



*Castle House
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NG24 1BY*

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Friday, 10 January 2020

Chairman: Councillor T Wendels
Vice-Chairman: Councillor R Holloway

Members of the Committee:

Councillor Mrs K Arnold
Councillor M Brock
Councillor Mrs B Brooks
Councillor Mrs I Brown
Councillor M Brown
Councillor S Carlton
Councillor L Dales
Councillor L Goff
Councillor J Lee
Councillor Mrs S Saddington

Substitute Members:

Councillor Mrs G Dawn
Councillor P Harris
Councillor Mrs L Hurst
Councillor N Mitchell
Councillor P Peacock
Councillor Mrs S Michael

MEETING: Homes & Communities Committee
DATE: Monday, 20 January 2020 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 Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk 01636 655248.

AGENDA

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1. Apologies for Absence	
2. Declarations of Interest by Members and Officers and as to the Party Whip	
3. Declaration of any Intention to Record the Meeting	
4. Minutes of meeting held on 25 November 2019	4 - 8
5. Sherwood & Newark Citizens' Advice - Annual Performance 2018/2019 <i>The Chief Officer of Sherwood & Newark Citizens' Advice, Jackie Insley, will be in attendance at the meeting to present the report to the Committee.</i>	9 - 19

Part 1 - Items for Decision

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Confidential & Exempt Items

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts. NG24 1BY on Monday, 25 November 2019 at 6.00 pm.

PRESENT: Councillor T Wendels (Chairman)
Councillor R Holloway (Vice-Chairman)

Councillor Mrs K Arnold, Councillor M Brock, Councillor Mrs B Brooks,
Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton,
Councillor L Dales and Councillor L Goff

ALSO IN ATTENDANCE: Councillor P Harris

APOLOGIES FOR ABSENCE: Councillor J Lee (Committee Member)

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

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

27 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that the meeting would be recorded in accordance with the Council's usual practice.

28 MINUTES OF MEETING HELD ON 30 SEPTEMBER 2019

AGREED (unanimously) that the Minutes of the meeting held on 30 September 2019 be approved as a correct record and signed by the Chairman.

29 TENANTS INVOLVEMENT PRESENTATION

The Committee received a presentation from Richard Tracy and Ginnette Hardy of the Newark & Sherwood Tenants' Forum which sought to advise Members of the Forum's history, expertise and awards received. It provided Members with information as to the current mechanisms for tenant involvement and the achievements of the previous 12 months together with the fund raising undertaken from 2016-2019 and lastly informed Members on the Forum's future plans.

The Chairman thanked Mr. Tracy and Ms Hardy for their presentation and invited questions and/or comments from Members of the Committee.

A Member raised a number of concerns about repair works undertaken on Newark and Sherwood Homes properties following comments received from tenants.

A Member queried as to the reasons for the reduction in numbers of those involved with Tenants and Residents Association. Ms Hardy commented that the reduction could be attributed to a number of issues e.g. loss of a dedicated officer for tenant involvement.

The Chairman thanked again Mr. Tracy and Ms Hardy, adding that he was keen to see the voice of tenants being heard when the housing function transitioned back to the Council. He added that he would also welcome the Forum's involvement with the Homes & Communities Committee.

NOTED the presentation of Mr. Richard Tracy and Ms Ginnette Hardy.

30 SYRIAN VULNERABLE PERSONS RESETTLEMENT SCHEME

The Committee considered the report of the Chief Executive which sought to provide Members with an update on the successful delivery of the Council's 'Award Winning' resettlement scheme and to seek approval to continue with the existing partnership model and proposed pledge for 2020/21 which was in accordance with the requirements set out in the recently announced Vulnerable Persons Resettlement Scheme.

The report set out the background to the Government's pledge to resettle up to 20,000 refugees who had fled Syria over a 5 year period and the work undertaken by this Council to participate in that resettlement. Paragraph 5.0 of the report set out the proposal for the Council following the current resettlement scheme ending and the one year extension.

In considering the report Members agreed that the existing scheme had proved to be an outstanding success and were fully supportive of the proposals for the one year extension.

AGREED (unanimously) that:

- (a) the Council's ongoing commitment to resettlement be endorsed;
- (b) resettlement in the region of a further 9 individuals (approximately 2/3 families) in line with Newark & Sherwood's per capita share of the 5,000 national target, the precise number to be agreed by the Business Manager – Housing, Health & Community Relations following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson be supported; and
- (c) the successful local partnership delivery model should continue and that the MoU with Nottingham City Council as the accountable body for managing funds from the Home Office and commissioning activities in accordance with their Contract & Procedure Rules and GDPR Policy & Protocols be extended for a further year, until March 2021.

31 HOUSING ALLOCATION SCHEME - SUITABILITY & PARENTAL RESPONSIBILITY CRITERIA

The Committee considered the report of the Business Manager – Housing, Health & Community Relations which sought to provide Members with an overview of the suitability/parental responsibility criteria contained within the Council’s Housing Allocations Scheme and which also sought approval for some minor amendments to that aspect of the Scheme.

The report set out the background to the report being presented to Committee highlighting that quarterly meetings were held between a Council and Newark and Sherwood Homes Officer Project Group to ensure that the Scheme remained fit for purpose and complies with all legal responsibilities. The current suitability criteria was listed in paragraph 3 of the report with the proposed amendments detailed in paragraph 4.

In considering the report a Member highlighted that the father of child(ren) always appeared to be the parent who was not allocated suitable accommodation, despite sometimes having joint custody. In response, Officers stated that evidence supported that one parent took the lead parental responsibility role and that they were the individual who took precedence and this was not determined by gender.

AGREED (with 10 votes for with 1 vote against) that:

- (a) the contents of the report be noted; and
- (b) the proposed minor amendments to the Housing Allocations Scheme be approved.

32 UPDATE ON THE IMPLEMENTATION OF THE JOINT WORKING AGREEMENT WITH NOTTINGHAM FIRE & RESCUE SERVICES

The Committee considered the report of the Business Manager – Public Protection which sought to update Members on the implementation of the Joint Working Agreement with Nottinghamshire Fire & Rescue Service and how it had improved local enforcement.

The report set out the background to the establishment of the joint working arrangements and what progress had been made with the trial of the national data sharing case management system (ECINS) which was to manage data sharing for vulnerable people at risk of fires within their own homes. This enabled each agency in Nottinghamshire to access information and to update cases to ensure an open flow of information. The proposals were detailed in paragraph 4 of the report.

AGREED (unanimously) that:

- (a) the positive contribution that the adoption of the Joint Working Agreement for Nottinghamshire Housing Authorities and Nottingham Fire & Rescue Services be noted; and

- (b) the proposal to continue its application be supported.

33 ANNUAL HEALTH & SAFETY UPDATE

The Committee considered the report of the Safety & Risk Management Officer which sought to update the Committee on performance with regard to corporate health and safety compliance within the previous 12 months and which also provided Members with the opportunity to scrutinise the work undertaken.

The report set out the health & safety responsibilities of various post holders within the Council together with those of Members. Paragraphs 4 and 5 of the report provided Members with information as to violent and significant incidents with details of work undertaken detailed in paragraph 6.

In response to what protocols were in place should a member of staff have to deal with potentially violent members of the public, the Safety & Risk Management Officer advised that interview rooms and/or reception were fitted with panic alarms, CCTV with security on site. Interview rooms also offered individuals a means of escape to a safe place with appropriate risk assessment having been carried out.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) the actions taken to deal with health and safety issues that have arisen across the Council's activities over the past 12 months be considered.

34 PERFORMANCE MONITORING: NEWARK AND SHERWOOD HOMES

The Committee considered the report of the Business Manager – Housing Strategy & Development which sought to provide Members with performance information relating to the operations of Newark and Sherwood Homes (NSH) in accordance with the Management Agreement and Annual Delivery Plan.

The report set out the background to the formulation of the Management Agreement with NSH and the determination and scrutiny of the key performance indicators. Appendix A1 to the report was an overview of NSH performance for the 2018/2019 financial year with Appendix A2 identifying the current performance outturn for 2019/2020, up to Quarter 2. Appendix B provided an analysis and commentary of performance where targets had not been met with Appendix C providing the STAR Survey which covered tenants' and residents' satisfaction for a number of areas.

In relation to tenant involvement, Officers advised that there was a range of mechanisms in place for tenants to become involved which included a selection process, whereby a scrutiny panel looked at specific areas of work. It was noted that the panel did not assist specific tenants but would hold NSH to account. It was further noted that there was no formal process for an individual tenant representative to bring forward an individual case unless the tenant agreed for them to be their advocate.

AGREED (by 10 votes for with 1 abstention) that the strategic performance information supplied in relation to the activities of Newark and Sherwood Homes be noted.

35 HOUSING MANAGEMENT IMPLEMENTATION - PROJECT UPDATE

The Committee considered the report of the Business Manager – Commercialisation & Major Projects which sought to provide Members with an update on the progress of the housing management implementation project.

The report set out the background to the decision to bring the housing management service back in-house with details in relation to: TUPE; Staff Engagement; Operational; Governance; Tenants; and Risk Register being provided at paragraph 3.

In considering the report Members thanked all the staff involved with the project and that it was anticipated that there would be a smooth transition back for both staff and tenants alike. Members also suggested that the relevant Director forward to the staff involved their thanks for the work undertaken to bring the housing management service back in-house.

AGREED (unanimously) that the report be noted.

36 HOMES & COMMUNITIES FORWARD PLAN (DECEMBER 2019 TO NOVEMBER 2020)

AGREED (unanimously) that:

- (a) the Homes & Communities Committee's Forward Plan be noted; and
- (b) Officers continue to add items to the Plan with the following issues being suggested by Members:
 - (i) provision of homeless shelter over the Christmas period; and
 - (ii) invitation to Leisure & Environment Committee for the next presentation in relation to Sherwood Forest Hospitals and the impact from winter pressures.

37 EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.

Meeting closed at 7.25 pm.

Chairman

HOMES & COMMUNITIES COMMITTEE
20 JANUARY 2020

SHERWOOD & NEWARK CITIZENS' ADVICE – ANNUAL PERFORMANCE REPORT 2018-19

1.0 Purpose of Report

- 1.1 To inform Members that Sherwood & Newark Citizens' Advice (SNCA) have achieved the performance targets for the commissioned debt management & homeless prevention service to residents in the district for the financial year 2018-19.
- 1.2 To share Sherwood & Newark Citizens' Advice Annual Report attached at **Appendix A**.

2.0 Debt Advice Service

- 2.1 Within the annual Service Level Agreement (SLA) between the Council, SNCA and Newark and Sherwood Homes (NSH), the SNCA agrees:
- To provide a community based debt and income maximisation service to support customers and potential customers of NSDC's Housing Options Service and tenants of NSH.
 - Deliver the service through appropriately qualified employees and/ or volunteers who meet the requirements of the Legal Aid Agency Specialist Quality Mark.
 - To deliver the service from the CAB offices on Forest Road, Ollerton, Castle House, Newark and offices of NSDC, NSH and other partners, subject to agreement between NSDC, NSH and SNCA.
 - Priority referrals will come directly from NSDC's Housing Options Service, NSH or self-referrals from individuals approaching directly for assistance who can be identified as households who may become homeless because of rent or mortgage arrears.
 - Referrals may also be taken from other support agencies.
 - To promote the service in the local media, community locations and through other appropriate outlets include digital media.
 - Provide training and awareness raising sessions to staff of NSDC and NSH, which advise how to address tenants' debt issues and encourage referrals to the project by staff of NSDC and Newark and Sherwood Homes.
 - Provide awareness raising events with communities and other agencies to encourage referrals to the project
 - Provide guidance and support to NSDC and NSH staff in relation to dealing with debt issues.
- 2.2 The provision of a specialist debt service is additional to the Core Service, which the Council provides a separate Discretionary Grant for as detailed in a report to Policy & Finance Committee on 28 November 2019. SNCA have a trained caseworker team to deliver specialist welfare benefits and debt advice. Specialist debt advisers can talk through the options available to people based on their situation; help people to prioritise debts to make sure that the most urgent issues are dealt with promptly; help people to budget accurately to work out how much they can afford to pay and negotiate with creditors. This service is available Monday through to Friday across the Newark & Sherwood District.

2.3 The nominated SLA Managers for the Council, NSH and SNCA meet quarterly to review the agreed performance targets and outturns, which are provided below for 2018/19:

PERFORMANCE INDICATORS	Target	Outturn
Total Number of referrals By: Referring organisation (priority to be given to those from NSDC & NSH) Location	270	582
Number of repeat contacts (within 3 month period)	Data Only	3
DNA Appointments	Data Only	105
Total number of individuals assisted By: Budget Advice Debt Casework	200	192
Tenure By: Social – NSH Social – other RP Private Owner Occupier	Data Only	100 88 71 24
Number of homeless preventions (sustainable for 6 months)	125	133
Of the above, number of potential NSH evictions prevented	30	33
Total number of NSH individuals assisted By: Income Maximisation Advice For: Introductory Tenancies Secure Tenancies	Data Only	100
Total number of NSH individuals assisted holding Introductory Tenancies	Data Only	4
% of the above introductory tenancies sustained and successfully rolled over to secure tenancies without arrears due to CAB intervention.	Annual – 100% (NSH required to provide data)	
Total value of rent arrears managed: By: NSH Other RP's Private	£75,000	109,556
Total value of mortgage arrears managed	£100,000	341,114
Total value of other debts managed, such as Energy and Utility arrears and other debt managed	Data Only	5,286,189
Training and Awareness raising sessions	4	2
Investigate the development of a money-mentoring scheme in the District.		<i>Awaiting update from SNCA</i>
To work towards identifying the positive financial and health impact/outcomes on clients assisted by the scheme.		<i>Awaiting update from SNCA</i>

3.0 Equalities Implications

3.1 SNCA provides free, independent, confidential and impartial advice to everyone on his or her rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

4.0 Financial Implications – FIN19-20/3849

4.1 The Debt Advice Service is jointly funded from the District Council's Homeless Prevention Grant (contributing 50% £25,000) and Newark and Sherwood Homes (contributing 50% £25,000) each year.

