



*Castle House
Great North Road
Newark
NG24 1BY*

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

Wednesday 12, February 2020

Chairman: Councillor D Lloyd
Vice-Chairman: Councillor K Girling

Members of the Committee:

Councillor B Clarke-Smith
Councillor R Jackson
Councillor P Peacock
Councillor T Wendels
Councillor R White

Substitute Members:

Councillor R Blaney
Councillor N Mison
Councillor N Mitchell

MEETING: Policy & Finance Committee

DATE: Thursday, 20 February 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 Nigel Hill on nigel.hill@newark-sherwooddc.gov.uk.

AGENDA

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Finance Items for Information

None

Confidential and Exempt Items

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| 15. Exclusion of the Press and Public | |
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To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt

information as defined in Part 1 of Schedule 12A of the Act.

None

Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 23 January 2020 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)
Councillor K Girling (Vice-Chairman)

Councillor R Jackson, Councillor P Peacock, Councillor T Wendels,
Councillor R White and Councillor R Blaney (substitute for Councillor B
Clarke-Smith)

ALSO IN ATTENDANCE: Councillor L Goff

APOLOGIES FOR ABSENCE: Councillor B Clarke-Smith

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

Councillor D Lloyd declared a conflict of interest in respect of Agenda Item No. 12 – Blidworth Leisure Centre – Steam and Sauna Project – Minute Amendment - as a Director of Active4oday.

Councillor T Wendels and Sanjiv Kohli declared conflicts of interest in respect of exempt Agenda Item No, 15 – Arkwood Developments Limited – Bowbridge Road Development, Newark – as Directors of Arkwood Developments Limited.

66 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

67 MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2019

The minutes from the meeting held on 28 November 2019 were agreed as a correct record and signed by the Chairman.

68 FORWARD PLAN OF POLICY & FINANCE ITEMS

The Committee noted the Forward Plan items to be considered by the Committee over the next 12 months.

The Chairman advised that the Newark & Sherwood Place Plan report was now due to be presented to the meeting on 2 April 2020.

69 NEWARK AND SHERWOOD HOMES ASSET TRANSFER

The Capital Projects Manager presented a report concerning the disposal of Newark and Sherwood Homes' wholly owned assets. It was reported that between 2014 and

2018 Newark and Sherwood Homes had acquired 25 properties through development and a number of acquisitions. A determination was required to be made, as to the future of these properties, ahead of winding up the company.

The Committee were presented with three available options in respect of the properties: to maintain Newark and Sherwood Homes as a shell company; to effect a sale of the assets to a third party; or to transfer the assets to the Council's Housing Revenue Account. The implications for each option were detailed in the report.

AGREED (unanimously) that:

- (a) the Council approve the transfer of the 25 Newark & Sherwood Homes' owned properties into the ownership of Newark & Sherwood District Council's Housing Revenue Account, in accordance with the Transfer Agreement to be entered into between Newark and Sherwood Homes and the Council; and
- (b) in the event that the company owned properties are not transferred into the ownership of the Council on the date of the transfer of the housing management service on 1 February 2020, that the Director - Governance & Organisational Development be given delegated authority to require their transfer from the Company on a later date.

Reason for Decision

Retention of these assets will give security to the tenants living within them and the transfer will support the viability of the Council's Housing Revenue Account Business Plan.

70 HOUSING MANAGEMENT SERVICE - TRANSFER FROM NEWARK AND SHERWOOD HOMES LTD

The Director – Governance & Organisational Development presented a report which sought to approve the necessary legal agreements to facilitate the transfer of the housing management service from Newark and Sherwood Homes Ltd back to the Council.

To facilitate the transfer it was necessary for the parties to enter into a Transfer Agreement incorporating the terms by which the parties agree what is to happen all existing company contracts, assets and liabilities. The Transfer Agreement was in the process of being drafted on the basis of heads of terms as detailed in the report.

AGREED (unanimously) that:

- (a) approval be given for the Transfer Agreement to be entered into on the basis of the Heads of Terms as detailed in paragraph 3 of the report, and delegated authority be given to the Director - Governance & Organisational Development to approve the final agreement terms on the behalf of the Council in order to best facilitate the transfer of the housing management service and the Company's assets and liabilities by the 1 February 2020; and

- (b) the proposed amendment to Newark and Sherwood Homes Ltd.'s Articles of Association as set out in paragraph 4 of the report be supported, and delegated authority be given to the Director - Governance & Organisational Development to implement any Shareholder resolutions/decisions required on the part of the Council to facilitate this.

Reason for Decision

To facilitate the transfer of the Housing Management Service from the Company to the Council.

71 GARDEN WASTE UPDATE

The Business Manager – Environmental Services presented a report which updated Members on progress for bringing the garden waste service back to Newark & Sherwood District Council for properties currently served by Rushcliffe Borough Council and Mansfield District Council.

Following a decision by the Leisure & Environment Committee in 2019, the garden waste service was to be brought back in house with the Council commencing service delivery for the whole District as from 1 April 2020. It was reported that the customer service system was in testing ready for rollout on 1 April with customer communications expected to be issued as from 3 February informing of the change in service provision and requesting sign up for 2020/21.

The Business Manager – Environmental Services advised that the decision to bring the service back in house was based on customer numbers and financial information provided in the business case. Updated customer numbers and updated costings were set out in the report and the Business Manager – Environmental Services was able to report latest figures, which he advised had improved the financial position further.

The Members noted that the £370,000 was no longer required for the purchase of two 32 tonne trucks. Therefore, £89,410 could be allocated to the three new vehicles required following the waste management review, leaving £280,590 no longer required in the Capital Programme.

AGREED (unanimously) that:

- (a) Members note the updates within the report;
- (b) the £280,590 no longer required for the refuse collection vehicles be removed from the Capital Programme in order to reallocate the capital receipts to other projects; and
- (c) the Garden Waste Service charge for 2020/21 be set at £35.

Reason for Decision

To enable the Council to provide a garden waste service that delivers a quality customer experience and contributes to the Council's 'green' aspirations.

72 2020/21 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Business Manager - Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2020/21. The report showed the actual outturn of the Housing Revenue Account for the year 2018/19; examined the proposed income and expenditure on the Housing Revenue Account for 2020/21 in accordance with Section 76 of the Local Government and Housing Act 1989; and provided indicative figures of income and expenditure for the financial years 2021/22 to 2023/24.

The report also made recommendations to set rent levels and service charges for 2020/21 with effect from April 2020 and detailed the 2020/21 allocation for housing management services. It was noted that in previous years this would have been the management fee payable by the Council to Newark and Sherwood Homes.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2020, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 6 votes for and 1 against) that the following recommendations be made to the Full Council at its meeting on 11 February 2020:

- (a) the HRA budget for 2020/2021 as set out in Appendix A1 to this report;
- (b) an increase of 2.7% (CPI + 1%) in the 2020/21 rents of all properties in the HRA as at 31 March 2020;
- (c) an increase of 2.7% (CPI + 1%) in all 2020/21 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- (d) that the TV licence costs payable by tenants of Gladstone House in 2020/21 remain at £0.21 per week.

Reason for Decision

To advise members of the proposed Housing Revenue Account budget and changes in rent and service charge levels for 202/21 and for these to be recommended to Full Council at its meeting on 11 February 2020.

73 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2020/21

The Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2020/21. Appendices A and B to the report summarised the budget proposed for the Committee for 2020/21 by service team and subjective level respectively. Appendix C to the report listed the reasons for increases or decreases of over £5,000 between the 2019/20 initial budget and

proposed 2020/21 budget for services in Policy & Finance Committee. A schedule of proposed levels of fees and charges pertaining to the Committee were given at Appendix D.

The current draft budget showed an increase in 2020/21 of £206,000 which was a 5% increase against the 2019/20 budget. The budget had been developed to reflect the corporate priorities of the Council.

The Committee questioned the proposed fees and charges for booking of the Civic Suite at Castle House and asked for these to be reviewed.

AGREED (unanimously) that:

- (a) the base budget as shown at Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 20 February 2020 for inclusion in the overall Council budget; and
- (b) the scale of fees and charges as shown at Appendix D to the report be recommended to the Policy & Finance Committee on 20 February 2020 and Full Council on 9 March 2020.

Reason for Decision

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

74 PROPOSED REFURBISHMENT OF THE ATP HOCKEY PITCH AT MAGNUS ACADEMY - LOAN OFFER

The Health Improvement & Community Relations Manager presented a report which sought approval for the Council to loan the Magnus Academy £240,000 to replace the existing Artificial Turf Pitch (ATP) in order to ensure that Newark Hockey Club can continue to play competitive matches and train in Newark.

The current ATP was constructed in 2001 as part of a larger Sport England grant funded project to improve sports provision at Magnus School, with Newark Hockey Club being a key partner and primary user of the facility for the last 19 years. This was a sand-filled ATP which was the preferred surface for competitive hockey and had now reached the end of its usable life.

In order to progress proposals a project team had been created with representatives from Magnus Academy, Newark Hockey Club, England Hockey and the District Council with support from Sport England. An indicative cost for the project was estimated to be in the region of £300,000 and it was hoped that grant support of circa £60,000 could be achieved.

It was proposed that the Council help fund the gap by way of loan over a 15 year period in line with the estimated life of any new pitch. Based on initial calculations, the loan repayments would be consistent with the hire charges currently paid to the Magnus Academy by the Hockey Club for use of the pitch. The Committee supported

the proposal but wished to ensure that the Magnus Academy made appropriate financial arrangements, through a repairs and renewals scheme for example, in order they can cover replacement costs when the ATP again reached the end of its usable life.

AGREED (unanimously) that:

- (a) delegated authority be given to the Director - Resources to negotiate a loan with the Magnus Academy of up to £240,000 to enable the refurbishment of the existing ATP, with the detail of these negotiations following consultation with the Chairman, Vice-Chairman and Opposition Spokesperson of the Committee;
- (b) the loan agreement outlining the terms and conditions of the repayment schedule is negotiated with the Magnus Academy to ensure that financial regulations and probity are ensured;
- (c) the creation of a capital budget, within the 2019/20 Capital Programme, for the £240,000 to be financed by borrowing be approved; and
- (d) the Magnus Academy project team works collaboratively and uses its best endeavours to secure a reasonable level of grant funding towards the proposals in order to reduce the loan amount and corresponding repayments.

Reason for Decision

To ensure that Newark Hockey Club can continue to play competitive matches and train in Newark in addition to providing an ongoing community facility.

75 BLIDWORTH LEISURE CENTRE - STEAM & SAUNA PROJECT - MINUTE AMENDMENT

The Health Improvement & Community Relations Manager presented a report which sought to adopt the correct recommendations which had been made by the Leisure & Environment Committee. The original report, seeking approval to progress with the building of a steam and sauna facility at Blidworth Leisure Centre was submitted to both Leisure & Environment Committee (25 June 2019) and Policy & Finance Committee (27 June 2019). Unfortunately, the resolution of the Leisure & Environment Committee, which specified the amount to be put into the Capital programme, was not referred to the Policy & Finance Committee.

It was noted that since the June meetings, the advice has been that due to the lease agreement the Council should carry out this work. Therefore, the full budget required to carry out the work should be added to the Capital Programme financed by the available Section 106 monies and available Capital Receipts.

AGREED (unanimously) that:

- (a) the Committee note the recommendations from the Leisure & Environment Committee with these being endorsed; and

- (b) the creation of £75,000 capital budget within the 2019/20 Capital Programme, to be financed by £30,980 from S106 monies and £44,020 from the Council's general fund capital resources, subject to the conclusion of the legal discussion being finalised, be approved.

Reason for Decision

To ensure that the recorded decision reflects the proposal for the purposes of transparency and the avoidance of doubt.

76 URGENCY ITEM - PENSION LIABILITY - NEWARK AND SHERWOOD HOMES

The Committee noted the decision that the Council took the options of the on-going cessation in respect of the transfer of Newark and Sherwood Homes' pension liability, and to pre-pay its secondary contributions in respect of the triennial valuation.

AGREED (unanimously) that the Urgency Item be noted.

Reason for Decision

To reduce the indicative primary rate contributions and the secondary rate contributions.

77 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

78 ARKWOOD DEVELOPMENTS LTD - BOWBRIDGE ROAD DEVELOPMENT, NEWARK

The Committee considered the exempt report of the Director – Governance & Organisational Development and Business Manager – Financial Services concerning the development of Bowbridge Road, Newark by Arkwood Developments.

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

Meeting closed at 7.00 pm.

Chairman

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

Document is Restricted

Forward Plan of Policy & Finance Committee Decisions from 1 March 2020 to 28 February 2021

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

These committee meetings are open to the press and public.

Agenda papers for Policy & Finance Committee meetings are published on the Council's website 5 days before the meeting <https://democracy.newark-sherwooddc.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>. Any items marked confidential or exempt will not be available for public inspection.

| Meeting Date | Subject for Decision and Brief Description | Contact Officer Details |
|--------------|---|--|
| 02.04.20 | Yorke Drive Estate Regeneration | rob.main@newark-sherwooddc.gov.uk |
| 02.04.20 | Review of Exempt Items | nigel.hill@newark-sherwooddc.gov.uk |
| 02.04.20 | Climate Change Strategy and Action Plan | matt.finch@newark-sherwooddc.gov kate.marshall@newark-sherwooddc.gov |
| 02.04.20 | Environmental Services Strategy | matt.finch@newark-sherwooddc.gov.uk Andrew.kirk@newark-sherwooddc.gov.uk |
| 02.04.20 | Environmental Services Project Update (for noting) | matt.finch@newark-sherwooddc.gov.uk ella.brady@newark-sherwooddc.gov.uk |
| 02.04.20 | Stodman Street Options Appraisal | matt.lamb@newark-sherwooddc.gov.uk ella.brady@newark-sherwooddc.gov.uk |
| 02.04.20 | N&S Place Plan | leanne.monger@newark-sherwooddc.gov.uk |
| HBC | HRA Business Plan (on hold dependant on outcome of the housing management review) | rob.main@newark-sherwooddc.gov.uk nick.wilson@newark-sherwooddc.gov.uk |
| HBC | London Road Car Park Extension Options Appraisal (EXEMPT) | matt.lamb@newark-sherwooddc.gov.uk |

POLICY & FINANCE COMMITTEE
20 FEBRUARY 2020

PAY POLICY STATEMENT 2020/21

1.0 Purpose of Report

- 1.1 To review the proposed content of the 2020/21 Pay Policy Statement (which reflects the known position as at 31 January 2020) and subject to any necessary revisions recommend the same to Council for approval.

2.0 Background Information

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

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

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

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

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

- 2.1.3 The term 'remuneration' covers:

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

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

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

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

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

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

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

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

3.0 Proposals

3.1 Summary of Changes to the 2020/21 Pay Policy Statement

3.1.1 A summary of the changes are included below:

The statement has been updated as follows:

- **The Living Wage** - Members will recall that a decision was taken in 2013 to pay a supplement to top up lower earners' pay to ensure they were paid the equivalent to the Living Wage. Following the implementation of the 2019 pay award there was no longer a requirement to continue to pay the supplement as the minimum salary exceeded it. The Living Wage Foundation increased its Living Wage to £9:30 per hour on 1 October 2019. Whilst a claim has been made by the Trades Unions the 2020 NJC pay award has yet to be agreed it is anticipated that there will be a salary increase of 2% across the board rather than front-loading lower paid posts as has happened historically. A 2% pay award will increase the Council's minimum hourly rate to £9:18

per hour. With effect from 1 April 2020 the Living Wage Supplement will therefore be reinstated. Para 4.5 has been amended to reflect this.

- **Transfer of the Housing Management Service in-house on 1 February 2020** – The management structure has been amended to reflect the changes resultant from this transfer. This means that Payroll will be unable to calculate pay differentials until the end of the financial year once the final payroll has been run.
- **Director Deputising Duties** - Given the lean senior management structure each Director appoints a deputy on an annual basis. Post holders receive an honorarium of £5,000 per annum for taking on the additional responsibilities that the role entails. This is a non-contractual entitlement and is subject to annual review. Para 5.4.7 has been amended to reflect this.

3.1.2 The employers' side have not yet received requests from the Trades Union (TU) representing Chief Executives or Chief Officers engaged on JNC terms and therefore the salary scales for these posts are subject to amendment following the conclusion of negotiations around pay.

3.2 Legislative Updates

3.2.1 The Exit Payment Recovery Regulations and the Public Sector Exit Payment Cap have yet to be determined. The Council will continue to monitor the position to ensure that the statement is updated as necessary once the final regulations/associated guidance documents are published.

3.3 Current Status

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

4.0 Equalities Implications

4.1 The policy has been developed with due regard and consideration to equalities matters and all other policies, procedures and agreements currently in operation within the Council. Given that the proposed changes to the policy are positive in that the Living Wage Supplement will be reinstated no adverse implications have been noted.

5.0 Impact on Budget/Policy Framework

5.1 The financial effects of the pay policy are reflected in the Council's budget to be presented to the Policy and Finance Committee on the 20 February 2020.

6.0 RECOMMENDATION

That Members review the content of the Pay Policy Statement for 2020/21 and subject, to any amendments, recommend the same to the Full Council for approval.

Reasons for Recommendation

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

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

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

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

Local Government Transparency Code 2014

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

For further information please contact Caroline Glass, Business Manager – Human Resources and Training on extension 5308.

Karen White

Director – Governance & Organisational Development

NEWARK & SHERWOOD DISTRICT COUNCIL

Pay Policy Statement 2020/2021

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2020/21 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as at 1 April 2019 pending finalisation of ongoing negotiations with the recognised Trades Unions. Once the 1 April 2020 pay award has been implemented this Statement will be revised to reflect the new rates.

2. Objectives of the Policy

2.1 The objectives of the policy are to ensure:

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

3. Policy Statement

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

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

4. Scope of the Policy

4.1 Individuals Affected

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

4.2 Council Policies

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

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

4.2.2 The statement also sets out the Council's policy on:

- h) the levels and elements of remuneration for each Chief Officer;
- i) remuneration of Chief Officers on recruitment;
- j) increases and additions to remuneration for each Chief Officer;
- k) the use of performance related pay for each Chief Officer;
- l) the use of bonuses for each Chief Officer;
- m) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- n) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

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

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

4.4 Remuneration of the Council's Lowest Paid Employees

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

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure.

This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed in to a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £17,364. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed above.

4.5 Living Wage

4.5.1 In April 2013 the Council adopted a policy of paying all employees a Living Wage through the application of a pay supplement to fund the difference between the hourly rates (defined at the lowest substantive point at which a Council officer can be paid). The Living Wage set by the Living Wage foundation rose to £9.00 per hour in October 2018. The Council's agreed pay scale for 2019/20 provided for a minimum hourly rate of £9.00 which meant that with effect from 1 April 2019 there was no longer a requirement to pay the Living Wage Supplement.

