time equivalents (FTE's) establishment of 360.53 FTE's at 31 March 2018. However the expected employee establishment for 2017/18 is now 351.1 FTE's.

8.2 The anticipated establishment at 31 March 2019, will increase to 354.67 FTE's. (2017 - 351.1 FTE's); with full establishment costs of £11.43m (2017: £11.39m).

9.0 Review of Fees and Charges

9.1 A number of charges for services administered by the local authority are set by statute and the timing and review is therefore prescribed by Central Government. There remain however, a number of services where the Council does have the ability to review and if necessary amend its charges or charging regime.

9.2 In accordance with the Council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the overall process of service planning and budget formulation.

9.3 The proposals for the levels of fees and charges to be implemented from 1 April 2018 are available on the Members' Extranet. The total estimates for fees & charges included in the 2018/19 budget are £4.446m (2017/18 £4.359m). These will be included in the electronic budget book circulated to all members at Council on 8th March 2017.

9.4 Building Control Fees and Charges

9.4.1 Fees for Building Control are set by South Kesteven as part of the Building Control Partnership. Once they are set they will be advertised on the Council's web site.

9.5 Planning Pre-Application Advice: £863k (includes all planning fees)

9.5.1 The Council provides a comprehensive pre application advice service, which includes amongst other things consultation with key stakeholders. The aim of this service is to deliver wherever possible, timely, responsive, constructive and reliable advice so as to save significant resources by allowing an applicant not to pursue schemes which are unacceptable, or have to be modified once they've been submitted.

- 9.5.2 The scales of fees for pre-application advice are shown in **Appendix E**.
- 9.5.3 The charges for street naming and numbering can be seen in **Appendix K**.
- 9.6 Car Parking Fees and Charges: £752k + £340k Lorry Park
- 9.6.1 There are no proposals to increase car parking fees & charges.
- 9.6.2 The fixed charge for lorry parking also remains unchanged.
- 9.6.3 Car parking charges can be seen in **Appendix F**.
- 9.7 Markets Fees and Charges: £10k
- 9.7.1 The Newark Riverside market charges are set out in **Appendix G**.
- 9.8 Culture Fees and Charges: £586k
- 9.8.1 Fees and charges for the Palace Theatre, National Civil War Centre, Resource Centre and Collections can be seen in **Appendix H**.
- 9.9 Parks and Amenities Fees & Charges: £15k
- 9.9.1 Fees for hire of parks & playing fields and Newark Castle grounds and undercroft are shown in **Appendix J**.
- 9.10 Licensing Fees – General: £174k
- 9.10.1 **Appendix L** provides a list of the discretionary fees for all types of licensing functions under the responsibility of the Homes & Communities Committee – Safety, Hackney Carriage and Private Hire.
- 9.10.2 The discretionary fees under the Gambling Act 2005 are shown in **Appendix M**.
- 9.10.3 Fees set by Statute under the Gambling Act 2005 are shown in **Appendix N** and fees set under the Licensing Act 2003 are shown in **Appendix O**. There are currently no proposals by Government to increase fees in 2018-19.
- 9.11 Environmental Health Fees and Charges: £77k
- 9.11.1 The Environmental Health Service has a range of services, some statutory and some discretionary, for which it imposes a charge. All charges are reviewed each year and where possible are compared to the other Local Authorities in the region and to the private sector if they are in competition as a direct service provider.
- 9.11.2 The tables set out in **Appendix Q** shows the current level of charges for licences and the proposed increase for 2018/19. Private water supplies and other miscellaneous Environmental Health charges are also set out in this **Appendix**.
- 9.11.3 Charges for the Dog Warden service (income £4k) are shown in **Appendix R**.

9.12 Trade Refuse Fees and Charges: £907k

9.12.1 Businesses within the district have to pay for the collection and disposal of the waste that they generate and the Council offers a competitive service. Costs, and therefore, charges are divided into collection and disposal, the latter of which is set by Nottinghamshire County Council as our Waste Disposal Authority.

9.12.2 Trade waste contract charges and charges for removal of bulky household waste are set out in **Appendix S**.

9.13 Other Fees and Charges

9.13.1 Local Land Charges fees (£140k) can be seen in **Appendix I** and have been increased in accordance with inflation. Please note that the charge for additional parcels LLC1 and CON29 have been changed since they were approved by Economic Development Committee. The fee previously included the total cost for both elements however it has now been split into two elements part of which is subject to VAT and part which is non vatable. Further information is shown in the table at **Appendix I**.

9.13.2 Charges for advertising in the 'Voice' Magazine can be seen in **Appendix P**. Public Conveniences charges (£1.5k) can be seen in **Appendix T** and the charges for recovery action taken on unpaid Council Tax and NNDR (£354k) can be seen in **Appendix V**.

9.13.3 Proposals for room hire charges at Castle House are shown in **Appendix U**: £5k

10.0 Capital Financing net of Interest Receivable (Lines 16 & 17)

10.1 The capital financing costs are the best estimate at this time. However due to their nature and composition they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.

10.2 There is an decrease in Capital Financing costs, of £126,360 shown at line 16 in 2018/19. The decrease reflects the revised methodology of calculating the minimum revenue provision in line with regulations. Currently, officers have taken a decision to use internal resources where appropriate, rather than borrowing from the PWLB to reduce the burden of capital financing costs on the general fund.

10.3 The Council's Treasury Strategy is the subject of a separate report which is being considered by Audit and Accounts Committee prior to its submission to Council on 8 March.

10.4 The investment income reduction in 2018/19 reflects the continued historically low interest rates which can be earned and also the policy, outlined in 10.2 above of using funds available for investment to reduce the borrowing requirement. Interest receivable reflects the estimated interest to be earned based on the projected cash flow for the year 2018/19. It has been assumed that the average rate of interest earned on treasury investment during 2018/19 will be 0.5% with future years to be revised as market conditions either improve or deteriorate.

11.0 Contribution from/(to) Reserves (Line 29)

11.1 Each year the Section 151 Officer of a local authority is required under Section 26 of the Local Government Act 2005 to review the amount of reserves and provisions that the authority holds. This review is carried out primarily to ensure that reserves and provisions are not allowed to be 'run down' to an imprudent low level, taking into account their purpose and likely use. In undertaking this review it is also necessary to ensure that amounts do not become over provided for. With this in mind, a review of reserves held by the Authority has been undertaken.

11.2 It has been decided that contributions can be brought into the General Fund in 2018/19 to meet the revenue costs of administering the Growth Investment Fund.

11.3 The Council's earmarked reserves at 31 March 2017, at 31 December 2017, forecast to 31 March 2018 and forecast to 31 March 2019 are set out below.

	At 31 March 2017	At 31 December 2017	Forecast at 31 March 2018	Forecast at 31 March 2019
	£	£	£	£
Revenue Reserves	19,242,752	18,299,004	18,998,416	19,472,616
Capital Reserves	7,354,363	8,203,587	7,458,365	6,454,418
Ring Fenced Reserves	161,000	161,000	161,000	161,000
Total Reserves	26,758,115	26,663,591	26,617,781	26,088,034

11.4 A full list of reserves is provided at **Appendix D**

12.0 Section 31 Grants (Line 24)

12.1 Section 31 Grants are those grants payable by the Government where they have limited the amount of business rate collectable by a local authority – this is as a result of small business rate relief, retail relief, multiplier cap and business rate inflation cap.

12.2 The amount of Section 31 Grants receivable in 2018/19 is £1.5m. This is £555k greater than anticipated as a result of the Government's decision to double small business rate relief.

13.0 General Fund Balance

13.1. At its meeting in September 2017 Policy & Finance Committee approved a recommendation that the District Council should aim to maintain General Fund balances at 15% of Net Budget Requirement so for 2017/18 approximately £1.665m. The General Fund working balance at the end of the financial year 2016/17 was £1.7m. The equivalent amount for 2018/19 is £1.88m. In order to maintain the level of balances it is intended that other appropriate reserves will be used in the first instance to fund any one-off costs arising and balances will only be used when these reserves have been fully utilised.

14.0 Parish Precepts

14.1 Parish/Town councils are required to 'precept' for their net expenditure from the District Council's General Fund. Because of this, the amount of Parish Precepts forms part of the District Council Tax Requirement.

- 14.2 The Local Government Finance Act 2012 brought in changes to the way that Council Tax benefits are paid – now treating them as a discount. The Council Tax base now needs to take into account the Local Council Tax Support Scheme and this reduces the Council Tax Base. This impacts on all classes of local authority including town and parish councils as well as the District Council and major precepting authorities.
- 14.3 The precepts for parish/town councils are not fully known at this time. However tables including the actual parish precepts and grant funding will be circulated at the Council meeting on 8th March 2018.
- 14.4 The Government were considering extending the Council Tax referendum principles to larger town and parish councils but have decided to defer their proposals further whilst keeping the levels of those precepts set under close review.

15.0 Revenue Support Grant and Non-Domestic Rates (NDR) (Lines 19 to 23)

- 15.1 Under the NDR system, the Department of Communities and Local Government sets the rate in the pound payable. For 2018/19, the rate in the pound has been set at 49.3p (48.0p where Small Business Rate Relief applies).
- 15.2 For 2018/19, Newark & Sherwood District Council's retained business rates has been assessed as £3.538m and the Revenue Support Grant from central Government will be £0.592m, giving total funding of £4.130m. This does not include any additional revenue generated and retained by the Council, including any amount generated through the Nottinghamshire Business Rates Pool. Following the recent changes of the NDR valuations and the Government's change in the multiplier to reflect losses on appeals there is growth of £1.133m in the current financial year. In addition to this a sum of £660k in respect of new renewable energy hereditaments is retained 100% by the District Council as the authority who approved the planning permission.
- 15.3 Newark & Sherwood DC are part of the Nottinghamshire business rate pool and an estimate of £1.14m has been made (Line 23) of the levy payable to the pool based on 2018/19 assumed growth. At this stage it is not possible to calculate how much of this growth will be returned to NSDC as this depends on the performance of all the other authorities within the pool.
- 15.4 As detailed in paragraphs 2.6 the provision for NDR appeals reflects the risk of losses on appeals where the District Council's NDR base is made up of a small number of high value hereditaments such as Center Parcs and Knowhow.
- 15.5 In 2016/17 the government offered all authorities the certainty of a four year settlement detailing the minimum amount of RSG they will receive each year from 2016/17 until 2019/20. Details of the Council's Efficiency Plan were submitted to government prior to the deadline of 14 October 2016, and it is available on the Council's website. <http://www.newark-sherwooddc.gov.uk/budgets/> It should be noted however, that for this Council, the certainty of funding only applies to Revenue Support Grant and Rural Services Delivery Grant, which in 2019/20 will only amount to a total of £113k. Confirmation of the 4 year funding was received from CLG on 16th November 2016.

16.0 Council Tax Requirement

16.1 The Newark & Sherwood District Council Annual Revenue Budget for 2018/2019 is £11,382,210 as shown in Table 1 paragraph 6.1. This is offset by Government Grant of £592,370, retained NDR of £3,537,700, business rate growth of £1,133,200, and 100% renewable energy NDR of £660,000 less £1,142,500 payable as a levy to the pool. This leaves a net call on the Collection Fund before Parish Precepts are added of £6,601,440 (**Appendix A** Line 32).

17.0 Subjective Analysis

17.1 A subjective analysis showing the total service expenditure and income for 2018/2019 according to type is shown in **Appendix B**.

18.0 Risk Assessment and Sensitivity

18.1 Under Section 25 of the Local Government Act 2004 the statutory Section 151 Officer, the Director of Resources, is charged with reporting on the robustness of the estimates made. This section fulfils that statutory requirement.

18.2 In considering the overall level of budget proposed and the sensitivity of income and expenditure levels it should be noted that:-

- A 1% increase in Council Tax is equivalent to a sum of £64,000 net expenditure
- A £1 increase in Council Tax is equivalent to a sum of £38,320 net expenditure

18.3 As with all District Councils the costs of staffing make up a considerable part of the budget. As shown in paragraph 5.4 an allowance of 2.5% has been made within the budget for a national pay award and any increments due. To the extent that any future national agreement exceeds that figure the impact will need to be met from Council reserves. For every 1% increase in staffing costs a further £114,500 would require to be found from the Council's balances to the extent that other savings or staff reductions could not be made to offset the increase. It is not considered that this presents a significant risk for 2018/19.

18.4 A substantial part of the net budget is dependent on the buoyancy of income streams thus offsetting the expenditure falling to be met from the General Fund and hence Council Taxpayers. Account has been taken within the 2018/19 budget of the levels of income which are considered to be achievable. However, any significant under performance on income will give rise to a subsequent increase in the net expenditure in the year and therefore place an unbudgeted demand on the Council's revenue balances. A 1% drop in income from fees and charges across all service areas would be equivalent to an amount of £44,460 or a tax increase of £1.16 or 0.7%.

18.5 Income from most income streams is currently meeting budget targets. The income budget for the National Civil War Centre – Newark Museum has been revised now that there is a known base of visitor numbers.

18.6 In 2018/19, it is essential that the incomes stream from all areas is monitored closely. The Corporate Management Team continues to scrutinise income levels on a regular basis.

18.7 Within the 2018/19 budget it has been necessary to find savings in order to keep the level of expenditure (and hence Council Tax) to an acceptable level. Some of these items are highlighted in Section 7.3 above. In order to maintain the long-term financial stability of the budget and future viability of services it is essential that the savings projected in this budget are fully achieved.

18.8 At the time of constructing the budget a number of uncertainties exist which could cause significant variation to the projected levels of expenditure and income reflected within the budget. The most significant areas in addition to those identified as income above are:

18.8.1 Interest Rates

The Authority pays and receives a significant amount of interest as reflected in lines 16 and 17 of **Appendix A**, comprising estimated capital financing costs £621,050 and investment interest £368,750. These amounts have been calculated taking into account various factors such as cash flow, level of capital receipts available, levels of anticipated balances and reserves, and the anticipated interest rates achievable during the year. To the extent that variations occur in the above areas, the level of interest paid and received in the year may fluctuate from that anticipated.

The impact of a 1% interest rates change is not significant in terms of the Council's overall budget.

18.8.2 General Inflation

Services are required to stand the impact of general inflation within their budget targets. Inflation rates were around 3% in September but the Bank of England increased the base rate of interest in November 2017. It is anticipated that this will bring the level of inflation back to its target level of 2%.

Inflation puts further pressure on non-pay budgets and there is a risk that this will impact on the level of expenditure in 2018/19. It should be noted that the allowance for inflation covers the period up to March 2019. At the time of writing this report the figure for CPI for January 2017 was not available; the figure for December 2016 was 2.7%.

18.8.3 National Living Wage

The National Living Wage (NLW) will increase to **£7.83** per hour from April 2018 for workers aged over 25.

The Council currently pay a non-contractual Living Wage supplement bringing all employees' hourly rates up to at least £8.45 per hour. In November 2017 the Living Wage Foundation raised its rate for workers outside of London to **£8.75** an hour, thereby keeping a significant gap between this voluntary scheme and the compulsory NLW. It should be noted that the Council will continue to make this voluntary payment at £8.45 until the new Pay Policy Statement is agreed at which time payment of the supplement will be reviewed and a decision will be made regarding whether to continue to pay it (at the new rate) or to cease payment at the end of this financial year.

The National Employers continue to work with the Trades Unions to implement a new pay scale that will meet the requirements of the rise of the National Living Wage. They made a final pay offer covering the period 1 April 2018 to 31 March 2020 to the Trades Unions.

The majority of employees - those on salaries starting at £19,430 per annum - would receive an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019, with those on lower salaries receiving higher increases.

The offer also includes the introduction of a new national pay spine on 1 April 2019. The total increase to the national pay bill resulting from this offer is 5.6% over two years (covering the period 1 April 2018 to 31 March 2020).

18.8.4 Apprenticeship Scheme

In addition to the Apprenticeship Levy (**Appendix A** Line 8) the Council will be required to fund additional apprentices within the organisation.

18.8.5 Reserves and Provisions

As referred to at paragraph 11.1 above, in carrying out the statutory review of Reserves and Provisions now necessary under the Local Government Act 2005. The position is set out in paragraph 11.1 to 11.4 above.

18.9 Provisional Local Government Finance Settlement

18.9.1 The Provisional Local Government Finance Settlement was issued on 19 December 2017.

18.9.2 As the Council accepted the multi-year settlement during 2016/17 for 4 years, the levels of RSG and retained Business Rates were already known to this authority as stated at paragraph 3.1.