5.0 RECOMMENDATION

That the Committee note the contents of the report, particularly the performance outturns for the commissioned debt management & homeless prevention service to residents in the district for the financial year 2018-19.

Background Papers

Nil

For further information please contact Cheska Asman, Homeless Strategy Officer on 655643 or Leanne Monger, Business Manager – Housing, Health & Community Relations on extension 5545.

Matt Finch
Director – Communities & Environment

So Much More than Advice... supporting our Community

**citizens
advice**

**Sherwood
& Newark**

Annual Report
2018/19

A View from the Chair

This year has been a very good year in servicing our clients needs, although funding has been under pressure, due to obvious reasons, we have not just met but exceeded our own expectations.

Partnership working is the way forward and these are examples of just that:
Pension Wise Partnership - 269 people accessed an appointment across the District for free and impartial government guidance about their defined contribution pension options; **Rural Community Action Nottinghamshire Partnership - 307 individuals helped by this partner service** used the Drop In advice and advocacy service for Gypsies and Travellers living across the District and **Ollerton & Newark Foodbanks partnership - 288 referrals were made** to the Ollerton and Newark Food Banks to help feed people in Newark & Sherwood District.

On top of this, our staff of 9 and team of 37 dedicated volunteers dealt with 9,693 client contacts in the year, helping 4,250 individual clients deal with 14,931 advice issues. Debt, financial services and capabilities advice still make up 59% of our workload.



We would like to thank all the funders for their continued support and would additionally like to thank the Co-op and their staff for the impressive contribution to support Financial Wellbeing work at Citizens Advice Sherwood & Newark which has helped and will help sustain us in the coming year.

This year we have made significant strides in co-operation with other Citizens Advice Services in Nottinghamshire. We have been sharing back office functions like the Quality Advice Assessments with Citizens Advice Broxtowe in particular and other pilot schemes of co-ordinating services across the county with all the Local Citizens Advice Services. I am happy to say the results are looking very positive.

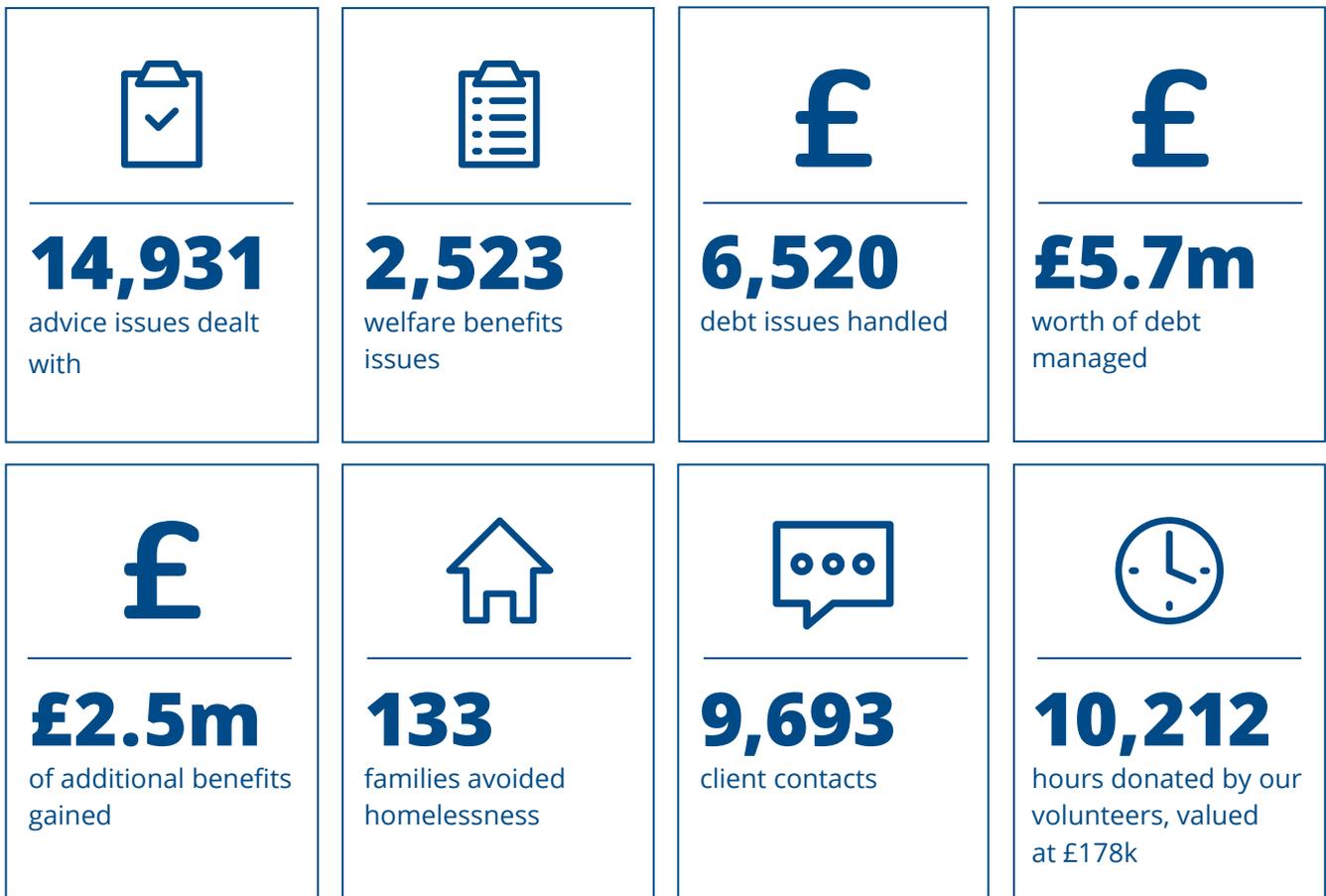
The collegial approach from the Chairs and Chief Officers has been outstanding and I would like to thank them personally not only for their co-operation but their support in helping us support our clients through our personnel shortage this year. All I can ask is that this spirit and collegial environment and atmosphere continue going forward, all the Local Citizens Advice Services will benefit from this exercise and as such, our clients will continue to be serviced to the level we want to service them.

Particularly like to thank our Chief Officer Jackie, for her help and guidance, and thanks to Jane without who's admin support my job would have been much harder. It has been a privilege and a pleasure to work with you all.

Finally, I would like to thank, our Chief Officer and our wonderful teams of employees and volunteers, who without their efforts and diligence our clients and service would suffer. Our Trustee board are extremely supportive in ensuring the we continue to provide services to our community to the high levels that the teams have attained for the foreseeable future.

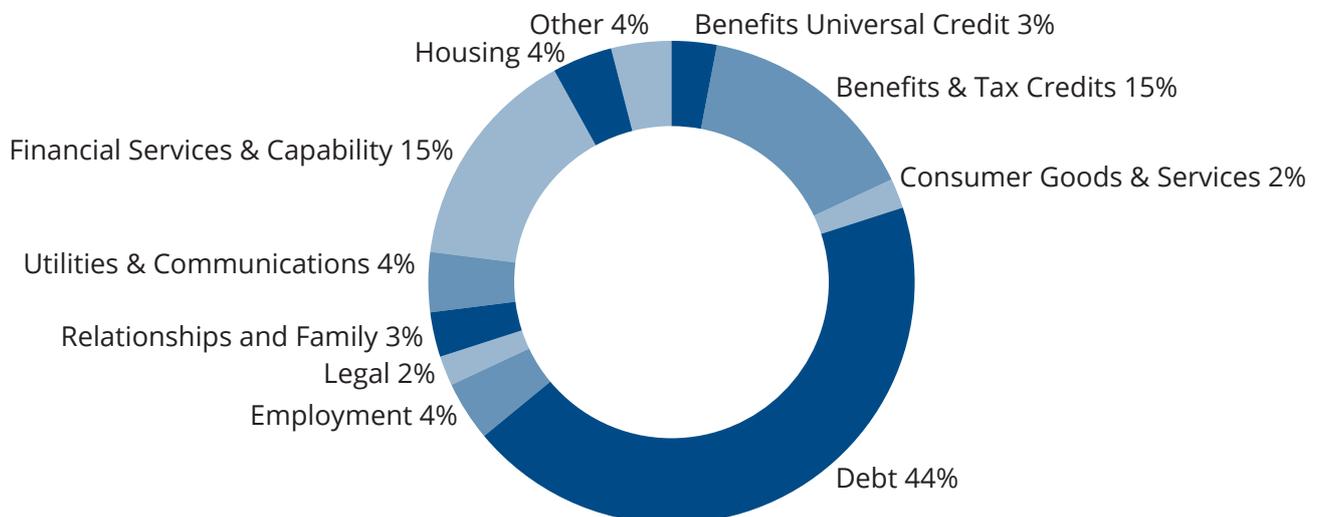
Neil Buckley, Chair

How Did We Do?



91% of clients happy with our service

And this is why people came to us



Developing Our Services

Each year we continue to ensure that resources are secured so that we can continue to meet the needs of our clients. This year we have been successful in obtaining additional funds to support people who are struggling to claim Universal Credit, launching the Help to Claim service.

We continue to work in partnership with **Newark & Sherwood District Council** and **Newark & Sherwood Homes** to reduce homelessness and this has been rewarded with funding to maintain our debt & homelessness prevention project where people can drop-in and receive help and advice about their housing situation.

The year 2018 was a significant year as our core funding from both **Newark & Sherwood District Council** and **Nottinghamshire County Council** was due for renewal. We are pleased to report that **Newark & Sherwood District Council** granted us a one-year agreement going forward.

There was a big change in the way Nottinghamshire County Council allocated its charitable grants with the launch of the Local Improvement Scheme. As on previous occasions, Citizens Advice Broxtowe took the lead for the County's Citizens Advice services. We knew that the total funding available was less than the existing grant but were pleased to receive the maximum allowance for the next three years.

Energy Best Deal Extra Project – Once again we acquired funding to help people access affordable energy deals. Citizens Advice has secured funding from EDF, Scottish Power and UK Power Networks to deliver the Energy Best

This year we have been successful in obtaining additional funds to support people who are struggling to claim Universal Credit

Deal Extra (EBDX) project. The project is aimed at helping consumers be more energy savvy. The funding received is to deliver EBDX one to one sessions with a qualified generalist adviser and focus on delivering tailored energy advice to clients. The sessions deal with matters relating to relief from fuel poverty, energy and thermal efficiency measures.

In addition to our core work we delivered the Smart Meter Project – to help with Educating and reassuring people to help overcome any barriers and concerns in getting a smart meter. This enabled us to showcase the benefits of the smart meter to this audience and Increase interest in getting a smart meter installed. The project ran from 1st October until 31st December 2019.

Looking forward we shall be working hard to sustain projects where the funding is coming to an end during the next 12 months. The Development and sustainability of our service is always an ongoing activity.



Campaigning for Change

Research and campaigns is one of the twin aims of our service. It seeks to improve the policies and practices that affect people's lives. Through research and campaigns, we use our insight to:

- help us research issues further
- influence decision makers to change policies and practices.

2018/19 Campaign work Priorities

We know that our work is influential both locally and nationally. It has contributed to changes in the way Universal Credit is administered, proposed legislation to improve the security of housing tenure and the introduction of energy price caps.

This year we have set the following local campaign priorities:

Homelessness

Changes to the legal framework around homelessness from April 2018 include a wider duty on local authorities to prevent homelessness. We will monitor how effectively these changes are being implemented in Newark & Sherwood. We have a very constructive relationship with the local authority whom share our mutual interest in reducing homelessness and housing insecurity.

Promoting "Big Energy Week"

This year Citizens Advice Sherwood & Newark ran special energy drop-in sessions during week commencing 22nd January 2019. Clients were given the opportunity to explore better energy deals. Over the year, we have helped people to: switch to better deals and save money (in some cases hundreds of pounds a year); set up affordable arrangements for

arrears, or have them written off if they have been unfairly applied; sort out problems with energy suppliers and where unresolved take their case to the ombudsman; gain a better understanding of smart meters.