4.5.2 The Living Wage Foundation increased its Living Wage to £9:30 per hour on 1 October 2019. Whilst a claim has been made by the Trades Unions the 2020 NJC pay award has yet to be agreed. It is anticipated however that there will be a salary increase of 2% for lower paid officers. A 2% pay award will increase the Council's minimum hourly rate to £9:18 per hour. With effect from 1 April 2020 the Living Wage Supplement will therefore be reinstated.

4.6 Pay Multiples

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

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

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

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

5. Remuneration of Chief Officers

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

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

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 3 or above (Section 2 (8) of the Act).

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

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

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

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

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

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority. The salary scale for the post of Chief Executive was approved by the Chief Officers Appointments Panel. Details of the salary scale are included below:

| | |
|---------------|----------|
| Scale point 1 | £108,201 |
| Scale point 2 | £112,363 |
| Scale point 3 | £116,524 |
| Scale point 4 | £120,686 |
| Scale point 5 | £124,848 |

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

5.3.3 Remuneration on Recruitment

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

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

5.3.4 Increases and Additions to Remuneration

- Incremental Progression

Progression through the incremental scale will be subject to performance appraisal by nominated members to be assessed against agreed annual objectives.

- Pay Awards

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

- Expenses

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

5.3.5 Arrangements for the Post of Returning Officer

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

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

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

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

For local government elections the Returning Officer can claim specific fees which are determined on a county wide basis across Nottinghamshire having regard to the fees set for national elections. These fees were subject to a benchmarking exercise in 2018 to ensure they were comparable with other county areas.

5.3.6 General Terms and Conditions

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

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

5.4.1 Terms and Conditions of Service

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

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

5.4.2 Remuneration

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

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

5.4.3 Pay Scale for Deputy Chief Executives

| | |
|---------------|-------------|
| Scale point 1 | £91,959.00 |
| Scale point 2 | £96,351.00 |
| Scale point 3 | £99,276.00 |
| Scale point 4 | £102,620.00 |

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role. The Council's Deputy Chief Executive also holds the title of Director of Resources. No additional remuneration is payable beyond the salary scale as detailed above.

5.4.4 Pay Scale for Directors

| | |
|---------------|------------|
| Scale point 1 | £72,800.00 |
| Scale point 2 | £75,777.00 |
| Scale point 3 | £78,213.00 |
| Scale point 4 | £81,189.00 |
| Scale point 5 | £83,625.00 |

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

Director – Governance and Organisational Development
Director – Growth and Regeneration
Director – Communities and Environment
Director - Housing, Health and Wellbeing

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

| | |
|-------------|------------|
| Zone 1/SCP1 | £48,714.00 |
| Zone 1/SCP2 | £49,796.00 |
| Zone 1/SCP3 | £50,878.00 |
| Zone 1/SCP4 | £51,960.00 |

| | |
|-------------|------------|
| Zone 2/SCP1 | £53,044.00 |
| Zone 2/SCP2 | £54,126.00 |
| Zone 2/SCP3 | £55,208.00 |
| Zone 2/SCP4 | £56,291.00 |

| | |
|-------------|------------|
| Zone 3/SCP1 | £57,372.00 |
| Zone 3/SCP2 | £58,456.00 |
| Zone 3/SCP3 | £59,539.00 |
| Zone 3/SCP4 | £60,623.00 |

| | |
|-------------|------------|
| Zone 4/SCP1 | £61,707.00 |
| Zone 4/SCP2 | £62,791.00 |
| Zone 4/SCP3 | £63,875.00 |
| Zone 4/SCP4 | £64,959.00 |

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

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

Business Manager - Public Protection
Business Manager - Financial Services
Business Manager – Planning Development
Business Manager - Revenues & Benefits
Business Manager – Housing Strategy & Development
Business Manager – Environmental Services

Business Manager - Asset Management & Car Parks
Business Manager – Organisational Improvement & Development
Business Manager - Tourism
Business Manager – Housing Assets and Facilities Management
Business Manager – Housing Management
Business Manager - Housing, Health & Community Relations
Business Manager - Legal Services
Capital Projects Manager

5.4.6 Remuneration on Recruitment/Appointment

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

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest highest pay point on the pay scale.

5.4.7 Increases and additions to Remuneration

- Incremental Progression

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

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

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

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

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

- Pay Awards

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

- Honoraria and Ex-gratia Payments

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

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

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

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring Officer and Deputy Section 151 Officer.

Given the lean senior management structure each Director appoints a deputy on an annual basis. Post holders receive an honorarium of £5,000 per annum for taking on the additional responsibilities that the role entails. This is a non-contractual entitlement and is subject to annual review.

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

- Expenses

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

5.4.8 Arrangements for Election Duties

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

5.4.9 General Terms and Conditions

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

5.4.10 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739 they will be offered a revised contract of employment on JNC terms. If they accept the offer they will be subject to the

Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

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

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

Business Manager – Administration

Business Manager – Customer Services & Communications

Business Manager – Elections & Democratic Services

Business Manager – ICT

Business Manager – Heritage, Culture & Visitors

Business Manager – Planning Policy

Business Manager – Human Resources & Training

Terms and conditions relating to Business Managers is available within the National Agreement on Pay and Conditions of Service document [[link to document to be inserted](#)].

5.5.2 Remuneration

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

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

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

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

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

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

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

| Scale/Band | Min SCP/Salary | Medium SCP/Salary | Maximum SCP/Salary | Post |
|------------|-------------------|----------------------|-----------------------|---|
| NS13 | 34 – £36,876 | 35 - £37,849 | 36 - £38,813 | Business Manager – Administration |
| NS15 | 40 – £42,683 | 41 - £43,662 | 42 - £44,632 | Business Manager – Elections & Democratic Services Business Manager – ICT Business Manager – Planning Policy |
| NS16 | 43 - £45,591 | 44 -£46,524 | 45 - £47,500 | Business Manager – Customer Services and Communications Business Manager – Heritage, Culture and Visitors Business Manager - Human Resources and Training |

Note: Changes to grade may occur in year as a consequence of revisions to job descriptions requiring re-evaluation of the posts under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

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

5.5.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Other
Officers engaged on NJC conditions of service may in some circumstances receive honoraria/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will differ according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC conditions of service can be accessed here [\[link to document to be inserted\]](#).
- Market Supplements
The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market for some posts.

Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council. In circumstances where this does occur the Council will follow the approved policy. [\[link to document to be inserted\]](#)

- Expenses

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

- Meals and Accommodation Charges

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

5.5.5 Arrangements for Election Duties

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

5.5.6 General Terms and Conditions

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

5.6 General Policies on Remuneration and Recruitment

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

5.6.1 Performance Related Pay and Bonuses

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

5.6.2 Benefits in Kind

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

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

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

The scheme provides for exercise of discretion to allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy. Details can be found in the Redundancy and Discretionary Compensation Policy [[link to document to be inserted](#)]. This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.4 *Payment of Chief Officers on their Ceasing to Hold Office or being employed by the Council*

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension enhancements can be found in the Redundancy and Discretionary Compensation Policy (link above at 5.6.3). This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.5 *Severance Packages over £75,000*

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

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

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

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

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

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

Note: The Council will have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brought s41 of the Enterprise Act 2016 into force on 1

February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

5.6.6 Settlement Agreements

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

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

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

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

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

The Council will not refrain from re-employing former employees who have received payments for redundancy, severance or any other reasons defined under the terms of a settlement agreement or those individuals who have received similar payments from organisations listed on the Redundancy Modifications Order if it is satisfied that the individuals are the best candidates for the posts.

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

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

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than being employed direct by the Council) operating at the Chief Officer level. The Council will only engage individuals under contracts for services in exceptional circumstances and only for a temporary period of time.

6. Publication and Access to Information

- 6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced in it.
- 6.2 Local authorities must details of the following data on their websites:
- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000;
 - the name of each employee and details of their remuneration, for employees whose salary is at least £150,000;
 - details of remuneration and job title of certain senior employees whose salary is between £50,000 and £150,000 and a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) for all employees whose salaries exceeds £50,000.

7. Equality Implications

- 7.1 This policy has been developed with due regard and consideration to Equalities matters and other policies, procedures and agreements currently in operation within the Council.

8. Approval/Review

- 8.1 Before it takes effect, the Pay Policy Statement has to be approved by a resolution of the Council.
- 8.2 In accordance with existing Constitutional arrangements proposed amendments to terms and conditions of employment are referred to the Policy and Finance Committee for consideration and approval, before being referred through to the Joint Consultative Committee (JCC) to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures is delegated to the Head of Paid Service after prior consultation at the JCC.
- 8.3 Given that the Pay Policy Statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for it to be considered by the Policy and Finance Committee and any amendments made thereto before it is referred on to Full Council for approval.
- 8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of the Policy & Finance Committee.
- 8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by the Policy & Finance Committee.

POLICY & FINANCE COMMITTEE

20 FEBRUARY 2020

FERNWOOD VILLAGE HALL ASSET TRANSFER REQUEST

1.0 Purpose of Report

- 1.1 To seek Policy & Finance Committee's approval to transfer Fernwood Village Hall to Fernwood Parish Council under Asset Transfer Powers as detailed in the Council's Asset Transfer - Corporate Principles Policy.

2.0 Background Information

- 2.1 Cabinet considered and approved an Asset Transfer Policy – Corporate Principles in December 2008 in order to guide any future considerations regarding the transfer of community assets. This Policy ensures that the Council is able to consistently consider requests or recommendations for the transfer of assets whilst also being able to treat each case individually so that the Council was able to fulfil its strategic priorities.
- 2.2 Since the adoption of the Policy the Council has exercised its powers and successfully transferred Edwinstowe Village Hall and Coddington Community Centre to respective Parish Councils and Millgate Community Centre to the Newark and Sherwood Play Support Group, a registered charity, for a nominal consideration in each case. However, each transfer has appropriate provisions within the legal documentation to protect the Council's interest in terms of capital assets.
- 2.3 Fernwood Parish Council was granted a 40 year lease by the District Council in 2008 and has managed the village hall as per the terms of the lease exceptionally well throughout its tenure. In the last 12 months the Parish Council has improved the sustainability of the hall by improving the heating system and introducing photo-voltaic cells to the roof to reduce energy consumption and improve the buildings green credentials.
- 2.4 The hall is an important part of the Fernwood community and serves as a focal point and hub facility for a wide range of community-focussed activities, which meet the needs of the local community.
- 2.5 Accordingly Fernwood Parish Council has now formally approached the District Council to request the transfer of the freehold interest in the building following resolution at its Full Council meeting on 16th September 2019.

3.0 Proposals

- 3.1 That Fernwood Village Hall be transferred to Fernwood Parish Council under Asset Transfer Powers as detailed in the Council's Asset Transfer - Corporate Principles Policy.

4.0 Equalities Implications

- 4.1 Fernwood Parish Council is governed by the same equality law as the District Council therefore will be required to ensure compliance with the regulatory obligations. This

would include the production of an Equality Policy Statement as a pre requisite of the transfer.

4.2 Under the transfer the Parish Council will covenant with the District Council as deemed necessary and appropriate to ensure that the asset continues to serve the community of Fernwood and its environs as is currently the practice in accordance with the Equality Act.

4.3 The village hall is currently deemed to be compliant with Equality Act's disability requirements and will be maintained as such by the Parish Council.

5.0 Financial Implications (FIN19-20/4081)

5.1 There is no provision in the revenue budget for works to Fernwood Village Hall, therefore there are no direct revenue implications to transferring this asset to the Parish Council.

5.2 The asset is held on the Council's asset register with a 2019/20 brought forward balance of £752,518, the valuation basis is depreciated replacement cost which therefore does not necessarily represent a transactional market value. The asset is subject to depreciation up to the date of transfer and would then need to be disposed, off the Council's asset register.

6.0 Community Plan – Alignment to Objectives

6.1 The transfer of the village hall will enable the parish council to take greater responsibility for the ownership, management and future development of the village hall in terms of its ability to respond to the anticipated growth in demand from the expanding Fernwood locality. Such plans will be developed in conjunction, as necessary and appropriate, with the District Council in order to deliver positive outcomes for the local community, which align with a number of the priorities as defined with the Council's Community Plan.

7.0 RECOMMENDATIONS that:

(a) Fernwood Village Hall be transferred to Fernwood Parish Council under asset transfer powers as detailed in the Council's Asset Transfer- Corporate Principles Policy; and

(b) the Director – Communities & Environment be given delegated authority to progress the transfer.

Reason for Recommendations

To ensure that corporate principles are followed to guide the consideration of the transfer of community assets.

Background Papers

Asset Transfer Policy – Corporate Principles

For further information, please contact Andy Hardy on Extension 5708.

Matthew Finch - Director – Communities & Environment

POLICY & FINANCE COMMITTEE
20 FEBRUARY 2020

GENERAL FUND, HRA & CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2020 as at 31 DECEMBER 2019

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2020 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on nine months performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Housing Revenue Account (HRA)
- Capital Programme

1.2 To inform Committee of the individual contributions to, and withdrawals from, Usable Reserves.

2.0 Background Information

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

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

3.0 Proposals

Overview of General Fund Revenue Projected Outturn for 2019/20

3.1 The accounts show a projected favourable variance against the revised budget of £0.514m on Service budgets, with an overall favourable variance of £0.636m as shown in the table below:

| | Original Budget £'m | Revised Budget £'m | Projected Outturn £'m | Variance £'m |
|-----------------------------|------------------------|-----------------------|-----------------------------|---------------|
| Economic Development | 1.628 | 2.098 | 1.630 | -0.468 |
| Homes & Communities | 3.071 | 3.209 | 3.280 | 0.071 |
| Leisure & Environment | 4.550 | 4.597 | 4.379 | -0.218 |
| Policy & Finance | 4.237 | 4.414 | 4.515 | 0.101 |
| Net Cost of Services | 13.486 | 14.318 | 13.804 | -0.514 |

| | | | | |
|--|---------------|--------------|---------------|---------------|
| Other Operating Expenditure | 3.421 | 3.509 | 3.772 | 0.263 |
| Finance & Investment Inc & Exp | 0.768 | 0.568 | 0.192 | -0.376 |
| Taxation & Non Specific Grant Inc | -18.330 | -18.347 | -18.347 | -0.000 |
| Net Cost of Council Expenditure | -0.655 | 0.048 | -0.579 | -0.627 |
| Transfer to/from Usable Reserves | 2.483 | 1.807 | 1.807 | -0.000 |
| Transfer to/from Unusable Reserves | -1.828 | -1.855 | -1.864 | -0.009 |
| Transfer to/from General Reserves | 0.00 | 0.00 | -0.636 | 0.636 |

- 3.2 The forecasted transfer of £0.636m to General Reserves excludes income which the council expects to receive from the Nottinghamshire Business Rates Pool. It is not known how much this will be, as the performance of the pool depends on the performance of the pool's constituent authorities. Income received from the pool for 2019/20 will be transferred to the council's Medium Term Financial Position (MTFP) reserve, so that it can be used to pay for future years' deficits, in the event that a deficit remains after all other mitigating actions taken to offset future year deficits.
- 3.3 As can be seen from the table above there are variances projected in service areas and other budgets. Looking at the underlying trends, the detailed variances by Committee can be further summarised and these are shown at **Appendix A**.
- 3.4 Service Budgets managed by the Business Managers is currently predicting a favourable variance of £0.514m and represents 3.6% of the total service budgets. The breakdown below of variances by type of income/expenditure (CIPFA classification), shows where outturn is projecting to be favourable or unfavourable, when compared to the revised budget figure.

| | £'m |
|--------------------|----------------|
| Employees | £0.132 |
| Premises | £0.042 |
| Transport | -£0.049 |
| Supplies | -£0.009 |
| Income | -£0.802 |
| Rent Allowances/HB | £0.172 |
| Total | -£0.514 |

- 3.5 Non-Service expenditure is expected to show a favourable variance against the revised budget by £0.122m.
- 3.6 The variance relating to Other Operating Expenditure relates to the Commercial savings target which the forecast additional income will sit within Services rather than within Other Operating Expenditure. The Council's cash position has meant that it hasn't currently needed to take borrowing in relation to the General Fund and hence this has reduced the forecast interest expenditure resulting in a forecast saving of £0.064m. Investment interest by NSDC is also expected to generate a further £303k in the current financial year, primarily from internal borrowing to the Councils' HRA.

Overview of Projected Housing Revenue Account Outturn for 2019/20

- 3.7 With reference to the 'Variance' column in the table below, the accounts show a projected favourable variance against the approved budget of £0.052m for the HRA as follows:

| | Original Budget £'m | Revised Budget £'m | Projected Outturn £'m | Variance £'m |
|---|------------------------|-----------------------|--------------------------|-----------------|
| NSH Management Fee (Allocation to Housing Management) | 8.908 | 8.755 | 8.674 | -0.081 |
| Council Managed Expenditure | 6.436 | 6.611 | 6.576 | -0.035 |
| Income | -22.923 | -22.922 | -22.859 | 0.063 |
| Net Cost of HRA Services | -7.579 | -7.557 | -7.609 | -0.052 |
| Other Operating Expenditure | 0.592 | 0.592 | 0.590 | -0.002 |
| Finance & Investment Inc & Exp | 3.874 | 3.874 | 3.874 | 0.000 |
| Taxation & Non Specific Grant Inc | -1.560 | -1.560 | -1.560 | -0.000 |
| Surplus/Deficit on HRA Services | -4.673 | -4.651 | -4.705 | -0.054 |
| Movements in Reserves | | | | |
| Transfer to/-from Usable Reserves | 3.264 | 3.264 | 1.966 | -1.297 |
| Transfer to/-from Unusable Reserves | -6.479 | -6.479 | -5.178 | 1.301 |
| Transfer to Major Repairs Reserve | 7.888 | 7.865 | 7.917 | 0.052 |
| Total | 0.000 | 0.000 | 0.000 | 0.000 |

- 3.8 The projected outturn for the year is a net transfer to the Major Repairs Reserve of £0.052m. The prudent level of reserve set on the HRA is still £2m.
- 3.9 This projected outturn position does not include any variance in relation to Newark and Sherwood Homes Ltd financial position. The consolidated year end position will be reported within the Outturn report to Policy and Finance in June 2020.