18.9.3 The tariff that the Council pays as part of the retained Business Rates retention scheme is due to be updated, as the Government have changed the multiplier from RPI to CPI. Initial projections suggest that this will mean the Council pays £11k more in tariff.

18.9.4 Council Tax Referendum principles have been amended to keep in line with inflation. This means that Councils have the ability to increase Council Tax Band D by the higher of £5 or 2.99%, prior to triggering a referendum rather than the higher of £5 or 1.99% previously.

18.10 Funding for rural authorities is a top priority for the Government. Due to this, the Government announced they would be increasing funding for the Rural Services Delivery Grant (RSDG) by £15m from £50m to £65m, and set to stay at that level during the remainder of the multi-year settlement (2018/19 and 2019/20). During the 2017/18 financial year, the Council received £0.03m in RSDG. Provisional allocations for 2018/19 and 2019/20 are £0.03m in each financial year.

19.0 RECOMMENDATIONS

It be recommended to Council on 8 March 2018 that:

(a) the Employee Plan shown in Appendix C be noted;

(b) the following amounts be now calculated by the Council for the year 2018/2019 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:

- (i) **£78,804,460** being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the gross District Council expenditure for 2018/19);
 - (ii) **£67,422,250** 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 (the gross District Council income for 2018/19); and
 - (iii) **£11,382,210** being the amount by which the aggregate at (a)(i) above exceeds the aggregate at (a)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year;
- (c) the figures shown as (b)(i) and (b)(iii) above to be increased only by the amount of Parish Precepts for 2018/2019;
 - (d) the budget figures included in the report be the Council's budget for 2018/2019 and Medium Term Financial Plan for 2018/2019 to 2022/2023; and
 - (e) the fees and charges shown in Appendices D to U be implemented with effect from 1st April 2018.

Reason for Recommendations

To enable Policy & Finance Committee 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 year 2018/2019.

Background Papers

Summary of Discretionary Fees and Charges for 2018/19

For further information on the budget please contact Amanda Wasilewski on extension 5738 or Nick Wilson on extension 5317.

Nick Wilson
Business Manager – Financial Services

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D
Committee	Estimate 2017/18 £	Estimate 2018/19 £	C-B More (Less) £
1 Economic Development Committee	2,058,730	2,486,910	428,180
2 Homes & Communities Committee	2,007,080	2,285,840	278,760
3 Leisure & Environment Committee	4,383,220	4,923,380	540,160
4 Policy & Finance Committee	3,191,690	2,954,350	(237,340)
5 Total Service Budgets	11,640,720	12,650,480	1,009,760
Other Operating Income & Expenditure			
6 CCTV savings	(20,500)	0	20,500
7 Commercial Plan - target savings		(84,000)	(84,000)
Other Employee Expenses			
8 Apprenticeship Levy	42,000	42,000	0
9 Pensions - employers % contribution	176,730	0	(176,730)
10 Pensions - employers lump sum	1,038,690	1,069,760	31,070
11 Pensions - auto enrolment	33,500	34,890	1,390
12 Pensions - Pensions Act	206,390	210,520	4,130
13 Management Transitional Arrangements	0	(55,000)	(55,000)
14 Drainage Levy	523,530	533,630	10,100
15 Total other operating income & expenditure	2,000,340	1,751,800	(248,540)
Financing and Investment income & expenditure			
16 Capital Financing Cost	747,410	621,050	(126,360)
17 Investment Interest received	(554,390)	(368,750)	185,640
18 Total Financing and Investment income & expenditure	193,020	252,300	59,280
Taxation and Non Specific Grant Income			
Revenue Support Grant			
19 Formula Grant	(1,048,590)	(592,370)	456,220
Non Domestic Rates			
20 (NDR Growth)/Shortfall on baseline funding	(1,100,000)	(1,133,200)	(33,200)
21 Retained NDR	(3,434,500)	(3,537,700)	(103,200)
22 100% Renewable Energy retained NDR	0	(660,000)	(660,000)
23 Levy payable to the pool	0	1,142,500	1,142,500
Non Domestic Rates S31 Grant			
24 S31 Grants	(946,100)	(1,501,500)	(555,400)
25 New Homes Bonus	(1,903,260)	(1,491,090)	412,170
26 Total Taxation and Non Specific Grant Income	(8,432,450)	(7,773,360)	659,090
Contributions to/(from) Reserves and Balances			
Contributions to/(from) Unusable Reserves			
27 Deferred charges	(469,700)	(599,360)	(129,660)
28 Capital Charges	(1,339,700)	(1,645,710)	(306,010)
29 Contributions to/(from) Usable Reserves	917,610	474,200	(443,410)
30 New Homes Bonus grant to reserves	1,903,260	1,491,090	(412,170)
31 Total Contributions to/from Reserves and Balances	1,011,470	(279,780)	(1,291,250)
32 Net Call on Collection Fund	6,413,100	6,601,440	188,340

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D	E	F	G
Committee	Estimate 2017/18 £	Estimate 2018/19 £	C-B More (Less) £	Estimate 2019/20 £	Estimate 2020/21 £	Estimate 2021/22 £
1 Economic Development Committee	2,058,730	2,486,910	428,180	2,405,880	2,536,220	2,563,340
2 Homes & Communities Committee	2,007,080	2,285,840	278,760	2,287,550	2,307,380	2,339,220
3 Leisure & Environment Committee	4,383,220	4,923,380	540,160	4,994,430	5,061,520	5,148,950
4 Policy & Finance Committee	3,191,690	2,954,350	(237,340)	2,933,470	2,964,660	2,992,410
5 Total Service Budgets	11,640,720	12,650,480	1,009,760	12,621,330	12,869,780	13,043,920
Other Operating Income & Expenditure						
6 CCTV savings	(20,500)	0	20,500	0	0	0
7 Commercial Plan - target savings		(84,000)	(84,000)	(334,000)	(334,000)	(334,000)
Other Employee Expenses						
8 Annual pay award above 1% for 2019/20	0	0	0	113,400	113,400	113,400
9 Apprenticeship Levy	42,000	42,000	0	42,000	42,000	42,000
10 Pensions - employers % contribution	176,730	0	(176,730)	0	0	0
11 Pensions - employers lump sum	1,038,690	1,069,760	31,070	1,101,580	1,101,580	1,101,580
12 Pensions - auto enrolment	33,500	34,890	1,390	34,890	34,890	34,890
13 Pensions - Pensions Act	206,390	210,520	4,130	214,730	219,030	223,410
14 Management Transitional Arrangements	0	(55,000)	(55,000)	0	0	0
15 Drainage Levy	523,530	533,630	10,100	544,680	555,570	566,680
16 Total other operating income & expenditure	2,000,340	1,751,800	(248,540)	1,717,280	1,732,470	1,747,960
Financing and Investment income & expenditure						
17 Capital Financing Cost	747,410	621,050	(126,360)	683,430	826,240	970,140
18 Investment Interest received	(554,390)	(368,750)	185,640	(395,080)	(446,660)	(446,660)
19 Total Financing and Investment income & expenditure	193,020	252,300	59,280	288,350	379,580	523,480
Taxation and Non Specific Grant Income						
Revenue Support Grant						
20 Formula Grant	(1,048,590)	(592,370)	456,220	(82,780)	0	0
Non Domestic Rates						
21 (NDR Growth)/Shortfall on baseline funding	(1,100,000)	(1,133,200)	(33,200)	(1,133,200)	(1,133,200)	(1,133,200)
22 Retained NDR	(3,434,500)	(3,537,700)	(103,200)	(3,616,170)	(3,714,820)	(3,789,120)
23 100% Renewable Energy retained NDR	0	(660,000)	(660,000)	(660,000)	(660,000)	(660,000)
24 Levy payable to the pool	0	1,142,500	1,142,500	1,166,540	357,540	364,690
Non Domestic Rates S31 Grant						
25 S31 Grants	(946,100)	(1,501,500)	(555,400)	(1,501,500)	(1,501,500)	(1,501,500)
26 New Homes Bonus	(1,903,260)	(1,491,090)	412,170	(1,667,000)	(1,767,000)	(1,886,000)
27 Total Taxation and Non Specific Grant Income	(8,432,450)	(7,773,360)	659,090	(7,494,110)	(8,418,980)	(8,605,130)
Contributions to/(from) Reserves and Balances						
Contributions to/(from) Unusable Reserves						
28 Deferred charges	(469,700)	(599,360)	(129,660)	(599,360)	(599,360)	(599,360)
29 Capital Charges	(1,339,700)	(1,645,710)	(306,010)	(1,659,910)	(1,678,090)	(1,709,890)
Contributions to/(from) Usable Reserves						
30 Contributions to/(from) Usable Reserves	917,610	474,200	(443,410)	(69,550)	489,810	327,190
31 New Homes Bonus Grant to Reserves	1,903,260	1,491,090	(412,170)	1,667,000	1,767,000	1,886,000
32 Total Contributions to/from Reserves and Balances	1,011,470	(279,780)	(1,291,250)	(661,820)	(20,640)	(96,060)
33 Net Call on Collection Fund	6,413,100	6,601,440	188,340	6,471,030	6,542,210	6,614,170

BUDGET SUMMARY - SUBJECTIVE ANALYSIS OF OVERALL SERVICE EXPENDITURE

CODE	DESCRIPTION	2017/18 BASE BUDGET	2018/19 BASE BUDGET	More (Less)
111	SALARIES AND WAGES	9,217,220	9,156,700	(60,520)
112	OTHER SALARIES/WAGES PAYMENTS	31,390	31,390	0
113	NATIONAL INSURANCE	863,340	945,510	82,170
114	SUPERANNUATION	1,102,130	1,296,330	194,200
115	OTHER EMPLOYERS CONTRIBUTIONS	24,500	21,000	(3,500)
	EMPLOYEE SUB TOTAL	11,238,580	11,450,930	212,350
211	REPAIRS AND MAINTENANCE	208,570	268,170	59,600
212	ENERGY COSTS	271,850	195,070	(76,780)
213	RENT	146,640	160,890	14,250
214	RATES	289,050	331,530	42,480
215	WATER SERVICES	51,520	46,560	(4,960)
217	CLEANING AND DOMESTIC	6,850	9,350	2,500
219	CONTRIBUTION TO FUNDS	420,810	408,950	(11,860)
311	TRANSPORT	935,940	988,030	52,090
315	CAR ALLOWANCES	96,930	121,480	24,550
316	INSURANCE	68,130	76,490	8,360
411	EQUIPMENT AND FURNITURE	202,000	259,030	57,030
412	MATERIALS	36,420	33,230	(3,190)
421	CATERING	60,260	70,820	10,560
431	CLOTHING AND UNIFORMS	24,270	25,060	790
441	GENERAL OFFICE EXPENSES	274,930	266,630	(8,300)
451	CONTRACTUAL	1,225,610	1,310,260	84,650
452	OTHER SERVICES	571,450	763,830	192,380
453	LEASING PREMIUMS	0	332,290	332,290
461	COMMUNICATIONS AND COMPUTING	799,810	783,220	(16,590)
471	STAFF	31,330	37,170	5,840
472	MEMBERS	253,310	247,350	(5,960)
473	CHAIRMAN	10,180	7,630	(2,550)
481	GRANTS	408,480	405,690	(2,790)
482	SUBSCRIPTIONS	47,510	49,860	2,350
491	INSURANCE	256,460	323,750	67,290
492	CONTRIBS TO FUNDS AND PROVISNS	233,890	208,520	(25,370)
493	PAYMENTS TO THIRD PARTIES	1,120,240	1,203,640	83,400
497	DISCOUNTS	11,360	10,160	(1,200)
611	HOUSING BENEFITS	25,262,000	24,475,000	(787,000)
612	OTHER TRANSFER PAYMENTS	65,550	83,000	17,450
711	ADMIN BUILDINGS	774,280	739,130	(35,150)
712	CENTRAL DEPARTMENT SUPPORT	4,546,910	5,217,850	670,940
713	CSS MONTHLY PERCENTAGE RECHGS	124,140	119,780	(4,360)
714	CENTRAL EXPENSES	519,960	615,950	95,990
715	DEPARTMENTAL ADMINISTRATION	728,470	650,320	(78,150)
821	CAPITAL CHARGE	1,809,400	2,245,070	435,670
	RUNNING EXPENSES SUB TOTAL	41,894,510	43,090,760	1,196,250
911	GOVERNMENT GRANTS	(25,440,880)	(24,628,500)	812,380
922	CONTRIBUTIONS FROM OTHER LAS	(398,580)	(220,570)	178,010
928	RECHARGE NON GF ACCOUNTS	(2,020,450)	(2,248,780)	(228,330)
929	OTHER GRANTS	(9,480)	(9,670)	(190)
931	SALES	(524,870)	(497,880)	26,990
932	FEES AND CHARGES	(4,010,900)	(4,026,490)	(15,590)
933	RENTS	(1,281,390)	(1,535,190)	(253,800)
934	LOAN REPAYMENTS	0	(180,000)	(180,000)
938	FEES AND CHARGES	(347,890)	(419,260)	(71,370)
939	OTHER RECEIPTS	(716,280)	(747,390)	(31,110)
941	INTEREST	(630)	(650)	(20)
951	RECHARGE GF REV ACCOUNTS	(6,693,750)	(7,343,020)	(649,270)
958	RECHARGES - CAR PARKS	(28,420)	(27,520)	900
958	INT CHARGE FOR SERVICES (dog bins)	(6,700)	(6,290)	410
961	REVENUE APPROPRIATION ADJUST	(12,150)	0	12,150
	INCOME SUB TOTAL	(41,492,370)	(41,891,210)	(398,840)
	COMMITTEE TOTAL	11,640,720	12,650,480	1,009,760

**Employee Plan 2018-19
REVIEW OF 2018/2019**

The Employee Budget for 2017/2018, produced early in 2017, predicted a decrease of 6.65 full-time equivalents (FTE's) to an establishment of 360.53 FTE's at 31st March 2018. In the current review staffing levels are estimated to be 351.10 FTE's as at 31st March 2018.