National Campaigns

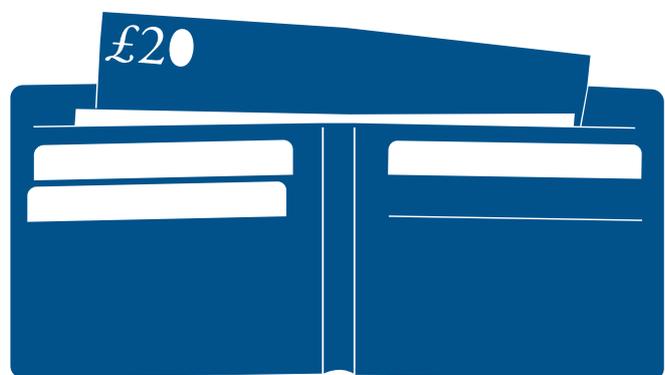
Last year we contributed to nationally led campaigns that include:

Settled and Safe

We campaigned for better protections for private renters. We helped secure a ban on letting agent fees for tenants and the government has introduced measures to tackle rogue landlords and improve protections and redress for renters.

Payday Loans

Payday loan companies were not treating their customers fairly. Following our campaign, the Financial Conduct Authority introduced tough new rules. The number of people seeking our help with payday loans has halved.



The number of people seeking our help with payday loans has halved

Universal Credit - The Help to Claim service

For the first time every local Citizens Advice (LCA) has been allocated money from National Citizens Advice without the need to make a funding bid. This funding comes from the DWP to run a Universal Credit Help to Claim service nationally from April 2019 - March 2020.

The service aims to be consistent across the country, but each local Citizens Advice has the flexibility to choose the local delivery model which is right for their service and the local community.

Help to Claim

The Help to Claim service offers support for people at every stage, from starting a Universal Credit claim through to receiving their first full payment. Support may be received face to face, using the dedicated Universal Credit freephone line, via web chat with trained advisers or by accessing the information on our web site. As well as self-referring or following on from previous phone advice and web chat, people can be referred/signposted to us from the other LCA's, Jobcentres, local authority housing staff or voluntary and community sector partners. We also have advisers located in Beeston and Heanor Job Centres with whom we are working in partnership to meet client needs.

We'll assess everyone's individual needs at the first point of contact to gauge the level of support they need to start and complete a claim. This might include checking their UC entitlement – making sure clients will be better off than under the existing system - helping them to set up a UC account and assisting them to access non-digital claim routes and DWP home-visit claims.

Clients helped

Universal Credit went live in Newark in May followed by Ollerton in September 2018 and we have already supported hundreds of clients through the Help to Claim Service. Clients have received support with starting a claim, completing a claim, getting ready to manage it, and using public access computers. Apart from needing guidance and support in making a digital claim, the main issues faced by clients have been understanding eligibility, providing

evidence and verifying their identity, and familiarising themselves with the way in which UC payments work. The timing of payments has thrown up particular problems for those making the change from the established benefits system.

Best Practice Lead

Part of the funding received from the DWP was used to create 31 Best Practice Leads (BPL) across England and Wales, each matched to a Jobcentre Plus district. Broxtowe was successful in obtaining the BPL for the Lincolnshire, Nottinghamshire and Rutland district. We work closely with the Lead in delivering this service.

The role of the BPL is to gather and share information about the performance of UC and the Help to Claim service, build and support relationships with relevant stakeholders, support LCAs, and develop and share ideas and best practice. This involves activities such as collating evidence on issues affecting clients and staff and reporting these to National CA and establishing and maintaining highly effective communications through distributing regular newsletters, attending meetings and producing reports.



How we change lives ...

Employment Advice

Ben* had been off work for weeks with ill health and had made a successful claim for universal credit. However he was concerned as it appeared he hadn't received the correct amount of statutory sick pay (SSP) as outlined in his employment contract. Ben had tried to speak with his employer on a number of occasions to resolve with no success. We analysed his payslips and there was a shortfall in the amount paid. Following our intervention of letters and telephone calls Ben received the outstanding money owed to him from his employer.

We are one of the few local organisations that can offer free, confidential, impartial and Independent Employment Advice. This is only possible due to the core funding we receive and the expertise of our valuable volunteers.

Money Advice

David* was referred to us by one of our partner organisations. His ex partner had taken out a debt in his name without his knowledge. He received a County Court Judgement in relation to this debt which was the first he knew about it. With our support, David contacted the Police and obtained a crime number to give to the Company's fraud department. He was really worried the company would chase him for the debt so we helped David complete the relevant court papers to set aside the debt including getting the court fees waived. Following the company investigation it was confirmed the debt was not David's and the case closed. David had not been eating or sleeping before he sought our advice and was relieved with the positive outcome.

Benefits Advice

Helen* has struggled all her adult life with low literacy skills alongside poor physical and mental health. Following a review she lost her entitlement to Employment & Support Allowance and Personal Independence Payments, resulting in her income being reduced to basic rate Jobseekers Allowance. Helen's income had halved and she was struggling to meet her financial commitments.

The appeals process took over a year to complete causing Helen both distress and hardship. As a result of our intervention, we helped Helen successfully win her appeal for both benefits and receive a backdated award of over £10,000.

Having a local service that can alleviate some of the worry is essential to Newark & Sherwood residents.

Housing Advice

April* came to the service in a distressed state having received a possession hearing notice for rent arrears and explained that she had no access to money. Her partner was controlling her daily life both mentally and financially manipulating her and the children. Emotionally, April felt unable to attend court so we attended on her behalf and the court issued a suspended possession order. With our reassurance, April agreed to involve Social Services who are now working with the family. We are looking at a Debt Relief Order to deal with her remaining debts. When we first met April she was emotional & desperate. Following our advice and support she felt much stronger to face the challenges ahead.

This case demonstrates the essential ongoing need for technical housing advice in Newark & Sherwood and the intensive work needed to prevent homelessness.

**names changed to protect confidentiality*

A satisfied client wrote:

**Valuable is the work you do.
Outstanding is how you always come through.
Loyal, sincere and full of good cheer,
Untiring in your efforts throughout the year...
Notable are the contributions you make.
Trustworthy in every project you take.
Eager to reach you're every goal.
Effective in the way you fulfill your role.
Ready with a smile like a shining star,
Special and wonderful - that's what you are.**

Free, confidential advice. Whoever you are.



We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment. We're here for everyone.



With thanks to our main funders



And thanks to our dedicated staff and wonderful volunteers without whom none of this would be possible.



www.citizensadvice.org.uk

Citizens Advice Sherwood & Newark is a company limited by guarantee and a registered charity.

Registered Charity Number 1112930, Company Number 5656961
Authorised and regulated by the Financial Conduct Authority FRN 617732



HOMES & COMMUNITIES COMMITTEE 20 JANUARY 2020

HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2020/21

1.0 Purpose of Report

- 1.1 To seek feedback from the Homes & Communities Committee on the proposed general fund revenue budget for the 2020/21 financial year (01 April 2020 – 31 March 2021) for those services which fall under its remit.
- 1.2 To seek feedback from the Committee on the scale of proposed fees & charges for 2020/21 for those services which fall under its remit.
- 1.3 To seek approval from the Committee for the 2020/21 base budget in **Appendix A** to be recommended to Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall council budget; and
- 1.4 To seek approval from the Committee for the 2020/21 fees & charges in **Appendix D** to be recommended to Policy & Finance Committee at its meeting on 20 February 2020 and Council at its meeting on 09 March 2020.

2.0 Background Information

- 2.1 Business Managers and service budget officers have been working with officers in the Financial Services team to prepare a general fund budget for 2020/21 and medium-term financial plan for between 2020/21 and 2023/24. The general fund budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 20 September 2018.
- 2.2 The budget and medium-term financial plan have been developed to reflect, in financial form, the corporate priorities of the Council. Where further targeted areas of focus have been identified, additional resources have been directed to these business units.
- 2.3 **Appendices A** and **B** summarise the budgets proposed for the Committee for 2020/21 by service team and subjective level respectively. These **appendices** exclude capital charges and central support recharges, because service officers do not have direct influence over how much they pay for these. The budgets in this report and its **appendices** are for controllable costs: costs which service officers have direct influence over.

Revenue Budget

- 2.4 *Table 1* below compares the Committee's 2019/20 initial budget for controllable costs, as approved by Council on 07 March 2019, with its currently proposed 2020/21 budget for controllable costs. The Committee's proposed 2020/21 budget is £151,000 more than its 2019/20 initial budget; an increase of 7%.

- 2.5 The £151,000 increase in the Committee's proposed 2020/21 budget is comprised of a £131,000 increase in employee costs and a £146,000 increase in running costs, partially offset by a £126,000 increase in income.

Table 1: changes in controllable costs between 2019/20 and 2020/21 budgeted for services in Homes & Communities Committee

Expenditure or income?	Expenditure type	2019/20 initial budget (£m)	2020/21 base budget (£m)	Increase or (decrease) in budget (£m)
Expenditure	Employees	2.115	2.246	0.131
Expenditure	Running Expenses	1.400	1.546	0.146
Expenditure	Total	3.514	3.791	0.277
Income	Total	(1.265)	(1.390)	(0.126)
Net Expenditure	Total	2.250	2.401	0.151

- 2.6 Most of the changes above in budgeted employee costs, running expenses and income relate to a small number of services. Tables 2-4 below show the five services which most account for each of the changes above.
- 2.7 Five services account for 74%, or £97,000, of the £131,000 increase in budgeted employee costs.

Table 2: the five services in Homes & Communities Committee which most account for changes in budgeted employee costs between 2019/20 and 2020/21

Rank	Service (cost centre)	Increase or (decrease) in employees budget (£m)	Percentage of overall increase or (decrease) accounted for by service
1	Communications	0.044	34%
2	ICT	0.044	34%
3	Energy And Home Support	(0.040)	(30)%
4	Strategic Hsg (Was Community)	0.025	19%
5	Customer Services	0.023	18%
		0.097	74%

- 2.8 Five services account for 116%, or £169,000, of the £146,000 increase in budgeted running expenses.

Table 3: the five services in Homes & Communities Committee which most account for changes in budgeted running expenses between 2019/20 and 2020/21

Rank	Service (cost centre)	Increase or (decrease) in running expenses budget (£m)	Percentage of overall increase or (decrease) accounted for by service
1	ICT	0.128	88%
2	Syrian Vp Resettlement Scheme	0.076	52%
3	Strategic Hsg (Was Community)	(0.034)	(23)%
4	Grants And Concessions	(0.014)	(9)%
5	CCTV	0.013	9%
		0.169	116%

2.9 Five services account for 85%, or £107,000, of the £126,000 increase in budgeted income.

Table 4: the five services in Homes & Communities Committee which most account for changes in budgeted income between 2019/20 and 2020/21

Rank	Service (cost centre)	(Increase) or decrease in income budget (£m)	Percentage of overall (increase) or decrease accounted for by service
1	Syrian Vp Resettlement Scheme	(0.076)	(60)%
2	ICT	(0.054)	(43)%
3	Communications	0.015	12%
4	Private Sector Speech Call	0.015	12%
5	Customer Services	(0.006)	(5)%
		(0.107)	(85)%

2.10 **Appendix C** lists the reasons for increases or decreases of over £5,000 between the 2019/20 initial budget and proposed 2020/21 budget for services in Homes & Communities Committee.

Fees & Charges

2.11 Officers have considered the Fees and Charges Toolkit approved by Economic Development Committee on 20 November 2019 when setting the level of fees & charges. The proposed fees & charges for 2020/21 are in **Appendix D** for consideration.

3.0 Proposals

3.1 Officers are proposing to the Committee that it recommends to Policy & Finance Committee at its meeting on 20 February 2020:

- a) the 2020/21 base budget in **Appendix A** for inclusion in the overall council budget;
- b) and to Council on 09 March 2020 the 2020/21 fees & charges in **Appendix D**.

4.0 Equalities Implications

4.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

5.0 Financial Implications

5.1 The Committee's proposed 2020/21 budget is £151,000 more than its 2019/20 initial budget; an increase of 7%. Employee budgets of £2.246m account for 59% of controllable costs. Significant budget savings cannot be achieved without affecting staffing levels.

5.2 The council's medium-term financial plan for between 2020/21 and 2023/24 requires significant savings in future years, as changes to how councils manage their finances and other challenges take effect.

5.3 It is important that the Committee continually scrutinises and reviews its budget in order to identify additional savings which will be achieved in future years.

6.0 Community Plan – Alignment to Objectives

6.1 The proposals in this report support the council to achieve multiple objectives of the Community Plan 2019-2023, though particularly the objectives to:

- a) *“Reduce crime and anti- social behaviour, and increase feelings of safety in our communities”;* and
- b) *“Accelerate the supply of new homes including associated facilities”.*

7.0 RECOMMENDATION

That the following recommendations be made to Policy & Finance Committee at its meeting on 20 February 2020:

- a) **the 2020/21 base budget in Appendix A for inclusion in the overall council budget;**
- b) **and to Council on 09 March 2020 the 2020/21 fees & charges in Appendix D.**

Reason for Recommendations

To ensure that the budgets and fees & charges finally proposed for 2020/21 are recommended to Policy & Finance Committee on 20 February 2020.

Background Papers

Nil

For further information please contact Nick Wilson (Business Manager – Financial Services) on Extension 5317 or Mohammed Sarodia (Assistant Business Manager – Financial Services) on Extension 5537.