Overview of Projected Capital Outturn 2019/20

- 3.10 The table below summarises the position for the Capital Programme up to the end of December 2019, and is split between General Fund and Housing Revenue Account.

| | Revised Approved Budget £'m | Revised budget updated for Approval £'m | Actual and Commitments to December 2019 £'m | Forecast Outturn £'m |
|--------------|--------------------------------|--|--|-------------------------|
| General Fund | 15.696 | 14.979 | 7.220 | 14.979 |
| HRA | 17.173 | 15.974 | 11.752 | 15.974 |
| Total | 32.869 | 30.953 | 18.972 | 30.953 |

- 3.11 The capital programme changes during the year as projects are developed and spending commitments are made. It is a requirement that Policy & Finance Committee approves all variations to the Capital Programme, for which the budget approved at the 28 November 2019 meeting was £32.869m. The additions and amendments that now require approval are detailed in **Appendix B** as follows:

| | |
|----------------------|-----------------|
| Additions/Reductions | £1.037m |
| Reprofiles | -£2.953m |
| Total | -£1.916m |

- 3.12 If these variations are approved, then the revised budget will be reduced to £30.953m. These changes are due to a review of the budget available and more accurate estimate of profiling and additions approved during the financial year. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendix C** (General Fund) and **D** (HRA).

Capital Programme Resources

- 3.13 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 3.14 In summary, the estimated outturn of £30.953m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget

| | General Fund | HRA | Total |
|---------------------------------|-----------------------|-----------------------|-----------------------|
| Borrowing | £3.505 | £1.853 | £5.358 |
| External Grants & Contributions | £4.264 | £2.388 | £6.652 |
| Capital Receipts | £1.431 | £3.172 | £4.603 |
| Revenue Contributions | £5.779 | £8.561 | £14.340 |
| Total | <u>£14.979</u> | <u>£15.974</u> | <u>£30.953</u> |

Capital Receipts

- 3.15 The Council has been successful in securing a number of capital receipts for both general fund and HRA in previous years, and continue to do so. The current level of capital receipts is detailed in the table below:

| | General Fund £'m | HRA Receipts £'m | HRA 1-4-1 Receipts £'m | Total £'m |
|--|-------------------------|-------------------------|-------------------------------|------------------|
| Balance at 1st April 2019 | 2.039 | 3.828 | 1.873 | 7.740 |
| Received up to the end of June 2019 | 0.000 | 0.135 | 0.445 | 0.581 |
| Approved to use for financing | 1.431 | 2.338 | 0.834 | 4.603 |
| Estimated receipts for remainder of the financial year | 0.350 | 0.562 | 0.272 | 1.184 |
| Available Capital receipts balance at 31 March 2020 | 0.958 | 2.187 | 1.756 | 4.901 |
| Estimated Receipts 2020/21 - 2022/23 | 0.000 | 2.021 | 2.434 | 4.455 |
| Approved for Financing 2020/21 - 2022/23 | 0.956 | 4.208 | 4.126 | 9.290 |
| Estimated Uncommitted Balance | 0.002 | 0.000 | 0.064 | 0.066 |

3.16 The RTB receipts for Replacement Homes (known as 1-4-1 Receipts) are retained through a RTB agreement. Under the terms of that agreement, the RTB receipts have to be spent on new supply of affordable housing within 3 years of their arising, or have to be returned to Government with penalty interest applied. In addition to this, the receipts cannot be used where a scheme is funded wholly or in part by grant income. Those receipts used for Council new build supply can only be used to fund up to 30% of the cost of any scheme, with the Council required to fund the remaining 70% through the HRA.

4.0 Financial Implications (FIN19-20/3648)

4.1 All of the financial implications are set out in the body of the report.

4.2 As per paragraph 3.7 the HRA is currently predicting an additional transfer of £0.052m to the Major Repairs Reserve.

4.3 With regard to the General Fund revenue outturn, the favourable variance of £0.514m represents a positive variance of 3.6% on the overall General Fund budget.

4.4 With regard to capital, any savings on projects will be assessed and used to meet additional demands, or to fund the Council's Capital Programme in future years.

5.0 RECOMMENDATIONS that:

(a) the General Fund projected favourable outturn variance of £0.514m be noted;

(b) the Housing Revenue Account projected favourable outturn variance of £0.052m be noted;

(c) the variations to the Capital Programme at Appendix B be approved; and

(d) the Capital Programme projected outturn and financing of £30.953m be noted.

Reason for Recommendations

To update Members with the forecast outturn position for the 2019/20 financial year.

Background Papers

General Fund Monitoring Reports to 31 December 2019

Capital Financing Monitoring Reports to 31 December 2019

For further information please contact Nick Wilson, Business Manager - Financial Services on Ext. 5317, Mohammed Sarodia, Assistant Business Manager – Financial Services on Ext. 5537 or Jenna Norton, Accountant on Ext. 5327

Sanjiv Kohli

Deputy Chief Executive, Resources and S151 Officer

Variance Analysis by Committee - Projected Outturn as at 31st Dec 2019

| | |
|---|-----------------------------|
| <u>Economic Development - (£0.468m)</u> | £'m |
| Salary underspends throughout the Committee due to vacancy management | -0.129 |
| Significant increase in income from Planning Applications. A number of large applications have been received in the first half of the year, this is expected to reduce in the second half | -0.382 |
| Reduced income at Newark Beacon due to occupancy levels slightly below those budgeted for | 0.015 |
| Under provision of Business Rates budget at Newark Beacon | 0.037 |
| Newark Lorry Park - Reduced income forecast due to the impact of the recent floods | 0.015 |
| Other small variances | -0.024 |
| <u>Homes & Communities - £0.071m</u> | £'m |
| Reduced CCTV income from customers cancelling/disputing service | 0.013 |
| Reduced income projected from private sector lifeline system rentals and monitoring | 0.010 |
| Overspend projected within ICT for upgrade to Windows 10 and purchase of new/replacement headsets | 0.018 |
| Overspends projected on employee costs due to regradings within Licensing and maternity cover in Housing Options | 0.042 |
| Other small variances | -0.012 |
| <u>Leisure & Environmental - (£0.218m)</u> | £'m |
| Salary underspends throughout the Committee due to vacancy management | -0.047 |
| Waste collection income increases primarily from garden waste customers, bulky items and replacement bins | -0.072 |
| Additional income projected for Env. Health Licenses | -0.015 |
| Fuel costs for vehicle fleet not inflated as expected throughout the year | -0.056 |
| Vehicle maintenance costs reduced due to new fleet of vehicles | -0.028 |
| <u>Policy & Finance - £0.101m</u> | £'m |
| Salary underspends throughout the Committee due to vacancy management | -0.094 |
| Vacancy Factor of 3.5% of Sals - savings in cost centres | 0.360 |
| Increased income from recharges, under budgeted for A4T recharge and income from 18/19 not accrued for | -0.034 |
| Higher than expected HB Admin Grant | -0.036 |
| New Burdens Grant Unbudgeted for | -0.036 |
| Increase in legal fees recovered | -0.014 |
| Corp Property increased income from capital schemes and rents share from Ind units | -0.014 |
| Other small variances | -0.031 |
| | <u><u>-0.514</u></u> |

General Fund Additions

| Project | Capital Description | Additions / Reductions 19-20 £m | Comments |
|--|--|--|---|
| TF6807 | Warm Homes on Prescription | 0.042 | Additional grant made available from the BCF |
| TB3154 | Castle Gatehouse Project | 0.030 | As per P&F 4.4.19 funded from change management reserve |
| TA3286 | Information Technology Investment | -0.132 | The capital budget required for the upgrade of the financial System has reduced which was fully financed by a contribution from R&R. |
| TB6159 | S106 JW School Off Site Sports Provision | -0.013 | The scheme for off site sports provision at Joesph Whittaker cost less than originally anticipated, so the full contribution from the Council's S106 monies was not required. |
| TC2004 | 32 Stodman Street | 0.569 | As per urgency item later on the agenda. |
| TB2253 | Vehicles & Plant (NSDC) | -0.281 | reduce budget by £0.370m for larger vehicles no longer required for CSG, however x3 additional vehicles required as part of the waste management restructure. |
| TA1219 | Blidworth LC Steam & Sauna Facility | 0.044 | As per P&F report 23.01.2020 |
| TB6162 | Loan to Magnus Academy | 0.240 | As per P&F report 23.01.2020 |
| TC3137 | Upgrade Door Entry at Brunel Drive Depot | 0.052 | As per report to SLT - fully funded from reserves |
| Total General Fund Additions/Reductions | | 0.551 | |

HRA Additions/Reductions

| Project | Capital Description | Additions / Reductions 19-20 £m | Comments |
|---------------------------------------|------------------------|--|-------------------------------|
| SA1034 | Former ASRA Properties | 0.486 | As per report to P&F 28.11.19 |
| Total HRA Additions/Reductions | | 0.486 | |
| Total Additional/Reductions | | 1.037 | |

General Fund - Reprofiting

| Project | Capital Description | Additions / Reductions 19-20 £m | Comments |
|--|-----------------------------------|--|---|
| TC3131 | Extension to London Road Car Park | -0.107 | Scheme to be revisited in 2020/21 |
| TA3053 | Museums Improvements Programme | -0.148 | Scheme is made up of a number of smaller projects. The recent 'World Turned Upside Down' exhibition has finished, and the next scheme will start in the new year. |
| TA3286 | Information Technology Investment | -0.013 | Website Development scheme won't start until the new financial year. |
| TF3221 | Southwell Flood Mitigation | -0.453 | Conversations currently taking place with the County Council around flood prevention, funds to be transferred as soon as agreements in place. |
| TF3227 | Lowdham Flood Alleviation | -0.200 | |
| TF3228 | Homeless Hostel | -0.270 | scheme is progressing, but a need to re-profile the budget to fit current scheme timescales |
| TC3136 | Climate Change | -0.030 | scheme formally known as Solar Panels and an annual budget added to facilitate the climate change agenda. |
| TF2000 | CCTV Replacement Programme | -0.047 | Advice from procurement to purchase all cameras together in one year to save money. |
| Total General Fund Re profiting | | -1.268 | |

HRA - Reprofiting

| Project | Capital Description | Additions / Reductions 19-20 £m | Comments |
|-------------------------------|---------------------|--|---|
| SA1031 | Site Acquisition | -1.185 | One site will be progressed in the current year, and further sites still to be progressed. |
| SA1060 | Phase 3 | -0.500 | First Cluster worked up with a start on site in Feb 2020. £1.5m budget will not be required in 19/20. |
| Total HRA Re profiting | | -1.685 | |
| Total Re profiting | | -2.953 | |
| Total Variations | | -1.916 | |

General Fund - Spend against budget - Estimated in year

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|---------|--|-----------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|-------------|--|
| TA3286 | Information Technology Investment | Dave Richardson | 488,069 | 343,730 | 108,123 | 83,764 | 151,843 | 343,730 | 0.00 | 8.8.19 150 laptops purchased and currently being rolled out. |
| TB6148 | Lorry Carpark Extension | Steven Syddall | 524,110 | 524,110 | 432,540 | 142,780 | -51,210 | 524,110 | 0.00 | 8.8.19 Work due for completion by end of Aug 19. Extn complete, up to 150 vehicles per night at the moment 14.8.19 Delayed slightly due to underground cables and rain. 24.10.19 95% complete, the whole outstanding order is not required, so will be removed once scheme is complete. 23.01.20 Scheme complete, just retention outstanding, DB to confirm the amount so the order can be adjusted. |
| TC1000 | New Council Offices | Matthew Finch | 288,923 | 288,923 | -5,946 | 39,461 | 255,408 | 288,923 | 0.00 | 14.8.19 defects being dealt with. |
| TC3131 | Extension to London Road Car Park | Steven Syddall | 107,407 | 0 | 0 | 0 | 0 | 0 | 0.00 | 8.8.19 currently on hold. 15.1.20 moved to 2020/21 |
| TC3134 | Works to SFACC | Steven Syddall | 222,471 | 222,471 | 135,080 | 18,461 | 68,930 | 222,471 | 0.00 | 14.8.19 - phase 1 came in over budget due to structural issues shell complete. Phase 2 (new block in car park of craft centre) is on hold at the moment to review best use of remaining funding. 24.10.19 phase 1 is due to finish in the next month, then can consider phase 2. 23.01.20 Phase 1 of the project is complete. |
| TC3135 | Works to Buttermarket | Pete Preece | 250,000 | 250,000 | 7,766 | 72,362 | 169,873 | 250,000 | 0.00 | 14.8.19 - waiting on a decision from LEP re funding. 24.10.19 - Due to commence build out for anchor tenant and design team are looking at options for the 1st floor. 23.01.20 Loungers due to open 1st week of March, other works commencing next week. |
| TC3136 | Climate Change | Matthew Finch | 30,000 | 0 | 0 | 0 | 0 | 0 | 0.00 | 14.08.19 waiting for issues with roof to be resolved. 23.01.20 Scheme renamed from solar panels and an annual budget added to facilitate the climate change agenda. |
| | RESOURCES | | 1,910,981 | 1,629,235 | 677,564 | 356,828 | 594,843 | 1,629,235 | 0.00 | |
| TA1215 | Leisure Centre Car Park Extension | Andy Hardy | 0 | 0 | -1,174 | 5,138 | -3,964 | 0 | 0.00 | |
| TA1216 | Dukeries LC New Pool | Andy Hardy | 650,000 | 650,000 | 92,569 | 7,259 | 550,173 | 650,000 | 0.00 | 8.8.19 Work progressing towards detailed design to seek planning permission. 24.10.19 TS have submitted the Planning App, with decision due to be made on 3.12.19. Next stage is going out to tender. Grant from Reprofile budget - £2m into 20/21. 23.01.20 Consultants have received tenders and are going to be reporting a summary against the cost plan. |
| TA1217 | Southwell Leisure Centre Improvements | Andy Hardy | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | |
| TA1218 | Leisure Equipment Purchase | Andy Hardy | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | |
| TA1219 | S106 - Blidworth LC Steam & Sauna Facility | Andy Hardy | 30,980 | 75,000 | 0 | 0 | 75,000 | 75,000 | 0.00 | 24.10.19 On Hold at them moment. 23.01.20 Purchase order issued, 6 week scheme from commencement. |
| TB6153 | Cricket Facilities Kelham Rd - S106 | Andy Hardy | 21,007 | 21,007 | 9,390 | 5,213 | 6,404 | 21,007 | 0.00 | 14.8.19 - waiting for final account. 1st September official opening with ECB. 24.10.19 Waiting on final account so we can invoice NTC for their final contribution. 23.01.20 Final account received, AH to reconcile and send for payment, upon completion, NTC can be invoiced for their contribution. |
| TB6154 | S106 Community Facilities Provision Community & Activity Village | Andy Hardy | 71,422 | 71,422 | 71,422 | 0 | 0 | 71,422.32 | 0.00 | 8.8.19 Waiting on final stages of project for payment to be released. 24.10.19 Delays on project at YMCA, so need to reprofile to 20/21 as expecting to start on site in March. |
| TB6155 | Contribution to Community & Activity Village - Phase 2 | Andy Hardy | 150,000 | 150,000 | 150,000 | 0 | 0 | 150,000 | 0.00 | 24.10.19 advance payment agreed by P&F on 26.9.19 was paid in october. |
| TB6159 | S106 JW School Off Site Sports Provision | Andy Hardy | 43,000 | 29,735 | 29,735 | 0 | 0 | 29,735 | 0.00 | 24.10.19 £29,735 - balance remaining to go back to S106 and budget removed from Capital. 23.01.20 scheme complete, JW have delivered the sports provision. |
| TB6160 | S106 JW School Community Facility | Andy Hardy | 50,294 | 50,294 | 50,294 | 0 | 0 | 50,294 | 0.00 | 24.10.19 payment made. |

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|---------------|---|----------------------------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|-------------|--|
| TB6161 | S106 Vicar Water Play Area Improvements | Andy Hardy | 64,000 | 64,000 | 0 | 0 | 64,000 | 64,000 | 0.00 | 24.10.19 Order placed, work due to start in March, onsite for 3-4 weeks. Some of the budget will need to be transferred into 20/21 - PB to check completion date. 23.01.20 Provisional start on site 2.3.20 and will be complete within the month. |
| TB6162 | Loan to Newark Academy | Andy Hardy | 0 | 240,000 | 0 | 0 | 240,000 | 240,000 | 0.00 | 24.10.19 Order placed, work due to start in March, onsite for 3-4 weeks. Some of the budget will need to be transferred into 20/21 - PB to check completion date. 23.01.20 Provisional start on site 2.3.20 and will be complete within the month. |
| TB2250 | Vehicles & Plant (NSH) | Andy Kirk | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 24.10.19 Scheme complete, order outstanding to be decommitted. |
| TB2253 | Vehicles & Plant (NSDC) | Andy Kirk | 1,701,123 | 1,420,533 | 1,224,132 | 71,542 | 124,859 | 1,420,533 | 0.00 | 14.08.19 replacements ongoing. 23.01.20 Two vans still to purchase, but investigations currently into which type of van. |
| TC3137 | Brunel Drive Door Entry System | Andy Kirk | 0 | 51,820 | 0 | 0 | 51,820 | 51,820 | 0.00 | 14.08.19 replacements ongoing. 23.01.20 Two vans still to purchase, but investigations currently into which type of van. |
| TF2000 | CCTV Replacement Programme | Alan Batty | 66,000 | 19,500 | 0 | 0 | 19,500 | 19,500 | 0.00 | |
| TF3221 | Southwell Flood Mitigation | Alan Batty | 453,421 | 0 | 0 | 0 | 0 | 0 | 0.00 | |
| TF3227 | Lowdham Flood Alleviation | Alan Batty | 200,000 | 0 | 0 | 0 | 0 | 0 | 0.00 | |
| TF3228 | Homeless Hostel | Leanne Monger | 280,000 | 10,000 | 0 | 0 | 10,000 | 10,000 | 0.00 | 24.10.19 Testing market place at the moment, unlikely to be on site in 19/20. May need to reprofile to 20/21. More detail will be available in November. 23.01.20 Employers agent appointed, and scheme progressing. |
| TF6011 | Private Sector Disabled Facilities Grants | Alan Batty | 751,915 | 751,915 | 350,009 | 16,126 | 385,780 | 751,915 | 0.00 | 8.8.19 ongoing expenditure - demand led |
| TF6012 | Discretionary DFG | Alan Batty | 100,000 | 100,000 | 34,517 | 0 | 65,483 | 100,000 | 0.00 | |
| TF6807 | Warm Homes on Prescription | Leanne Monger | 129,196 | 171,196 | 72,763 | 5,786 | 92,647 | 171,196 | 0.00 | |
| | COMMUNITIES & ENVIROMENT | | 4,762,359 | 3,876,423 | 2,083,657 | 111,064 | 1,681,701 | 3,876,423 | 0 | |
| TA3053 | Museum Improvements | Carys Coulton-Jones | 434,258 | 286,258 | 222,450 | 62,967 | 842 | 286,258 | 0.00 | |
| TB3154 | Castle Gatehouse Project | Carys Coulton-Jones/Oliver Scott | 34,995 | 64,995 | 38,795 | 967 | 25,233 | 64,995 | 0.00 | 24.10.19 report received from Salford, expecting to agree invoice amount before the end of Oct, then can close this phase of the project. 23.01.20 first phase of the scheme complete, but work is continuing to seek scheduled monument consent. |
| TC2004 | 32 Stodman Street | Steven Syddall | 0 | 569,000 | 108,000 | 0 | 461,000 | 569,000 | 0.00 | 24.10.19 This is progressing now as a long term lease. Costs will be passed onto the YMCA. This budget can now be removed. 23.01.20 Project Management team are information gathering at the moment. Take possession of the building on 31.03.20. |
| TC2000 | Land Acquisition | Steven Syddall | 70,000 | 0 | 108,000 | 0 | 531,000 | 639,000 | 0 | |
| TE3268 | Southern Link Road Contribution | Matt Lamb | 2,833,333 | 2,833,333 | 0 | 0 | 2,833,333 | 2,833,333 | 0.00 | |
| | GROWTH | | 3,372,586 | 3,823,586 | 369,244 | 63,934 | 3,390,408 | 3,823,586 | 0 | |
| TG1001 | Investment in Arkwood Developments | Nick Wilson | 4,000,000 | 4,000,000 | 3,452,958 | 0 | 547,042 | 4,000,000 | 0.00 | 8.8.19 Payment made in July 2019 following P&F approval on 27.06.19 23.01.20 agreed at P&F on 23.01.20 to pay the remaining amount to Arkwood. |
| TG1002 | Contribution to Robin Hood | Nick Wilson | 1,650,000 | 1,650,000 | 104,327 | 0 | 1,545,673 | 1,650,000 | 0.00 | 24.10.19 Due to be paid by the beginning of November. |
| | CAPITAL INVESTMENT | | 5,650,000 | 5,650,000 | 3,557,285 | 0 | 2,092,715 | 5,650,000 | 0.00 | |
| TOTALS | | | 15,695,926 | 14,979,244 | 6,687,750 | 531,826 | 7,759,668 | 14,979,244 | 0 | |