2017/2018		2018/2019		
SERVICE AREA	Actual Employee Establishment at 31.03.17	Planned Employee Establishment at 31.03.18	Planned Variations	Anticipated Employee Establishment at 31.03.19
Chief Executive's	20.03	1.00		1.00
Deputy Chief Executive	38.37	35.71	1.00	36.71
Community	147.35	108.18	3.00	111.18
Safety	99.22	69.63		69.63
Customers	62.20	58.73		58.73
Resources	0.00	77.85	-0.43	77.42
TOTAL	367.18	351.10	3.57	354.67
Joint Negotiating Committee	15.00	16.00		16.00
Grades NS 11-17	79.37	80.18	1.00	81.18
Grades NS 9 -10	43.47	37.77		37.77
Below Grade NS 9	229.34	217.15	2.57	219.72
TOTAL	367.18	351.10	3.57	354.67

ESTIMATE 2018/2019

It is currently estimated that the establishment at 31 March 2019 will increase to 354.67 Full Time Equivalents. This increase is largely due to the addition of an extra refuse crew within Waste, Litter and Recycling

SUMMARY OF RESERVE BALANCES

APPENDIX D

General Fund Revenue Reserves	Balance as at 31st March 2017	Balance at 31st December 2017	Estimated Balance at 31st March 2018	Estimated Balance at 31st March 2019
Investment Realisation Fund	-91,890	-91,890	-91,890	-91,890
Election Expenses Fund	-163,349	-163,349	-163,349	-163,349
Insurance Fund	-399,664	-385,664	-385,664	-385,664
Repairs And Renewals Fund	-2,500,000	-2,236,401	-2,236,401	-2,236,401
Land Charges	9,137	9,137	9,137	9,137
Building Control Surplus	66,336	66,336	66,336	44,336
Museum Purchases Fund	-11,414	-11,414	-11,414	-11,414
Training Provision	-199,798	-190,308	-190,308	-190,308
Community Safety Fund	-231,955	-231,955	-231,955	-231,955
Restructuring And Pay	-100,000	-100,000	-100,000	-100,000
Court Costs	-95,325	-67,697	-67,697	-67,697
Change Management Fund	-11,433,575	-11,026,375	-11,026,375	-11,010,575
Enforcement Reserve	0	0	0	-100,000
Flooding Defence Reserve	0	0	0	-250,000
Planning Costs Fund	-400,000	-270,145	-270,145	-270,145
Palace Theatre Friends	-200	0	0	0
Unlawful Occupation Of Land	-10,000	-9,250	-9,250	-9,250
Fly Tipping Fund	-100,000	-84,500	-84,500	-84,500
Homelessness Fund	-243,185	-292,308	-292,308	-292,308
Revenue Grants Unapplied	-117,740	-117,740	-117,740	-117,740
Fuel And Energy Reserve	-100,000	-99,620	-99,620	-99,620
Refuse Bin Purchase	-30,000	-30,000	-30,000	-30,000
Energy & Home Support Reserve	-142,350	-116,580	-116,580	-116,580
Growth And Prosperity Fund	-1,151,782	-1,053,282	-1,053,282	-1,171,282
Emergency Planning Reserve	-50,000	-50,000	-50,000	-50,000
Gen Fund Balance	-1,746,000	-1,746,000	-2,445,412	-2,445,412
Total General Fund Revenue Reserves	-19,242,752	-18,299,004	-18,998,416	-19,472,616

General Fund Capital Reserves	Balance as at 31st March 2017	Balance at 31st December 2017	Estimated Balance at 31st March 2018	Estimated Balance at 31st March 2019
Capital Financing Provision	-3,252,850	-4,102,074	-2,706,852	-3,502,905
Grants & Contributions Unapplied	-4,101,513	-4,101,513	-4,751,513	-2,951,513
Total General Fund Capital Reserves	-7,354,363	-8,203,587	-7,458,365	-6,454,418

Ring-Fenced Reserves	Balance as at 31st March 2017	Balance at 31st December 2017	Estimated Balance at 31st March 2018	Estimated Balance at 31st March 2019
Mansfield Crematorium	-161,000	-161,000	-161,000	-161,000
Total Ring-Fenced Reserves	-161,000	-161,000	-161,000	-161,000

Total Reserves	-26,758,115	-26,663,591	-26,617,781	-26,088,034
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Development Category	Previous charge	Proposed charge
<p>DO I NEED PLANNING PERMISSION REQUESTS EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc.)</p>	<p>Fixed Charge of £57 This would cover one letter £47.50+VAT</p>	<p>Fixed Charge of £50+VAT = £60</p>
<p>EXEMPTION 2 – COMMERCIAL ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	<p>Fixed Charge of £57 This would cover one letter £47.50+VAT</p>	<p>£50+VAT £60</p>
<p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1,380 (£1,150+VAT). This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Growth and Development</p>	<p>£1200+VAT £1440</p>
<p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p>	<p>£1,680 (£1,400+VAT)</p>	<p>£1500+VAT £1800</p>
<p>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 10 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p>	<p>£900 (£750+VAT)</p>	<p>£800+VAT £960</p>
<p>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	<p>£498 (£415+VAT)</p>	<p>£450+VAT £540</p>

<p>CATEGORY D – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</p> <p>Examples include: 1 new dwelling. New floor space or change of use of less than 300 sqm Advert Consent.</p>	<p>£192 (£160+VAT)</p>	<p>No change</p>
<p>CATEGORY E – WIND TURBINES</p>	<p>£1,200 (£1,000+VAT)</p>	<p>No change</p>
<p>CATEGORY F – HOUSE HOLDER APPLICATIONS works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)</p>	<p>£57 (£47.50+VAT) unless an exemption has advised that planning permissions required. In which case advice on likely acceptability can be obtained for £24 (£20+VAT).</p>	<p>£50+VAT £60</p>
<p>CATEGORY G – REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</p> <p>Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.</p>	<p>No previous charge</p>	<p>£81 + VAT £97</p>
<p>CATEGORY H – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</p>	<p>No previous charge</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken and the level of experience of the Officer required to provide any such advice.</p>

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority.

TERMS AND CONDITIONS

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made online at www.newark-sherwooddc.gov.uk/pay/ or over the phone by telephoning 01636 650000.

SERVICE STANDARDS AND SUBMISSION REQUIREMENTS

Exemptions (Do I need Planning Permission Requests)

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. You will receive acknowledgement of your request for the advice within 1 week of a valid request, unless you are informed otherwise. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Pre Application Advice

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at our reception at Castle House. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- that your request for advice has been received;
- that the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- any additional information that is required before pre-application advice is offered; and the name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit (sometimes we may ask you or a representative to attend to gain access and to fact find);
- Consult with key statutory and non-statutory consultees where applicable;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant (normally at the Council Offices) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

QUALIFICATION

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

CONTACT US

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using planning@nsdc.info or telephone 01636 650000.

NEWARK CAR PARKS	2017-18		2018 – 19	
			Proposed	
INNER TOWN	30 min	£0.50	30 min	£0.50
London Road	1 hour	£1.00	1 hour	£1.00
Balderton Gate	2 hours	£1.50	2 hours	£1.50
Town Wharf	2-3 hours	£2.50	2-3 hours	£2.50
Appletongate	3-4 hours	£4.50	3-4 hours	£4.50
	Over 4 hours	£7.50	Over 4 hours	£7.50
	After 6pm (Evening Charge)	£1.00	After 6pm (Evening Charge)	£1.00
OUTER TOWN				
Riverside (former Tolney Lane)	1 hour	£1.00	1 hour	£1.00
Riverside Arena	2 hours	£1.50	2 hours	£1.50
Livestock Market	2-4 hours	£2.00	2-4 hours	£2.00
	4-5 hours	£2.50	4-5 hours	£2.50
	5 hours and above	£3.00	5 hours and above	£3.00
			After 6pm (Evening Charge)	£1.00
Dedicated Motorcycle Bay Newark: London Road Balderton Gate, Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	<p>Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice.</p> <p>Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.</p>			

LORRY PARKING		
Lorry Parking – Fixed Charge	£14.50	£14.50
Lorry Parking (with meal voucher)	£17.50	£17.50
SEASON TICKETS		
INNER TOWN (Newark)	£84.00	£84.00
(limited issue)	£193	£193.00
	£700 *	£700.00
	£47.00 per month	£47.00 per month ?
	£123 per quarter	£123 per quarter ?
	£450 per year (7 days per week)*	£450 per year (7 days per week)*
	£350 per year (Monday to Friday only)	£350 per year (Monday to Friday only)
CONTRACT CAR PARK RATES		
The Palace/Barmby Gate	£208 per quarter	£208.00
	£800 per annum	£800.00
CONTRACT CAR PARK RATES		
Pelham Street	£500 per annum	£500.00
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.		

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager responsible for car parking and markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5

DAY	ITEM	2017-18 EXISTING	2018-19 PROPOSED
WEDNESDAY	MARKET STALL	£16	£16
	PITCH	£5.30 PER LINEAR METRE	£5.30 PER LINEAR METRE

		2017-18 Existing	2018-19 Proposed
1	<u>Theatre Hire (plus VAT):</u> <u>With Stage & Dressing Rooms as Equipped</u> <u>Full Theatre : 602 Seats</u>		
	Per day with one performance – week days Commercial Hire	£1,500	£1,530
	Per day with one performance - weekends Commercial Hire	£2,000	£2,040
	Per day with two performances - weekdays Commercial Hire	£2,750	£2,805
	Per day with two performances - weekends Commercial Hire	£3,250	£3,315
	Week Hire: Monday-Saturday	£9,250	£9,435
2	<u>Non-Profit Making/ Charity/ Local</u> <u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u> <u>Current Stalls - only hirers to be phased into new pricing structure over two years</u> There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
	Per day with one performance – week days Non Profit Making/Charity/Voluntary	£1,000	£1,000
	Per day with one performance – weekends Non Profit Making/Charity/Voluntary	£1,500	£1,500
	Per day with two performances – week days Non Profit Making/Charity/Voluntary	£1,500	£1,500
	Per day with two performances – weekends Non Profit Making/Charity/Voluntary	£2,000	£2,000
	Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,000	£2,000
3	<u>Theatre Hire : Supplementary Charges Per Hour (plus VAT)</u> <u>(not including staffing)</u>		
	Technical/Dress: Commercial Hires	£77.50	£78.00
	Non Profit Making/Charity/Voluntary	£65.50	£66.00
	General Rehearsals: (No lights) Commercial Hires	£65.50	£66.00
	Non Profit Making/Charity/Voluntary	£55.00	£55.50

	Get In/Fit Up/ Get Out Commercial Hires Non Profit Making/Charity/Voluntary	£21.50 £18.50	£22.00 £19.00
4	<u>Staffing Recharges : per hour plus VAT</u>		
	Technical Manager – week days*	£34.00	£34.50
	Technical Manager - weekends**	£39.00	£39.50
	Technical Officer – week days*	£26.00	£26.50
	Technical Officer - weekends**	£30.00	£30.50
	Technical Assistant – week days*	£18.00	£18.50
	Technical Assistant - weekends**	£22.00	£22.50
	* Plus 20% on all rates for hours worked between 2330 and 0600 hours ** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours		
5	<u>Room Hire : Per Hour</u>		
	The Workshop (VAT exempt) Non-Profit Making/Charity/Community	£15.50	See room hire charges below
6	<u>Room Hire: Commercial (VAT exempt)</u> Byron Lounge: Meetings per day Byron Lounge: Meetings half day Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.	} £25 per }hour	See room hire charges below
7	<u>Ticket Handling Fee</u>		
	Per Ticket – applicable to all professional productions	£1.50	£1.50
	Per Ticket – applicable to all amateur productions, dependent on overall ticket price	£50p - £1.50	50p - £1.50
8	<u>Palace Membership Scheme (New Charges from 2016-17)</u>		
	Single membership	£11	£11
	Couple’s membership	£18	£18
	Junior membership	£8	£8
	Family membership	£30	£30

National Civil War Centre – Newark Museum			
Proposed Ticket Types	2017-18 Charge including VAT	2018-19 Charge including VAT	Notes
Day Tickets	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness		
Adult	£8	£8	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness
Concession	£7	£7	
Children 5-16	£3.50	£4	
Children under 5	Free	Free	
Annual Pass – Adult	£15.75	£15.75	
Annual Pass - Concession	£13.75	£13.75	
Annual Pass – Children	£5.75	£7.75	
Groups:	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market		
Group Visit (10 or more paying)	10% discount	10% discount	
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked <u>at least</u> four weeks in advance	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	90 min visit between the hours of 5pm and 9pm.
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.	£5/head, 20 people	£5/head, min 10, max per session 20	
Volunteer-led Town/Civil War Tour		£5, £3 child £3, £1 child if purchased with NCWC entry	
Commercial: Town Tour	£6/head	£6/head	All to NSDC
Commercial: Castle Tour	£6/head	£6/head	£4 to go to the castle, £2 to NCWC

Commercial: Church Tour	£6/head	£6/head	£4 to go to the church, £2 to NCWC
Coach Parking @ Lorry Park	FOC	FOC	FOC

Miscellaneous Charges

	Existing	Proposed 2018-19	
After Dinner speaking	<p>£70 for Newark and Sherwood District</p> <p>£90 for Nottinghamshire/ equivalent area</p> <p>Any further distance = on consideration</p>	£150 plus travel expenses	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers.
Room Hire	<p>All ex VAT</p> <p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		<p>All ex VAT</p> <p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>
Community Space	<p>Educational/Training/Meeting: £20/hr <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i></p> <p>Party/staffing intensive operation: £35 – 50/hr</p>	<p>Educational/ Training/Meeting: From £20/hr</p> <p>Event Rate: £35 - £50/hr</p>	Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.

Byron Room	Educational/Training/Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i> Party/staffing intensive operation:	Educational/ Training/Meeting: From £20/hr Event Rate: £35 - £50/hr	Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.
	Workshop (VAT exempt if completely self-serviced by hirer) £15.50	£15.50 - £25	
	Tudor Hall Major Event: £1,000 Charity Rate: £795 Meeting: £375	Hourly rate: £85, max 4 hr hire Day rate for meetings: £395 Event rate: £795 - £1,200	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing
	Hire a costumed performer £100/evening	£100/evening	

THE RESOURCE CENTRE & COLLECTIONS			
Hire Location	Existing Charge	Additional Information	Proposed 2018-19
Out of Hours – Guided tours	Out of hours £80 plus VAT plus £1.00 (£0.83 net) per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	No longer offered.
In Hours – Guided tours	During working hours £60 plus VAT	Occupancy : Max. 25 people	£6/head, minimum 15, max 25
Workshops	Price by request	To be paid in advance when booking	Price by request
Photocopying	£1 A4 £1.50 A3		No change (very rarely requested)
Scan Orders	£5.50 £6.50 £9.00	This price includes VAT. Postage is extra.	No change (very rarely requested)
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)	£5.00 plus £2.00 admin(very rarely requested)	No change(very rarely requested)
Own Camera	£5.00 – reflects time processing charges	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	No change(very rarely requested)
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£10.00 – reflects time processing charges	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	No change (very rarely requested)

<p>Publication</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image</p> <p>Local Authority/Vol. /Charitable Organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p>	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on <u>one</u> use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>No change</p>
<p>Long Term Archaeological Storage at Museum Resource Centre</p>		<p>£160 per box - Cost is based on English Heritage Calculations. One off fees.</p>	<p>£160 per box - Cost is based on English Heritage Calculations. One off fees.</p>

Learning Charges			
Other Income	Charge	Additional Information	Proposed 2018-19 including VAT
Loans Box Fines	£15	Late return of boxes	£16
Out of District Schools Travel Expenses	Price by request – It is not intended to promote outreach for schools for our first three academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.	Flat fee	As previously stated.
Discovery box – Cost per hire	£10 per box for two weeks	Loan period is 2 weeks – fines for late returns	£15 per box for two weeks
Education programme @ NCWC	<p>KS1 – KS5 students.</p> <p>£3.50 per head – Half day (2 – 2.5 hr) visit – one facilitated activity, one self-led activity</p> <p>£4.95 per head – Full day visit – one facilitated activity, two self-led activities.</p> <p>£5.95 per head – Full day visit – two facilitated activities, one self-led activity.</p> <p>New pricing for University/FE students to reflect bespoke nature of events and level of expertise required.</p> <p>£5.00 per head for half day visit</p> <p>£7.00 per head for full day visit</p>	To be paid on day of visit by cash/cheque/card or by invoice	<p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS1 – KS3 students £4 per head – Half day (2 – 2.5 hr) visit</p> <p>£6.50 per head – Full day visit</p> <p>KS 5, FE and HE £7 per head full day visit, £6 half day</p>

Type of Search	Relevant Act or Order	2017-18 Existing	2018-19 Proposed 3% increase
LLC1	Local Land Charges Act 1975	£26 (Note: cannot charge VAT on this search)	£26 (Note: cannot charge VAT on this search) No change in fee
Con29 Residential	Local Land Charges Act 1975	£72.75 plus VAT The above figure includes Charge from Via East Midlands of £26 plus VAT	£75.00 plus VAT Please note, proposed increase does not include any possible increase from Via, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £90.00
Con29 Commercial NCC will have input	Local Land Charges Act 1975	£98.75 plus VAT The above figure includes Charge from Via East Midlands of £26 plus VAT	£101.67 plus VAT Please note, proposed increase does not include any possible increase from Via, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £122.00
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	Local Land Charges Act 1975	£34.92 plus VAT The above figure includes Charge from Nottinghamshire County Council of £30	£35.83 plus VAT Please note, proposed increase does not include any possible increase from Nottinghamshire County Council, therefore the proposed figure may change upon receipt of confirmation and will be amended accordingly. Total including VAT £43.00
Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC	Local Land Charges Act 1975	£10.71 plus VAT	£10.83 plus VAT Total including VAT £13.00
Written Enquiries	Local Land Charges Act 1975	£17.83 plus VAT	£18.33 plus VAT Total including VAT £22.00
Additional Parcels LLC1	Local Land Charges Act 1975	£16.00 The fee previously included the total cost of £16.00 for a search of both the LLC1 and Con29. VAT is now applicable	£6.50 (Note: cannot charge VAT on this search) The fee was previously included in the total cost of £16.00 for a search of both the LLC1 and Con29. VAT is now applicable for the CON29 element only, therefore the new fee

		for the CON29 element only, therefore the new fee has been split in to two elements – Vatable and Non Vatable	has been split in to two elements – VAT and Non VAT. Including the VAT element of this request, total cost is now made up of the following: £6.50 (LLC1) + £12.00 (£10.00 plus VAT (CON29)) = Total £18.50 for an additional parcel on a full search
Additional Parcels CON29	Local Land Charges Act 1975	£16.00 The fee previously included the total cost of £16.00 for a search of both the LLC1 and Con29. VAT is now applicable for the CON29 element only, therefore the new fee has been split in to two elements – Vatable and Non Vatable	£10.00 plus VAT Total including VAT £12.00 The fee was previously included in the total cost of £16.00 for a search of both the LLC1 and Con29. VAT is now applicable for the CON29 element only; therefore the new fee has been split in to two elements – VAT and Non VAT. Including the VAT element of this request, total cost is now made up of the following: £6.50 (LLC1) + £12.00 (£10.00 plus VAT (CON29)) = Total £18.50 for an additional parcel on a full search
Personal Search	Local Land Charges Act 1975	NIL	NIL
Light Obstruction Notice – Registration Fee for putting on local land charge	Rights of Light Act 1959	£70.50 plus VAT	£71.25 plus VAT Total including VAT £85.50
Expedited Search – Quick return search (3 day turnaround)	Local Land Charges Act 1975	£17.50 plus VAT Can add VAT for Con 29 element	£17.92 plus VAT Total including VAT £21.50