Matt Finch
Director - Communities and Environment

Sanjiv Kohli
Director - Resources and Deputy Chief Executive

BUDGET SUMMARY BY COMMITTEE - OBJECTIVE

05/01/20

HOMES & COMMUNITIES

COST CENTRE	COST CENTRE NAME	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
A10212	PRIVATE SECTOR SPEECH CALL	(80,610)	(78,000)	2,610
A10213	HOUSING OPTIONS	401,270	394,170	(7,100)
A10215	STRATEGIC HSG (WAS COMMUNITY)	80,730	71,650	(9,080)
A10802	ICT	525,510	644,080	118,570
A10804	PAYMENTS & RECEIPTS	(510)	1,980	2,490
A10809	CUSTOMER SERVICES	435,170	451,350	16,180
A10810	COMMUNICATIONS	122,380	180,330	57,950
A10814	LICENSING ADMIN	(66,030)	(49,920)	16,110
A10816	COMMUNITY SAFETY	28,770	28,930	160
A10823	ANTI-SOCIAL BEHAVIOUR	41,510	52,580	11,070
A10826	DOMESTIC VIOLENCE	32,190	36,250	4,060
A10834	SOUTHWELL LIBRARY SERVICE	1,600	1,650	50
A11126	CCTV	128,570	129,030	460
A11607	ENERGY AND HOME SUPPORT	110,280	64,550	(45,730)
A11921	GRANTS AND CONCESSIONS	436,420	422,710	(13,710)
A11923	EMERGENCY PLANNING	52,500	49,430	(3,070)
TOTAL		2,249,750	2,400,770	151,020

**BUDGET SUMMARY BY COMMITTEE - SUBJECTIVE (APPENDIX B)
HOMES & COMMUNITIES**

05/01/20

CODE	DESCRIPTION	2019/20 INITIAL BUDGET	2020/21 BASE BUDGET	MORE/(LESS)
111	SALARIES AND WAGES	1,726,730	1,793,710	66,980
113	NATIONAL INSURANCE	156,900	163,690	6,790
114	SUPERANNUATION	230,960	288,160	57,200
	EMPLOYEE SUB TOTAL	2,114,590	2,245,560	130,970
213	RENT	20,390	9,240	(11,150)
219	CONTRIBUTION TO FUNDS	16,300	14,300	(2,000)
315	CAR ALLOWANCES	13,530	11,440	(2,090)
234	WIRELESS MAINTENANCE	13,500	13,910	410
411	EQUIPMENT AND FURNITURE	175,310	186,620	11,310
431	CLOTHING AND UNIFORMS	1,130	5,000	3,870
441	GENERAL OFFICE EXPENSES	35,780	35,280	(500)
451	CONTRACTUAL	9,100	22,600	13,500
452	OTHER SERVICES	89,040	69,140	(19,900)
461	COMMUNICATIONS AND COMPUTING	213,750	339,970	126,220
471	STAFF	3,450	4,140	690
481	GRANTS	400,470	422,710	22,240
482	SUBSCRIPTIONS	2,820	2,830	10
491	INSURANCE	27,290		(27,290)
492	CONTRIBS TO FUNDS AND PROVISNS	160,500	161,880	1,380
493	OTHER	129,410	166,610	37,200
612	OTHER TRANSFER PAYMENTS	87,940	80,000	(7,940)
	RUNNING EXPENSES SUB TOTAL	1,399,710	1,545,670	145,960
922	Contributions From Other Las	(13,720)	(97,190)	(83,470)
928	Recharge Non Gf Accounts	(731,900)	(789,750)	(57,850)
931	Sales	(121,820)	(123,150)	(1,330)
932	Fees And Charges	(36,600)	(73,930)	(37,330)
933	Rents	(199,930)	(194,700)	5,230
938	Fees And Charges	(46,210)	(45,140)	1,070
939	Other Receipts	(114,370)	(66,600)	47,770
	INCOME SUB TOTAL	(1,264,550)	(1,390,460)	(125,910)
	COMMITTEE TOTAL	2,249,750	2,400,770	151,020

Reasons for increases or decreases of over £5,000 between the 2019/20 initial budget and proposed 2020/21 budget for services in Homes & Communities Committee

Variances between 2019/20 initial budget and proposed 2020/21 budget by service (cost centre)	Increase or (Decrease) in budget (£m)
Housing Options: The majority (£0.005m) of this decrease relates to an increase in net income from temporary accommodation rents and service charges.	(0.007)
ICT: The majority (£0.138m) of this increase relates to additional computer hardware, software and software maintenance costs associated with the move to Microsoft Office 365. Other main changes are: - an increase in employee costs (£0.044m), largely because an ICT technical project officer has been budgeted for; - the removal of the insurance recharge budget (£0.010m) as part of the centralisation of insurance recharge budgets; and - a increase in recharge income (£0.054m) from the Housing Revenue Account (HRA) (£0.043m) and Active 4 Today (£0.009m).	0.119
Customer Services: The majority (£0.023m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%). This is partly offset by an increase in recharge income from the HRA (£0.006m).	0.016
Communications: The majority (£0.044m) of this increase relates to an increase in employee costs and the removal of income (£0.015m) previously budgeted for. The increase in employee costs mainly relates to an additional assistant marketing & communications officer post, as well as expected increases in basic pay (2%) and the council's pension contributions (3.1%). Income from NHS Newark & Sherwood Clinical Commissioning Group (CCG) for the Voice magazine is no longer being budgeted for.	0.058
Licensing Administration: The majority (£0.022m) of this increase relates to an increase in employee costs. This is partly offset by additional income (£0.004m). The increase in employee costs mainly relates to an increase in the proportion of the business manager's post apportioned to this cost centre, as well as expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.016
Anti-Social Behaviour (ASB): The majority (£0.012m) of this increase relates to expected increases in basic pay (2%) and the council's pension contributions (3.1%).	0.011
Energy and Home Support: The majority (£0.042m) of this decrease relates to the removal of the budget for the Warm Homes on Prescription (WHOP) prescription programme manager post and the creation of an income budget (£0.005m) which had not previously existed.	(0.046)
Grants and Concessions: The majority (£0.033m) of this increase relates to an increase in the expected grant to Newark Town Council. This is partly offset by a decrease (£0.010m) in the loans to parish councils in lieu of contributions.	0.023

LICENSING FEES – HOMES AND COMMUNITIES COMMITTEE*(Charges are inclusive of VAT where applicable)*

Relevant Act or Order*	Duration	2019/20 Charge	2020/21 Charge
1. Hypnotism – Grant	Ref 001 Occasional for specific dates	£70.00	£75.00
2. Sex Establishment – Grant/Renewal	Ref 002 Up to 1 year	£3,540.00	£3,540.00
3. Vehicle Licences -			
(a) Hackney Carriage	Ref 003 Annual	£225.00	£235.00
(b) Private Hire Vehicle	Ref 003 Annual	£175.00	£185.00
(c) Ambulance Vehicles	Ref 003 Annual	£105.00	£115.00
(d) Hackney Carriage/Private Hire Drivers	Ref 003 3 years or lesser depending on circumstances	£135.00 renewal £200.00 new applicants	£145.00 renewal £220.00 new applicants
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003 Per Year	£50.00	£55.00
(f) Ambulance Drivers	Ref 003 3 years or lesser depending on circumstances	£105 renewal £85 new applicants	£110 renewal £95 new applicants
(g) Ambulance Drivers over 65	Ref 003 Annual	£35.00	£40.00
(h) Private Hire Operators	Ref 003 5 years *		
(i) Basic		£325.00	£350.00

(ii) plus per vehicle			£30.00	£35.00
(i) Ambulance Operators	Ref 003	5 years *		
(i) Basic			£310.00	£350.00
(ii) plus per vehicle Plates			£20.00	£25.00
(j) Knowledge Test	Ref 003	One-off	£40.00	£40.00
(k) Drivers Test	Ref 003	One-off	£40.00	£40.00
(l) Replacement Badge	Ref 003	One-off	£25.00	£25.00
(m) Replacement Plate	Ref 003		£45.00	£45.00
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	One-off	£45.00	£50.00
(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	One-off	£85.00	£85.00
(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	One-off	£75.00	£75.00
(q) Temporary & Permanent Magnetic Roundels	Ref 003	One-off	£15.00	£15.00
(r) Additional stick on Roundels	Ref 003	One-off	£10.00	£10.00

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

*a new 5 year duration licence has been introduced.

GAMBLING ACT 2005 – DISCRETIONARY FEES - HOMES & COMMUNITIES COMMITTEE

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 increases are proposed.

(Charges are inclusive of VAT where applicable)

		2019/20 Charge	2020/21 Charge
BINGO	New application	£1,200.00	£1,200.00
	Application for reinstatement of licence	£800.00	£800.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,000.00	£1,000.00
	Application to transfer licence	£120.00	£150.00
	Notification of Change	£50.00	£60.00
	Copy of Licence	£30.00	£50.00
	Annual Fee	£500.00	£520.00
ADULT GAMING CENTRE	New application	£950.00	£950.00
	Application for reinstatement of licence	£500.00	£500.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£800.00	£830.00
	Application to transfer licence	£100.00	£150.00
	Notification of Change	£50.00	£60.00
	Copy of Licence	£30.00	£50.00

ADULT GAMING CENTRE	Annual Fee	£500.00	£520.00
FAMILY ENTERTAINMENT CENTRE	New application	£950.00	£950.00
	Application for reinstatement of licence	£500.00	£500.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£800.00	£830.00
	Application to transfer licence	£80.00	£100.00
	Notification of Change	£50.00	£60.00
	Copy of Licence	£30.00	£50.00
	Annual Fee	£500.00	£530.00
BETTING PREMISES (excl. tracks)	New application	£1,000.00	£1,000.00
	Application for reinstatement of licence	£800.00	£800.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,000.00	£1,100.00
	Application to transfer licence	£120.00	£150.00
	Notification of Change	£50.00	£60.00
	Copy of Licence	£30.00	£50.00
	Annual Fee	£500.00	£530.00
BETTING ON TRACK	New application	£950.00	£1,000.00
	Application for reinstatement of licence	£800.00	£800.00
	Application for provisional statement	£1,200.00	£1,200.00

BETTING ON TRACK	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,000.00	£1,100.00
	Application to transfer licence	£120.00	£150.00
	Notification of Change	£50.00	£60.00
	Copy of Licence	£30.00	£50.00
	Annual Fee	£500.00	£530.00

GAMBLING ACT 2005 - FEES SET BY STATUTE - HOMES & COMMUNITIES COMMITTEE*(Charges are inclusive of VAT where applicable)*

Permit		2019/20 Charge	2020/21 Charge
Family Entertainment Centre	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Prize Gaming Permits	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Gaming Machines in Alcohol Licensed Premises	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 –existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 – new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
Club Gaming and Club Machine	Existing Operators (transition)	£100.00	£100.00
	New Application	£200.00	£200.00

Permits	Renewal	£200.00	£200.00
	Variation	£100.00	£100.00
	Annual Fee	£50.00	£50.00
	Copy of Permit	£15.00	£15.00
Temporary use notice		£100.00	£100.00
Small society Lottery	Exempt Lotteries – Registration Fee	£40	£40
	Exempt Lotteries – Annual Fee	£20.00	£20.00

LICENSING ACT 2003 – FEES SET BY STATUTE - HOMES & COMMUNITIES COMMITTEE*(Charges below are not subject to VAT)*

Type of licence	Comments	2019/20 Charge	2020/21 Charge
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence –additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Minor Variation		£89.00	£89.00
Personal Licence		£37.00	£37.00
Temporary event Notice		£21.00	£21.00

There are currently no proposals by the Government to increase these fees in 2020/21

ADVERTISING RATES FOR VOICE MAGAZINE - HOMES & COMMUNITIES COMMITTEE**(Charges are inclusive of VAT)**

Size	2019/20 Charge	2020/21 Charge
Full page (210mm wide x 295mm deep)	£1,335.60	£1,335.60
½ page (210mm wide x 147.5mm deep)	£801.60	£801.60
¼ page	£466.80	£466.80
Back (Full page dimensions)	£1,639.20	£1,639.20

ENVIRONMENTAL HEALTH FEES AND CHARGES - HOMES & COMMUNITIES COMMITTEE*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act o	Notes	Duration	2019/20 Charge	2020/21 Charge
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£200	£220
Renewal				£200	£220
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	£155	£175
Renewal				£155	£175
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	£155	£165
				£46	£50
Renewal				£187	£200
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis	Annual	£200 + vet fees	£230 + Vet Fees
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£176	£195
Renewal				£176	£195
		Compliance & Inspection Fee		£70	£80

5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual			
				Initial	£200	£210
				Renewal	£200	£210
		Compliance & Inspection Fee		£92	£100	
6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	The fees have been calculated on a full cost recovery basis	Annual			
				Person	£120	£125
		Where the premises already hold a licence the charge is £120 per additional treatment		£115	£120	
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
				Initial	£175	£180
				Renewal	£150	£155
				No massage (just sunbeds)	£170	£170
		Renewal		£125	£130	
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
				New	£500	£525
				Renewal	£180	£195
		Transfer		£230	£240	

9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis			
Initial Inspection			First licence valid for 4 years		
Renewal			Renewal valid for 6 years	£520	£550
Periodic 3 year inspection				£380	£400
Transfer				£380	£400
				£170	£200
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£176	£190
Renewal				£176	£190
		Compliance & Inspection Fee		£70	£80
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£168	£175
12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£168	£175
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£67	£75
14. High Hedges	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off		
1st stage				£228	£240
2nd stage				£396	£400
15. Licence Application for House in Multiple Occupation Single application	Ref 012	The fees have been calculated on a full cost recovery basis	One off		
				£700	£730

Multiple applications at same time				£550	£550
Variation of licence				£20	£50
16. Scrap Metal Dealer	Ref 013	The fees have been calculated on a full cost recovery basis	Three years		
Site Licence				£375	£380
Collectors Licence				£150	£160
17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				£355	£365
Plus, per additional unit		Depends on total number of pitches		£8.60	£9
Annual Fee				£8.10 per pitch.	£9 per pitch.
Transfer/amendment of licence				£165	£170
Depositing Site rules				£140	£140

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2019/20 Charge	2020/21 Charge
Health & Purity Certificate		£35.00	£35.00
Foot & Mouth Health Certificate		£200.00	£200.00
Condemnation Certificate		£250.00	£250.00
Environmental Site Reports	Prices include VAT		

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Home Buyer Version		£102.00	£120.00
Detailed version		£252.00	£360.00
Housing immigration check		£100.00	£110.00

PRIVATE WATER SUPPLIES

Activity	Notes	NSDC charge 2019-20	Proposed charge 2020-21
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£50.00	£50.00
Investigation		Hourly rate + analysis costs	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£25.00
Check Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs
Audit Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs

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***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

TEMPORARY ACCOMMODATION - HOMES & COMMUNITIES COMMITTEE

Seven Hills, Newark and Wellow Green, Ollerton	2019/20 Charge (per week)	2020/21 Charge (per week)
Hostel Service Charge	£30.49	£31.31
Hostel Support Charge (non- Housing Benefit (HB))	£4.18	£4.29

HOMES & COMMUNITIES COMMITTEE **20 JANUARY 2020**

HOUSING MANAGEMENT IMPLEMENTATION – PROJECT UPDATE

1.0 Purpose of Report

- 1.1 To provide Members with an update on the progress of the housing management implementation project.