HRA - Spend against budget - Estimated in year

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|--------------------------------------|---|-----------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|----------|---|
| PROPERTY INVESTMENT PROGRAMME | | | | | | | | | | |
| S91100 | ROOF REPLACEMENTS | NSH | 32,000 | 32,000 | 0 | 0.00 | 32,000 | 32,000 | 0 | |
| S91113 | Roof Replacement Works 17/18 | NSH | 0 | 0 | -1,000 | 1,000.00 | 0 | 0 | 0 | |
| S91115 | Roof Replacement Works | NSH | 210,000 | 210,000 | 184,701 | 1,040.23 | 24,259 | 210,000 | 0 | 8.8.19 On target and on budget. |
| S91116 | Flat Roof Replacement Wrk | NSH | 210,000 | 210,000 | 182,777 | 17,222.70 | 10,000 | 210,000 | 0 | 8.8.19 On target and on budget 22.01.20 all roof repairs completed for this year, and amount remaining is retention. |
| S711 | ROOF REPLACEMENTS | | 452,000 | 452,000 | 366,478 | 19,262.93 | 66,259 | 452,000 | 0 | |
| S91200 | KITCHEN & BATHROOM CONVERSIONS | NSH | 120,000 | 120,000 | 0 | 0.00 | 120,000 | 120,000 | 0 | |
| S91218 | Kit & Bathrooms | NSH | 1,500,000 | 1,500,000 | 1,130,585 | 373,526.75 | -4,112 | 1,500,000 | 0 | 8.8.19 On target and on budget |
| S712 | KITCHEN & BATHROOM CONVERSIONS | | 1,620,000 | 1,620,000 | 1,130,585 | 373,526.75 | 115,888 | 1,620,000 | 0 | |
| S91300 | EXTERNAL FABRIC | NSH | 98,000 | 98,000 | 76,785 | 0.00 | 21,215 | 98,000 | 0 | |
| S91336 | External Fabric Works | NSH | 200,000 | 200,000 | 50,136 | 0.00 | 149,864 | 200,000 | 0 | 8.8.19 Retention due to be paid. |
| S91337 | Conservation Area Doors | NSH | 26,000 | 26,000 | 0 | 26,000.00 | 0 | 26,000 | 0 | 22.01.20 scheme completed and paid for during January |
| S713 | EXTERNAL FABRIC | | 324,000 | 324,000 | 126,921 | 26,000.00 | 171,079 | 324,000 | 0 | |
| S91400 | DOORS & WINDOWS | NSH | 13,600 | 13,600 | 0 | 0.00 | 13,600 | 13,600 | 0 | |
| S91412 | Doors & Windows Works | NSH | 170,000 | 170,000 | 110,606 | 53,179.26 | 6,215 | 170,000 | 0 | 22.01.20 Scheme on target |
| S91413 | Doors & Windows | NSH | 0 | 0 | -1 | 0.00 | 1 | 0 | 0 | |
| S714 | DOORS & WINDOWS | | 183,600 | 183,600 | 110,605 | 53,179.26 | 19,815 | 183,600 | 0 | |
| S91500 | OTHER STRUCTURAL | NSH | 10,000 | 10,000 | 10,080 | 350.00 | -429 | 10,000 | 0 | |
| S91511 | Walls Re-Rendering | NSH | 4,000 | 4,000 | 0 | 0.00 | 4,000 | 4,000 | 0 | |
| S91532 | Door Entry Chatham, Queens, Lovers | NSH | 43,000 | 43,000 | 0 | 43,000.00 | 0 | 43,000 | 0 | 22.01.20 Scheme due to start second week of Feb. |
| S91533 | 47 Rainworth Water Road | NSH | 1,000 | 1,000 | 0 | 0.00 | 1,000 | 1,000 | 0 | 22.01.20 scheme complete |
| S715 | OTHER STRUCTURAL | | 58,000 | 58,000 | 10,080 | 43,350.00 | 4,571 | 58,000 | 0 | |
| S93100 | ELECTRICAL | NSH | 48,000 | 48,000 | 0 | 0.00 | 48,000 | 48,000 | 0 | |
| S93114 | Rewires 17/18 | NSH | 0 | 0 | -37,396 | 0.00 | 37,396 | 0 | 0 | |
| S93115 | Rewires | NSH | 600,000 | 600,000 | 328,121 | 270,117.77 | 1,761 | 600,000 | 0 | 8.8.19 On target and on budget. 31.10.19 first valuation soon to be processed for over £200k. 22.01.20 awaiting valuations from current supplier. |
| S731 | ELECTRICAL | | 648,000 | 648,000 | 290,724 | 270,117.77 | 87,158 | 648,000 | 0 | |
| S93200 | SMOKE ALARMS | NSH | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | |
| S732 | SMOKE ALARMS | | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | |
| S93300 | PASSENGER LIFTS | NSH | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | |
| S733 | PASSENGER LIFTS | | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | |

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|-------------|----------------------------|-----------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|----------|--|
| S93500 | HEATING | NSH | 44,000 | 44,000 | 0 | 0.00 | 44,000 | 44,000 | 0 | |
| S93510 | Heating/Boilers | NSH | 700,000 | 700,000 | 508,230 | 94,757.53 | 97,012 | 700,000 | 0 | 8.8.19 On target and on budget. 31.10.19 still have a number of boilers to replace, so will need to utilise some of the EE budget. |
| S735 | HEATING | | 744,000 | 744,000 | 508,230 | 94,757.53 | 141,012 | 744,000 | 0 | |
| S93600 | ENERGY EFFICIENCY | NSH | 12,000 | 12,000 | 0 | 0.00 | 12,000 | 12,000 | 0 | 31.10.19 see above Heating/Boilers scheme. |
| S93621 | EE Boilers | NSH | 0 | 0 | -4,269 | 0.00 | 4,269 | 0 | 0 | |
| S736 | ENERGY EFFICIENCY | | 12,000 | 12,000 | -4,269 | 0.00 | 16,269 | 12,000 | 0 | |
| S95100 | GARAGE FORECOURTS | NSH | 6,000 | 6,000 | 0 | 0.00 | 6,000 | 6,000 | 0 | |
| S95109 | Garages | NSH | 7,000 | 7,000 | 0 | 2,277.00 | 4,723 | 7,000 | 0 | 31.10.19 garage site identified for works. |
| S95115 | Resurfacing Works | NSH | 83,000 | 83,000 | 77,862 | 5,137.60 | 0 | 83,000 | 0 | 8.8.19 On budget. Two sites re car parking. 31.10.19 may need to move some additional money in here when final costs come in. |
| S751 | GARAGE FORECOURTS | | 96,000 | 96,000 | 77,862 | 7,414.60 | 10,723 | 96,000 | 0 | |
| S95200 | ENVIRONMENTAL WORKS | NSH | 12,000 | 12,000 | -1,009 | 0.00 | 13,009 | 12,000 | 0 | |
| S95202 | Howes Court Balcony | NSH | 0 | 0 | 0 | 4,353.58 | -4,354 | 0 | 0 | 31.10.19 Order finalised and remaining amount to be decommitted. |
| S95250 | Communal Lighting | NSH | 21,600 | 21,600 | 17,644 | 0.00 | 3,956 | 21,600 | 0 | 31.10.19 utilised on 94 Northgate, looking lights for William Bailey. |
| S95251 | Door Entry Systems | NSH | 0 | 0 | -3,000 | 15.00 | 2,985 | 0 | 0 | |
| S95252 | Flood Defence Systems | NSH | 800 | 800 | 0 | 0.00 | 800 | 800 | 0 | 31.10.19 free doors relating to a NCC scheme, offered to residents on Potwell Close. Nothing else identified at the moment. |
| S95253 | Play Areas | NSH | 1,600 | 1,600 | -161 | 0.00 | 1,761 | 1,600 | 0 | |
| S95254 | Estate Remodelling | NSH | 190,200 | 190,200 | 179,450 | 5,550.00 | 5,200 | 190,200 | 0 | 31.10.19 queens court (supporting new build) parking and play area, scheme due for completion by end of Jan 20. |
| S95291 | Parking Works | NSH | 0 | 0 | 0 | 7,046.33 | -7,046 | 0 | 0 | |
| S95293 | Fencing Works | NSH | 65,000 | 65,000 | 2,996 | 62,003.80 | 0 | 65,000 | 0 | 8.8.19 Communal fencing at several sites facing the public highway to resolving safety issues |
| S752 | ENVIRONMENTAL WORKS | | 291,200 | 291,200 | 195,920 | 78,968.71 | 16,312 | 291,200 | 0 | |
| S97100 | ASBESTOS | NSH | 4,000 | 4,000 | 0 | 0.00 | 4,000 | 4,000 | 0 | |
| S97115 | Asbestos Surveys | NSH | 40,000 | 40,000 | 25,700 | 7,183.75 | 7,116 | 40,000 | 0 | 8.8.19 On track with surveys 31.10.19 just started on some additional surveys, may use some of the removal budget here. |
| S97116 | Asbestos Removal | NSH | 20,000 | 20,000 | 13,063 | 3,375.66 | 3,561 | 20,000 | 0 | |
| S771 | ASBESTOS | | 64,000 | 64,000 | 38,763 | 10,559.41 | 14,677 | 64,000 | 0 | |
| S97200 | FIRE SAFETY | NSH | 54,000 | 54,000 | -8,735 | 3,371.00 | 59,364 | 54,000 | 0 | 8.8.19 Nationally, fire doors are not meeting safety standards following Grenfell this is causing a delay to the programme and is being monitored. Alternative doors are being investigated. 31.10.19 There could be an impact on the future budgets based on the changes required to fire safety doors. The Company is currently looking into this and will come back with the future budget requirements. 22.1.20 additional budget has been added to the capital budget for future years. |
| S772 | FIRE SAFETY | | 54,000 | 54,000 | -8,735 | 3,371.00 | 59,364 | 54,000 | 0 | |
| S97300 | DDA IMPROVEMENTS | NSH | 21,600 | 21,600 | 14,040 | 0.00 | 7,560 | 21,600 | 0 | 8.8.19 Community centre improvements. On programme. 31.10.19 Two more communal kitchens to do, then all communal kitchens will be DDA compliant. |
| S97309 | Dda Works | NSH | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | |

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|-------------|---------------------------------|------------------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|----------|---|
| S773 | DDA IMPROVEMENTS | | 21,600 | 21,600 | 14,040 | 0.00 | 7,560 | 21,600 | 0 | |
| S97400 | DISABLED ADAPTATIONS | NSH | 32,000 | 32,000 | 0 | 0.00 | 32,000 | 32,000 | 0 | 22.01.20 Another significant increase in the number of referrals received and the cases are more complex. |
| S97416 | Major Adaptations | NSH | 390,000 | 390,000 | 345,747 | 34,000.48 | 10,253 | 390,000 | 0 | |
| S97417 | Minor Adaptations | NSH | 30,000 | 30,000 | 17,427 | 6,837.18 | 5,736 | 30,000 | 0 | |
| S97418 | Adaptation Stair Lift/Ho | NSH | 40,000 | 40,000 | 24,787 | 13,276.00 | 1,937 | 40,000 | 0 | |
| S774 | DISABLED ADAPTATIONS | | 492,000 | 492,000 | 387,961 | 54,113.66 | 49,925 | 492,000 | 0 | |
| S97500 | LEGIONELLA | NSH | 32,400 | 32,400 | 264 | 14,736.06 | 17,400 | 32,400 | 0 | 8.8.19 On programme - contractors on site. |
| S791 | UNALLOCATED FUNDING | | 32,400 | 32,400 | 264 | 14,736.06 | 17,400 | 32,400 | 0 | |
| S99100 | PROPERTY INVESTMENT CONTINGENCY | NSH | 21,000 | 21,000 | 0 | 0.00 | 21,000 | 21,000 | 0 | |
| S791 | UNALLOCATED FUNDING | | 21,000 | 21,000 | 0 | 0.00 | 21,000 | 21,000 | 0 | |
| | PROPERTY INVESTMENT | | 5,113,800 | 5,113,800 | 3,245,431 | 1,049,358 | 819,012 | 5,113,801 | 1 | |
| | | | | | | 4,294,788.51 | | | | |
| | AFFORDABLE HOUSING | | | | | 84% | | | | |
| SA1030 | HRA Site Development | Rob Main / Kevin Shutt | 0 | 0 | -1,200 | 1,741 | -541 | -0 | -0 | 31.10.19 Orders finished with - decommit and move actuals to relevant cluster. |
| SA1031 | Site Acquisition (Inc RTB) | Rob Main / Kevin Shutt | 1,411,029 | 226,400 | 92,500 | 750 | 133,150 | 226,400 | 0 | 31.10.19 Requirement for additional land to fulfill the HRA development programme target of 335 units. 22.01.20 working with legal to progress the purchase of land. It's possible we could get some grant towards it, but need to work through the scenarios with grant vs 1-4-1. Further sites to be worked up. KS confirmed scheme to be reprofiled. |
| SA1032 | New Build Programme | Rob Main / Kevin Shutt | 0 | 0 | 8,706 | 41,941 | -50,647 | -0 | -0 | 31.10.19 Expenditure relates to the overall scheme - to be reallocated to individual clusters. |
| SA1033 | Estate Regeneration | Rob Main | 341,714 | 341,714 | 164,467 | 68,507 | 108,739 | 341,714 | 0 | 22.01.20 live procurement process, return tenders due in early Feb. Update due to April P&F. |
| SA1034 | Former ASRA Properties | Rob Main | 588,971 | 1,074,579 | 0 | 0 | 1,074,579 | 1,074,579 | 0 | 31.10.19 Acquisition should be completed by the end of March 19. 22.01.20 with Legal. |
| SA1041 | Phase 1 Cluster 1 Newark | Rob Main / Kevin Shutt | 0 | 0 | -30,898 | 30,184 | 714 | 0 | 0 | |
| SA1042 | Phase 1 Cluster 2 Farndon Hca | Rob Main / Kevin Shutt | 0 | 0 | -30,349 | 57,376 | -27,026 | 0 | 0 | |
| SA1043 | Phase 1 Clust 2 Farndon 1-4-1 | Rob Main / Kevin Shutt | 0 | 0 | -2,997 | 4,484 | -1,488 | -0 | -0 | 22.01.20 Retention invoices are starting to come in for phase 1 now, and it is hoped all will be paid during Feb and March. |
| SA1044 | Phase 1 Clust 3, West | Rob Main / Kevin Shutt | 0 | 0 | -52,532 | 27,299 | 25,233 | 0 | 0 | |
| SA1045 | Phase 1 Clust 4, Collingham | Rob Main / Kevin Shutt | 0 | 0 | 60,704 | 21,355 | -82,058 | 0 | 0 | |
| SA1046 | Phase 1 Clust 5, Balderton | Rob Main / Kevin Shutt | 0 | 0 | -21,925 | 141,856 | -119,931 | -0 | -0 | |
| SA1047 | New Build Contingency | Rob Main / Kevin Shutt | 262,774 | 182,774 | 1,475 | 0 | 181,299 | 182,774 | 0 | |
| SA1048 | Boughton Extra Care | Rob Main / Kevin Shutt | 1,700,000 | 1,700,000 | 439,100 | 976,769 | 284,132 | 1,700,000 | 0 | 8.8.19 Tender accepted, aiming for start on site October 2019. £2m grant funding confirmed. 31.10.19 started on site on 28th Oct. Contractor firming up cashflow. |
| SA1050 | Phase 2 Cluster 1 - Coddington | Rob Main / Kevin Shutt | 1,020,562 | 1,020,562 | 795,535 | 225,028 | 0 | 1,020,563 | 0 | 8.8.19 Phased completion between Nov 19 and Feb 20, running on target and on budget at the moment. 31.10.19 - variations under £40k over the whole of Phase 2 at the moment. 22.01.20 PC was Nov for two sites, will be Feb for the third site. Final costs agreed with Contractor, therefore outstanding order adjusted. |