CON29 Individual requests	Residential plus VAT	Increase 3%	Increase plus VAT	Commercial plus VAT	Increase 3% (rounded up)	Increase plus VAT £
1.1 a-i	14.50	15.00	18.00	24.20	25.00	30.00
1.1 j-l	10.00	10.42	12.50	16.10	16.67	20.00
1.2	6.90	7.08	8.50	6.90	7.08	8.50
3.1	1.60	1.67	2.00	2.15	2.25	2.70
3.3	2.90	3.00	3.60	4.50	4.67	5.60
3.7	2.90	3.00	3.60	4.50	4.67	5.60
3.8	1.60	1.67	2.00	2.15	2.25	2.70
3.9	1.60	1.67	2.00	2.15	2.25	2.70
3.10	8.60	8.75	10.50	8.60	8.75	10.50
3.11	1.60	1.67	2.00	2.15	2.25	2.70
3.12	4.40	4.58	5.50	6.40	6.67	8.00
3.13	2.90	3.00	3.60	4.50	4.67	5.60
3.14	2.90	3.00	3.60	4.50	4.67	5.60
3.15	5.20	5.42	6.50	5.20	5.42	6.50

Type of Search	LLC1	Full search Residential	Full search Commercial	Con29 Residential	Con29 Commercial	Con290 Optional Questions	Q22 (Con290)	Expedited Search	Additional Parcel (per individual parcel)
Proposed fee for 2018-19 (£) includes VAT if applicable	26.00	116.00	148.00	90.00	122.00	13.00	43.00	21.50	16.50
Bassetlaw District Council	26.00	122.00	122.00	96.00	96.00	18.00	38.40		25.20
Mansfield District Council	30.69	127.10	157.44	90.28	120.61	19.10	36.72		19.10
Ashfield District Council	25.00	98.00	98.00	73.00	73.00	15.00 each or Q6 & Q7 £3.50 and all other questions £7.50	35.00		15.00
Broxtowe District Council	33.00	105.00	105.00	72.00	72.00	£10.00 per question	35.00		5.00(LLC1 only) and 12.00 (LLC1 and Con29)

Gedling Borough Council (fees increased as shown)	6.20 (post) 4.10 (electronic)			135.00 (post) 116.40 (electronic)	135.00 (post) 116.40 (electronic)	12.00 per question	36.00		1.20(LLC1 only) and 18.00 (Con29)
Rushcliffe Borough Council	35.00	108.00	108.00	73.00	73.00	15.00 per question	30.00		15.00
West Lindsey District Council	19.50	119.58	117.74	117.74	117.74	13.20 (admin) and £18.48			17.66, after £16.56
North Kesteven District Council	20.40	91.73 or 63.42 if on account	91.73 or 63.42 if on account	71.33 or 63.42 if on account	71.33 or 63.42 if on account	Various costs: £4.00 to £9.58 dependant on question		26.25 additional fee	14.45

Note: Fees for other Local Authorities are correct as published online at September 2017 and therefore may not represent actual/proposed figures for 2018/19.

PARKS & AMENITIES FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE APPENDIX J

Facility	Purpose		2017/2018	2018/2019 Proposed
Parks & Playing Fields	Football Season (13 matches or more)	Seniors	£500	£500
		Juniors	£270	£280
		Mini Soccer	£143	£150
	Football Pitch (per match)	Seniors	£49	£49
		Juniors	£29	£30
		Mini Soccer	£17	£18
	Hire of Park – commercial use		£410 per day or 5% of ticket sales	£500 per day or 5% of ticket sales
	Hire of Park – charities		£97 but waived at the discretion of CMT	£100 but waived at the discretion of CMT
	Circuses		£347 per day	£360 per day
	Fun Fairs	Large Fair	£337 per day	£350 per day
		Small Fair	£255 per day	£265 per day
	Sponsorship	Bedding Displays	£730pa	£750pa
Outdoor Fitness Camps		£6.30 per session	£6.50 per session	
Newark Castle & Gardens	Guided Tours	Adult	£5.50	£5.50
		Child	£2.75	£2.75
		Family	£13.50	£13.50
		Ghost Tour – commercial hire	£410 per event	£420 per event
	Hire of Gardens – charity		£97 but waived at the discretion of CMT	£100 but waived at the discretion of CMT
	Hire of Gardens – commercial		£410 per day or 5% of ticket sales	£500 per day or 5% of ticket sales
	Hire of Gardens for weddings	Bandstand	£360	£370
		Undercroft	£360	£370
	Education programme	Half day visit	£2.95 per head	£3.00 per head
		Full day visit	£4.15 per head	£4.25 per head
	Use of Castle for commercial photography/filming		£30 per hour	£30 per hour
	Use of Castle Gardens for wedding photographs – professional photographers only		£20 flat fee	£20 flat fee

Lincoln Road Pavilion	Hire of Pavilion		£9.20 per hour	£9.50 per hour
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STREET NAMING & NUMBERING CHARGES

APPENDIX K

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed Fee Schedule:

Service	Existing Charge 2017/18	Proposed Charge 2018/19 – 3% increase (rounded to the nearest 50p)
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25.50	£26.50 £1.00 increase
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£76.50 admin fee plus £25.50 per plot* requiring renumbering/naming	£79.00 admin fee plus £26.50 per plot* requiring renumbering/naming £2.20 increase – admin fee £1.00 per plot increase
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£76.50 admin fee plus £25.50 per property for up to 10 properties £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 for every additional property thereafter	£79.00 admin fee plus £26.50 per property for up to 10 properties £79.00 admin fee plus £26.50 per property for first 10 properties, then £10.50 for every additional property thereafter £2.50 increase – admin fee £1.00 per plot increase 30p increase – additional property
Rename or numbering of street where requested by Parish Council and/or residents including notification	£76.50 admin fee plus £25.50 per property for up to 10 properties affected by change £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 for every additional property thereafter affected by change	£79.00 admin fee plus £26.50 per property for up to 10 properties affected by change £79.00 admin fee plus £26.50 per property for first 10 properties, then £10.50 for every additional property thereafter affected by change

		£2.50 increase – admin fee £1.00 per plot increase 30p increase– additional property
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Please note: VAT is NOT applicable to charges made in respect of naming and numbering.

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. *All requests must be completed on the appropriate form which is available on our website or from Customer Services.*
2. *All fees must be paid prior to notification being sent.*
3. *Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.*
4. *Postal codes remain the responsibility of Royal Mail.*
5. *Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.*
6. *All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
7. *Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*

	Type of Licence	Relevant Act or Order*	2017-18 Existing	2018-19 Proposed	Duration
1	Hypnotism – Grant	Ref 001	£48	£70	Occasional for specific dates
2	Sex Establishment – Grant/Renewal	Ref 002	£3,540	£3,540	Up to 1 year
3	(a) Hackney Carriage	Ref 003	£215	£220	Annual
	(b) Private Hire Vehicle	Ref 003	£165	£170	Annual
	(c) Ambulance Vehicles	Ref 003	£95	£100	Annual
	(d) Hackney Carriage/Private Hire Drivers	Ref 003	£115 renewal £180 new applicants	£125 £190	3 years or lesser depending on circumstances
	(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	£45	£50	Per Year
	(f) Ambulance Drivers	Ref 003	£95 renewal £75 new applicants	£100 £80	3 years or lesser depending on circumstances
(g)	Ambulance Drivers over 65	Ref 003	£30	£35	Annual
(h)	Private Hire Operators	Ref 003			
	(i) Basic		£300	£315	5 years*
	(ii) plus per vehicle		£30	330	
(i)	Ambulance Operators	Ref 003			
	(i) Basic		£275	£300	5 years*

	(ii) plus per vehicle Plates		£20	£20	
	(j) Knowledge Test	Ref 003	£40	£40	One-off
	(k) Drivers Test	Ref 003	£40	£40	One-off
	(l) Replacement Badge	Ref 003	£20	£20	One-off
	(m) Replacement Plate	Ref 003	£40	£40	
	(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	£45	£45	One-off
	(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	£85	£85	One-off
	(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	£75	£75	One-off
	(q) Temporary & Permanent Magnetic Roundels	Ref 003	£15	£15	One-off
	(r) Additional stick on Roundels	Ref 003	£10	£10	One-off

Fees have been generally increased by approximately 2%. Some fees are unchanged to better reflect the actual costs

***a new 5 year duration licence has been introduced.**

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

A full review of these fees has been undertaken and bench marked against other authorities. A range of increase are proposed.

	BINGO	ADULT GAMING CENTRE	FAMILY ENTERTAINMENT CENTRE	BETTING PREMISES (excl. tracks)	BETTING ON TRACK	
New application	£943	£943	£943	£943	£943	Current
	£1,200	£950	£950	£1000	£950	Proposed
Application for reinstatement of licence	£500	£500	£500	£500	£500	Current
	£800	£500	£500	£800	£800	Proposed
Application for provisional statement	£943	£943	£943	£943	£943	Current
	£1,200	£1,200	£1,200	£1,200	£1,200	Proposed
Application to convert provisional statement	£600	£600	£600	£600	£600	Current
	£650	£650	£650	£650	£650	Proposed
Application to Vary licence	£800	£800	£800	£1,000	£1,000	Current
	£1000	£800	£800	£1000	£1000	Proposed
Application to transfer licence	£33	£33	£33	£33	£33	Current
	£120	£100	£80	£120	£120	Proposed
Notification of Change	£50	£50	£50	£50	£50	Current
	£50	£50	£50	£50	£50	Proposed
Copy of Licence	£16	£16	£16	£16	£16	Current
	£30	£30	£30	£30	£30	Proposed
Annual Fee	£475	£475	£475	£475	£475	Current
	£500	£500	£500	£500	£500	Proposed

GAMBLING ACT 2005 FEES SET BY STATUTE**APPENDIX N**

	Permit	Fee	Comments
Family Entertainment Centre	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Prize Gaming Permits</u>	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Gaming Machines in Alcohol Licensed Premises</u>	Notification of up to 2 machines	£50	
	Gaming machine permit for more than 2 –existing operator	£100 £150	
	Gaming machine permit for more than 2 – new operator	£100	
	Variation (number of category)	£25 £50	
	Transfer	£25	
	Annual fee	£15	
	Change of name		
	Copy of permit		
<u>Club Gaming and Club Machine Permits</u>	Existing Operators (transition)	£100	
	New Application	£200	
	Renewal	£200	
	Variation	£100	
	Annual Fee	£50	
	Copy of Permit	£15	
Temporary use notice		£100	
Small society Lottery	Exempt Lotteries – Registration Fee	£40	
	Exempt Lotteries – Annual Fee	£20	

LICENSING ACT 2003 – FEES SET BY STATUTE**APPENDIX O**

<u>Type of licence</u>	<u>Current Fee</u>	<u>Comments</u>
Premises licence - Application	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Annual Fee	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence –additional fee for large events	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Full Variation	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Minor Variation	£89	
Personal Licence	£37	
Temporary event Notice	£21	

There are currently no proposals by the Government to increase these fees in 2018-19

Size	2017-18 Existing	2018-19 Proposed
Full page (210mm wide x 295mm deep)	£1,081 + VAT	£1,113+VAT
½ page (210mm wide x 147.5mm deep)	£649 + VAT	£668+VAT
¼ page	£378 + VAT	£389+VAT
Back (Full page dimensions)	£1,326 +VAT	£1366

ENVIRONMENTAL HEALTH FEES AND CHARGES**APPENDIX Q**

	Type of licence	Relevant act or order*	Duration	Notes	2017-18 Existing	2017-18 Proposed
1	Animal Boarding Establishments Initial Renewal	Ref 004	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£160 £115 + vet fees	£165 £120 + vet fees
2	Home Boarding	Ref 004	Annual	The fees has been amended to now charge for each application at the full price when related to a franchise	£90 There is an additional charge of £65 per host family when part of a franchise	£95
	Dog Day Care		Annual	Domestic House based Commercial undertaking		£95 £150
3	Dangerous Wild Animals	Ref 005	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£135 + vet fees	£140 + vet fees
4	Dog Breeding Initial renewal	Ref 006	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£160 + vet fees £100 + vet fees	£165 + vet fees £105 + vet fees
5	Riding Establishments	Ref 007	Annual	The fees for 2018-19 have been calculated on a full cost recovery	£160 + VAT	£165 + vet

	Initial Renewal			basis	+ fees £125 + VAT + fees	fees £130 + vet fees
6	Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi- permanent tattooing Person premises	Ref 002	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£115 £110 Where the premises already hold a licence the charge is £115 per additional treatment	£120 £115 Where the premises already hold a licence the charge is £120 per additional treatment
7	Massage & Special Treatment Initial Renewal No massage (just sunbeds)	Ref 008	Annual Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£170 £145 £165 Renewal £120	£170 £145 £165 Renewal £120
8	Lasers: New Renewal Transfer	Ref 008	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£475 £165 £215	£490 £175 £225

	Type of licence	Relevant act or order*	Duration	Notes	2017-18 Existing	2018-19 Proposed
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9	Zoos Initial Inspection Renewal Periodic 3 year inspection Transfer	Ref 009	First licence valid for 4 years Renewal valid for 6 years	The fees for 2018-19 have been calculated on a full cost recovery basis	£490 £360 £360 £160	£520 £380 £380 £170
10	Pet Shops Pet Animals Act 1951 New Renewal	Ref 010	Annual	The fees for 2018-19 have been calculated on a full cost recovery basis	£160 £115	£165 £120
11	High Hedges 1 st stage 2 nd stage	Ref 011	One Off	The fees for 2018-19 have been calculated on a full cost recovery basis	£175 + VAT £310 + VAT	£180 + VAT £320 + VAT
12	Licence Application for House in Multiple Occupation Single application Multiple applications at same time Variation of licence	Ref 012	One off	The fees for 2018-19 have been calculated on a full cost recovery basis	£500 £425 £150	£520 £440 £160
13	Scrap Metal Dealer Site Licence Collectors Licence	Ref 013	Three years	The fees for 2018-19 have been calculated on a full cost recovery basis	£350 £130	£375 £150
14	Mobile Homes Act 2014	Ref 014		To reflect the variation in the cost of processing the	Application fee £355 plus £8.60 per	Application fee £355 plus £8.60 per

				<p>application depending on the size of the site.</p> <p>Depends on total number of pitches</p>	<p>additional unit</p> <p>Annual fee £8.10 pitch.</p> <p>Transfer / amendment of licence £160</p> <p>Depositing Site rules £135</p>	<p>additional unit</p> <p>Annual fee £8.10 pitch.</p> <p>Transfer / amendment of licence £160</p> <p>Depositing Site rules £135</p>
1 - 8	The authority has the discretion to charge a reasonable fee. The increase is approximately 3%					
9	<p>Fee now split to differentiate between Council Element and DEFRA element.</p> <p>The authority has the discretion to charge a reasonable fee. The increase is approximately 4%</p>					
10 - 14	The authority has the discretion to charge a reasonable fee. The increase is approximately 3%					

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	2017-18 Existing	2018-19 Proposed	Comments
Health & Purity Certificate	£30	£35	
Foot & Mouth Health Certificate	£130	£150	
Condemnation Certificate	£150	£200	
Environmental Site Reports Home Buyer Version Detailed version	£80 + VAT £200 + VAT	£85 + VAT £210 + VAT	
Housing immigration check	£80	£100	