2.0 Background Information

- 2.1 On 26 September 2019, the Policy & Finance Committee made the decision, following an extensive tenant consultation, to bring the housing management service in-house for direct service provision by the Council. This included the decision to dissolve the Council's housing management company, Newark and Sherwood Homes Ltd.
- 2.2 A project team, consisting of Council officers and officers from Newark and Sherwood Homes, has been established and the team have developed a project plan to manage the transfer of the service back to the Council. Key work streams have been identified and project tasks are being delivered and projects risks are being monitored.
- 2.3 Since the last update to this Committee, an interim housing management consultant has been appointed, Julian Paine, to oversee the activities of the Company during the transition period. He is also part of the project team, which is managing the transfer of the service back to the Council. The CEO and Director of the Company have now left the organisation, and recruitment to the newly created Council post of Director - Housing, Health & Wellbeing has commenced. It is anticipated that an appointment will be made on Friday, 14 February 2020.

3.0 Project Update

3.1 TUPE

- 3.1.1 The transfer of the Company's staff to the Council in accordance with the Transfer of Undertakings (Protection of Employment) Regulations continues to progress smoothly. Employee liability information was received from the Company on 23 December 2019 and this data is currently being analysed by Council HR colleagues.
- 3.1.2 The Council issued letters to all Company staff on 23 December 2019, prior to the required January due date. It was felt that it would be beneficial to issue the letters to staff prior to the Christmas break to provide a level of assurance and certainty. This was welcomed by all those concerned. The letters advised staff who their new Business Managers would be and where they would be located as well as providing information on two minor matters (a change of transfer date from 3 to 1 February 2020, and a requirement for transferring staff to sign up to the Council's Officer Code of Conduct) as well as setting out arrangements for Welcome Week.

3.2 Staff Engagement

3.2.1 A programme of activities has been developed for Welcome Week (week commencing Sunday 2 February 2020). These include the delivery of training sessions on core NSDC processes for relevant transferees as well as other activities to ensure that transferring staff settle smoothly and comfortably into the Council.

3.2.2 Welcome Packs will be issued to all transferring staff prior to 1 February. These will include:

- Welcome Letters from the Chief Executive;
- New ID Badges and NSDC Lanyards which staff will be required to wear from 1 February 2020;
- Copies of the Council's Code of Conduct which must be signed and returned by 28 February 2020;
- List of useful contacts;
- Parking Deductions Authorisation forms (for those based at Castle House who use the rear car park and have not already signed up to deductions via payroll);
- Fitness to Drive Declaration forms (to be signed by any staff member who is required to drive on Council business)
- Details of locker allocations and instructions (for those based at Castle House)

3.2.3 Staff briefings were held on 2 December 2019 launching the Council's revised high level structure. Further briefings will be held in January 2020 to explain all levels of the structure so that individuals can see where their teams are placed.

3.2.4 Members of the project team will work across all NSH locations during Welcome Week to ensure there is somebody on hand to assist with any queries or concerns that may arise as a result of the transition.

3.3 Pensions

3.3.1 The Council commissioned Barnett Waddingham to produce an indicative report into the options available to the Council upon the cessation of the NSH pension liability. This report identified two options that the Council could consider, a 'partial cessation', requiring a £8m payment, or an 'ongoing cessation' which would move the pension liability into the Council while improving the Council's pension funding position.

3.3.2 The ongoing cessation method was identified as the most advantageous option for the Council and was approved as an urgent decision in December 2019. The minute of this decision will be included within the Policy & Finance Committee agenda items on 23 January 2020.

3.3.3 It is important to note that this decision has no impact upon the Company's employees' pension rights, which are protected when they are transferred over.

3.4 Branding

3.4.1 Three options have been considered in relation to the 'branding' of the housing management service post transfer:-

- Retain the NSH branding
- Develop a new brand
- Transfer to the Council branding

3.4.2 Feedback was obtained from councils who have previously transferred the management of their housing stock from an ALMO back to the council, regarding their experience of amending the branding. The responses were unanimous, all had reverted back to council branding.

3.4.3 A number of reasons were given, however the overriding reason was to avoid any confusion for tenants who had all been advised that the management of the housing service was reintegrating with the council. Branding was seen by tenants as a clear and explicit statement that this transfer had taken place.

3.4.4 A plan is in place to amend the branding including staff ID cards, vans, signage, website, tenancy agreements and stationery, ensuring that costs are kept to a minimum. Replacement uniforms where there is a NSH logo displayed will also be replaced.

3.4.5 Members of the project team met the Involved Tenants on 11 December 2019 to discuss the proposals and the Involved Tenants gave broad support to the proposal.

3.5 Tenant Engagement, Influence and Accountability

3.5.1 A root and branch review of how tenant engagement and involvement in the development and delivery of the homes and services they receive is required to ensure that there are effective mechanisms for all tenants' voices to be heard and to enable them hold the Council to account. This will take some time to develop and implement and will include the involvement of tenants, the officers that work closely with tenants and new Director of Housing, Health and Wellbeing. It will also consider how feedback and other evidence received from tenants is used to inform decision making.

3.5.2 It is important that this review and its recommendations ensure that any changes made have a positive and long lasting impact on the housing management service, quality of homes and contribute to achieving the Council's ambition of being a "leader of place" throughout the communities and neighbourhoods in which homes and services are provided.

3.5.3 This review will need to look at all levels of tenant and leaseholder engagement, including how tenant and potentially leaseholder representatives can effectively engage with the Homes and Communities Committee and the Committee can demonstrate that it is taking all tenants' views into account. The proposals set out in the paragraphs below suggest an interim arrangement whilst the review takes place. This will ensure that during this interim period there is a mechanism by which tenant representation can be fed into the Homes and Communities Committee.

3.5.4 It is proposed that the current tenant NSH board members would be in an ideal place to assist during this interim phase. They have had significant experience within their roles on the NSH Board and have undertaken a wide range of training specifically relating to housing. The interim lead for Housing Julian Paine has confirmed that they would be willing to undertake this role.

- 3.5.5 The interim proposal is that an advisory group is established comprising of the Chairman or Vice Chairman of the Homes & Communities Committee, the tenant board members, two Committee Members and senior housing officers. This advisory group should meet regularly and the meetings should be coordinated with those of the Homes and Communities Committee so that appropriate items can be considered by this advisory group and comments/views of the tenant representatives be incorporated into the consideration of these items by the Homes & Communities Committee.
- 3.5.6 The period of the review will also give the Council the opportunity to consider whether any further support to the Committee would be beneficial in overseeing a large, complex housing service and property function, particularly in respect of achieving health and safety compliance and meeting the Regulator of Social Housing's requirements.
- 3.5.7 Currently tenant NSH board members receive remuneration of £2,000 pa, though only one of the tenant board members has opted to receive the payment. It is proposed that remuneration continues to be offered on a pro-rata basis whilst the advisory group exists.
- 3.6 Transfer of Assets
- 3.6.1 Between the years 2014 and 2018, Newark and Sherwood Homes has acquired 25 properties under its direct ownership, either through direct development or acquisition. These are separate, and in addition to, its management of the circa 5500 properties held within the Council's Housing Revenue Account. The 25 properties, comprising 15 houses and 10 flats, are all let on an assured tenancies.
- 3.6.2 At a recent meeting, Newark and Sherwood Homes Board requested that the Council consider the future ownership of the properties and advise the company as to its preferred option. A report is being taken to Policy & Finance Committee on 23 January 2020, which sets out the options for disposal. It details the various restrictions in place relating to the disposal of the assets, both through the company's articles and the various grants and funds utilised to secure the properties. The officer recommendation contained within the report is for Policy & Finance Committee to advise NSH board as sole shareholder that the preferred option is to transfer the assets back to the Council and into the HRA. It is noted that the decision for disposal rests with the Company's Board, who will be taking a decision at their meeting on 30 January 2020
- 3.7 Savings Identified
- 3.7.1 The review undertaken by Savills identified that efficiency savings of £0.950m was achievable. It is acknowledged that the savings identified would not be made immediately upon transfer and would accrue at various points. The Project Team are working through how these savings will be identified and will report back to this Committee at an appropriate point.
- 3.7.2 Inherently within the £0.950m, a proportion of this efficiency was to be generated by savings on senior management. When the Company is dissolved, there will therefore be no further requirement for the roles of the Chief Executive, the Director and the three Assistant Directors. These will be replaced by a Director - Housing, Health & Wellbeing and two Business Managers. This provides for the upper tier of management. Where other areas of spend are identified through this process, a report will be brought back to this Committee to allocate the savings accrued.

4.0 Equalities Implications

4.1 There are no direct equalities implications arising from this report. Any proposed changes to operations and any consequential impact upon tenants and staff will need to be considered in terms of any possible negative impacts upon people with protected characteristics, but none are envisaged at present.

5.0 Financial Implications (FIN19-20/7727)

5.1 At the 4 April 2019 Policy & Finance Committee it agreed a project budget of £150,000 in order to fund the independent tenant consultation exercise and other transitional arrangements. To date £91,199 has been spent and committed against this budget in respect of the consultation exercise, HR and legal advice and obtaining a closure valuation report from Local Government Pension Scheme. It is anticipated that this budget will be fully expended.

5.2 It is anticipated that costs in relation to the project will cross over to the 2020/21 financial year and, as such, any underspend in the current year is therefore proposed to be carried forward into 2020/21. An additional allocation of £50,000 has also been identified within the HRA budget to further assist with the project. This has been included within the HRA Budget and Rent Setting report.

6.0 Community Plan – Alignment to Objectives

6.1 These proposals align with the Council’s Community Plan objective to “Generate more income, improve value for money and increase residents’ satisfaction with the Council”. There is a specific action under this objective to undertake a review and implement the option that delivers the management of the Council’s housing stock in the most cost effective and appropriate way. It is considered that the reintegration of the Housing Service back with the Council will deliver the most cost effective and appropriate delivery of the service for tenants and leaseholders.

7.0 Comments of Director

7.1 The project plan and the many actions contained within it are being progressed well and the anticipated transfer date of 1 February 2020 is achievable. Significant efforts are being made to ensure that the transferring staff from the Company are kept fully informed of all matters relating to their transfer to the Council to enable as smooth a transition as possible with minimal adverse impact upon service delivery to tenants during this transition period.

8.0 RECOMMENDATIONS that:

- a) **the project update be noted;**
- b) **the proposals for an interim arrangement, for an Advisory Group comprising of the Chairman, Vice-Chairman, two Committee members, senior housing officers and the three Tenant Board Members (as set out in paras 3.5.3 to 3.5.7 of the report) be approved, with the Director - Governance & Organisational Development having delegated authority to put these arrangements in place including retaining remuneration arrangements for the Tenant Board Members on a pro-rata basis and that the Homes & Communities Committee nominate the two Committee members to the Advisory Group;**

- c) a further report be submitted to the Committee setting out proposals for future tenant engagement and involvement, and if required further support for the Committee, in the development and delivery of housing and tenant related services; and
- d) a further report be submitted to the Committee setting out the savings achieved and recommending areas for allocation of the savings accrued.

Reason for Recommendations

To provide an update to Committee on project progress.

To ensure there is effective tenant engagement at committee level during this interim period

Background Papers

26 September 2019 - Policy & Finance Committee - Housing Management Review

4 April 2019 – Policy & Finance Committee – Housing Management Review

For further information please contact

Deborah Johnson, Business Manager – Commercialisation & Major Projects on ext. 5800

Karen White

Director – Governance & Organisational Development

HOMES & COMMUNITIES COMMITTEE 20 JANUARY 2020

PUBLIC SPACE CCTV

1.0 Purpose of Report

1.1 This report provides Members with an update of public space CCTV and future issues facing the public space CCTV system within Newark & Sherwood.