| Project | Capital Description | Project Manager | Revised Budget 19/20 (Following P&F 28.11.19) | Revised Budget including Variations for Approval | Actuals to end of December | Current outstanding orders | Additional anticipated spend in year | Total Projected spend in year | Variance | Comments - Spend to date |
|---------|---------------------------------------|------------------------|---|--|----------------------------|----------------------------|--------------------------------------|-------------------------------|----------|--|
| SA1051 | Phase 2 Cluster 1 - 1-4-1 Coddington | Rob Main / Kevin Shutt | 759,895 | 759,895 | 638,114 | 64,134 | 57,647 | 759,895 | 0 | 8.8.19 Due for completion by Feb 20, currently on target and on budget. 31.10.19 completion due for January 20. 22.01.20 PC in Jan and site handed over. |
| SA1052 | Phase 2 Cluster 2 - Southwell | Rob Main / Kevin Shutt | 460,566 | 460,566 | 401,809 | 8,673 | 50,084 | 460,566 | 0 | 8.8.19 Due for completion by Feb 20, currently on target and on budget. 31.10.19 £9k additional funding from the BCF for accessible parking bays at this site. Budget increased for the same 22.01.20 PC in January and site handed over. |
| SA1053 | Phase 2 Cluster 3 - Hawtonville | Rob Main / Kevin Shutt | 1,704,968 | 1,704,968 | 1,030,095 | 101,047 | 573,827 | 1,704,968 | 0 | 8.8.19 Due for completion by Mar 20, currently on target and on budget. |
| SA1054 | Phase 2 Cluster 3 - 1-4-1 Hawtonville | Rob Main / Kevin Shutt | 1,021,378 | 1,021,378 | 608,278 | 106,424 | 306,676 | 1,021,378 | 0 | 8.8.19 Due for completion by Mar 20, currently on target and on budget. |
| SA1055 | Phase 2 Cluster 4 - Sherwood | Rob Main / Kevin Shutt | 1,287,562 | 1,367,562 | 1,208,789 | 79,893 | 78,881 | 1,367,562 | 0 | 8.8.19 Due for completion by Mar 20, currently on target and on budget. |
| SA1060 | Phase 3 | Rob Main / Kevin Shutt | 1,500,000 | 1,000,000 | 141,497 | 48,338 | 810,165 | 1,000,000 | 0 | 8.8.19 Have identified and carried out feasibility on approx 100 units of which we have 15 with planning approval. Due to deliver 50-60 units in this phase, depending on types and confirmed costs to stay in line with budget. Remaining units with feasibility will roll into phase 4. 31.10.19 19 properties approved or submitted for planning. 22.01.20 8 Units over 4 sites have been confirmed to date with a start on site due for 10.02.20 as the first cluster. Cluster 2-4 between Feb & Apr depending on planning approvals. KS confirmed reprofile required - move £500k to 20/21. |
| SA1070 | Phase 4 | Rob Main / Kevin Shutt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8.8.19 Identified 40 units to date, which are more complex to develop, but sites are progressing and more sites will be added as time goes on. 22.01.20 Currently progressing 126 units in total, 50 units will go into phase 3 (8 already identified) the others, depending on planning permissions will be ready for phase 4 alongside progressing site acquisition in preparation for this phase and phase 5. |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | SUB TOTAL AFFORDABLE HOUSING | | 12,059,421 | 10,860,400 | 5,451,167 | 2,005,799 | 3,403,434 | 10,860,400 | 0 | |
| | | | | | | | | | | |
| | TOTAL HOUSING REVENUE ACCOUNT | | 17,173,221 | 15,974,200 | 8,696,597 | 3,055,157 | 4,222,446 | 15,974,201 | 1 | |

POLICY & FINANCE COMMITTEE
20 FEBRUARY 2020

2020/21 PROPOSED GENERAL FUND REVENUE BUDGET

1.0 Purpose of Report

- 1.1 To enable the Policy & Finance Committee to consider the spending proposals in the Councils proposed 2020/21 General Fund revenue budget.
- 1.2 To enable the Committee to make recommendations on the 2020/21 budget to Council for its meeting on 9 March 2020.

2.0 Background Information

- 2.1 This report sets out details of the council's proposed General Fund revenue budget for the 2020/21 financial year. The budget proposals were formulated in accordance with the framework set out in the council's Constitution. A report on the council's budget setting strategy for 2020/21 was presented to this Committee on 27 June 2019.
- 2.2 This report has been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders.

3.0 Financial Summary

- 3.1 The council's proposed 2020/21 General Fund (GF) revenue budget is shown in further detail in **Appendices A1** and **A2** to this report. The current overall position is summarised below:

| Line in Appendix A1 | | 2020/21 (£) |
|----------------------------|---|--------------------|
| 5 | Total service budgets | 15,201,920 |
| 12 | Total other operating income & expenditure | 1,633,290 |
| 16 | Total financing and investment income & expenditure | (291,430) |
| 23 & 24 | Less capital reversals | (3,039,400) |
| | Total Expenditure | 13,504,380 |
| 25 & 26 | Contributions to or (from) Usable Reserves | 3,100,740 |
| 21 | New Homes Bonus (NHB) | (1,740,990) |
| 19 & 20 | Non-Domestic Rates (NDR) (Business Rates) | (7,724,300) |
| 17 & 18 | Government grants | (122,130) |
| 30 | Amount to collect through Council Tax | 7,017,700 |

4.0 Alignment to Community Plan

- 4.1 The Community Plan 2019-23 was approved by Council on 07 March 2019 and sets out the objectives for the organisation over that period. The development of the revised objectives included within the plan commenced during September 2018 and since that time have been updated and refined following consultation with a range of stakeholders including, lead members (Chairs of Committees), members of the Senior Leadership Team and Business Managers.

- 4.2 The Vision and Values for the Council have also been reviewed and updated to better reflect the Council’s purpose and make clear: what we are here to do; and how we will go about it.
- 4.3 The Council also undertook a consultation exercise with residents and other key stakeholders between October and December 2018 so that findings from the survey could be used to sense check the objectives included with the Corporate Plan and where appropriate refine/amend these. Feedback has also been used to prioritise activities under each of the objectives. Further details in relation to the findings from the survey and how this has been used to shape the Council’s objectives is covered elsewhere on the agenda.
- 4.4 During the year since that approval, further priorities have emerged which have needed to be reflected within the Community Plan, and as such the Community Plan has been refreshed. This has been in consultation with the Leader and Deputy Leader and Committee Chairs and Vice Chairs. The refreshed Community Plan can be found at **Appendix B**.
- 4.5 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of the refreshed Community Plan.

5.0 Development of Proposed 2020/21 General Fund Revenue Budget

- 5.1 The proposed 2020/21 General Fund revenue budget collates various types of information, such as the:
- a) level of government grant receivable;
 - b) expected level of council tax and business rates income;
 - c) expected level of other income, such as from fees and charges;
 - d) expected level of spend on employees; and
 - e) expected use of reserves.
- 5.2 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA)

- 5.3 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information crucial for setting the next financial year’s budget. The provisional settlement was announced on 20 December 2019, and the final settlement on 06 February 2020. The final settlement completely reflected the provisional settlement.
- 5.4 The Settlement Funding Assessment (SFA) which the government will give councils next year is a combination of Revenue Support Grant (RSG) and the council’s local share of redistributed business rates.
- 5.5 The government will pay Newark and Sherwood £3.762m in SFA for 2020/21. This is an increase of 1.6% compared to 2019/20. The table below breaks down the council’s SFA for the four financial years between 2017/18 and 2020/21. This shows a reduction in government funding of 16.1% over that period.

| | 2017/18 (£) | 2018/19 (£) | 2019/20 (£) | 2020/21 (£) |
|-----------------------------|-------------|-------------|-------------|-------------|
| Revenue Support Grant (RSG) | 1,048,592 | 592,374 | 82,785 | 84,134 |

| | | | | |
|--|------------------|------------------|------------------|------------------|
| Baseline Funding Level (BFL) | 3,434,519 | 3,537,702 | 3,618,775 | 3,677,736 |
| Settlement Funding Assessment (SFA) | 4,483,111 | 4,130,076 | 3,701,560 | 3,761,870 |

5.6 The increase in the 2020/21 SFA is because of delays to government’s reform of the local government finance system. The government’s planned reforms are mainly to increase the proportion of business rates retained locally; and to make fairer the government’s annual funding allocations for local authorities. The government previously intended for these reforms to take effect from 2020/21, though now intends for these reforms to take effect from 2021/22. In light of this one year delay, the government has rolled forward the 2019/20 settlement for 2020/21.

5.7 In addition to the council’s BFL payment from the government, the council may also receive business rates from the Nottinghamshire Business Rates Pool and retain a proportion of locally generated business rates. Further details can be found in paragraph 5.40.

Proposed 2020/21 Council Tax

5.8 Chapter IVA (Limitation of Council Tax and Precepts) of the Local Government Finance Act 1992 requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

5.9 An authority’s relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.

5.10 Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5 without holding referenda. For 2016/17 and 2017/18, the core principle was 2%, and for 2018/19 and 2019/20, the core principle was 3%.

5.11 The proposed core principle for 2020/21 is 2%. The government’s proposed council tax referendum principle for shire district councils therefore permits increases in the council’s 2020/21 relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.

5.12 The assumed Council Tax increase within these budget papers is an increase in the Band D equivalent of £5. The Council Tax Base (being the number of Band D equivalent properties within the District) has also assumed to be an increase on the previous years of 1.36%, which takes account of the increase in properties within the District.

Proposed 2020/21 Budget – General Principles

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

| | | |
|----|-----------|---|
| a) | Employees | Some of the main assumptions used to budget for employee costs for 2020/21 were: - an 2% increase in the basic salary of most posts; |
|----|-----------|---|

| | | |
|----|--|--|
| | | <ul style="list-style-type: none"> - an increase in pay point for employees not at the post's highest pay point; and - a 3.5% vacancy rate. <p>3.5% of the council's total salary budget, or £400,000, has been budgeted to be saved from posts remaining vacant before being filled.</p> |
| b) | Employer's Superannuation | <p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2019 for the three years between 2020/21 and 2022/23.</p> <p>The council's budgeted pension-related costs has reduced overall. The Council's primary rate (charged as a proportion of basic salary at employee level) has increased from 14.5% to 17.5% which has increased the service cost. This has been offset by a reduction in the secondary rate (line 8) (which is a fixed contribution to the past service costs). The outcome of this is an overall reduction in pension costs to the Council.</p> |
| c) | General Inflation | <p>Most income budgets and non-pay expenditure budgets have been uplifted by 3%, broadly in line with the Retail Price Index (RPI) forecast for 2020/21 by the government's Office for Budget Responsibility (OBR).</p> |
| d) | Average Interest Rate re External Debt | <p>The council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p> |
| e) | Capital Charges | <p>The estimates of each Committee's budgets (Appendix A1, lines 1-4) include the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges to be reversed out (Appendix A1, lines 23-24) and replaced with the Minimum Revenue Provision (MRP) (Appendix A1, line 13). This is because council taxpayers cannot be charged for the notional costs of assets used.</p> |
| f) | Capital Financing Charges | <p>The council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2020/21 to be approved by Council on 9 March 2020.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p> |

Service Expenditure after Reversal of Capital Charges (Appendix A1)

5.14 Service expenditure budgets in 2020/21 are £582,668 more than in 2019/20, after capital charges have been reversed (Appendix A1, lines 23 and 24).

| Line | | 2019/20 | 2020/21 | Variance |
|------|---|-------------------|-------------------|----------------|
| 5 | Total service budgets | 13,486,260 | 15,201,920 | 1,715,660 |
| 12 | Other operating income & expenditure | 1,889,400 | 1,633,290 | (256,110) |
| 16 | Total Financing and Investment income & expenditure | (97,998) | (291,430) | (193,432) |
| 23 | Revenue Expenditure Funded from Capital Under Statute | (599,360) | (700,000) | (100,640) |
| 24 | Capital Charges | (1,756,590) | (2,339,400) | (582,810) |
| | TOTAL | 12,921,712 | 13,504,380 | 582,668 |

5.15 The table below details the council's net budget requirement for 2020/21, broken down by gross expenditure and gross income:

| Line | | 2020/21 gross expenditure | 2020/21 gross income | 2020/21 net expenditure |
|---------|---|---------------------------|----------------------|-------------------------|
| | Total service budgets (Appendix A2) | 47,122,630 | (31,920,710) | 15,201,920 |
| 12 | Other operating income & expenditure | 1,633,290 | (0) | 1,633,290 |
| 16 | Total Financing and Investment income & expenditure | 711,210 | (1,002,630) | (291,420) |
| 21 & 26 | New Homes Bonus (NHB) | 1,740,990 | (1,740,990) | 0 |
| 23 & 24 | Reversal of Capital Charges | (3,039,400) | (0) | (3,039,400) |
| | TOTAL | 48,168,720 | (34,664,330) | 13,504,380 |

5.16 Some of the main reasons for increases in 2020/21 service expenditure are listed below:

| Type of service spend increase | Reason for service spend increase | Increase in proposed 2020/21 budget, compared to 2019/20 initial budget (£) |
|--------------------------------|--|---|
| Employees | <p>This is the total effect of various changes, though largely because of:</p> <ul style="list-style-type: none"> - an increase in the number of posts budgeted for in 2020/21; - an 2% increase in basic pay budgeted for most employees, and associated increases in oncosts; and - an increase in pension contributions budgeted for against each post, from 14.5% of basic pay to 17.6% of basic pay. | 1,686,740 |

| | | |
|-------------------|---|---------|
| Capital | <p>This is largely because of how depreciation is now budgeted for.</p> <p>In previous years, the depreciation charge budgeted for future years only accounted for those assets in the council's asset register. Assets in the register are those fully acquired or developed, such as new roads and leisure centres.</p> <p>The depreciation charge now budgeted for future years includes assets planned for acquisition or development as part of the council's approved capital programme.</p> <p>This move towards accounting more wholly for the council's depreciable assets increases the accuracy (and monetary value) of the depreciation charge now budgeted for future years.</p> | 683,450 |
| Computer Software | This mainly relates to an increase in licensing costs as part of the council's move towards using the Microsoft Office 365 suite of applications | 106,200 |

5.17 Some of this increase in employee costs is offset by reductions elsewhere. For example:

- a) the increase in pension contributions budgeted for against each post is more than offset by reductions in the council's budgeted pension contributions for former employees (**Appendix A1**, line 8);
- b) the costs of some of the newly created posts will be recharged to third parties (thus increasing the council's income); and
- c) some of the costs now budgeted for as employee costs were formerly budgeted for as temporary worker costs (thus reducing the council's non-employee costs).

5.18 Further details can be found in the 2020/21 General Fund (GF) revenue budget reports presented to each Committee in January 2020.

5.19 The pressures identified in paragraph 5.15 are partly offset by the reductions listed below:

| Type of service spend decrease | Reason for service spend decrease | Decrease in proposed 2020/21 budget, compared to 2019/20 initial budget (£) |
|--------------------------------|--|---|
| Recharges to third parties | This increase in income is largely because the costs of some of the newly created posts will be recharged to third parties, such as the council's capital account and Housing Revenue Account (HRA). | (405,200) |
| Domestic Refuse Collection | This increase in income largely relates to the bringing back in-house of the garden waste service, which Policy & Finance Committee approved on 24/01/2020. Some of the increase in income from | (393,740) |

| | | |
|----------------------|---|-----------|
| | collecting garden waste is being used to fund the costs of newly created posts within the team. | |
| Housing Benefit (HB) | <p>This reduction in net expenditure largely relates to the council having to spend less on HB for non-council tenants, and an increase in the proportion of council HB spend recoverable as income from the Department for Work and Pensions (DWP).</p> <p>The DWP pays Universal Credit. The DWP are paying an increasing number of non-council tenants their HB-related income via Universal Credit.</p> | (147,120) |

2020/21 Employee Plan (Appendix C)

- 5.20 The council predicts that it will have 535.27 full-time equivalent (FTE) employees at the end of 2019/20. This includes 168.12 FTEs who became council employees on 01 February 2020, following the transfer of services formerly provided by Newark and Sherwood Homes Ltd (NSH) to the council on this date.
- 5.21 Excluding employees transferred to the council from NSH, the council predicts that it will have 367.15 FTEs at the end of 2019/20. This is predicted to increase to 382.98 FTEs by the end of 2020/21. The majority of the 15.83 FTE increase predicted for 2020/21 relates to the review of two existing business units (Waste and Transport, and Parks and Open Spaces), as part of the creation of a new one (Environmental Services).

Fees and Charges Review

- 5.22 Many services administered by the local authority are set by statute and the timing and review is therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary amend its charges or charging regime.
- 5.23 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.
- 5.24 The proposals for the levels of fees and charges to be implemented from 01 April 2020 were subject to scrutiny by each of the Committees during the January cycle and have now been updated where appropriate. The council is currently budgeting to receive £5.296m of income from fees and charges in 2020/21. This is an increase of £0.619m from 2019/20.
- 5.25 The table below summarises some of the services which provide the council with the majority of its fees and charges income, and the income budgeted from these services for 2020/21:

| Service | 2020/21 proposed budget (£) | Summary |
|------------------|-----------------------------|--|
| Building Control | n/a | The council is part of the East Midlands Building Consultancy (EMBC), along with South Kesteven District |

| | | |
|--|-----------|--|
| | | <p>Council (SKDC) and Rushcliffe Borough Council. SKDC are the lead authority.</p> <p>Building Control fees for 2020/21 will be published on the EMBC website once these have been agreed.</p> |
| Planning | 915,000 | <p>Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including how to access the statutory fees chargeable, can be found in Appendix E.</p> |
| Car and Lorry Parking | 1,238,320 | <p>The fees for Car parking are proposed to be frozen for the 2020/21 financial year, though increases have been proposed for lorry charges. Further details can be found in Appendix F.</p> |
| Market | 9,670 | <p>The Riverside Arena auction market charges proposed for 2020/21 are the same as those in 2019/20. Further details can be found in Appendix G.</p> |
| Culture | 671,600 | <p>The majority of charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2020/21 are the same as those in 2019/20. Further details can be found in Appendix H.</p> |
| Parks and Amenities | 4,450 | <p>The football pitch charges proposed for 2020/21 are the same as those in 2019/20. An inflationary increase to the majority of other parks and playing field fees and charges has been proposed for 2020/21. Further details can be found in Appendix J.</p> |
| Licensing | 48,290 | <p>The majority of the council's discretionary licensing fees and charges relate to vehicle licences and gambling. Further details can be found in Appendices L and M respectively.</p> <p>Statutory fees chargeable under the <i>Gambling Act 2005</i> and <i>Licensing Act 2003</i> can be found in Appendices N and O respectively.</p> |
| Environmental Health | 119,300 | <p>The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for the majority of the discretionary environmental health fees for 2020/21, to ensure that the council recovers the full cost of services provided. Further details can be found in Appendix Q.</p> <p>The dog warden charges proposed for 2020/21 are the same as those in 2019/20. Further details can be found in Appendix R.</p> |
| Trade Waste, Recycling and Garden Bins | 1,480,730 | <p>Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county,</p> |

| | | |
|--|--|--|
| | | <p>through its statutory role as the Waste Disposal Authority for these authorities.</p> <p>Further details of these and the other proposed charges for 2020/21 can be found in Appendix S.</p> |
|--|--|--|

- 5.26 Details of the council's proposed charges for 2020/21 for services not listed above can be found in **Appendices E-Y**.