PRIVATE WATER SUPPLIES

Activity	NSDC charge 2016-17	Proposed charge 2017-2018	Comments
Risk Assessment	Hourly rate x time spent		Guidance on fees is provided by the Drinking Water Inspectorate
Sampling	£50		
Investigation	Hourly rate + analysis costs		
Authorisation	Hourly rate x time spent		
Domestic Supplies (Reg 10)	£25		
Check Monitoring (Commercial supplies)	£50 plus analysis costs		
Audit Monitoring (Commercial supplies)	£50 plus analysis costs		

***Relevant act/ Order References**

Ref 001 - Hypnotism Act 1952

Ref 002 - Local Government (Miscellaneous Provisions) Act 1982

Ref 003 - Local Government (Miscellaneous Provisions) Act 1976

Ref 004 - Animal Boarding Establishments Act 1963

Ref 005 - Dangerous Wild Animals 1976

Ref 006 - Dog Breeding and Sale of Dogs (Welfare) Act 1999

Ref 007 - Riding Establishments Acts 1964 and amended 1970

Ref 008 - Nottinghamshire County Council Act 1985

Ref 009 - Zoos Licensing Act 1981

Ref 010 - Pet Animal Act 1951

Ref 011 - Anti Social Behaviour Act 2003

Ref 012 - Housing Act 2004

Ref 013 - Scrap Metal dealers Act 2013

STRAY DOGS:	2017-18 Existing		2018-19 Proposed		Comments
This includes Government fee, Local Authority charge, and kennelling costs. Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	£83	1 Day	£83	No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.
	2 Days	£91	2 Days	£91	
	3 Days	£99	3 Days	£99	
	4 days	£107	4 days	£107	
	5 Days	£115	5 Days	£115	
	6 Days	£123	6 Days	£123	
	7 Days	£131	7 Days	£131	

TRADE WASTE CONTRACT CHARGES

APPENDIX S

A 10% DISCOUNT IS GIVEN FOR EACH ADDITIONAL BIN PER SITE PER COLLECTION

Trade Waste and Recycling / Garden Bins									
We cannot set figures for these services at this time until we have received information from Nottinghamshire County Council and discussed information with partners, which may not be until January or later. The current charge for domestic garden bins is £30 each. One charge affects the other if the variation is large we may need to alter the final figures									
		Refuse		Recycling		Refuse		Recycling	
Bin Size		2017-18 Collect. Charge	2017-18 Disposal Charge	2017-18 Collect. Charge	2017-18 Disposal Charge	2018-19 Collect. Charge	2018-19 Disposal Charge	2018-19 Collect. Charge	2018-19 Disposal Charge
1	140	£2.10	£1.28	£2.10	£0.30	£2.15		£2.15	
2	240	£2.60	£2.20	£2.60	£0.51	£2.65		£2.65	
3	360	£3.20	£3.30	£3.20	£0.77	£3.25		£3.25	
4	660	£4.65	£6.05	£4.65	£1.42	£4.75		£4.75	
5	1100	£6.85	£10.08	£6.85	£2.36	£6.95		£6.95	
6	Pre Paid Sacks	£1.65	£0.44	£1.65	N/A	£1.70		£1.70	
7	Clinical	£2.05	£5.80	£2.05	N/A	£2.10		£2.10	
	Commercial Fridges	2014-15	2015-16	2016-17	2017-18	2018-19			
8	Per Unit	£75.00	78.75	£82	£85	£88			
9	Collection and Transport	£94.10	£98.80	£102	£105	£110			
Domestic Garden Bins			2017/18 Existing	2018/19 Prop.					
Price per bin			£30	£35					
Cleansing Services Hours			2017-18 Existing	2018-19 Prop.					
1	1		£60	£62					
2	1.5		£90	£93					
3	2		£120	£124					
4	3		£180	£186					
5	4		£240	£248					
6	5		£300	£310					
	Emptying bins (cost per empty of bin)		2017/18 Existing	2018/19 Prop.					
	Litter bins		£0.60	£0.65					
	Dog Bins		£1.85+vat	£0.90					

DISPOSAL CHARGES WILL BE CONFIRMED WHEN APPROVED BY NOTTINGHAMSHIRE COUNTY COUNCIL

TRADE WASTE CONTRACT CHARGES

	2017/18	2018/19	Additional Fees & Charges
Alteration Fee	£35	£36	
Lockable Bin	£35	£36	
Access Fee (Maximum)	5 – 10% of total cost dependant on site		

Bulky Waste Charges	2017-18		2018-19	
	First Item	Subsequent Item	First Item	Subsequent Item
	Domestic Bulky Waste	£13	£7	£14
Electrical Items	£13	£13	£14	£14
Large Items which are not covered by the above charges	£60 per hour		£62 per hour	

Cost of bin for new properties

Size	2017/18	2018/19
140L	£30	£32
240L	£30	£32
360L	£45	£48
660L	£250	£258
1100L	£275	£284
Developers delivery charge (per load)	£57	£60

PUBLIC CONVENIENCE CHARGES

APPENDIX T

Public Convenience	2017/2018	2018/19 Proposed
Gilstrap Centre	20p	20p

CIVIC SUITE HIRE CHARGES**APPENDIX U****Current charges for Civic Suite 2017/18**

Room	Seating Capacity	No Webcasting			To include Webcasting		
		Full Day 9am-5pm	Half-day 4 hrs	Hourly Charge	Full Day 9am-5pm	Half-day 4 hrs	Hourly Charge
Meeting Room	6 or less	£40	£25	£10	£44	£28	£11
Meeting Room	7 to 10	£60	£40	£15	£66	£44	£17
Meeting Room	11 to 20	£100	£60	£25	£110	£66	£28
Civic Suite	up to 100	£280	£170	£60	£308	£187	£66

Proposed Hire Charges 2018-19

Room	Seating Capacity	Full Day 9am-5pm	Half-day 4 hrs	Hourly Charge	Additional charges
Meeting Room	6 or less	£45	£25	£10	
Meeting Room	7 to 10	£60	£40	£15	
Meeting Room	11 to 20	£100	£60	£25	
Civic Suite	Max capacity theatre style revised to 200	300	£180	£70	Out of hours 7am – 7pm by negotiation additional charge to cover staff costs and overheads

Discounts may be applied to approved charitable organisations or where a package of bookings are made together at the discretion of the Corporate Management Team, with final approval by the Section 151 Officer

NON PAYMENT OF COUNCIL TAX/NNDR - POLICY AND FINANCE COMMITTEE APPENDIX V

Council Tax	2017-18 £	2018-19 £
Summons	£80	£80
Liability Order	With summons	With summons

NNDR	2017-18 £	2018-19 £
Summons	£100	£100
Liability Order	With summons	With summons

The level of costs to have to be justified to the court and there is case law against raising to a level that is deemed excessive.

CAPITAL PROGRAMME MONITORING TO 31 DECEMBER 2017

1.0 Purpose of Report

1.1 To enable Members to monitor the progress of the overall capital programme since the last progress report on 30 November 2017. The current five year programme was approved by Council on 9 March 2017 and regular reports on progress and variations are required.

2.0 Issues for Consideration

2.1 Details of the capital projects illustrating total budget, expenditure, and forecasts on general fund schemes can be found at **Appendix A** along with the Housing Revenue Account (HRA) and Affordable Housing schemes at **Appendix B**.

2.2 The table below summarises the third quarter position for the Capital Programme, and is split between General fund and Housing Services.

	Actual Spend £m	Approved Annual Budget £m	Percentage Spend %	Estimated Outturn £m
General Fund	8.317	13.578	61.25%	14.481
Housing	9.751	20.013	48.72%	17.682
Total	18.068	33.591	53.78%	32.163

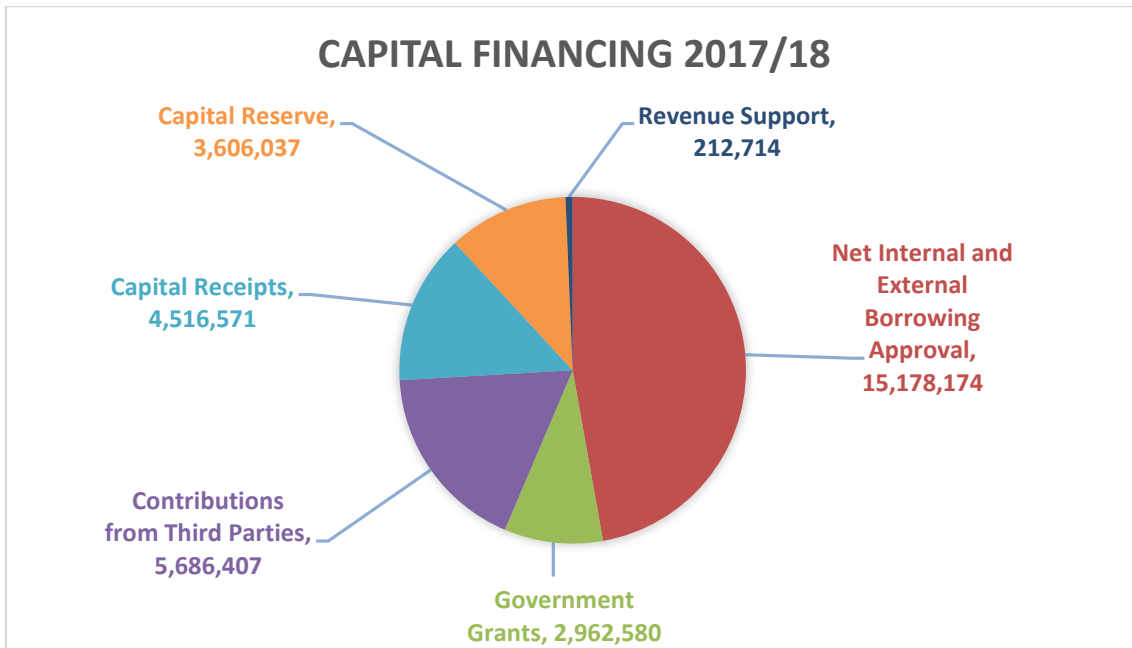
2.3 The Capital Programme changes during the year as projects are developed and spending commitments are made. It is a requirement that this Committee approves all variations to the Capital Programme. The additions and amendments that now require approval are detailed in **Appendix C**.

2.4 If these variations to the Capital Programme are approved, then the revised budget will decrease by £1.429m to £32.163m.

3.0 Capital Programme Resourcing

3.1 The capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some types of project.

3.2 In summary, the current requirement of £32.163m will be financed as follows:



3.0 RECOMMENDATIONS that:

- a) the variations detailed in Appendix C be approved; and
- b) the proposed resourcing of the Capital Programme be noted.

Reason for Recommendations

To enable the Capital Programme to be amended to reflect changes to resources available and better clarity of the cost and phasing of projects.

Background Papers

Nil

For further information please contact Jenna Norton on extension 5327.

Sanjiv Kohli
 Director of Resources and S151 Officer

General Fund - Actual spend and forecast for the year

Project	Capital Description	Project Manager	Revised Budget 17-18 (Following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TA1211	Newark, New Leisure Centre	Matt Finch	226,763	215,688	3,595	7,480	226,763	0	Project Complete
TA1215	Extension to Newark Leisure Centre Car Park	Matt Finch / Kirsty Cole	0	0	0	205,500	205,500	205,500	As per P&F 30.11.17
TA1216	Leisure Provision in the West	Matt Finch / Leanne Monger	0	0	0	250,000	250,000	250,000	Reported to this meeting 22.2.18
TA3050	National Civil War Centre	Matt Finch	341,976	341,976	0	0	341,976	0	Project Complete
TA3052	Palace Theatre/Museum Integration	Matt Finch	20,278	20,278	0	0	20,278	-0	Project Complete
TA3053	Museum Improvements	Matt Finch	465,734	3,970	0	461,764	465,734	0	
TA3286	Information Technology Investment	Sharon Parkinson	657,273	412,035	65,200	116,259	593,495	-63,778	Update technology as part of moving ahead. Orders almost complete. AV snagging still ongoing.
TA	CUSTOMERS		1,712,024	993,947	68,795	1,041,003	2,103,746	391,722	
TB2253	Vehicles & Plant (NSDC)	Andrew Kirk (Veh) / Matt Finch (Leis Equip)	345,000	0	22,600	0	22,600	-322,400	Orders raised are for vehicles due to be received in 2018/19.
TB3154	Castle Gatehouse Project	Phil Beard	80,000	0	-2,935	82,935	80,000	0	Tender for conservation management plan accepted. Projected spend - £80k in 17/18, remainder in 18/19.
TB3158	Hawtonville School Playing Field	Phil Beard	23,123	0	0	23,123	23,123	0	NSH potentially taking on responsibility for HCC. Maybe not required. PB to check.
TB3159	Humberstone Road Open Space, Southwell	Phil Beard	575	575	0	0	575	0	Complete. Trfd open space to STC
TB6145	Grant to Farndon Sports Pavilion	Phil Beard	14,631	0	0	14,631	14,631	0	PB been in touch with FPC. PB to confirm
TB6147	Contribution to Cycle Route Improvements	Phil Beard	7,634	0	0	7,634	7,634	0	Vicar Water scheme - original project complete. Remaining money PB would like to spend on further improvements.
TB6148	Lorry Carpark - Extension	Alan Batty	100,000	50,894	0	49,106	100,000	0	Delayed to consider additional costs - report due to go to ED in March 2018.
TB6149	Lorry Carpark - Health and Safety	Alan Batty	15,820	15,820	0	0	15,820	0	Complete.
TB6150	Farnsfield PC S106 Re Ash Farm AG909 Comm Fac & SANGS	Andy Hardy/Phil Beard	128,544	128,544	0	0	128,544	0	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.
TB6151	Ollerton & Boughton TC S106 AG767 Trf of Open Space & Play	Andy Hardy/Phil Beard	164,616	164,616	0	0	164,616	0	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.
TB6152	Nottingham Road Southwell S106 AG966 Trf of Open Space provision	Andy Hardy/Phil Beard	69,208	69,208	0	0	69,208	0	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.
TB6153	Cricket Facilities Kelham Rd - S106	Andy Hardy	0	0	0	52,004	52,004	52,004	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.
TB6154	Community & Activity Village - S106	Andy Hardy	0	0	0	306,183	306,183	306,183	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.