2.0 Background Information

2.1 Public space CCTV was first introduced into the district in 1999. Its primary objectives are to:

- Reduce the fear of crime and Anti-Social Behaviour (ASB);
- Assist in the detection of crimes and ASB (often through the identification of offenders);
- Deter people from committing a crime or participating in ASB, and;
- Disrupt criminal activity.

When the system achieves these primary objectives it will assist in protecting vulnerable persons and increase public confidence when accessing public spaces.

2.2 **Stakeholders and Partners** - The Council has a partnership arrangement with Broxtowe Borough Council and Ashfield District Council to share the costs and responsibilities of the provision and staffing of a shared control room facility, sited at Nottinghamshire Police Headquarters, Sherwood Lodge. This partnership also jointly commissions and allocates the maintenance and servicing contract.

2.3 In addition to the formal partners at 2.2 above there are numerous other stakeholders involved in the CCTV system, namely:

- Nottinghamshire Police;
- Newark, Ollerton, Southwell, Clipstone, and Balderton Town and Parish Councils;
- Newark and Sherwood Homes;
- Southwell Leisure Centre;
- Internal Business Units e.g. Asset Management, Parks and Open Spaces; and
- A small number of commercial contracts.

2.4 **Assets** - There are several assets associated with the system such as the Control Room itself which is supplied rent free by Nottinghamshire Police, although we incur some overhead costs. Monitoring, viewing and communication equipment is contained within the control room including the data recording system, storage servers and data retrieval system. Nottinghamshire Police has access to remote viewing stations at Newark Police Station, Broxtowe Community Safety Hub (Beeston), Hucknall Police Station and the Kirkby in Ashfield hub. There is also a viewing facility in the Control Room and live images are also fed directly into the Police control room on three separate screens (one for each district).

- 2.5 **Cameras** – There are currently seventy four (74) cameras within the Newark & Sherwood district which are located mainly in Newark (57 cameras), Southwell (7 cameras), Clipstone (6 cameras) and Ollerton (4 cameras). The location of cameras around the district are shown at **Appendix One**. The distribution of cameras within Newark and Sherwood largely reflects the geographic distribution of crime and anti-social in the district. The Council also has a small number of re-deployable cameras that can be fixed onto a suitable column or lamppost for a limited period of time to monitor an area that may have emerged as an ASB hot spot. These cameras are between 5 and 10 years old and would benefit from upgrading. These cameras store data onto an integral hard drive (as opposed to transmitting data to the hard drive servers at Sherwood Lodge) and therefore require ongoing data packages (akin to a mobile phone) to allow the data to be downloaded.
- 2.6 The Council’s fixed camera network is a mixture of models and ages which is a reflection of the piecemeal manner in which the system has been set up over the years. Some cameras have been running since the conception of the system in 1999 and are long overdue for replacement, however, whilst they have continued to function they are now unsupported and it is not possible to get spare parts to repair them. Nineteen (19) of our cameras fall into this category and a replacement programme is being developed so that funding can be considered for their scheduled replacement. Advancements in technology have meant that cameras are now of a far better picture quality than before and with increased demand for cameras, purchase prices have also reduced.
- 2.7 A seven year capital replacement programme for the replacement of all the cameras was approved by Policy & Finance Committee in April 2019.
- 2.8 **Monitoring and Staffing** – The cameras are currently monitored through a shift pattern on a 24/7 basis as agreed by the partnership and the contract is currently delivered by Profile Security Ltd. At times of high demand there are 2 operators on duty and this reduces to a single operator during quieter periods.
- 2.9 The total number of cameras to monitor across three districts is 167 and at times this can become very challenging, especially if a single operator is dealing with a live incident or an incoming call from the public. The new operating system that was purchased during the relocation to Sherwood Lodge has assisted operators to access individual cameras more efficiently which has helped, however, staffing levels and shift patterns are kept under review through the partnership and is balanced against the cost of the contract.
- 2.10 The contract with Profile Security is currently managed on behalf of the partnership by Broxtowe BC and reported to the partnership. Our Emergency Planning and CCTV Officer deals with day to day issues that arise, supported by the CCTV Support Officer (part time). The Public Protection Business Manager also allocates some of his time to managing the service and maintaining an effective partnership whilst reporting into the Director - Communities and Environment.
- 2.11 **Finance** – The monitoring costs (i.e. CCTV control room) are shared across the Partnership and are calculated proportionately based upon the number of cameras that are monitored for each authority with the arrangement being reviewed on an annual basis. The breakdown is currently:

- Newark and Sherwood DC 44% (74 cameras)
- Broxtowe BC 39% (65 cameras)
- Ashfield DC 17% (29 cameras)

- 2.12 Income into the CCTV budget comes from the internal contributions of benefiting Business Units e.g. parks, Lorry Park, car parks and a small number of private contracts.
- 2.13 In the past when the public space CCTV network was being developed and expanded there were requests from Town and Parish Councils to have cameras with their jurisdiction. The Town and Parish Councils were asked to contribute towards the cost of maintaining and monitoring the cameras. Over the past few years a number of Town and Parish Councils have withdrawn their commitment to make a contribution and this is having a noticeable and adverse impact on income
- 2.14 A detailed report on the finances on the CCTV service will be presented to committee with an options appraisal later this year.
- 2.15 **Recording Incidents** – The staff in the control room record all incidents to allow analysis of incidents, actions relating to individual camera locations, requests for footage and arrests made via CCTV footage.
- 2.16 Set out at **Appendix Two** is data showing the incidents recorded for 2019. It can be seen that the public space CCTV is used for a wide range of incidents. It can also be seen that some cameras are used very infrequently and the continued usefulness of these cameras has to be questioned.
- 2.17 The use of CCTV by local authorities is subject to legislation and oversight by the Office of the Surveillance Commissioner. The associated guidance and legislation is intended to balance the legitimate aims and objectives of Public Space CCTV and the public concern that on occasions surveillance may be disproportionate and unnecessary. The authority must be able to demonstrate it has adequately considered alternative measures and regularly assess the on-going necessity.

3.0 Proposals

- 3.1 The presence of public space CCTV does provide a feeling of safety to our communities. However, this does need to be balanced with the requirements of the offices of both the Information Commissioners Office and the Surveillance Commissioners. Both of these bodies impose requirements that must be met.
- 3.2 The cost benefit analysis of CCTV also has to be considered and particular the cost of sustaining cameras that appear to provide little benefit to the recording of incidents.
- 3.3 Taking into account the above it is proposed to undertake a full review of the public space CCTV system. This will involve the assessment of each camera and the cost benefit analysis of keeping as part of the system.
- 3.4 It is further proposed to review the CCTV Policy and Procedures and to produce a revised policy ensuring there is full compliance with the relevant codes of practice.

3.5 An equitable system for calculating charges for cameras installed at the request of Town and Parish Councils has not been undertaken and it is proposed to review the financial contributions currently being made and to develop a new system and with options for consideration.

3.6 It is anticipated that all the above proposals will be brought back to committee for consideration.

4.0 Equalities Implications

4.1 The CCTV network provides reassurance to members of the public that their safety is important and removal of cameras may have a disproportionate impact on the more vulnerable members of society. Protected characteristics such as 'age' and 'disability' may be affected by changes to the system in either a positive or negative manner. The removal of cameras from an area may mean that people are less likely to visit an area, particularly vulnerable members of society. Equally the addition or improvement of cameras in an area may mean that people are more likely to visit as feelings of safety increase. This impact is not possible to quantify.

5.0 Financial Implications

5.1 None directly from this report.

6.0 Community Plan – Alignment to Objectives

6.1 Reduce crime and anti-social behaviour and increase feelings of safety in our communities. This is supported by the following actions:

- Improving intelligence gathering regarding crime and Anti-Social Behaviour.
- Maximising the use and coverage of Close Circuit Television (CCTV) to increase feelings of safety.

6.2 The actions proposed will assist in the delivery of this element of the Community Plan.

7.0 RECOMMENDATIONS that:

- a) **Members note the current activity recorded by the public space CCTV network in Newark & Sherwood;**
- b) **review the whole system including each camera with a further report to Homes & Communities Committee;**
- c) **undertake a review of the CCTV Policy and produce a revised Policy for consideration at a future meeting of the committee; and**
- d) **review the financial contributions made to CCTV and to present options to a future meeting of the Committee for a future financial model.**

Reason for Recommendations

To update members on current issues around CCTV provision across the District and to consider the future issues arising from the service.

Background Papers

Nil

For further information please contact Alan Batty on Ext 5467

**Matthew Finch
Director – Communities & Environment**

Newark and Sherwood District

Amount	Camera number	Location	Area
1	1	Bargate	Newark
2	2	Castle roundabout	Newark
3	3	Castlegate	Newark
4	4	Castlegate / Millgate	Newark
5	5	Potterdyke Car park	Newark
6	6	Lombard Street	Newark
7	7	Carter gate	Newark
8	8	London Road Car Park	Newark
9	9	Balderton Gate	Newark
10	10	Carter Gate	Newark
11	11	Market Place	Newark
12	12	Market Place	Newark
13	13	Appleton Gate	Newark
14	14	Sherwood Avenue Park	Newark
15	15	Brunel Drive Depot	Newark
16	16	Stodman Street	Newark
17	17	Middle Gate	Newark
18	18	Kirk Gate	Newark
19	19	Church Street	Newark
20	20	Trent Bridge	Newark
21	21	Riverside Play Area	Newark
22	22	Riverside Park / Tolney Lane	Newark
23	23	Riverside Car Park	Newark
24	24	Riverside Car Park (top end)	Newark
25	25	Castle Station CP	Newark
26	26	Waitrose Station CP	Newark
27	27	Mather Road	Newark
28	28	Mather Road Play Area	Newark
29	29	Castle House 1	Newark
30	30	Castle House 2	Newark
31	31	Castle House 3	Newark
32	32	Castle House 4	Newark
33	33	Lorry Park/middle	Newark
34	34	Lorry Park Entrance Cafe	Newark
35	35	Hawtonville CC	Newark

36	36	Eton Avenue	Newark
37	38	Seven Hills (Quibells Lane)	Newark
38	39	Lakeside (London Road)	Newark
39	41	Cleveland Square	Newark
40	42	St Marks Lane	Newark
41	43	St Marks 2	Newark
42	44	St Marks/Service Yard	Newark
43	45	St Marks Toilets	Newark
44	46	Sconce Park Monument Bridge	Newark
45	47	Devon Park - Valley Prospect	Newark
46	60	Church Street	Southwell
47	61	Queens Street	Southwell
48	62	Kings Street Car Park	Southwell
49	63	Market Place/King Street	Southwell
50	65	Church Street Car Park	Southwell
51	66	Bishops Drive	Southwell
52	67	Leisure Centre	Southwell
53	68	Yorke Drive	Newark
54	69	Yorke Drive	Newark
55	70	Greendale Crescent	Clipstone
56	71	Mansfield Road/Davis Close	Clipstone
57	72	Woodland Close Industrial Estate	Clipstone
58	73	Mansfield Road Shops	Clipstone
59	74	Third Avenue	Clipstone
60	75	Fifth Avenue	Clipstone
61	76	Forest Rd, The Plough	Ollerton
62	77	Forest Rd, Beech Ave	Ollerton
63	78	Forest Rd Shops	Ollerton
64	79	Forest Rd, Briar Road	Ollerton
65	80	Newark Hospital	Newark
66	81	Chatham Court	Newark
67	82	Chatham Court	Newark
68	83	Chatham Court	Newark
69	84	Chatham Court	Newark
70	87	Sconce Park 2	Newark
71	88	Fenton Close	Newark
72	89	Bus Station	Newark

73	90	Bus Station	Newark
74	93	Potterdyke Asda	Newark

Summary of Incidents 2019

Newark & Sherwood

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Reactive incidents	94	94	116	64	68	89	100	97	89	105	68	100	1084
Proactive incidents	41	27	34	23	11	26	36	42	19	25	32	33	349
Total incidents	135	121	150	87	79	115	136	139	108	130	100	133	1433
Arrests	13	8	11	4	3	8	11	9	9	10	6	11	103
Viewings	49	41	43	36	44	34	32	66	59	63	45	43	647
Discs produced	14	9	5	10	10	3	2	11	8	8	7	7	94
OOH calls taken	59	64	66	59	54	51	60	45	40	22	43	27	590

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Newark	119	107	139	77	71	105	126	128	104	117	87	123	1303
Southwell	3	3	4	4	2	0	1	4	3	2	1	2	29
Ollerton	12	6	7	5	6	8	8	6	1	10	8	8	85
Clipstone	1	5	0	1	0	2	0	1	0	1	4	0	15