Capital Financing net of Interest Receivable (**Appendix A1**, lines 13-15)

- 5.27 The capital financing costs are the best estimate at this time. However due to their nature and composition they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.
- 5.28 Due to the increase in the PWLB rate by 1% on 09 October 2019, the council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury Strategy (which is subject to a separate report which was considered by the Audit and Accounts Committee on 05 February 2020, and will be approved at Council on 09 March 2020) and due diligence through the council's Treasury Advisers.
- 5.29 During the previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise elements of its reserves in the shape of various projects such as the Modular Pool at Ollerton and the improvements to Southwell Leisure Centre. This has meant that cash backed by these reserves has been utilised meaning that there is a need to borrow money to ensure that the Council has cash at hand to service its day to day costs.
- 5.30 There is an increase in Capital Financing costs of £28,130 (**Appendix A1**, line 13) in 2020/21. This represents the cost of capital financing decisions taken in previous years where there hasn't been capital resources available to fund the capital spend.
- 5.31 Working within the approved Treasury Management Strategy, the council expects to increase investment income during 2020/21 by creating a broader portfolio of investment assets in order to generate further interest income. Advice from the council's external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or from reserves

- 5.32 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.
- 5.33 The council has reviewed the adequacy of its financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.

- 5.34 The table below summarises the amount of council earmarked reserves as at 31 March 2019, and forecasts of these as at 31 March 2020 and 31 March 2021.

| | At 31 March 2019 | Forecast at 31 March 2020 | Forecast at 31 March 2021 |
|-----------------------|-----------------------------|--------------------------------------|--------------------------------------|
| Revenue Reserves | 25,375,754 | 13,412,984 | 15,182,802 |
| Capital Reserves | 9,909,071 | 10,000,518 | 8,856,718 |
| Ring Fenced Reserves | 139,446 | 139,446 | 139,446 |
| Total Reserves | 35,424,271 | 23,552,948 | 24,178,966 |

- 5.35 **Appendix D** lists all of the council's current reserves.

General Fund Balance

- 5.36 On 07 March 2019, Council approved a recommendation to change how the authority determines its level of General Fund balance. The council now has a fixed General Fund balance of £1.500m, rather than a variable amount based on 15% of the council's net budget requirement (£1.737m as at 01 April 2018).
- 5.37 The £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain its current General Fund balance of £1.500m, it is intended that the General Fund balance will only be used to fund expenditure once other appropriate reserves have been fully utilised.

Parish and Town Council Precepts

- 5.38 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council Tax Requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 5.39 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2020/21. These details will be included in the revenue budget and council tax setting report to be presented to Council on 9 March 2020.

Business Rates/Non-Domestic Rates (NDR) (**Appendix A1**, lines 19 and 20)

- 5.40 Under the NDR system, businesses pay councils based on the open market rental value of their business property as at 01 April 2015, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2020/21 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses 1.3p per pound more than this (51.2p per pound, or 51.2%).
- 5.41 As mentioned in paragraph 5.7, though the government has allocated £3,677,736 of business rates to the council for 2020/21, the total amount of business rates retained by the council

in 2020/21 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2019/20 and 2020/21.

- 5.42 The council is budgeting to retain £7.724m of business rates for 2020/21 (**Appendix A1**, lines 19 and 20). This includes £0.666m from relevant renewable energy projects, and £0.915m of surplus business rates income forecasted for the end of 2019/20.
- 5.43 There are two main factors why the amount of business rates the council is budgeting to retain for 2020/21 is significantly more than the government's business rates allocation for the council. These are:
- a) an increase in the total rateable value of all business premises within the council; and
 - b) a reduction in the amount of business rates income set aside for bad debts and refunds.

Council Tax Requirement

- 5.44 As explained in paragraph 5.38, Council Tax Requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 5.45 The council's 2020/21 net budget requirement is £13,504,380, as shown in the table in paragraph 3.1. This is partly offset by government grant income of £0.121m; projected business rates income of £7.724m and projected transfers to reserves of £1.360m. After including these sources of income, the net call on the Collection Fund before Parish Precepts are added is £7,017,700 (**Appendix A**, line 30).

Subjective Analysis

- 5.46 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2020/21 by statutory categories used to categorise expenditure and income.

Risk Assessment and Sensitivity

- 5.47 As mentioned in paragraph 5.32, section 25 of the *Local Government Act 2003* requires the council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.
- 5.48 In considering the council's proposed budget for 2020/21 and the sensitivity of expenditure and income to changes, it should be noted that:
- a) a 1% increase in Council Tax is equivalent to £70,180 of net expenditure; and
 - b) a £1 increase in Council Tax is equivalent to £39,300 of net expenditure.
- 5.49 Various assumptions were required to be made when preparing the proposed 2020/21 budget. The two areas where it seems that variations between the proposed budget and

reality could be greatest are employee pay and income receivable. Further details on each of these are below.

2020/21 pay award

- 5.50 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 5.13, the 2020/21 budgets have been prepared assuming a 2% uplift to the basic salaries of most posts, in line with the pay award for 2018/19 and 2019/20 for most council employees.
- 5.51 The National Joint Council (NJC) for Local Government Services' pay award for 2020/21 has not yet been finalised. The Joint Trade Union Side has rejected the National Employers for Local Government Services' proposal for a 2% increase in basic pay.
- 5.52 It is probable that the costs of the 2020/21 pay award will exceed the pay increases currently budgeted for. If the 2020/21 pay award agrees a more than 2% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 3% increase in basic pay for 2020/21 would result in around £132,000 needing to be funded from reserves.

Income

- 5.53 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2020/21 income budgets for services have been set at levels considered achievable.
- 5.54 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £52,960, or a council tax increase equivalent to £1.35 per property (0.75%).
- 5.55 Officers closely monitor income levels as part of the council's monthly budget monitoring processes, and the Senior Leadership Team also continue to regularly scrutinise income levels.
- 5.56 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

Other significant potential risks

- 5.57 Though less likely, but other assumptions which could result in the council's actual expenditure and/or income varying significantly from its proposed budgets are below:

| | | |
|----|----------------|---|
| a) | Interest rates | The proposed 2020/21 budget includes amounts for both interest payable (Appendix A1 , line 14) and interest receivable (Appendix A1 , |
|----|----------------|---|

| | | |
|----|----------------------------|--|
| | | <p>line 15). This is because the council expects that it will both borrow money and lend money throughout the 2020/21 financial year.</p> <p>The budgeted amounts for 2020/21 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2020/21 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council's overall budget.</p> |
| b) | General Inflation | <p>As mentioned in paragraph 5.13, the proposed service budgets for 2020/21 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2019. There was a 2.2% increase in inflation (RPI) over the 12 months of the 2019 calendar year.</p> <p>Though inflation rate increases have reduced in recent months, from 2.9% for June 2019 to 2.2% for December 2019, there is no guarantee that this trend will continue.</p> <p>Though it is likely that actual inflation rates throughout 2020/21 will differ from the government's own forecasts for 2020/21 and the 3% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council's budget.</p> |
| c) | National Living Wage (NLW) | <p>As referenced in paragraph 5.51, the council pays most of its employees in line with NJC terms and conditions.</p> <p>Council employees on the NJC's lowest pay point are paid £9.00 per hour in 2019/20, in line with the Living Wage Foundation's Real Living Wage for 2018/19 (November 2018 – October 2019). This is £0.79 more than the 2019/20 NLW of £8.21 per hour, and £0.28 more than the 2020/21 NLW of £8.72 per hour.</p> <p>Though the pay award for 2020/21 has not yet been finalised, it seems more likely that the 2020/21 pay of employees at the NJC's lowest pay point will increase to £9.30 per hour, in line with the Living Wage Foundation's current Real Living Wage, or thereabouts, than to £10.00 per hour as proposed by the Joint Trade Union Side.</p> |
| d) | Apprenticeship Scheme | <p>In addition to Apprenticeship Levy payments the council is required to make to the government (Appendix A1, line 7), the council employs apprentices, some of whom are paid for from its 'training' reserve (Appendix D). It is anticipated that £0.065m of the training reserve will be used in 2020/21 to pay for council apprentices.</p> |
| e) | Reserves | <p>As mentioned in paragraphs 5.32 and 5.33, the council has reviewed the adequacy of the financial reserves proposed in the 2020/21 budget, as statutorily required.</p> |

6.0 Proposals

6.1 Officers are proposing to the Committee that it notes the Community Plan in **Appendix B** and Employee Plan in **Appendix C**; and recommends to Council at its meeting on 9 March 2020:

- d) the council's General Fund revenue budget for 2020/21; and
- e) the 2020/21 fees & charges in **Appendices E to Y**.

7.0 Equalities Implications

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

8.0 Financial Implications (FIN19-20/3590)

8.1 As this report is financial in nature, the financial implications of the proposed 2020/21 General Fund revenue budget have been covered within the body of this report.

9.0 Community Plan – Alignment to Objectives

9.1 Section 4.0 provides details how the council's proposed 2020/21 General Fund revenue budget aligns to the current Community Plan 2019-2023 (**Appendix B**).

9.2 The Employee Plan in **Appendix C** covers the activities of all council employees, and therefore supports the council to achieve all of the Community Plan 2019-2023 objectives.

9.3 The 2020/21 fees & charges referred to in the proposals of this report support the council to achieve specific objectives of the Community Plan 2019-2023, such as to *“generate more income, improve value for money and increase residents' satisfaction with the Council”*.

10.0 RECOMMENDATIONS That:

- a) the Committee notes the Community Plan in Appendix B and Employee Plan in Appendix C; and
- b) the Committee recommends to the Full Council at its meeting on 9 March 2020 that:
 - i. the following amounts be now calculated by the council for the 2020/21 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:
 - 1. **£48,168,720** being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the District Council's gross expenditure for 2020/21);
 - 2. **£34,664,330** being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3)(a) to (d)

of the Act (the District Council's gross income for 2020/21); and

3. **£13,504,380** being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year;
- ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2020/21;
- iii. the budget amounts included in the report be the council's budget for 2020/21; and
- iv. the fees and charges shown in Appendices E to Y be implemented with effect from 1 April 2020.

Reason for Recommendations

To enable Policy & Finance Committee to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011, for the purposes of setting Council Tax levels for the 2020/21 financial year.

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.

Sanjiv Kohli
Director of Resources and Deputy Chief Executive

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

| A | B | C | D = C - B |
|---|--------------------------|--------------------------|---------------------|
| Committee | Estimate 2019/20 £ | Estimate 2020/21 £ | More or (Less) £ |
| 1 Economic Development Committee | 1,627,860 | 2,091,630 | 463,770 |
| 2 Homes & Communities Committee | 3,070,830 | 3,399,630 | 328,800 |
| 3 Leisure & Environment Committee | 4,549,940 | 5,092,800 | 542,860 |
| 4 Policy & Finance Committee | 4,237,630 | 4,617,860 | 380,230 |
| 5 Total Service Budgets | 13,486,260 | 15,201,920 | 1,715,660 |
| Other Operating Income & Expenditure | | | |
| 6 Corporate Adjustments | (250,000) | 0 | 250,000 |
| Other Employee Expenses | | | |
| 7 Apprenticeship Levy | 42,000 | 39,000 | (3,000) |
| 8 Pensions - employer's lump sum | 1,101,580 | 543,850 | (557,730) |
| 9 Pensions - Pensions Act | 249,620 | 255,000 | 5,380 |
| 10 Corporate Contingencies | 200,000 | 200,000 | 0 |
| 11 Drainage Levy | 546,240 | 595,440 | 49,200 |
| 12 Total other operating income & expenditure | 1,889,440 | 1,633,290 | (256,150) |
| Financing and Investment income & expenditure | | | |
| 13 Capital Financing Cost | 527,690 | 555,820 | 28,130 |
| 14 Interest Payable | 93,165 | 155,380 | 62,215 |
| 15 Investment Interest received | (718,853) | (1,002,630) | (283,777) |
| 16 Total Financing and Investment income & expenditure | (97,998) | (291,430) | (193,432) |
| Taxation and Non Specific Grant Income | | | |
| Revenue Support Grant | | | |
| 17 Formula Grant | (82,780) | (84,130) | (1,350) |
| Rural Services Delivery Grant | | | |
| 18 Rural Services Delivery Grant | (38,000) | (38,000) | 0 |
| Non Domestic Rates | | | |
| 19 Retained NDR | (5,128,809) | (5,645,410) | (516,601) |
| Non Domestic Rates S31 Grant | | | |
| 20 S31 Grants | (1,823,191) | (2,078,890) | (255,699) |
| 21 New Homes Bonus | (1,580,156) | (1,740,990) | (160,834) |
| 22 Total Taxation and Non Specific Grant Income | (8,652,936) | (9,587,420) | (934,484) |
| Contributions to or (from) Reserves and Balances | | | |
| Contributions to or (from) Unusable Reserves | | | |
| 23 Revenue Expenditure Funded from Capital Under Statute | (599,360) | (700,000) | (100,640) |
| 24 Capital Charges | (1,756,590) | (2,339,400) | (582,810) |
| 25 Contributions to or (from) Usable Reserves | 880,628 | 1,359,750 | 479,122 |
| 26 New Homes Bonus grant to reserves | 1,580,156 | 1,740,990 | 160,834 |
| 27 Total Contributions to or (from) Reserves and Balances | 104,834 | 61,340 | (43,494) |
| 28 Net Call on Collection Fund | 6,729,600 | 7,017,700 | 288,100 |

| CODE | DESCRIPTION | 2019/20 INITIAL BUDGET | 2020/21 BASE BUDGET | MORE OR (LESS) |
|------|-----------------------------------|------------------------------|------------------------|-------------------|
| 111 | SALARIES AND WAGES | 9,700,230 | 10,837,670 | 1,137,440 |
| 112 | OTHER SALARIES/WAGES PAYMENTS | 56,440 | 31,390 | (25,050) |
| 113 | NATIONAL INSURANCE | 928,470 | 1,042,960 | 114,490 |
| 114 | SUPERANNUATION | 1,389,350 | 1,877,930 | 488,580 |
| 115 | OTHER EMPLOYERS CONTRIBUTIONS | 21,800 | 21,860 | 60 |
| | EXPENDITURE: EMPLOYEES | 12,096,290 | 13,811,810 | 1,715,520 |
| 211 | REPAIRS AND MAINTENANCE | 466,150 | 481,000 | 14,850 |
| 212 | ENERGY COSTS | 254,950 | 312,080 | 57,130 |
| 213 | RENT | 157,470 | 164,290 | 6,820 |
| 214 | RATES | 401,230 | 497,860 | 96,630 |
| 215 | WATER SERVICES | 57,600 | 59,920 | 2,320 |
| 217 | CLEANING AND DOMESTIC | 6,780 | 7,610 | 830 |
| 219 | CONTRIBUTION TO FUNDS | 399,660 | 395,860 | (3,800) |
| 311 | TRANSPORT | 711,940 | 722,190 | 10,250 |
| 313 | CONTRACT HIRE OP LEASE | 0 | 6,500 | 6,500 |
| 315 | CAR ALLOWANCES | 97,320 | 94,990 | (2,330) |
| 316 | INSURANCE | 62,720 | 0 | (62,720) |
| 234 | WIRELESS MAINTENANCE | 13,500 | 13,910 | 410 |
| 411 | EQUIPMENT AND FURNITURE | 323,350 | 344,340 | 20,990 |
| 412 | MATERIALS | 36,450 | 34,560 | (1,890) |
| 421 | CATERING | 105,910 | 125,310 | 19,400 |
| 431 | CLOTHING AND UNIFORMS | 25,730 | 31,780 | 6,050 |
| 441 | GENERAL OFFICE EXPENSES | 273,860 | 324,830 | 50,970 |
| 451 | CONTRACTUAL | 1,268,090 | 1,214,930 | (53,160) |
| 452 | OTHER SERVICES | 1,097,225 | 1,156,610 | 59,385 |
| 461 | COMMUNICATIONS AND COMPUTING | 842,950 | 958,390 | 115,440 |
| 462 | IEG | 0 | 1,200 | 1,200 |
| 471 | STAFF | 36,880 | 41,040 | 4,160 |
| 472 | MEMBERS | 257,990 | 263,150 | 5,160 |
| 473 | CHAIRMAN | 7,630 | 8,130 | 500 |
| 481 | GRANTS | 421,360 | 456,330 | 34,970 |
| 482 | SUBSCRIPTIONS | 54,560 | 62,400 | 7,840 |
| 491 | INSURANCE | 178,010 | 251,980 | 73,970 |
| 492 | CONTRIBS TO FUNDS AND PROVISNS | 184,600 | 188,980 | 4,380 |
| 493 | OTHER | 1,261,190 | 1,333,980 | 72,790 |
| 497 | DISCOUNTS | 6,960 | 4,870 | (2,090) |
| 611 | HOUSING BENEFITS | 21,196,850 | 20,632,400 | (564,450) |
| 612 | OTHER TRANSFER PAYMENTS | 87,940 | 80,000 | (7,940) |
| 821 | CAPITAL CHARGE | 2,355,950 | 3,039,400 | 683,450 |
| | EXPENDITURE: NON-EMPLOYEES | 32,652,805 | 33,310,820 | 658,015 |
| 911 | GOVERNMENT GRANTS | (21,353,930) | (20,885,570) | 468,360 |
| 922 | CONTRIBUTIONS FROM OTHER LAS | (211,460) | (286,310) | (74,850) |
| 928 | RECHARGE NON GF ACCOUNTS | (2,135,790) | (2,574,120) | (438,330) |
| 929 | OTHER GRANTS | (29,595) | 0 | 29,595 |
| 931 | SALES | (532,930) | (538,940) | (6,010) |
| 932 | FEES AND CHARGES | (4,287,550) | (4,820,070) | (532,520) |
| 933 | RENTS | (1,794,240) | (1,859,530) | (65,290) |
| 938 | FEES AND CHARGES | (389,110) | (475,930) | (86,820) |
| 939 | OTHER RECEIPTS | (528,230) | (480,240) | 47,990 |
| | INCOME | (31,262,835) | (31,920,710) | (657,875) |
| | REVENUE | 13,486,260 | 15,201,920 | 1,715,660 |

Community Plan

2019-2023 (Updated February 2020)

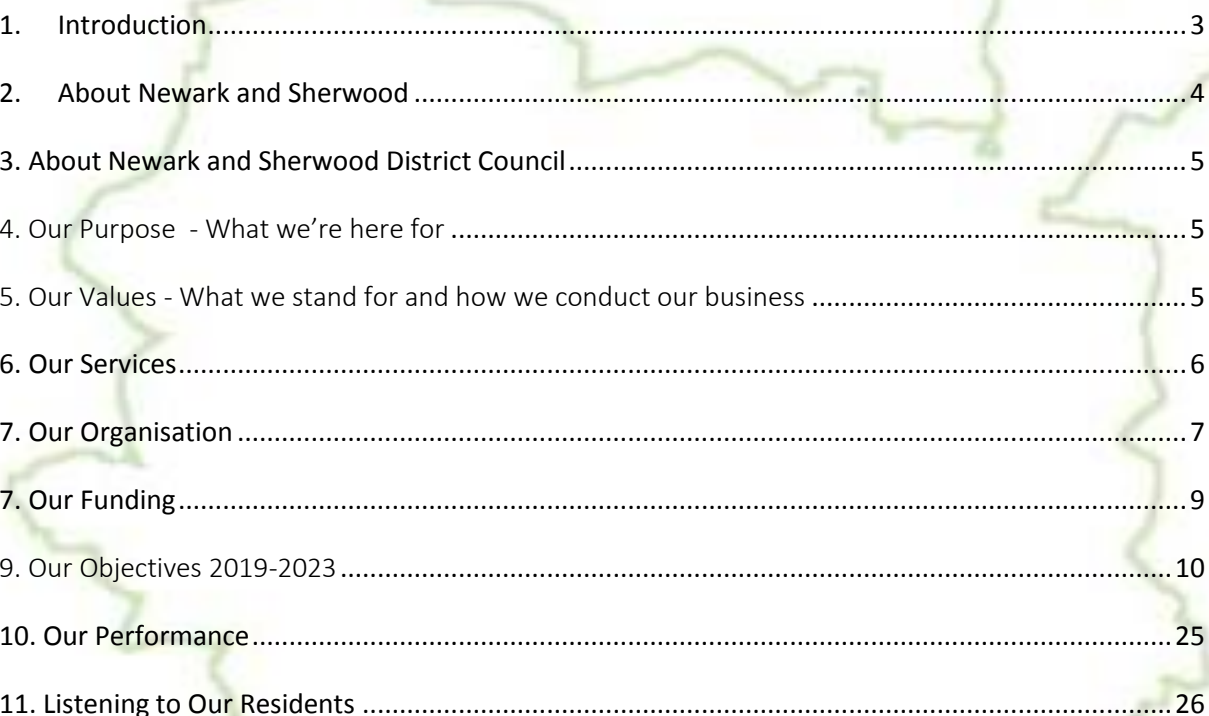
Newark and Sherwood District Council



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL



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1. Introduction

Welcome to Newark and Sherwood's Community Plan covering the period 2019-2023. The plan sets out what the Council intends to achieve over the next four years to improve residents' quality of life and enable those who live, work and invest in Newark and Sherwood to prosper and fulfil their potential.