Project	Capital Description	Project Manager	Revised Budget 17-18 (Following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TB6155	S106 Off Site Sports Provision Community & Activity Village	Andy Hardy	0	0	0	166,068	166,068	166,068	S106 schemes added to the Capital Programme. Fully funded expenditure from S106 contributions.
TB6156	Clipstone Welfare S106	Andy Hardy/Phil Beard	0	0	0	49,180	49,180	49,180	Reported to this meeting 22.2.18
TB	COMMUNITY		949,151	429,657	19,666	750,863	1,200,186	251,035	
TC1000	New Council Offices	Matt Finch	3,086,917	2,973,818	45,806	67,293	3,086,917	0	JN to discuss with MF and DJ on 1/11/17 in preparation for the final board meeting.
TC2000	Land at Lowfield Lane, Balderton	David Best	4,618,000	3,154,289	0	1,463,711	4,618,000	0	Completed first purchase £1.8m on 28th October. First plot in line with budget.
TC3017	Workshop Frontage Improvements	David Best	17,110	13,813	3,724	0	17,537	427	complete. Final account just been agreed. Now in defects period.
TC3131	Extension to London Road Car Park	Darren Wardale	0	0	0	115,000	115,000	115,000	As per P&F 30.11.17
TC3133	BIC Reconfiguration	David Best	75,000	27,683	0	47,317	75,000	0	Progressing. Will claim back from NCC as soon as spent.
TC	RESOURCES		7,797,028	6,169,603	49,530	1,693,321	7,912,455	115,427	
TE3268	Southern Link Road Contribution	Matt Lamb/Julie Reader Sullivan	1,649,121	0	0	1,649,121	1,649,121	0	JN to speak to ML about milestones.
TE	GROWTH		1,649,121	0	0	1,649,121	1,649,121	0	
TF3220	Major Flood Alleviation	Ben Adams	140,000	0	10,000	130,000	140,000	0	
TF3221	Southwell Flood Mitigation	Ben Adams	220,000	0	0	220,000	220,000	0	
TF3223	CCTV	Ben Adams	254,444	215,164	23,545	15,735	254,444	0	
TF3224	Seven Hills	Leanne Monger	10,485	254	9,451	780	10,485	0	
TF3225	Maps & Signage Newark Town Centre	Julie Reader Sullivan	46,957	27,825	0	19,132	46,957	0	
TF	SAFETY		671,887	243,243	42,996	385,648	671,887	0	
TF6011	Private Sector Disabled Facilities Grants	David Turton	643,562	459,560	0	265,590	725,150	81,588	Additional grant received in January 2018
TF6012	Discretionary DFG	David Turton	154,810	21,100	0	133,710	154,810	0	
TF6807	Warm Homes on Prescription	Leanne Monger	0	0	0	63,405	63,405	63,405	Due to be moved from the current code into capital
TF	HOUSING GENERAL FUND		798,372	480,660	0	462,706	943,365	144,993	
TOTALS			13,577,582	8,317,110	180,986	5,982,663	14,480,759	903,177	

HRA - Actual spend and forecast for the year

Project	Capital Description	Project Manager	Revised Budget 17-18 (following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME									
S91100	ROOF REPLACEMENTS	NSH	0	0	0	0	0	0	
S91112	Flat Roofing 2016/17	NSH	0	-6,621	0	6,621	0	0	Will be paid before the end of the year
S91113	Roof Replacement Works 17/18	NSH	270,000	183,072	28,786	58,142	270,000	0	
S91114	Flat Roof Replacement 17/18	NSH	162,000	146,048	0	15,952	162,000	0	
S711	ROOF REPLACEMENTS		432,000	322,499	28,786	80,715	432,000	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	NSH	0	0	0	0	0	0	
S91215	Kitchen & Bathroom 2016/17	NSH	0	-29,016	17,259	11,757	0	0	Retention
S91216	Kitchen & Bathroom materials 2016/17	NSH	0	-587	0	587	0	0	Retention
S91217	Kit & Bathrooms 2017/18	NSH	1,620,000	979,987	403,463	236,549	1,620,000	0	Holding £52k in retention - on target for spend
S712	KITCHEN & BATHROOM CONVERSIONS		1,620,000	950,384	420,723	248,893	1,620,000	0	
S91300	EXTERNAL FABRIC	NSH	0	0	0	0	0	0	
S91330	External Fabric 2016/17 area 1	NSH	0	-5,259	0	5,259	0	0	Retention
S91331	External Fabric 2016/17 area 2	NSH	0	-1,001	0	1,001	0	0	Retention
S91333	Ext Repairs, Meddo	NSH	0	-7,416	0	7,416	0	0	Retention
S91334	Ex Fab Works Area 1 2017/18	NSH	162,000	62,910	48,841	50,248	162,000	0	on target for full spend
S91335	Ex Fab Works Area 2 2017/18	NSH	162,000	105,474	16,157	40,368	162,000	0	on target for full spend
S713	EXTERNAL FABRIC		324,000	154,709	64,999	104,292	324,000	0	
S91400	DOORS & WINDOWS	NSH	0	0	0	0	0	0	
S91411	Doors and Windows 2016/17	NSH	0	-1,490	1,490	0	0	0	Should be nothing here
S91412	Doors & Windows 17/18	NSH	183,600	68,807	0	114,793	183,600	0	Due to spend
S714	DOORS & WINDOWS		183,600	67,317	1,490	114,793	183,600	0	
S91500	OTHER STRUCTURAL	NSH	37,960	0	0	370	370	-37,590	
S91511	Walls Re-Rendering	NSH	10,800	0	0	10,800	10,800	0	EWI on boundary road/crescent. some grant money following on from last years programme
S91525	Structural Various Addresses	NSH	11,880	0	0	11,880	11,880	0	
S91526	Greendale Crescent Fencing	NSH	4,160	3,750	0	410	4,160	0	
S91527	EWI 2017/18	NSH	43,200	35,271	1,729	6,200	43,200	0	
S91528	Morgans Close	NSH	0	0	93	35,547	35,640	35,640	4 bungalows - reroofing earlier than anticipated
S91529	62 Hallam Road	NSH	0	0	0	1,950	1,950	1,950	
S715	OTHER STRUCTURAL		108,000	39,021	1,822	67,157	108,000	0	
S93100	ELECTRICAL	NSH	0	0	0	0	0	0	
S93110	Disturbance Allowance 15/16	NSH	0	-43,240	0	43,240	0	0	MC to check this
S93111	Rewires 2016/17	NSH	0	-26,837	19,497	7,340	0	0	
S93113	Disturbance Allowance 17/18	NSH	54,000	6,267	15,217	32,517	54,000	0	This is all being moved to revenue

Project	Capital Description	Project Manager	Revised Budget 17-18 (following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S93114	Rewires 17/18	NSH	594,000	265,341	204,089	124,570	594,000	0	Holding £16k retention properties identified to fully spend
S731	ELECTRICAL		648,000	201,531	238,803	207,666	648,000	0	
S93500	HEATING	NSH	0	0	0	0	0	0	
S93508	Heating replacements 2016/17	NSH	0	-13,756	13,543	213	0	0	Retention
S93509	Heating/Boilers 2017/18	NSH	594,000	445,174	0	148,826	594,000	0	Completed works at comm centres. Now have individual boilers supporting energy efficiency
S735	HEATING		594,000	431,418	13,543	149,039	594,000	0	
S93600	ENERGY EFFICIENCY	NSH	162,000	0	0	0	0	-162,000	
S93620	Ewi Winston Court	NSH	0	-1,476	0	1,476	0	0	
S93621	Ee Boilers 2016 / 17	NSH	0	-4,254	4,129	125	0	0	
S93622	Pv Invertors	NSH	0	-55,100	0	55,100	0	0	
S93624	EE Boilers 2017/18	NSH	0	61,152	0	100,848	162,000	162,000	
S736	ENERGY EFFICIENCY		162,000	322	4,129	157,549	162,000	0	
S95100	GARAGE FORECOURTS	NSH	0	0	0	0	0	0	
S95113	Resurfacing Works 2017/18	NSH	81,000	66,435	0	14,565	81,000	0	
S95114	Garage Works 2017/18	NSH	27,000	17,604	0	9,396	27,000	0	
S751	GARAGE FORECOURTS		108,000	84,039	0	23,961	108,000	0	
S95200	ENVIRONMENTAL WORKS	NSH	135,540	0	0	84,780	84,780	-50,760	
S95201	Howes Court	NSH	0	0	0	27,000	27,000	27,000	Resurfacing complete
S95202	Howes Court Balcony	NSH	0	0	0	23,760	23,760	23,760	
S95203	Car Park William Bailey House	NSH	0	0	0	68,040	68,040	68,040	
S95252	Flood Defence Systems	NSH	10,800	0	0	10,800	10,800	0	No plans for this contingency
S95253	Play Areas	NSH	21,600	670	0	20,930	21,600	0	Additional works at cleveland square
S95254	Estate Remodelling	NSH	70,200	6,150	19,638	1,890	27,678	-42,522	New code set up from here support new build programme.
S95279	St Marys Gardens	NSH	33,576	31,002	1,003	1,571	33,576	0	
S95282	Play Areas 2016-17	NSH	0	0	0	730	730	730	
S95292	Communal Lighting 2016/17	NSH	0	-67	67	1	0	0	
S95293	Fencing Various Locations	NSH	0	1,089	0	91	1,179	1,179	
S95297	Communal Lighting 2017/18	NSH	21,600	0	0	21,600	21,600	0	Works on communal systems
S95298	Cauntton Reed Bed Replacement	NSH	8,100	5,300	2,200	600	8,100	0	Phase 1 done
S95299	Scooter Storage & Fencing	NSH	18,360	0	15,000	3,360	18,360	0	Lovers Lane flats waiting for invoice
S752	ENVIRONMENTAL WORKS		319,776	44,143	37,907	265,152	347,203	27,427	
S97100	ASBESTOS	NSH	0	0	0	0	0	0	
S97112	Asbestos Removal 2016/17	NSH	0	-5,439	5,439	0	0	0	
S97113	Asbestos Surveys 2017/18	NSH	64,800	14,175	18,110	32,515	64,800	0	Fully committed
S97114	Asbestos Removals 2017/18	NSH	43,200	33,285	3,700	6,215	43,200	0	Fully committed

Project	Capital Description	Project Manager	Revised Budget 17-18 (following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S771	ASBESTOS		108,000	42,020	27,249	38,731	108,000	0	
S97200	FIRE SAFETY	NSH	0	0	0	0	0	0	
S97218	Fire Risk Assessments	NSH	0	-160	0	160	0	0	
S97219	Fire Doors Rainworth	NSH	21,600	7,396	4,818	9,386	21,600	0	Waiting on valuation and invoice
S97220	Fire Safety 2017/18	NSH	32,400	4,711	20,060	7,628	32,400	0	Another phase of safety works - post glenfell
S772	FIRE SAFETY		54,000	11,947	24,879	17,174	54,000	0	
S97300	DDA IMPROVEMENTS	NSH	0	0	0	0	0	0	
S97308	Dda Works 2017/18	NSH	21,600	17,644	943	3,013	21,600	0	3 comm centre kitchens now DDA compliant
S773	DDA IMPROVEMENTS		21,600	17,644	943	3,013	21,600	0	
S97400	DISABLED ADAPTATIONS	NSH	0	0	0	0	0	0	
S97411	Adaptation care plans 2016/17	NSH	0	-14,954	14,954	0	0	0	Retention payment due.
S97413	Major Adaptations 17/18	NSH	378,000	333,314	0	44,686	378,000	0	MC/KS to start regular conversations with AB/DT re possibility of using BCF money in the future.
S97414	Minor Adaptations 17/18	NSH	32,400	23,737	1,049	7,613	32,400	0	
S97415	Adapts Stair Lifts/Hoists	NSH	21,600	17,741	799	3,060	21,600	0	
S774	DISABLED ADAPTATIONS		432,000	359,839	16,802	55,359	432,000	0	
S97500	LEGIONELLA	NSH	0	0	0	0	0	0	
S97503	Legionella 2017/18	NSH	32,400	1,739	0	30,661	32,400	0	
S791	UNALLOCATED FUNDING		32,400	1,739	0	30,661	32,400	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	NSH	54,000	15,021	0	11,552	26,573	-27,427	
S791	UNALLOCATED FUNDING		54,000	15,021	0	11,552	26,573	-27,427	
	PROPERTY INVESTMENT		5,201,376	2,743,593	882,075	1,575,708	5,201,376	0	67% of spend going through for payment as at mid Jan. 96% committed. 98-99% forecast outturn
	AFFORDABLE HOUSING								
SA1013	25 supported dwellings - Bilsthorpe	Rob Main / Kevin Shutt	43,016	0	0	43,016	43,016	0	
SA1015	Affordable Rural Housing Grant	Rob Main / Kevin Shutt	110,000	0	0	110,000	110,000	0	
SA1016	Site A - Wolfit Avenue, Balderton	Rob Main / Kevin Shutt	28,276	14,836	0	13,440	28,276	0	
SA1017	Site B - Wolfit Avenue, Balderton	Rob Main / Kevin Shutt	26,763	-1,000	0	27,763	26,763	0	
SA1018	Coronation Street/Grove View Rd, Balderton	Rob Main / Kevin Shutt	55,262	-1,000	0	56,262	55,262	0	Schemes complete and rention now paid.

Project	Capital Description	Project Manager	Revised Budget 17-18 (following P&F 30.11.17)	Actuals to period 9	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
SA1019	Lilac Close	Rob Main / Kevin Shutt	58,472	-16,836	0	75,308	58,472	0	
SA1020	Second Avenue, Edwinstowe	Rob Main / Kevin Shutt	51,589	-1,000	0	52,589	51,589	0	
SA1021	Ash Farm Farnsfield	Rob Main / Kevin Shutt	431,708	516,042	0	0	516,042	84,334	
SA1022	St Leonards Hospital Trust	Rob Main / Kevin Shutt	333,300	333,300	0	0	333,300	0	
SA1023	Bowbridge Road	Rob Main / Kevin Shutt	6,115,843	4,602,495	386,880	1,126,467	6,115,843	0	PC on 21 Dec. Car park with planning and tender is being prepared (Up to £150K)
SA1030	HRA Site Development	Rob Main / Kevin Shutt	242,090	188,833	20,480	32,778	242,090	0	
SA1031	Site Acquisition (Inc RTB)	Rob Main / Kevin Shutt	800,000	0	0	800,000	800,000	0	need a plan for site acquisition in order to utilise 1-4-1's
SA1032	New Build Programme	Rob Main / Kevin Shutt	5,529,000	808,175	86,825	0	0	-5,529,000	This actual spend needs to be reallocated to the specific clusters below
SA1033	Estate Regeneration	Rob Main / Kevin Shutt	986,799	39,662	264,552	0	304,214	-682,585	need to think about this one stratgically - if this goes to phase 2, will there be resources available in the HRA to do this with the above in the programme? SW and Nick working on the NSHBP which should take this into consideration
SA1041	Phase 1 Cluster 1 Newark	Rob Main / Kevin Shutt	0	523,819	1,281,101	192,279	1,997,199	1,997,199	
SA1042	Phase 1 Cluster 2 Farnon Hca	Rob Main / Kevin Shutt	0	0	635,038	351,566	986,604	986,604	
SA1043	Phase 1 Clust 2 Farnon 1-4-1	Rob Main / Kevin Shutt	0	0	66,583	67,801	134,384	134,384	
SA1044	Phase 1 Clust 3, West	Rob Main / Kevin Shutt	0	0	0	347,639	347,639	347,639	
SA1045	Phase 1 Clust 4, Collingham	Rob Main / Kevin Shutt	0	0	0	134,365	134,365	134,365	
SA1046	Phase 1 Clust 5, Balderton	Rob Main / Kevin Shutt	0	0	0	147,081	147,081	147,081	
SA1047	Phase 1A	Rob Main / Kevin Shutt	0	0	0	48,636	48,636	48,636	
	SUB TOTAL AFFORDABLE HOUSING		14,812,118	7,007,326	2,741,460	3,626,990	12,480,775	-2,331,343	
	TOTAL HOUSING REVENUE ACCOUNT		20,013,494	9,750,919	3,623,535	5,202,698	17,682,151	-2,331,343	

General Fund Additions

Project	Capital Description	Additions/ Reductions - 17-18 £000	Comments
TA1215	Extension to Newark Leisure Centre Car Park	206	As per P&F 29.01.18
TA1216	Leisure Provision in the West	250	as per report on this agenda
TB3154	Communities Facilities Provision Community & Activity Village - S10	306	As per P&F 29.01.18
TB6153	Cricket Facilities Kelham Rd - S106	52	As per P&F 30.11.17
TB6155	Off Site Sports Provision Community & Activity Village - S106	166	As per P&F 29.01.18
TB6156	Clipstone Welfare S106	49	as per report on this agenda
TC3017	Workshop Frontage Improvements	0.4	Small overspend on project
TC3131	Extension to London Rd Car Park	115	As per P&F 30.11.17
TF6011	Mandatory DFG	82	Additional grant received
TF6807	Warm Homes on Prescription	63	Move money from current job code into capital

Total additions/Reductions **1,289**

General Fund - Reprofiting

Project	Capital Description	Additions/ Reductions - 17-18 £000	Comments
TB2253	Vehicles & Plant	-322	Previously increased but vehicles won't be delivered until 2018/19
TA3286	Technology Investment	-64	Reprofile technology replacement plan

Total General Fund Re profiting **-386**

HRA Additions/Reductions

Project	Capital Description	Additions/ Reductions - 17-18	Comments
SA1021	Ash Farm, Farnsfield	84	as per P&F 6.4.17
SA1032	New Build Programme	-5,529	More detail on the new build programme. As and when more details on phase 2-5 become able, the budgets will be broken down further. Costs have increased from the original estimates and inflation is now included.
SA1041	Phase 1, Cluster 1, Newark	1,997	
SA1042	Phase 1, Cluster 2, Farndon HCA	987	
SA1043	Phase 1, Cluster 2, Farndon 1-4-1	134	
SA1044	Phase 1, Cluster 3, West	348	
SA1045	Phase 1, Cluster 4, Collingham	134	
SA1046	Phase 1, Cluster 5, Balderton	147	
SA1047	Phase 1A	49	

Total additions/Reductions **-1,649**

HRA - Reprofiting

Project	Capital Description	Additions/ Reductions - 17-18	Comments
SA1033	Estate Regeneration	-683	reprofile based on forecast expenditure

Total General Fund Re profiting **-683**

ALLOCATION OF SECTION 106 FUNDS TO CLIPSTONE WELFARE

1.0 Purpose of Report

- 1.1 To seek approval for the transfer of S106 funds to Clipstone Welfare.