Newark														
Camera	Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1	Bargate	13	18	16	7	8	8	16	15	7	20	10	10	148
2	Castle roundabout	16	9	9	10	7	15	16	14	10	12	5	8	131
3	Castlegate	18	8	9	7	8	13	8	11	11	11	6	7	117
4	Castlegate / Millgate	24	22	15	9	11	12	13	16	16	17	4	14	173
5	Potterdyke Car park	6	11	10	8	4	11	8	5	6	10	3	3	85
6	Lombard Street	12	9	7	8	7	5	10	10	10	17	3	9	107
7	Carter gate	23	28	27	11	12	24	30	24	22	35	11	21	268
8	London Road Car Park	12	10	11	10	6	11	11	14	10	13	3	11	122
9	Balderton Gate	14	10	13	4	4	11	13	12	7	9	7	9	113
10	Carter Gate	33	25	37	17	21	23	34	31	20	28	15	28	312
11	Market Place	33	17	25	7	15	17	22	23	18	27	16	17	237
12	Market Place	21	13	22	5	9	14	16	16	14	12	15	17	174
13	Appleton Gate	2	2	3	4	1	2	4	6	1	5	1	2	33
14	Sherwood Avenue Park	3	1	1	0	2	6	6	4	2	3	2	0	30
15	Brunel Drive Depot	0	1	0	0	0	0	1	1	0	1	0	1	5
16	Stodman Street	23	13	15	7	3	12	16	17	7	16	23	17	169
17	Middle Gate	17	9	4	4	3	11	9	11	6	8	7	3	92
18	Kirk Gate	20	21	14	4	4	15	19	8	5	17	8	12	147
19	Church Street	21	23	17	5	15	17	27	29	12	21	12	24	223
20	Trent Bridge	18	13	6	4	13	16	24	8	11	5	6	6	130
21	Riverside Play Area	4	1	0	1	7	1	8	1	1	0	1	1	26
22	Riverside Park / Tolney Lane	4	4	0	1	4	3	7	2	0	0	3	2	30
23	Riverside Car Park	1	0	1	0	2	0	3	1	0	0	0	2	10
24	Riverside car park 2	1	0	0	1	3	0	3	1	0	0	1	0	10
25	Castle Station CP	1	0	0	0	0	0	0	1	3	0	0	0	5
26	Waitrose Station CP	1	3	2	0	1	0	0	1	6	1	1	1	17
27	Mather Road	0	3	0	0	0	0	2	2	3	0	1	1	12
28	Mather Road Play Area	2	2	0	0	1	0	2	1	1	0	0	0	9
29	Castle House 1	0	0	0	0	0	0	0	0	0	0	0	0	0
30	Castle House 2	0	2	0	0	1	0	1	1	1	0	0	0	6
31	Castle House 3	0	0	0	0	0	0	1	1	0	0	0	0	2
32	Castle House 4	0	0	0	0	0	0	0	1	0	0	0	0	1
35	Hawtonville CC	4	1	0	0	0	3	1	5	2	2	4	4	26
36	Eton Avenue	3	1	6	3	2	3	0	5	8	5	10	5	51
38	Seven Hills (Quibells Lane)	0	4	1	3	1	1	0	1	0	1	0	0	12
39	Lakeside (London Road)	3	3	4	4	2	2	3	3	0	4	0	1	29
41	Cleveland Square	3	0	2	3	2	1	1	4	6	3	2	2	29
42	St Marks Lane	7	3	4	2	3	2	2	6	4	7	4	3	47
43	St Marks 2	8	5	2	1	0	0	0	2	1	4	2	3	28
44	St Marks/Service Yard	3	0	1	1	2	0	4	3	1	1	1	0	17
45	St Marks Toilets	6	1	3	0	5	0	4	4	2	6	2	4	37
46	Sounce Park Monument Bridge	4	2	1	3	2	2	1	1	0	2	2	1	21
47	Devon Park - Valley Prospect	0	1	1	2	2	2	1	1	0	2	0	0	12
68	Yorke Drive	1	3	4	2	2	1	3	1	3	1	1	0	22
69	Yorke Drive	1	4	3	3	2	3	3	3	3	0	1	1	27
80	Newark Hospital	3	0	0	2	0	0	0	2	2	2	2	2	15
81	Chatham Court	4	5	5	2	2	2	2	3	1	6	1	5	38
82	Chatham Court	2	1	2	1	0	0	1	1	1	0	0	0	9
83	Chatham Court	4	2	2	0	2	5	4	3	1	3	1	1	28
84	Chatham Court	3	2	4	0	2	4	6	2	1	4	3	1	32
87	Sounce Park 2	1	1	0	2	1	1	1	0	0	1	1	0	9
88	Fenton Close	2	1	0	0	0	1	1	0	0	0	1	1	7
89	Bus Station	0	2	1	0	0	0	3	2	1	5	0	1	15
90	Bus Station	1	2	1	1	0	0	1	1	0	1	0	0	8
93	Potterdyke Asda	5	4	4	6	1	4	7	4	1	11	0	3	50

Car park
Housing

Southwell														
Camera	Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
60	Church Street	3	2	4	2	2	0	1	3	3	1	1	2	24
61	Queens Street	1	1	1	2	0	0	0	1	0	0	0	1	7
62	Kings Street Car Park	0	0	0	2	1	0	0	1	0	1	0	0	5
63	Market Place/King Street	1	2	1	2	2	0	0	3	2	0	1	1	15
65	Church Street Car Park	0	1	1	3	0	0	1	0	0	0	0	0	6
66	Bishops Drive	0	0	0	2	1	0	0	0	0	0	0	0	3
67	Leisure Centre	0	1	0	2	0	0	0	0	0	1	0	0	4

Clipstone														
Camera	Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
70	Greendale Crescent	1	3	0	0	0	1	0	0	0	0	0	0	5
71	Mansfield Road/Davis Close	0	2	0	0	0	1	0	1	0	1	1	0	6
72	Woodland Close Industrial Estate	0	1	0	1	0	0	0	0	0	1	1	0	4
73	Mansfield Road Shops	0	3	0	1	0	1	0	0	0	1	3	0	9
74	Third Avenue	0	1	0	1	0	0	0	0	0	0	0	0	2
75	Fifth Avenue	0	1	0	1	0	0	0	0	0	0	1	0	3

Ollerton														
Camera	Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
76	Forest Rd, The Plough	4	4	3	2	4	5	6	3	1	7	4	5	48
77	Forest Rd, Beech Ave	4	4	2	2	3	3	5	3	0	4	3	4	37
78	Forest Rd Shops	9	4	1	4	2	3	5	3	0	6	1	4	42
79	Forest Rd, Briar Road	7	4	4	5	4	6	6	6	0	9	3	3	57

HOMES & COMMUNITIES COMMITTEE 20 JANUARY 2020

EMPTY HOMES UPDATE

1.0 Purpose of Report

- 1.1 To provide the Committee with information on the current position with empty homes in the district.

2.0 Background Information

- 2.1 Homes become empty for a number of reasons and usually this is a short term situation pending sale or re-let. As a result, such properties are exempt from certain statutory actions.

- 2.2 Many remain empty while they are undergoing renovation or improvement prior to occupation, which accounts for a significant number of empty homes. It can be said that these empty properties are a consequence of the housing market. This period may be prolonged during times of low economic growth and such dwellings should be allowed to be brought back into use through the market without significant intervention.

- 2.3 There are numerous contributory factors to why homes become and/or remain empty, these include:

- Lack of funds for refurbishment.
- Reluctance to rent out.
- Abandonment.
- Employment linked homes.
- Capital investment properties.
- Probate, estate or legal ownership issues.
- Lack of awareness of options.
- Inaction of owners unable to sell or let.

- 2.4 It is also acknowledged that a long term empty derelict property can have a negative impact on the quality of the local environment, which in turn can create further problems in the local area that may lead to increased fear of crime, attract anti-social behaviour and make a place less attractive for local people to live in.

- 2.5 The main actions to bring empty homes back into use are done through agreement with the owners, compulsory purchase orders and grant funded schemes operated by a local authority.

3.0 The Local Picture

- 3.1 In Newark & Sherwood empty homes are pepper potted across the district and unlike authorities such as Ashfield and Mansfield the locality does not have large swathes of empty homes owned by portfolio holders.

- 3.2 The number of empty homes in the district can also be closely linked to activity in the housing market, which is currently fairly buoyant and from a strategic perspective it is positive to note that the upturn in the housing market is to a degree redressing the issue of empty homes across the district.
- 3.3 We currently have 54,914 banded homes for council tax purposes. Of these a total of 1,256 are empty, however, it should be noted that some of these will only be for very short periods.
- 3.4 In this respect the table below shows a pattern of decline in the number of long term (6 months+) empty homes across the district over the last 10 years:

Year	Number
2010	915
2015	695
2019	673

- 3.5 It should be noted that the 673 properties is not a static figure in that it will fluctuate with such things as the buoyancy of the housing market, as well as seasonal variations. Members should also be aware that the 673 will not always be the same properties. Some will remain as long term empty properties but many other will be empty for six months and then be brought back into use, whilst at the same time an occupied property becomes empty and remains so for a period of time. **Appendix One** to this report shows the number of empty properties per parish.
- 3.6 Currently 154 properties in the district have been empty for more than 2 years. Properties that have been empty for more than two years are subject to 200% council tax. These 151 long term empty properties represents 0.28% of the overall housing stock

Environmental Health - Enforcement Approach

- 3.7 As empty homes are often adjoined to or adjacent to occupied property complaints are inevitable. Empty homes can relatively quickly become problematic to the occupiers of neighbouring homes and complaints are generally referred to Environmental Health for action. Given the nature of complaint recording it is not possible to accurately identify how many specific empty homes complaints are received but this issue clearly generates a degree of work for the Business Unit.
- 3.8 The Council does not have a dedicated Officer that deals with empty properties and the number and distribution of the empty properties does not necessarily warrant such an approach. Unlike other districts Newark and Sherwood does have property owners with a large scale portfolio of properties that have been left empty. Neither do we have streets that have numerous empty properties bad are blighted by this.
- 3.9 Empty properties tend to come to the attention of the authority via complaints which may be about the condition of the property, the overgrown nature of the garden or anti-social behaviour associated with the property. In all initial cases efforts are made to open an informal dialogue with the property owner and identify viable options for returning the property back into use. This might include referring to other agencies, including the Council’s RealHome initiative, advice of renovation works, VAT exemption, how to become a landlord and let the property or simply how to go about selling the house

- 3.10 During the last year there were 15 complaints made that were coded as derelict/empty property. Whilst this number does not capture all complaints (eg overgrown gardens) it does reflect the relatively low level of complaint relating to this type of property.
- 3.11 In cases where property owners refuse to co-operate the Council has and will continue to use, in a proportionate manner, a number of enforcement tools under various statutes (Housing, Environmental Protection, Planning, etc.) to encourage an owner to bring a property back into use. This can vary between relatively simple works such as boarding up and clearance of overgrown gardens to more radical measures of enforced sale and prosecution for non-compliance of enforcement notices. Additional powers including Compulsory Purchase Orders (CPO) and Empty Dwelling Management Orders (EDMO) powers are also available but are recognised as complex and consequently cumbersome and expensive to administer. Upcoming legislative change may see these powers simplified and become more useable.
- 3.12 The Council has over the past few years developed a number of grant aided schemes to encourage properties to be brought back into use. Despite the schemes offering financial benefits to the owners the take up these have been very poor with owners giving variety of reasons for not wanting to take advantage of the grant schemes. We do not currently have any grants available to encourage homes to be brought back into use.

4.0 Equalities Implications

4.1 None from this report

5.0 Financial Implications

5.1 None from this report.

6.0 Community Plan – Alignment to Objectives

6.1 Objective 1: Improve the cleanliness and appearance of the local environment. This is supported by the following actions:

Supporting communities to build civic pride and facilitating activities to enable communities to improve their local areas

7.0 RECOMMENDATION

That the Committee note the contents of the report and the range of actions taken to bring long term properties back into use.

Reason for Recommendation

To update the Committee on the current position of empty homes in the District

Background Papers - Nil

For further information please contact Alan Batty (Business Manager – Public Protection).

Matthew Finch
Director – Communities & Environment

Parish list	> 6 months	> 2 years or more
Averham	2	0
Balderton	36	8
Barnby	2	0
Bathley	1	0
Bestthrope	0	0
Bilsthorpe	19	2
Bleasby	3	1
Blidworth	22	3
Boughton	9	3
Bulcote	1	0
Carlton on Trent	2	0
Caunton	3	2
Caythorpe	0	0
Clipstone	46	13
Coddington	5	2
Collingham	17	6
Cotham	0	0
Cromwell	1	0
Eakring	5	1
East Stoke	0	0
Edingley	3	0
Edwinstowe	28	3
Farndon	10	1
Egmanton	0	0
Elston	2	0
Epperstone	5	1
Farnsfield	21	2
Fiskerton	7	2
Girton	0	0
Gonalston	1	0
Grassthorpe	0	0
Gunthorpe	5	3
Halam	1	0
Halloughton	1	0
Harby	1	0
Hawton	0	0
Hockerton	2	1
Holme	1	1
Hoveringham	2	0
Kelham	1	0
Kersall	0	0
Kilvington	0	0
Kirklington	2	1
Kirton	3	1
Kneesall	3	1
Langford	1	0
Laxton	0	0
Lowdham	12	1

Lyndhurst	0	0
Maplebeck	0	0
Newark	201	39
North Clifton	1	0
North Muskham	7	1
Norwell	2	0
Ollerton	56	28
Ompton	0	0
Ossington	0	0
Oxton	5	1
Perlethorpe	3	0
Rainworth	20	4
Rolleston	4	0
Rufford	4	2
South Clifton	3	2
South Muskham	3	0
South Scarle	0	0
Southwell	43	9
Spalford	0	0
Staunton	0	0
Staythorpe	1	0
Sutton on Trent	6	1
Syerston	0	0
Thorney	2	1
Thorpe	0	0
Thurgaton	3	1
Upton	3	0
Walesby	4	1
Wellow	2	1
Weston	3	1
Wigsley	0	0
Winkburn	2	1
Winthorpe	3	1
Kings Clipstone	3	0
Fernwood	3	1
	673	154

Appendix One

HOMES & COMMUNITIES COMMITTEE **20 JANUARY 2020**

HOUSING REVENUE ACCOUNT – DEVELOPMENT PROGRAMME UPDATE

1.0 Purpose of Report

1.1 This report provides the Committee with an update on the progress being made with the 5 year Housing Revenue Account (HRA) Development Programme and the Extra Care Scheme in Boughton.