Our Community Plan is underpinned by feedback from those we serve and work alongside. Between October and December 2018, we carried out a major consultation exercise, receiving 11,224 responses from local residents in addition to feedback from parish councils, local businesses and other partners. We can be confident, therefore, that our focus is on the things that matter most to those who live and work in Newark and Sherwood.



It's also worth emphasising that our Community Plan is not something that Newark and Sherwood District Council can deliver on its own. Tackling crime, improving health and providing new homes and jobs are just some of the many examples where we rely on the excellent support from partners across the public, private and voluntary sectors. In addition, whilst our attention is on local priorities, it's also crucial that we network and influence on a much larger scale in order to generate the investment that we desperately need to provide major items of infra-structure such as the Southern Link Road and A46 northern by-pass.



Since 2010, our funding from national government has been reduced by 60%, equivalent to £6.198m as part of a wider programme to reduce the national debt. Rather than allowing this to limit our ambitions for the local community, we're becoming increasingly commercial to generate new income streams at the same time as retaining our public service ethos.

We hope that the Community Plan expresses our passion and enthusiasm to make a difference and gives you a useful insight into what we're striving to achieve and how we intend to go about that.



John Robinson
Chief Executive



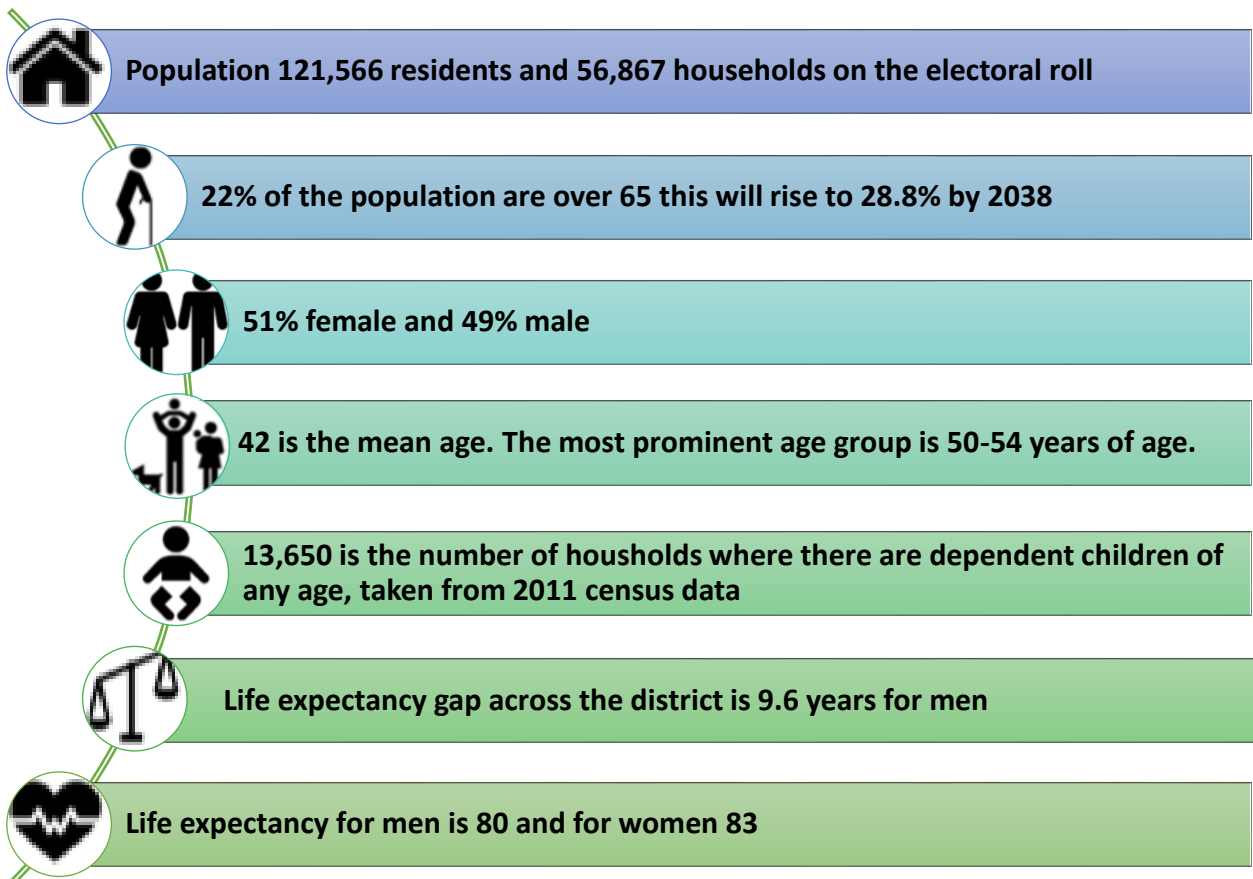
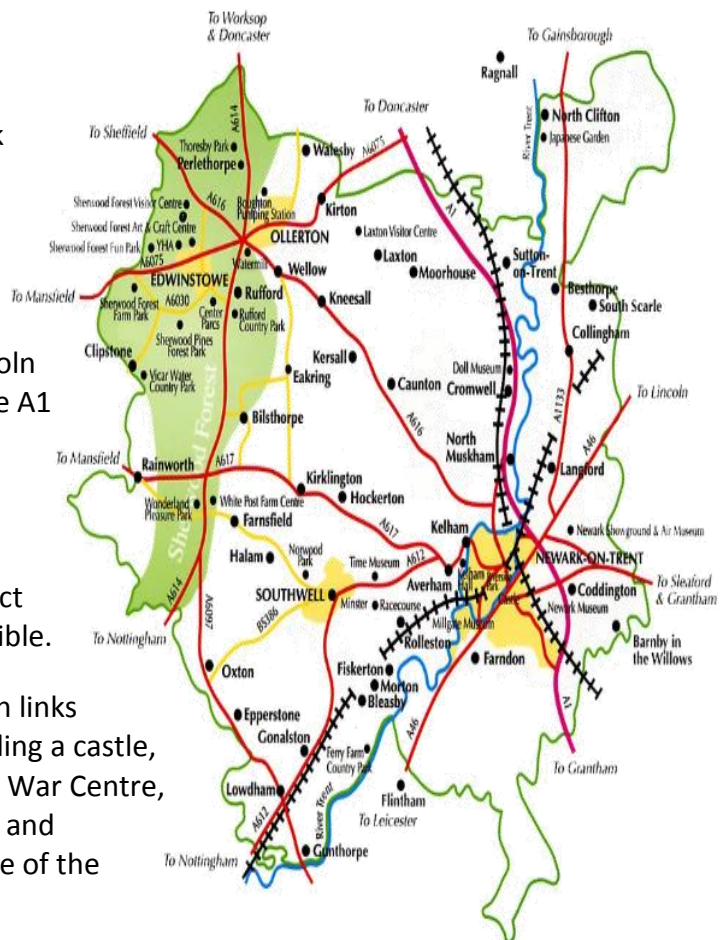
Councillor David Lloyd
Leader of the Council

2. About Newark and Sherwood

Home to the legendary Robin Hood and the ancient Sherwood Forest, the district of Newark and Sherwood is rich in history and community. Vibrant market towns, former mining areas and dozens of picturesque villages all have their unique stories to tell.

The cities of Nottingham (to the West) and Lincoln (to the East) are within half an hour's travel. The A1 national highway runs through the district and there is an East Coast Main Line railway station at Newark, with regular trains to London taking just over an hour to reach the capital. The neighbouring areas of Yorkshire, the Peak District and the east coast resorts are also easily accessible.

With low cost housing, excellent communication links and an enviable range of local attractions including a castle, theatre, Sherwood Forest and the National Civil War Centre, Newark and Sherwood is a popular place to live and invest in and is a perfect base for exploring more of the



Heart of England.

3. About Newark and Sherwood District Council

Newark and Sherwood District Council serves 121,566 people, covering over 65,134 hectares of land, which contains 84 civil parishes and 21 wards. 39 elected members represent the District and work in collaboration with 535 employees to provide high quality services to residents. The council directly provides its housing management services for its 5,500 council properties.

4. Our Purpose - What we're here for

Newark and Sherwood already has much to be proud of: a captivating history, beautiful countryside, characterful market towns, world-renowned businesses and an enviable location at the crossroads of the country's transportation network. We want to do all that we can to enable local residents and businesses to flourish and fulfil their potential, as well as encouraging more visitors to enjoy all that Newark and Sherwood has to offer. In order to achieve this, we will be locally focused and nationally connected – driven by what matters most to the people we serve and with a perspective and relationships stretching well beyond our boundaries.

5. Our Values - What we stand for and how we conduct our business

We want to serve our local community the best way we possibly can. As public servants we place a great emphasis on adopting a public sector ethos and seek to embody this in the way that we interact with you and with each other. As part of the community plan re-fresh we have revisited the Council's Purpose and Values to make it clear what we are here to do and how we will go about it.

'Serving People, Improving Lives'

Ambitious and forward thinking

Focused on achieving the very best and always looking to improve and innovate.

Caring and compassionate

Sensitive to the different needs and circumstances of others; seeks to empower people to fulfil their potential.

Commercial and business-like

Careful and creative with resources; securing value for money.

Professional and trustworthy

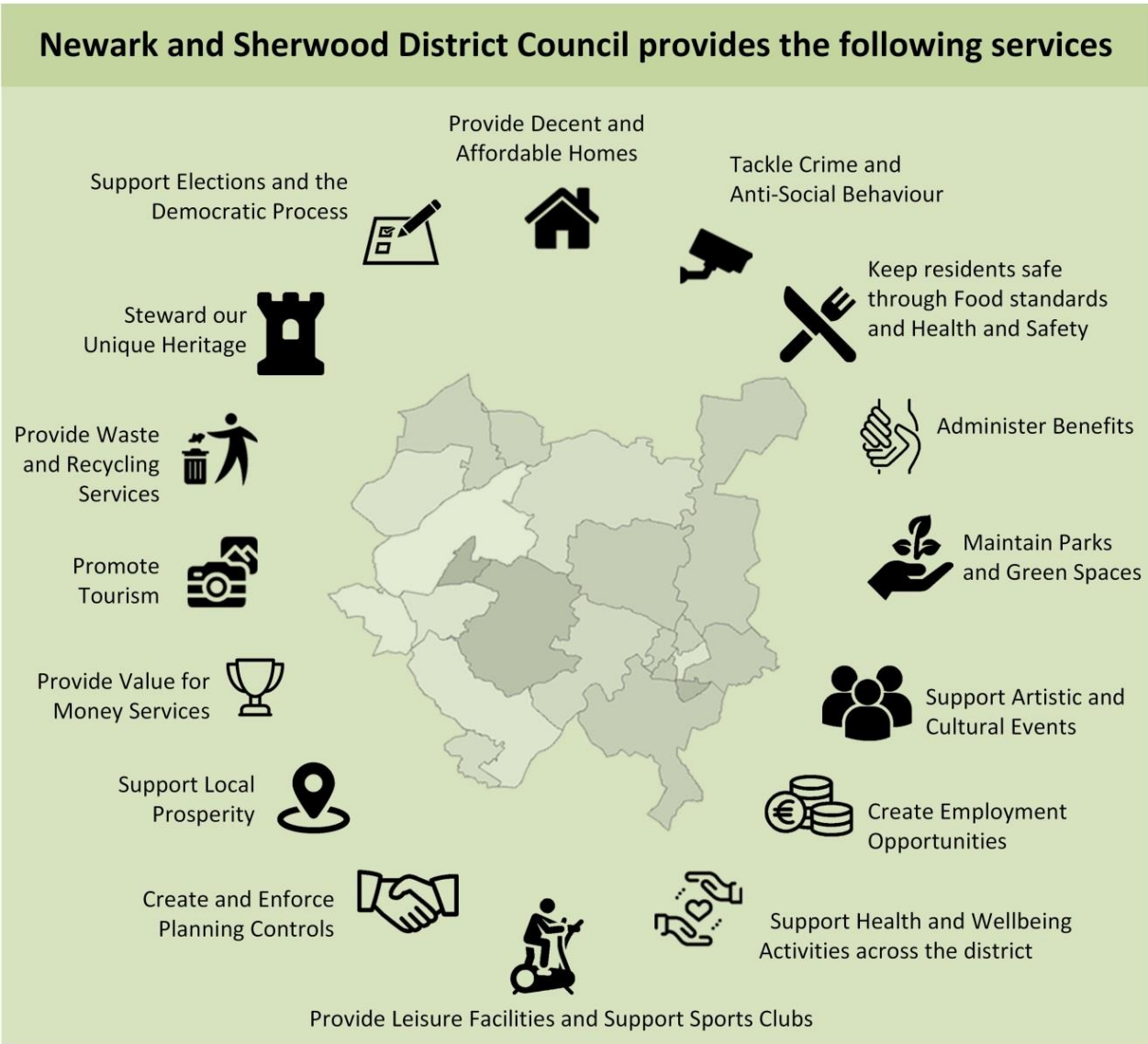
Consistently delivering on promises; providing good quality services and demonstrating integrity.

Welcoming and responsive

Approachable, open to feedback and challenge, and swift to act.

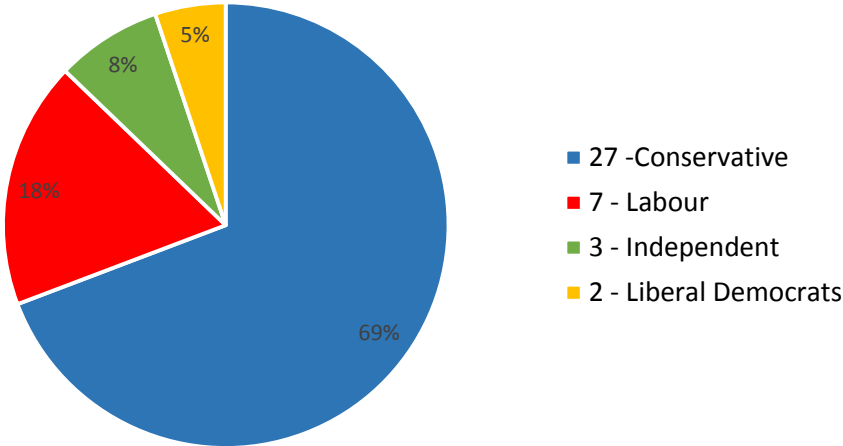
6. Our Services

Newark and Sherwood District Council provides a range of services as highlighted in the image below. Some of these services are universal, for the benefit of everyone and are highly visible. Examples include refuse collection, street cleaning, and parks and playgrounds. Other services we provide are more targeted, for the benefit of specific individuals or groups of individuals. Examples include providing temporary accommodation for people who are homeless and housing adaptations for people with disabilities. It is also important to emphasise that the services we provide directly are just one aspect of our role. Very often, we work in partnership with others to commission and influence services that benefit local people and local businesses.



7. Our Organisation

Residents of Newark and Sherwood are represented by 39 elected members. The political make-up of the Council is shown below.



Councillors are responsible for making decisions on behalf of the local community about a wide range of local services. The work of a Councillor includes helping and supporting individuals and local organisations, campaigning on local issues, representing the interests of Newark and Sherwood at a county, regional and national level. Councillors appoint a Leader and Deputy Leader to provide political leadership and direction for the Council as a whole. Significant decisions are taken by a number of Committees, for example, dealing with planning, housing or environmental matters. Each year, Councillors also appoint a Chairman to undertake civic responsibilities on behalf of the whole Council.

Find out more about our Councillors here:
www.democracy.newark-sherwooddc.gov.uk/mgMemberIndex

Find the Member representative for each ward here:
www.newark-sherwooddc.gov.uk/Councillors/Councillorsbyward

The Council employs 535 members of staff divided into five areas as shown below.