2.0 Background Information

- 2.1 At its meeting held on 9 March 2017 Full Council agreed that the remit of the Policy & Finance Committee should be amended to make clear that the determination of how S106 monies should be applied or obligations fulfilled falls within the remit of that Committee rather than the Planning Committee.
- 2.2 In 2010 the Council received S106 funds to the value of £85,790 from the Gladedale Homes development on Mansfield Road, Clipstone. These were generated by a S106 agreement (AG842A) which stated that, in relation to open space, there should be a financial contribution for the purposes of providing off-site children's playing space. The actual wording of the agreement was that the contribution should be used 'towards the provision, improvement and maintenance of children's playing space in Clipstone as the Council in its absolute discretion shall decide'. Despite a number of projected schemes being brought forward over the past 7 years there has been only limited use of the funds and £78,047 remains unspent. There is no time limit attached to the expenditure of the funds.

3.0 Proposals

- 3.1 Clipstone Welfare, in partnership with Clipstone Parish Council, is planning to provide sports and play facilities for older children on land it owns adjacent to Clipstone Youth Centre and has requested that the District Council release £49,180 of S106 open space funds from AG842A to allow it to progress this project. The Welfare wishes to provide a new multi-use games area, together with lighting and fencing, skate equipment, fitness equipment for adults and young people and other play facilities. The Welfare has already received grants from Nottinghamshire County Council (£40,000), the National Lottery (£10,000) and the Garfield Weston Foundation (£20,000) towards the project. The total cost of the project is £109,180, however Clipstone Welfare wishes to retain £10,000 of the Garfield Weston grant to enable it to carry out repairs to the youth club building. Clipstone Parish Council is supportive of the project and has agreed to assist with the inspection and maintenance of the facilities once they are in place.
- 3.2 Prior to the funds being transferred Clipstone Welfare will be required to enter into a legal agreement which binds it to spending the funds in a manner which is consistent with the S106 agreement.

4.0 Equalities Implications

- 4.1 The design of the new facilities will take full account of equalities implications.

5.0 Comments of Director - Resources and s151 Officer

5.1 Confirmation that the s106 funds are currently available via the Council's balance sheet.

6.0 RECOMMENDATIONS that:

- (a) the transfer of open space Section 106 funds totalling £49,180 arising from AG842A to Clipstone Welfare be approved, subject to an appropriate legal agreement being entered into by Clipstone Welfare; and**
- (b) the sum of £49,180 be added to the Council's Capital Programme in order that its expenditure can be appropriately recorded and monitored.**

Reason for Recommendations

To ensure that S106 funds are spent in an appropriate fashion, for the benefit of the community in which they were generated and that their use is properly monitored.

Background Papers

The relevant S106 agreement is available upon request.

For further information please contact Phil Beard on ext. 5714 or Andy Hardy on ext. 5708.

Kirsty Cole
Acting Chief Executive

CAPITAL PROGRAMME 2018/19 TO 2021/22

1.0 Purpose of Report

1.1 In accordance with Financial Regulation 6.2.3, Policy & Finance Committee is required to consider the Capital Programme and recommend to Council the final Programme. This report details the available resources, the Council's existing committed programme and the priority schemes identified.

2.0 Capital Expenditure – General Fund

2.1 The Council intends to spend £15m in general fund capital expenditure from 2018/19 to 2021/22. Details of individual schemes are shown in **Appendix A**.

2.2 The Council currently has vehicles, plant, equipment and technology which it has either financed from its own resources as part of the capital programme or by a leasing contract. The decision on which financing route is made after a full appraisal of the alternatives for each tranche of assets as they come up for replacement. However in order to capture the full impact of this expenditure the full replacement cost is included as capital expenditure.

3.0 Capital Expenditure - Housing Revenue Account (HRA)

3.1 The Council intends to spend £54.9m on the HRA from 2018/19 to 2021/22. This made up of £21m on existing property investment and £33.9m on Affordable Housing.

3.2 The Management Agreement is the overarching legal agreement between the Council and Newark and Sherwood Homes (NSH) and one of its annual requirements is that the Company will submit to the Council its written proposals for the next year's arrangements for a number of operational and strategic activities including, an Asset Management Programme.

3.3 The annual Asset Management Programme is informed by the HRA Asset Management Strategy, developed by the Company. This was discussed and scrutinised by Council officers with the Company at the meeting of the Strategic Housing Panel (SHLP) on 14 September 2017. Following the successful completion of the decent homes programme, there is an ongoing requirement to continue investment in Council properties. Details of the proposed investment can be found at **Appendix B**.

3.5 Newark and Sherwood Homes have been commissioned by the Council to deliver an initial 5 year HRA new build programme of indicatively 335 new units over the period. The target delivery for phase 1 of the programme is 70 units.

3.6 Consultation with members and site investigation works for phase 2 are progressing in preparation for start during 2018/19. Details of the development programme are also available at **Appendix B**.

3.6 NSH will receive income for managing the HRA element of the Council's Capital Programme. The fee payable for the delivery of the Asset Management Programme is 8% of contract costs. With regards to the new development programme, fees have been agreed at a variable rate. The base being £2,160 per unit with variable add-ons. These fees are included in the budgeted figures.

4.0 **Resources Available**

4.1 Any capital schemes that are subject to funding by external parties are subject to a detailed bidding process. If successful, these can provide additional funding for the capital programme.

4.2 The most significant grants currently expected over the medium term are from the Better Care Fund (BCF) for Disabled Facilities Grants (DFG's), Homes and Communities Agency (HCA) for the first phase of the new Council housing development, and Section 106 (S106) monies. In addition to this, grants held from previous years for specific purposes are due to be utilised i.e. Local Enterprise Partnership (LEP) Grant that has been received in relation to the Southern Link Road.

4.3 Capital Receipts

	General Fund £m	HRA £m	1-4-1 £m	Total £m
Balance @ 1 Apr 18	0.378	1.787	1.211	3.376
Funding required for future years 2018/19 to 2021/22	0	0.964	1.211	2.175
Unallocated Capital Receipts Balance	0.378	0.823	0	1.201

This report leaves an unallocated balance of General Fund capital receipts of only £0.378m to consider other schemes as they emerge during the coming financial year. This will, of course be added to as further general fund capital receipts are generated.

4.4 The HRA capital receipts relate to Right to Buys (RTB). £1.211m of this relates to 1-4-1's which is an amount we agree to use for replacement homes and must be used as follows:

- Amount to no more than 30% of the total scheme cost
- Spent within 3 years of receipt, or returned to Government with interest

4.3 In keeping to the Council's Capital Strategy, unsupported borrowing is minimised to prevent any destabilisation of the General Fund from the interest and Minimum Revenue Provision (MRP) that results from borrowing. Leasing is also tightly controlled within the revenue budgets for the same reason, and is rarely used, as the interest rates over the last few years has meant that the costs of borrowing are lower than leasing costs.

5.0 **Financing**

5.1 Subject to the approval of the proposals outlined in section 2.0 and 3.0 above, the current plan for financing the capital programme is shown below.

	2018/19	2019/20	2020/21	2020/21
COMMITTED SCHEMES EXPENDITURE				
Other Services	5,047	4,049	4,534	1,429
Total Expenditure	5,047	4,049	4,534	1,429
CAPITAL EXPENDITURE FINANCING				
Net Internal and External Borrowing Approval	1,649	1,200	1,220	830
Government Grants	2,629	2,849	3,314	599
Contributions from Third Parties	77	0	0	0
Capital Receipts	0	0	0	0
Capital Reserve	692	0	0	0
Total Resources Available	5,047	4,049	4,534	1,429

	2018/19	2019/20	2020/21	2021/22
COMMITTED SCHEMES EXPENDITURE				
Housing Services - HRA	17,614	12,946	12,346	12,076
Total Expenditure	17,614	12,946	12,346	12,076
CAPITAL EXPENDITURE FINANCING				
Net Internal and External Borrowing Approval	1,020	3,035	3,748	7,113
Government Grants	2,397	0	0	0
Contributions from Third Parties	1,384	0	0	0
Capital Receipts	2,175	0	0	0
Capital Reserve	2	2	2	2
Housing Services Revenue Support (MRR)	10,637	9,909	8,596	4,962
Total Resources Available	17,614	12,946	12,346	12,076

- 5.2 Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.
- 5.3 All bids for new capital projects are allocated scores in accordance with the Capital Prioritisation Process (details of which are provided in the Capital Strategy 2018/19 to 2021/22).
- 5.4 The process is designed to demonstrate a level of objectivity in the selection of projects. It is numerically based, and allocates points to projects dependent on the categories into which they fall. The aim is to demonstrate how the Council selects projects that will achieve its overall objectives and is not biased towards particular service interests.

6.0 RECOMMENDATION

It is recommended to Council on 8 March 2018 that the General Fund schemes shown in Appendix A and the housing services programme in Appendix B be approved as committed expenditure in the Capital Programme.

Reasons for Recommendation

To enable the Capital Programme to be considered by the Policy & Finance Committee in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

Background Papers

Nil.

For further information please contact Jenna Norton on Ext 5327.

Sanjiv Kohli
Director - Resources and S151 Officer

CAPITAL PROGRAMME 2018/19 - 2021/22										APPENDIX A
For information only										
	SCHEME	External Funding	Total Scheme Cost	Actual Spend pre 2017/18	2017/18 Forecast	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	
GENERAL FUND										
TA3286	Information Technology Investment	0	2,218,733	555,238	593,495	415,000	110,000	118,000	427,000	
TA	CUSTOMERS	0	2,218,733	555,238	593,495	415,000	110,000	118,000	427,000	
TB2250	Vehicles & Plant (NSH)	0	675,000	0		675,000				
TB2253	Vehicles & Plant (NSDC)	0	5,772,470	3,116,625	22,600	404,245	1,090,000	736,000	403,000	
TB3154	Castle Gatehouse Project	95,957	117,600	0	80,000	37,600				
TB6148	Lorry Carpark Extension	0	792,000	0	100,000	692,000				
TB6153	Cricket Facilities Kelham Rd - S106	87,000	87,000	0	52,004	34,996				
TB	COMMUNITY	182,957	7,444,070	3,116,625	254,604	1,843,841	1,090,000	736,000	403,000	
TC1000	New Council Offices	68,500	7,676,128	4,429,930	3,086,917	159,280				
TC	RESOURCES	68,500	7,676,128	4,429,930	3,086,917	159,280	0	0	0	
TE3268	Southern Link Road Contribution	9,114,779	9,500,000	1,019,215	1,200,000	1,950,000	2,250,000	3,080,785		
TE	GROWTH	9,114,779	9,500,000	1,019,215	1,200,000	1,950,000	2,250,000	3,080,785	0	
TF6011	Private Sector Disabled Facilities Grants	3,652,075	3,652,075	529,492	725,150	599,359	599,358	599,358	599,358	
TF6807	Warm Homes on Prescription	143,405	143,405		63,405	80,000	0	0	0	
TF	SAFETY	3,795,480	3,795,480	529,492	788,555	679,359	599,358	599,358	599,358	
TOTAL GENERAL FUND		13,161,716	30,634,410	9,650,500	5,923,571	5,047,480	4,049,358	4,534,143	1,429,358	

CAPITAL PROGRAMME 2018/19 - 2021/22										APPENDIX B
For information only										
	SCHEME	External Funding	Total Scheme Cost	Actual Spend pre 2017/18	2017/18 Forecast	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	
HOUSING REVENUE ACCOUNT										
PROPERTY INVESTMENT PROGRAMME										
S91100	ROOF REPLACEMENTS		1,728,000	0		432,000	432,000	432,000	432,000	
S91200	KITCHEN & BATHROOM CONVERSIONS		6,480,000	0		1,620,000	1,620,000	1,620,000	1,620,000	
S91300	EXTERNAL FABRIC		1,296,000	0		324,000	324,000	324,000	324,000	
S91400	DOORS & WINDOWS		734,400	0		183,600	183,600	183,600	183,600	
S91500	OTHER STRUCTURAL		216,370	370		54,000	54,000	54,000	54,000	
S91511	Walls Re-Rendering		226,800	10,800		54,000	54,000	54,000	54,000	
S93100	ELECTRICAL		2,592,000	0		648,000	648,000	648,000	648,000	
S93200	SMOKE ALARMS		0	0						
S93205	Carbon Monoxide Detectors		540,000	0		0	270,000	270,000	0	
S93500	HEATING		2,376,000	0		594,000	594,000	594,000	594,000	
S93600	ENERGY EFFICIENCY		648,000	0		162,000	162,000	162,000	162,000	
S95100	GARAGE FORECOURTS		324,000	0		81,000	81,000	81,000	81,000	
S95109	Garages		108,000	0		27,000	27,000	27,000	27,000	
S95200	ENVIRONMENTAL WORKS		732,780	84,780		162,000	162,000	162,000	162,000	
S95250	Communal Lighting		86,400	0		21,600	21,600	21,600	21,600	
S95252	Flood Defence Systems		54,000	10,800		10,800	10,800	10,800	10,800	
S95253	Play Areas		108,000	21,600		21,600	21,600	21,600	21,600	
S95254	Estate Remodelling		282,960	2,160		70,200	70,200	70,200	70,200	
S97100	ASBESTOS		270,000	0		108,000	54,000	54,000	54,000	
S97200	FIRE SAFETY		216,000	0		54,000	54,000	54,000	54,000	
S97300	DDA IMPROVEMENTS		86,400	0		21,600	21,600	21,600	21,600	
S97400	DISABLED ADAPTATIONS		1,728,000	0		432,000	432,000	432,000	432,000	
S97500	LEGIONELLA		129,600	0		32,400	32,400	32,400	32,400	
S99100	Property Investment Contingency		268,091	52,091		54,000	54,000	54,000	54,000	
	SUB TOTAL PROPERTY INVESTMENT	0	21,231,801	0	182,601.00	5,167,800	5,383,800	5,383,800	5,113,800	
AFFORDABLE HOUSING										
SA1031	Site Acquisition (Incl RTB)	0	2,000,000	0	800,000	600,000	600,000			
SA1033	Estate Reeneration	986,799	986,799	0	252,500	734,299				
SA1041	Phase 1 Cluster 1, Newark	1,270,993	2,163,867		1,997,199	166,668				
SA1042	Phase 1 Cluster 2, Farndon HCA	346,239	2,147,636		986,604	1,161,032				
SA1043	Phase 1 Cluster 2, Farndon 1-4-1	0	206,745		134,384	72,361				
SA1044	Phase 1 Cluster 3, West	1,383,834	2,178,073		326,711	1,851,362				
SA1045	Phase 1 Cluster 4, Collingham	149,970	1,343,647		134,365	1,209,283				
SA1046	Phase 1 Cluster 5, Balderton	470,920	1,487,252		147,081	1,340,171				
SA1047	Phase 1A	0	486,358		48,636	437,722				
SA1050	Phase 2	0	6,962,349			4,873,644	2,088,705			
SA1060	Phase 3	0	6,962,349				4,873,644	2,088,705		
SA1070	Phase 4	0	6,962,349					4,873,644	2,088,705	
SA1080	Phase 5	0	4,873,644						4,873,644	
	SUB TOTAL AFFORDABLE HOUSING	4,608,755	38,761,068	0	4,827,480	12,446,541	7,562,349	6,962,349	6,962,349	
	TOTAL HOUSING REVENUE ACCOUNT	4,608,755	59,992,869	0	5,010,081	17,614,341	12,946,149	12,346,149	12,076,149	

In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman has agreed to take this item as a late item of business in order to agree the financial support to the World War 1 Memorial project. The reason for the urgency is that the total funding for this project needs to be agreed in order to complete the memorial by November 2018; in time for the 100 year anniversary commemoration. The request for funding was not received until 1 February 2018, and agreement, in principle, from the other 6 Nottinghamshire District/Borough councils was not received until 19 February 2018.

WORLD WAR I ROLL OF HONOUR MEMORIAL

1.0 Purpose of Report

- 1.1 To seek approval from Committee to make a contribution of £10,000 to the World War I Memorial, to be completed by November 2018; in time for the 100 year anniversary commemoration.