2.0 Background Information

2.1 The delivery of additional affordable homes across the district continues to be a strategic priority for the Council with an objective of the Community Plan being to; '*Accelerate the supply of new homes including associated facilities.*'

2.2 There is an ongoing requirement to develop a mixed provision of affordable homes to meet the requirements of younger people, families with young children and older people across the district's urban and rural communities.

2.3 Set against this the Policy & Finance Committee, at its meeting on 30 June 2016, approved that the Council and Newark & Sherwood Homes (NSH) work in partnership to deliver a 5 year (HRA) development programme to provide an indicative 335 new affordable units across the district, with the Homes & Communities Committee charged with monitoring the delivery of the programme.

2.4 To date, in addition to the 60 units delivered at Gladstone House, Newark (*an extra care scheme*), the first two phases of the development programme have delivered 120 new council homes.

2.5 To inform the development programme the council has a robust evidence base of housing need, with the last 'Newark and Sherwood Housing Market and Needs Assessment' published in 2014. A new Assessment has now been commissioned, in accordance with the Committee's decision at its meeting on 10th June 2019, and is due to be completed by June.

2.6 The 2014 assessment indicated a total net affordable housing need of 677 units per annum and after deducting the annual supply of housing, the shortfall for the following 5 years was 221 homes per annum.

2.7 The Council owns 5,460 units (*31 March 2019*), with 35 homes being sold through the Right to Buy in 2018/19.

2.8 There are currently 3825 applicants on the Council's housing register, which includes transfer applicants.

3.0 Progress – Housing Revenue Account (HRA) Development Programme

- 3.1 Robert Woodhead Ltd are the construction delivery partner for the 5 year HRA development programme following a detailed and successful procurement exercise based upon both price and quality.
- 3.2 NSH are project managing the programme on behalf of the Council and review meetings are held between officers of the Council and Company to monitor delivery of the programme.
- 3.3 The Company adhere to a service specification covering the project management roles and responsibilities set by the Council. The fee charged by the Company is based on per unit delivery, rather than a percentage of the overall programme and reflective of a competitive market rate. The Committee will acknowledge that this relationship will cease once the housing management function comes back to the Council.

Phase One: Completed

- 3.4 Phase one of the development programme delivered 70 units across 26 sites, all of which reached completion by the end of March 2019 and let to applicants on the Housing Register. The 12-month defect period inspections are currently in progress (50% completed) and minimal remedial works have been required.

Phase Two: Site Progression

- 3.5 Construction activity continues with phase two that will provide 50 units over 12 sites and current delivery is within the scheduled programme and to budget. The first 7 sites have been handed over and now going through the allocation process. The table below provides the Committee with the key details of phase two delivery:

Address	Locality	No of Units	Type of Unit	Anticipated Completion
Queens Court	Newark	9	6 x 1 bed apartments 3 x 2 bed flats	Completed December 2019
Meldrum Crescent,	Newark	4	4 x 1 bed apartments	January 2020
Central Avenue	Blidworth	4	2 x 1 bed apartments 2 x 3 bed bungalows	Completed December 2019
Thorpes/Parkes Close	Coddington	4	3 x 2 bed bungalows 1 x 1 bed bungalow	Completed November 2019
Thorpes Close	Coddington	1	1 x 2 bed bungalow	Completed November 2019
Valley View	Coddington	3	3 x 2 bed houses	January 2020
Westhorpe	Southwell	3	1 x 3 bed bungalow 2 x 1 bed bungalows	Completed December 2019
Beech Avenue	Ollerton	2	2 x 2 bed houses	January 2020
Lindsay Avenue	Newark	10	6 x 1 bed apartments 2 x 2 bed apartments 2 x 2 bed houses	March 2020
St Mary's	Newark	7	7 x 2 bed houses	January 2020

Gardens				
Rainworth Water Road	Rainworth	2	2 x 1 bed apartments	Completed November 2019
Thoresby Road	Rainworth	1	1 x 1 bed bungalow	Completed December 2019
Total No of Units		50		

Phase 3: Planning Applications

- 3.6 Work on delivering phase three sites is progressing with a target to develop between 40 to 50 units, predicated on the approved capital budget provision for this phase. Planning permission for 4 sites (8 units) has been secured and 5 sites (11 units) have recently been submitted to planning for approval.
- 3.7 A further 23 sites have been identified with the potential for development and pre-application planning advice is now being sought for these. The on-site commencement for phase three sites will be from late January up until May, with an indicative target date for completion being March 2021.

Phases 4 & 5: Feasibility

- 3.8 Work continues to bring forward sites for phases four and five to both meet the overall target of delivering 335 new Council homes and the contractual arrangements with Robert Woodhead.
- 3.9 Recent work has been undertaken to review the capacity and nature of the remaining HRA sites within the programme to deliver the target set, which currently shows that there is a predicted shortfall of 45 units. The Committee should note this figure is indicative with some HRA sites still subject to initial investigations and gaining planning permission approval.
- 3.10 In the search for additional sites, outside of the HRA, officers have pursued the opportunity to acquire a parcel of land at the former fire station site located off Boundary road, Newark. *(An initial scheme design shows the site can deliver 10 units consisting of 6 x 1 bed apartments and 4 x 2 bed houses.)* Further to a valuation of the site and through a period of negotiation, a price was agreed with the fire authority. This matter has been reported to the Policy & Finance Committee, at its meeting in November 2019, who approved the acquisition of the site.
- 3.11 Officers from the fire authority have advised that the offer they have accepted from the Council is now subject to its formal Committee approval, the meeting of which will be held in January 2020.
- 3.12 The acquisition of this site at the agreed price will be subject to the Council achieving planning consent, along with the satisfactory completion of ground investigations and relevant searches.
- 3.13 The Policy & Finance Committee at its meeting also approved to increase the site acquisition fund to enable the purchase of further sites, within defined parameters, and so meet the predicted shortfall of 45 units.

3.14 A positive working relationship has been established with Robert Woodhead's, with the development programme providing 6 local individuals with training opportunities, supporting 5 local school education events and 3 work experience placements have been provided for local residents. Four site audits have also been carried out by the 'Considerate Constructors Scheme' with positive outcomes.

Boughton - Extra Care Scheme

3.15 At its meeting on 28 June 2018 the Policy & Finance Committee approved the development of an extra care scheme in Boughton, financed through the Housing Revenue Account (HRA) and a Homes England grant of £2.080m.

3.16 Planning consent was secured on 6 December 2018 and further to a procurement exercise North Midland Construction were awarded the contract to deliver the 40 unit extra care scheme, comprising 30 apartments and 10 bungalows. Work commenced on site in October 2019, with an indicative practical completion date of March 2021. The scheme is currently project managed by Newark and Sherwood Homes.

3.17 The Committee will note that Nottinghamshire County Council have previously confirmed that they will be seeking to agree nomination rights to a proportion of the new homes to be created for use as 'housing with care' for its service users.

3.18 Officers of the Company and Council are now in discussions with the County Council to confirm the above arrangements and as with Gladstone House, a Co-operation Agreement will be drawn up. Amongst other things, this will stipulate that the County Council will cover the void rent loss for empty units after a qualifying period, therefore protecting rental income into the HRA Business Plan.

3.19 Similar to the arrangements at Gladstone House those units not nominated to the County Council will be let as general supported housing.

4.0 Scheme Finance

4.1 A recent review of average build cost per unit for phase two has been undertaken and this is represented in the comparison table below for the Committee's consideration:

New Build Total Scheme Cost Comparison Data Source	Average Build cost/m²	Lowest cost /m²	Highest cost/m²
Homes England 2016 to 2021 Shared Ownership and Affordable Homes Programme (<i>East Midlands as @ end of March 2018:</i> https://www.gov.uk/government/publications/shared-ownership-and-affordable-homes-programme-2016-to-2021-summary-end-of-march-2018)	£1,442		
Nottinghamshire: Building Cost Information Service (<i>BCIS June 2019 – Average Prices Results all tenures</i>)	£1,366	£695	£3,117
Council Housing (HRA) 5 Year Development Programme (Phase 2)	£1,082	£807	£1,270

Nottinghamshire Authority Indicative Affordable Housing Programme (1)		£1,500	£2,000
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- 4.2 To date the Council has successfully received Homes England grant funding via the Affordable Homes Programme for 65 units in phase 1, equating to £2.8m and averaging £42k per unit.
- 4.3 The total grant claim in phase two is £1.32m, averaging £38k per units. Phase two has also utilised 1-4-1 Right to Buy Receipts to ensure that the Council does not incur a financial penalty imposed by Government for not spending the receipts; this has resulted in lower average grant rate when compared with phase one.
- 4.4 Both the Council and Company continue to scrutinise the capital finances of this programme to ensure they meet the budgetary requirements set by the Policy & Finance Committee, with any variances and approval for these reported to that Committee.
- 4.5 In terms of continued grant support from Homes England, discussions have been held with officers locally who are keen to receive future bids from the Council to support the ongoing development programme.

Better Care Fund

- 4.6 Through the Better Care Fund the Council has successfully secured £48,315 grant funding, under the heading of 'independent Living', to enable accessible wet rooms to be installed to 10 of the new build Council homes in phase two, along with providing an accessible car park at one of the schemes.

5.0 Equalities Implications

- 5.1 The Council's housing needs evidence base informed the type and tenure of affordable housing to be delivered across the district to meet the needs of all communities, including those with protected characteristics.
- 5.2 The extra care scheme in Boughton will meet evidenced housing, health and social care needs for the older population in Ollerton and Boughton.

6.0 Financial Implications (FIN19-20/3766)

- 6.1 The budget for the 2019/20, which incorporates finalising phase two and the start of phase three, is £8.018m. Spend to date, as at December 2019 is £5.930m.
- 6.2 The current approved budget for the Extra Care scheme at Boughton is £8.937m (£1.7m in 19/20), which includes an amount of £2.080m in grant funding from Homes England with spend to date of £1.687m.
- 6.3 Finance Officers from the Council meet regularly with Finance Officers from Newark and Sherwood Homes, in order to monitor the current position and forecasts of costs going forward. This will ensure that budget provision is adequate, and where variations need to be made, these can be reported and approval sought from the Policy and Finance Committee.

6.4 As phases 3 – 5 progress, any changes in estimated costs requiring additional finance will be tested in the HRA Business Plan to assess affordability and reported to Policy & Finance Committee for approval.

7.0 Community Plan – Alignment to Objectives

7.1 The delivery of the HRA 5 year development programme meets the following strategic objective of the Community Plan:

- *Accelerate the supply of new homes including associated facilities;*

with the supporting action of:

- *Direct delivery of homes;*
 - Our Housing Revenue Account will deliver 335 homes by 2021/22.

8.0 RECOMMENDATION

That the Committee notes the progress being made with both the 5 year Housing Revenue Account development programme and Extra Care Scheme in Boughton, making any observations as appropriate.

Reason for Recommendation

To enable the Committee to regularly review and scrutinise delivery of the Council's Housing Revenue Account development programme.

Background Papers

Nil

For further information please contact Rob Main (Ext: 5930) or Jill Sanderson (Ext: 5624) in the Housing Strategy & Development Business Unit.

Matt Lamb

Director – Growth & Regeneration

Forward Plan of Homes & Communities Committee Decisions from 1 February 2020 to 31 January 2021

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

These committee meetings are open to the press and public.

Agenda papers for Homes & Communities 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
16.03.20	DFG’s in Council Stock and Right to Buy <i>(Added at the request of the Committee 10 June)</i>	rob.main@newark-sherwooddc.gov.uk
16.03.20	Update on Housing Management Review	deborah.johnson@newark-sherwooddc.gov.uk Natalie.cook@newark-sherwooddc.gov.uk
16.03.20	Annual Rough Sleeper Count and Severe Weather Emergency Provision	leanne.monger@newark-sherwooddc.gov.uk
16.03.20	Housing Allocations Scheme - Annual Update	leanne.monger@newark-sherwooddc.gov.uk
16.03.20	Homelessness Prevention and Rough Sleeper Strategy – progress against action plan, update on initiatives and review of HR Act	leanne.monger@newark-sherwooddc.gov.uk
16.03.20	Interim findings of the District Wide Housing Study	To be confirmed
16.03.20	Temporary Accommodation – Development Appraisal Update	leanne.monger@newark-sherwooddc.gov.uk
16.03.20	Community Engagement Strategy	leanne.monger@newark-sherwooddc.gov.uk