2.0 Background Information

- 2.1 Newark and Sherwood District Councils, together with the other 6 Nottinghamshire District/Borough Councils have been approached by Nottingham City Council to make a financial contribution towards the cost of the WWI Roll of Honour Memorial which will bring the names of all Nottinghamshire war dead to a single point at Victoria Embankment. This memorial will also cover other disasters such as the Chilwell Disaster and will include civilian deaths.
- 2.2 The memorial, which is scheduled to be completed by November 2018, has an estimated cost of £300,000. Nottinghamshire County Council and Nottingham City Council have pledged £100,000 each along with officer time to procure and manage the project's delivery. A further £30,000 is anticipated from charitable bodies, leaving a shortfall in funding of £70,000. Nottingham City Council, as the lead authority, has written to this Council (and the other 6 District/Borough Councils) requesting a contribution of £10,000 each. It was agreed by the respective Chief Executives of the 7 Districts/Boroughs that the Districts/Boroughs needed to reach a consensus regarding contributions to ensure parity. The other 6 District/Borough Councils have now agreed, in principle, to make the contribution of £10,000 each. This contribution would give Newark & Sherwood District Council a seat on the Project Board.

3.0 Proposals

- 3.1 To support the contribution of £10,000, subject to Nottinghamshire County Council and Nottingham City Council each contributing £100,000 and the other 6 Nottinghamshire Districts/Boroughs each contributing £10,000 .

4.0 Equalities Implications

- 4.1 There are no direct equality implications.

5.0 Impact on Budget/Policy Framework

5.1 The contribution of £10,000, if agreed, will be a one-off payment and will be funded from reserves.

6.0 Comments of Director

6.1 The contribution of £10,000 will be in parity with the contributions from the other 6 District Councils and will give Newark & Sherwood District Council a place on the Project Board.

7.0 RECOMMENDATIONS that Policy & Finance Committee:

(a) approve the contribution of £10,000, subject to Nottinghamshire County Council and Nottingham City Council each contributing £100,000 and the other 6 Nottinghamshire Districts/Boroughs contributing £10,000 each; and

(b) the contribution of £10,000 be funded from reserves

Reason for Recommendations

The financial contribution of £10,000 will assist in meeting the funding gap and enable the establishment of the war memorial

Background Papers

Letter from Nottingham City Council, dated 1 February 2018

For further information please contact Sanjiv Kohli on extension 5303.

Sanjiv Kohli
Deputy Chief Executive
Director – Resources

GENERAL FUND PROJECTED OUTTURN REPORT TO 31 MARCH 2018 AS AT 31 DECEMBER 2017

1.0 Purpose of Report

1.1 This report compares the General Fund Revised Budget for the period ending 31 March 2018 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager, based on three quarters performance information.

2.0 Background Information

2.1 The Council's Constitution states that the Section 151 Officer shall present to the Policy & Finance Committee, at least twice in each financial year, budgetary control statements showing performance against the approved estimates of revenue expenditure and income. The appropriate Chief Officer will report on any major variances from planned budget performance.

2.2 Where it appears that the amount included under any head of the approved budget is likely to be exceeded or the budgeted amount of income under any head is unlikely to be reached then Business Managers are required to find savings elsewhere in their budget. In circumstances where savings cannot be identified it will be necessary to consult with the Section 151 Officer and ultimately take a report to the Policy & Finance Committee.

3.0 Proposals

3.1 The attached appendices detail anticipated performance against budget for the period to 31 March 2018 for all general Fund service provision, split by committee.

3.2 **Appendix A** comprises a projection of all transactions during the financial year. A significant number of transactions take place 'below the line', i.e. shown in the General Fund account rather than identified to a particular service. This is in line with the CIPFA Code of Practice and includes such things as transfers to and from reserves. **Appendices B to E** shows projected outturn on expenditure and income on provision of services within each Committee.

3.3 Under the Accounting Code of Practice Local Authorities are required to show capital charges for the use of their assets based on the current market value. These amounts are included within the estimates to show the true cost of delivering local services however they are reversed 'below the line' in the overall cost of services therefore not impacting on the Council Tax payer. Variations on 'capital charges' are therefore not an area for concern.

3.4 The introduction of International Financial Reporting Standards (IFRS) for the financial year 2010/2011 has resulted in a change in the way the Council accounts for grants received from third parties. These changes mean that income and expenditure is charged direct to the service accounts and, at the year end, any under spend is transferred to reserves and any overspend is transferred from reserves. The base budget does not include grant funded expenditure or income, although at the year end these are included in the profiled budget and actual figures.

3.5 Support services (e.g. HR, Financial Services, ICT) are charged to individual budget heads at the end of the financial year and are reported here for noting only.

3.6 Capital charges are applied to accounts at the end of the financial year and are reversed 'below the line' so have no impacts on the Council Tax payer. These are reported here for noting only.

4.0 Performance Comments

4.1 The total for service net expenditure shows a projected additional income and underspend on expenditure totalling **(£360,221)** (highlighted in yellow on Appendix A) against the revised budget for the period to 31st March 2018. All managers are very aware of the current financial environment and challenges facing local government in the future and will be closely monitoring budgets to ensure that year end net expenditure is in line with the revised budget for the year. Officers from Financial Services are working with Business Managers to examine where savings can be achieved in the next three months of the financial year, to further improve the projection.

4.2 The main variations from the Revised Budget to 31st March 2018 are itemised below:

4.2.1 Economic Development Committee – Projected surplus - (£60.8k)

- At the Heritage, Culture & Visitor Centre, trading across the year has been mixed, and shortfalls in some income areas have been managed throughout the year by short term expenditure savings and increased income in other areas. With strong performance in particular across box office income and café the business unit overall is currently on target to deliver its budget.
- Additional income anticipated on land charge searches – (£10k)
- Overspend projected on Building Control contract, currently under review - £30k
- Underspend projected on Community Infrastructure Levy employee costs – (£22k)
- Underachievement on Lorry Park Income anticipated, after a reduction of 40 spaces - £38k
- Grounds Maintenance employee costs reduced due to gardener resigning and not being replaced – (£25k)
- Void rates at the industrial units are higher than budgeted resulting in savings of £46.5k

4.2.2 Homes & Communities Committee – Projected surplus – (£153.6k)

- Underspend projected on ICT professional service expenditure – (£19.2k)
- Strategic Housing – staffing underspend – (£16.6k)
- Increased cost of software maintenance - £27.8k
- Payment and Receipts recharges to services underspend – (£33.7k)
- Communications & Customer Services increased staffing costs - £10.8k
- Communications & Customer Services additional income – (£12.9k)
- Customer Services – staffing underspend – (£8.7k)
- Licensing Admin - staffing underspend – (£8.2k)
- Stock purchases for N & S Homes not budgeted for - £13.9k
- CCTV savings on relocation costs – (£31.8k)

- Additional taxi licence fee income from Licensing – (£7k)
- Syrian Resettlement Scheme claims from NCC increased income – (£14.5k)
- Increased ICT staffing costs due to move to Castle House - £38.2k
- Housing Options New Burden Funding – (£26.2k)

4.2.3 Leisure and Environment Committee – Projected surplus – (£138.8k)

- Agreement is yet to be reached on the method for calculating the rent for Newark Livestock Market. Income has been based on provisional sums for a number of years and a backdated adjustment has been made to provide a more realistic level of income
- The Refuse Disposal and Street Sweeping service has a net underspend on salaries due to temporary staff vacancies (£9k)
- The Refuse Disposal and Street Sweeping service has a reduction in income due to the cancellation of the SLA with Newark Town Council and Southwell Town Council £38k
- Environmental Health staffing underspend (£37k)
- Additional income anticipated for the collection of trade, bulky and garden waste – (£70k)
- There are net projected underspends on Gas & Electricity for Brunel Drive Depot and Sewerage Works (£19k)

4.2.4 Policy & Finance Committee – Projected surplus – (£6.9k)

- Reduced Canvassers Salaries within electoral registration – (£11k)
- Additional income was received from Government to cover the transition to IER (individual Electoral Registration) – (£17k)
- Reduced fee relating to the Audit Service and the reduced number of contracted days – (£7k)
- Decrease in bank charges – (£11k)
- Increase in caretaking costs and agency costs to assist with the transition of work places - £27k
- Reduced postage costs – due to transferring post to hybrid mail – (£19k)
- Reduced income from NSH due to the use of hybrid mail - £13k
- Increased hybrid mail costs - £11k
- Vacant posts in Financial Services, Admin Services, Council Tax and Asset Management resulting in staffing underspends – (£99k)
- Reduced income from costs recovered relating to Council Tax – fewer summons issued - £19k
- Higher than anticipated agency staff cost in Asset management - £32k
- Asset Management recharges to Capital and non-General fund reduced due to the vacant post and reduction in time charged externally - £72k

4.3 The Service expenditure variance to revised budget projected at quarter 3 shows an underspend against the revised budget of (£360k). This is a £525k positive change from the figure projected at quarter 2 (an overspend of £165k), broken down as follows:

Employees	£166k
Premises	(£81k)
Transport	£7k
Supplies	(£130k)

Income	(£429k)
Rent Allowances/HB	(£58k)
Total	(£525k)

As can be seen from the above figures, budget managers are now projecting increased income levels compared to that three months ago, however, employee costs are projected to be higher than these forecasted earlier in the year.

- 4.4 Non-Service expenditure is expected to be underspent against the revised budget by (£402k). Revisions to non-Service expenditure relate to changes in estimates for Minimum Revenue Provision (£327k), Investment Interest received £224k, additional grants and contributions received (£275k) and other minor changes (£24k).
- 4.5 The overall projected net surplus on service budgets amounts to **(£360,221)**. However, after applying 'below the line' adjustments and non-service specific expenditure and income to the figures, this would lead to a **£2.673m** increased transfer to reserves compared with the revised budget (Appendix A Line 37). Should this materialise it will not contravene the requirement within the Medium Term Financial Plan agreed at Policy & Finance Committee on 29th June 2017, which stated that the General Fund balance should be maintained at 15% of the net Budget Requirement , which for 2017/18 should be £1.665m.
- 4.6 Of this increase, £1.911m will be appropriated into the Capital Financing Provision reserve, being the New Homes Bonus income, which has previously been used for capital purposes.

5.0 RECOMMENDATION

That the current projection of the Council's net expenditure compared to budget at 31 March 2018 be noted.

Reason for Recommendation

To advise Members of the projected outturn monitored against service budgets for the period ending 31st March 2018, as at 31st Dec 2017.

Background Papers

Performance Monitoring Working Papers

For further information please contact Dean Rothwell on Ext 5478.

Nick Wilson
Business Manager – Financial Services

A	B Approved Budget 2017/18	C Revised Budget 2017/18	D projected outturn 2017/18	E Variance (D-C)
1 Economic Development Committee	2,058,730	2,512,292	2,451,446	(60,845)
2 Homes & Communities Committee	2,007,080	2,214,848	2,061,266	(153,582)
3 Leisure & Environment Committee	4,383,220	4,512,798	4,373,954	(138,844)
4 Policy & Finance Committee	3,191,690	3,659,621	3,652,671	(6,949)
5 Total Service Budgets	11,640,720	12,899,558	12,539,337	(360,221)
				Variance (D-B)
6 CCTV savings	(20,500)	(20,500)	0	20,500
7 Markets TUPE to NTC	0	(15,180)	0	15,180
8 Apprenticeship Levy	42,000	42,000	42,000	0
9 Pensions - employers lump sum	1,038,690	1,038,690	1,038,690	0
10 Pensions - auto enrolment	33,500	33,470	0	(33,470)
11 Pensions - pensions act	206,390	206,390	180,000	(26,390)
12 Pensions - employers contn increase (12.5 to 14.5)	176,730	0	0	0
13 Drainage Levy	523,530	523,530	523,530	0
14 Total other operating income & exp	2,000,340	1,808,400	1,784,220	(24,180)
15 Capital Financing Cost	747,410	747,410	420,715	(326,695)
16 Investment Interest received	(554,390)	(554,390)	(330,000)	224,390
17 Debt Management Expenses	0	0	0	0
18 Total financing & Invest income & exp	193,020	193,020	90,715	(102,305)
19 Formula Grant	(1,048,590)	(1,048,590)	(1,048,590)	0
20 NDR (Growth)/shortfall on baseline funding	(1,100,000)	(1,100,000)	(1,100,000)	0
21 Retained NDR	(3,434,500)	(3,434,500)	(3,434,500)	0
22 Retained NDR - Renewable Energy	0	0	(170,000)	(170,000)
23 S31 Grants NDR	(946,100)	(946,100)	(946,100)	0
24 S31 Grants Council Tax	0	0	0	0
25 Rural Services Delivery Grant	0	0	(30,480)	(30,480)
26 S106 Contributions & Govt Grants	0	(86,514)	(86,514)	0
27 DCLG Capacity Funding	0	0	0	0
28 NDR Levy payment	0	0	0	0
29 Refund of NDR Growth paid to preceptors	0	0	0	0
30 NDR Pool surplus returned from NCC	0	0	(75,000)	(75,000)
31 New Homes Bonus	0	0	(1,911,000)	(1,911,000)
32 Total Taxation and non Specific Grant income	(6,529,190)	(6,615,704)	(8,802,184)	(2,186,480)
33 Deferred Charges	(469,700)	(469,700)	(469,700)	0
34 Capital charges	(1,339,700)	(1,339,700)	(1,339,700)	0
35 Amortisation of intangible assets				0
36 Impairments				0
37 Contributions to(from) reserves & Balances	0	(980,384)	1,692,802	2,673,186
38 Surplus for year to reserves	917,610	917,610	917,610	0
39 Total Contribution to(from) reserves	(891,790)	(1,872,174)	801,012	2,673,186
40 Net Call on Collection Fund	6,413,100	6,413,100	6,413,100	

	Approved Budget 2017/18	Revised Budget 2017/18	projected outturn 2017/18	Variance (D- C)
Employees	2,537,740	2,488,560	2,434,745	(53,815)
Premises	676,340	602,308	604,866	2,558
Transport	104,750	104,750	107,097	2,347
Supplies	1,706,470	2,803,454	2,823,360	19,906
Transfers	0	0	0	0
Income	(5,076,420)	(5,592,130)	(5,623,973)	(31,843)
Sub Total - Economic Development Committee	(51,120)	406,942	346,096	(60,846)
Support	1,765,870	1,761,370	1,761,371	1
Capital	343,980	343,980	343,980	0
Excluded	0	0	0	0
Total - Economic Development Committee	2,058,730	2,512,292	2,451,446	(60,845)

	Approved Budget 2017/18	Revised Budget 2017/18	projected outturn 2017/18	Variance (D-C)
Employees	1,864,340	1,919,200	1,931,733	12,533
Premises	42,300	27,600	24,735	(2,865)
Transport	14,630	14,630	12,462	(2,168)
Supplies	1,163,590	1,372,170	1,318,973	(53,196)
Transfers	65,550	65,550	70,000	4,450
Income	(2,400,200)	(2,441,172)	(2,553,507)	(112,335)
Sub Total - Homes & Communities Committee	750,210	957,978	804,396	(153,582)
Support	585,540	585,540	585,540	0
Capital	671,330	671,330	671,330	0
Excluded	0	0	0	0
Total - Homes & Communities Committee	2,007,080	2,214,848	2,061,266	(153,582)

	Approved Budget 2017/18	Revised Budget 2017/18	projected outturn 2017/18	Variance (D-C)
Employees	2,911,280	2,926,980	2,879,871	(47,109)
Premises	237,360	210,000	190,051	(19,948)
Transport	946,480	995,796	994,875	(921)
Supplies	982,060	1,093,243	1,090,881	(2,361)
Transfers	0	0	0	0
Income	(2,256,950)	(2,276,210)	(2,344,714)	(68,504)
Sub Total - Leisure & Environment Committee	2,820,230	2,949,808	2,810,964	(138,844)
Support	872,830	872,830	872,830	0
Capital	690,160	690,160	690,160	0
Excluded	0	0	0	0
Total - Leisure & Environment Committee	4,383,220	4,512,798	4,373,954	(138,844)

	Approved Budget 2017/18	Revised Budget 2017/18	projected outturn 2017/18	Variance (D-C)
Employees	3,925,220	3,881,517	3,935,618	54,101
Premises	439,290	535,146	518,506	(16,640)
Transport	35,140	35,140	29,025	(6,115)
Supplies	1,715,390	2,163,498	2,028,683	(134,815)
Transfers	-	-	-	0
Income	(6,499,920)	(6,532,250)	(6,439,471)	92,779
Sub Total - Policy & Finance Committee	(384,880)	83,051	72,361	(10,690)
Support	3,469,520	3,469,520	3,469,520	0
Capital	103,930	103,930	103,930	0
Excluded Exp	25,262,000	25,262,000	25,635,997	373,997
Excluded Inc	(25,258,880)	(25,258,880)	(25,629,136)	(370,256)
Total - Policy & Finance Committee	3,191,690	3,659,621	3,652,672	(6,949.15)