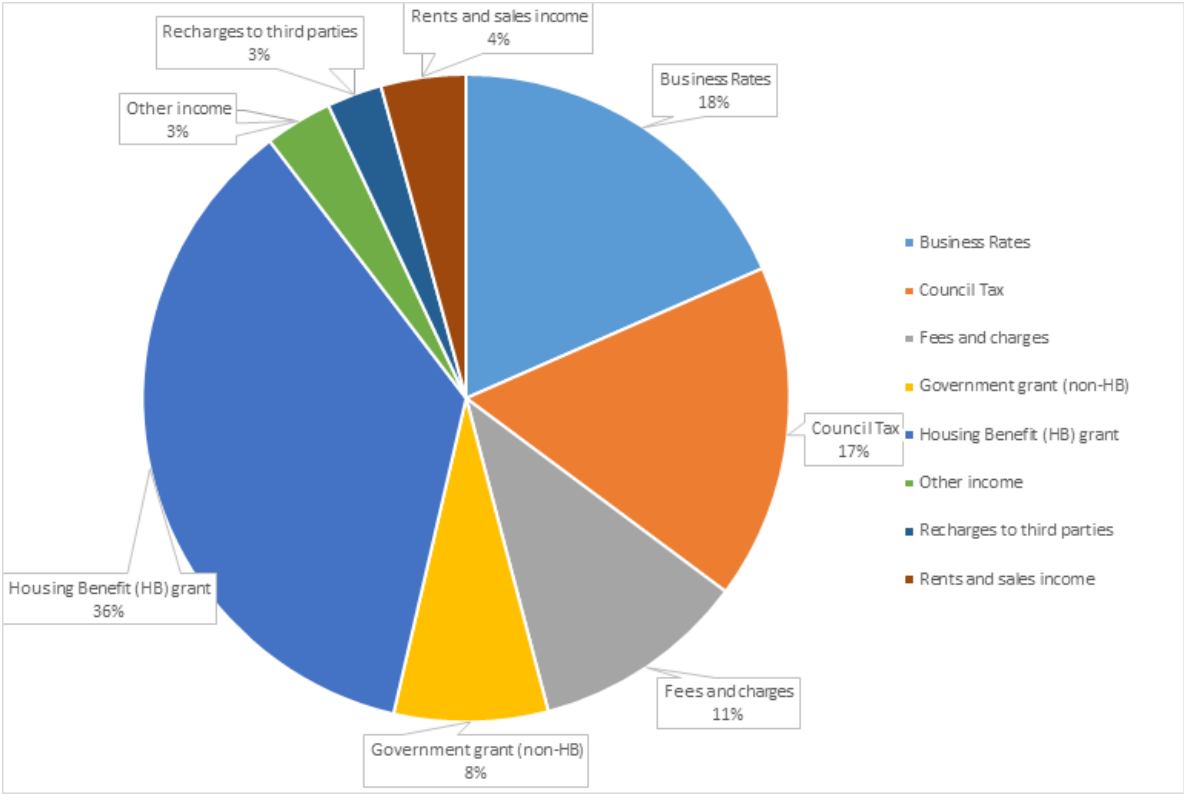


7. Our Funding

Over the past decade, the amount of government funding available to Newark and Sherwood District Council has reduced significantly. Central government’s main funding for Newark and Sherwood District Council has reduced from £10.3 million for 2010/11 to £3.8 million for 2020/21, representing a 63% reduction in core funding.

Therefore, in order to continue to deliver high quality services, the Council has re-organised its operations in order to reduce expenditure and increase its income. Further details of our plans to generate additional income can be found in the [Commercial Strategy](#) and [Investment Plan](#). Further information on service expenditure can be found in Newark and Sherwood District Council’s annual [Statement of Accounts](#).

The diagram below breaks down the sources of income which Newark and Sherwood District Council expects to receive for 2020/21. These will be used to pay for the services that Newark and Sherwood District Council provides.



9. Our Objectives 2019-2023



Improve the cleanliness and appearance of the local environment



Reduce crime and anti-social behaviour, and increase feelings of safety in our communities



Improve transport infrastructure to reduce congestion and facilitate growth



Build more homes and provide an excellent housing management service



NEWARK & SHERWOOD
DISTRICT COUNCIL



Increase visits to the District and the use of visitor attractions by local residents



Protect, promote and enhance the district's natural environment and deliver the Council's environmental ambitions



Enhance and sustain Town Centres



Improve the quality of life and social mobility in target areas



Improve the health and wellbeing of local residents



Increase participation with the Council and within local communities



Continue to modernise working practices and embed a stronger commercial culture to improve value for money, generate more income and increase residents' satisfaction



Improve the cleanliness and appearance of the local environment

What do we want to achieve?

In mid-2018 we launched our Cleaner, Safer, Greener campaign. We are keen to build on its success and create cleaner, safer and greener places in which our communities live. This is in-keeping with the views of our residents with 51% of the respondents in the resident survey selecting “keeping the streets and public areas clean and tidy” as one of the most important services to them with 41% of respondents stating that it is an area in need of improvement. Over the period of the plan we will focus our efforts on reducing the amount of littering, fly tipping, graffiti, and dog fouling in the District. We aim to do this by working with schools, businesses, and residents through a combination of support, education and enforcement activities.

We will do this by:

Reducing littering, fly-tipping, graffiti, and dog fouling through a programme of education aimed at changing behaviours to include:

- Running targeted campaigns to reduce incidences of littering, fly tipping, graffiti, and dog fouling;
- Designing/delivering a school engagement programme, targeted at areas where there are high incidences of litter and tailored according to the ages of the children e.g. focus on education for younger children and deterrence for older children;
- Increasing awareness and take up of the bulky waste collection service offered by the Council.

Increasing the number/profile of enforcement actions by:

- Maximising communications around high level enforcement actions undertaken by the Council ;
- Increasing the number of Fixed Penalty Notices (FPNs) issued;
- Increasing public awareness of the consequences of fly tipping.

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

- Developing a network of volunteers;
- Facilitating community litter picks.

Working with, and influencing, organisations and businesses to promote change including:

- Considering how to reduce litter from takeaway establishments;
- Responding to the National Waste Strategy;
- Working with partners to tackle nuisance neighbourhood offences;
- Lobbying Nottinghamshire County Council regarding access to recycling centres and the reduction of fly tipping;
- Engaging with social media providers to increase awareness of the issue of littering, fly tipping, graffiti, and dog fouling.

Targeting heavily littered areas including:

- Trunk roads on the A1, A46 and A617 (subject to funding);
- Litter ‘hot spots’ across the district.

Taking steps to address all forms of street clutter including:

- Defining what we mean by street clutter, conducting an audit of street clutter across the district and developing/implementing an action plan to address this.

Reviewing/allocating resources to continue to deliver against the Cleaner, Safer, Green (CSG) agenda as part of normal day to day operations:

- Re-allocating resources to increase capacity around street cleansing.



Reduce crime and anti-social behaviour, and increase feelings of safety in our communities.

What do we want to achieve?

As a Council we recognise the importance of providing our residents with a safe place to live. To achieve this we will work with partner organisations to help reduce the incidences of crime and anti-social behaviour (ASB) by gathering and using intelligence more effectively to ensure a more consistent and coherent approach when responding to unlawful behaviour. We will also seek to implement a programme of diversionary activities to help improve behaviour to reduce incidences of ASB generally. During the period of the plan we also hope to reduce the fear of crime within our communities by increasing the visible presence of uniformed officers and maximising the use of CCTV. Feedback from the 2018 Resident Survey shows that 79% of residents feel safe during the day. This falls at night with only 41% of residents feeling safe in their local area after dark. This is 35% lower than the national average highlighting this is a key area for improvement. At the end of the period of this plan we hope to have improved feelings of safety across our communities.

We will do this by:

Increasing visible presence of uniformed officers

Improving intelligence gathering regarding crime and Anti-Social Behaviour (ASB) by:

- Encouraging the reporting of ASB and low level crime;
- Increasing visibility of officers on the street to promote 'ad hoc' reporting of crime and ASB;
- Publicising outcomes of formal actions taken against individuals who are responsible for large amounts of ASB;
- Engaging with community groups to improve intelligence gathering;
- Explore opportunities to co-locate with additional partners at Castle House.

Maximising the use and coverage of Close Circuit Television (CCTV) to increase feelings of safety through:

- Expand the current network of CCTV provision;
- Overlaying crime and ASB hotspots with CCTV coverage;
- Investigating the use of mobile, re-deployable and covert cameras to target hotspots – e.g. the use of waste vehicle dash-cams to capture ASB and environmental offences such as fly tipping;
- Investing in new technology to improve camera images and coverage as well as increasing accessibility to images captured to support enforcement actions by the Council, the police and other relevant agencies.

Implementing a programme of diversionary activities to support individuals and communities in order to improve behaviours by:

- Working with the community using the Ollerton Community Alcohol Partnership and considering potential to roll out across other areas within the district;
- Working with arts and community arts projects/ programmes.

Positively engaging with the Gypsy and Traveller community to address public perceptions that firmer and more consistent enforcement action is required by:

- Working with the Police to tackle the minority of people and groups who cause disruption and/or reputational damage within the Gypsy and Traveller Community;
- Working with partners and the Gypsy and Traveller community to improve access to services and levels of take-up;
- Adopting and implementing a consistent and robust approach to unauthorised Gypsy and Traveller encampments.



Improve transport infrastructure to reduce congestion and facilitate growth

What do we want to achieve?

Over the plan period we will work with partners and other agencies to ensure that the district's interests continue to be represented by lobbying for improvements to transport infrastructure to reduce congestion, ensure that our communities are better connected, and enable housing and employment growth. We will also seek to improve public transport provision within and across the district in-line with resident feedback.

We will we do this by:

- Promoting, facilitating and delivering where appropriate key infrastructure that the market is unable to deliver alone;
- Being proactive in pressing to secure funding to deliver the Newark Northern A46 Bypass as part of the national roads improvement programme through lobbying, working with partners, and technical liaison with delivery and funding partners;
- Securing delivery of the Southern Link Road;
- Funding, designing and building an upgraded A1 Overbridge at Fernwood to mitigate identified highway impacts from the developments to the south of Newark;
- Assisting Nottinghamshire County Council in identifying and securing private sector match funding to improve Ollerton Roundabout alongside the Non-Strategic Roads Network (NSRN) public grant funding;
- Lobbying, influencing and securing Rail Franchise discussions with Network Rail and other operators to improve public transport provision.



Build more homes and provide an excellent housing management service

What do we want to achieve?

The lack of housing is a national and local issue. This view is also shared by residents within our communities who consider that this is something that the Council should seek to influence. By working with developers, partner organisations and individuals we hope to unlock key development sites to facilitate the delivery of a range of mixed tenure homes across the district. We will also work directly with individuals to ensure that planning decisions are made in a timely and effective manner.

We will do this by:

Providing a responsive and proactive Planning service by:

- Completing the Development Plan Review;
- Maintaining an up to date evidence base of housing need (including employment context) to inform Planning decisions;
- Providing timely, clear and professional planning advice and decisions;
- Identifying sites for Gypsy and Traveller provision.
- Exploring ways to enable delivery of stalled sites;
- Enabling partnerships in order to develop sites.

Direct delivery of homes:

- Our Housing Revenue Account will deliver 335 homes by 2021/22;
- The Council's development company Arkwood Developments Ltd will deliver 300 homes by 2026/27 (mix and intent);
- Bringing forward land for development on Bowbridge Road;
- Progressing implementation of Yorke Drive regeneration scheme;
- Progressing Lowfield Lane new housing development;
- Delivery of new homes in Ollerton & Boughton.

Working with others to unlock key sites for next 25 years:

- Land South of Newark (3150 homes) (LDF - NAP2A)
 - Working with developers and partner agencies to allow the remainder of the Southern Link Road (SLR) to be delivered, in full or part (refer to objective 3.3);
- Land East of Newark (1000 homes) (LDF - NAP2B)
 - Utilising the sale of the Council's land ownership and access rights to unlock development with appropriate developer(s);
 - Working with multiple landowners, developers, and infrastructure providers to work collaboratively and/or ensure that land is released in a phased manner to allow housing delivery;
- Land around Fernwood (3500 homes) (LDF - NAP2C)
 - Working with landowners and developers to allow a start on site;
 - Working to ensure A1 overbridge is delivered (refer to objective 3.4);

- Ensuring that timings and sequencing of implementation of housing sites and highway works are co-ordinated in a manner so as not to prejudice housing delivery;
 - Working with developers and partners to secure and deliver at the appropriate time sufficient land for primary school provision for all of Fernwood;
 - Providing timely, responsive, and robust planning advice for each phase of the developments in order to ensure that appropriate housing delivery is escalated.
- Former Thoresby Colliery (800 homes) (LDF – ShAP4)
 - Working with NCC to ensure that Government Grant Funding is secured and utilised to deliver Ollerton Roundabout (refer to objective 3.5);
 - Working with NCC to secure necessary match funding to accompany Government Grant including the use of S106 developer contributions;
 - Providing timely, responsive, and robust planning advice for each phase of the developments in order to ensure that appropriate housing delivery is escalated.

Ensuring tenants and other customers live in safe, well maintained, affordable homes and receive quality, value for money services by:

- Maintaining consistently healthy, safe, and compliant homes and services;
- Ensuring that the experience of tenants and other customers of receiving housing services and living in a Council home is understood and feedback acted upon;
- Reviewing services so that the benefits of housing services being delivered by the Council are realised and savings are spent in a way which meets tenants’ priorities;
- Providing effective opportunities for tenants to influence the design and delivery of housing services and their homes and to hold the Council to account.



Increase visits to Newark and Sherwood and the use of visitor attractions by local residents

What do we want to achieve?

We are proud of our heritage and want to celebrate what we have to offer by increasing awareness and use of our many attractions across the district both by residents and visitors. By providing a joined up offer and improving our brand identity we hope to increase usage and overall satisfaction.

We will do this by:

Developing and implementing a Destination Marketing Strategy and associated Place Marketing Plans.

Developing and promoting a clear tourism brand within the district and across Newark, Southwell and Sherwood Forest.

Reviewing the quality and suitability of visitor attractions to broaden the appeal to a wider range of audiences.

Encouraging local people to engage with visitor attractions across the district by:

- Exploring options to introduce a resident incentive scheme;
- Reviewing the pricing policy for and linkages between attractions;
- Increasing engagement with schools.

Working with partners to develop and enhance the visitor offer, including physical linkages and uses, at Sherwood Forest and surrounding Sherwood attractions.



Protect, promote and enhance the district's natural environment and deliver the Council's environmental ambitions

What do we want to achieve?

As a Council we are keen to enhance the district's natural environment and what we have to offer including improvements to our parks and green spaces as well as seeking to make some of our more urban areas more green. In addition, we want to improve what we do from a sustainability perspective to enhance and protect our environment.

We will we do this by:

Facilitating sustainable access to key heritage sites and engagement with the natural environment:

- Expansion of Walking and Cycling Routes – Sustrans etc;
- Improvements to Sherwood Forest Arts and Crafts centre which complement the offer from the new Sherwood Forest Visitor Centre.

Working with key stakeholders to protect and enhance the natural environment to:

- Update the Green Spaces Strategy;
- Implement the Miner to Major landscape partnership scheme (5 year scheme);
- Increase the number of local wildlife sites;
- Maximise the number of sites under environmental stewardship schemes.

Developing a Green/Sustainability Strategy to:

- Explore options for setting up a Newark and Sherwood energy company;
- Develop strategy to ensure current practice of increasing efficiency of the Council's existing and new assets (including housing stock) through use of more sustainable construction and repairs to ensure good practice is embedded;
- Adopt a Sustainable Design Supplementary Planning Document;
- Adopt an Air Quality Supplementary Planning Document.

Developing parks to include:

- Increasing the number of green flag parks in the district;
- Implementing improvements at both Vicar Water and Sconce and Devon Park subject to funding.

Greening the District by:

- Identifying opportunities for greening urban areas.



Enhance and Sustain Town Centres

What do we want to achieve?

Over the plan period we want to bring about transformational change that increases overall usage of the town centres and strengthens its reputation and long-term viability.

We will we do this by:

Developing a Town Strategy and Investment Plan for Newark which takes into account evidence-base and the needs / preferences of residents, visitors and local businesses and allows access to Future Towns Funding.

Identify how to improve physical and digital connectivity and way finding to and within Newark

Regenerating key historic buildings identified in the Conservation Area Management Plan and Buildings at Risk Register, including:

Work with Newark Town Council to enhance the offer of Newark Market Place to extend public use.

Demonstrate the value and incentivise where possible bringing vacant buildings and upper floors back into use, especially in heritage buildings.

Work with landowners and tenants (notably retailers) to continue to promote and enhance Town Centres, notably at Newark, Southwell, Ollerton, and Edwinstowe

Bring into use or repurposing the Council's or other public assets in order to contribute to maintaining and enhancing Town Centres

- Newark: the former Robin Hood Hotel, Buttermarket, and 32 Stodman Street, having regard to the wider Newark Town Strategy and Investment Plan.
- Ollerton & Boughton: Working with landowners, notably the Town Council and private sector to repurpose or redesign sites, and linking in wider proposals around the new Dukeries pool and possible Robin Hood Line rail extension
- Edwinstowe: Assess via masterplanning the contribution of land and building assets around Forest Corner, and linkage to the town centre



Improve the quality of life and social mobility in target areas

What do we want to achieve?

Many parts of Newark and Sherwood are prosperous yet there are pockets of severe deprivation that make it more difficult for some residents to achieve their potential. Over the plan period the Council will work closely with our most vulnerable residents, to ensure that they are given access to key services and/or are empowered to deliver relevant services within their own communities. We will adopt a targeted approach in those areas that face the highest levels of deprivation with the intent of raising aspirations and improving social mobility.

We will we do this by:

Efficient and timely delivery of statutory services that provide an immediate 'safety net' for vulnerable residents by:

- Co-ordinating resources relating to Universal Credit;
- Continuing to support customers to maximise benefit entitlement and reduce hardship, working collaboratively with the third sector partners (Housing and Council Tax benefit);
- Delivering the Council's Homelessness Prevention Strategy and Action Plan 2019-2023 through the joint Homelessness Interagency Forum;
- Enhancing relationships with private sector landlords to specifically reduce evictions and prevent homelessness, such as via the 'Call Before you Serve' initiative;
- Ensuring the Council provides fit for purpose and cost effective temporary accommodation solutions, making best use of Council assets and strategic sites;
- Developing initiatives collaboratively with County and District/Borough colleagues and partners to deliver the Government's Rough Sleeper Strategy ambition, bidding for additional resource through the various new funding streams announced;
- Monitoring and reviewing the Housing Allocation Scheme to ensure it's fit for purpose and meets local housing need;
- Developing and implementing a local offer for care leavers (a bespoke offer which can include accommodation, health and wellbeing, education and training, employment and skills, relationships and participation in society);

Develop insight into the barriers our residents face in the areas of highest deprivation and those dependent on public services within the district, and use this information to deliver targeted interventions through:

- Well researched and well utilised Neighbourhood Studies;
- Continuously reviewing data and statistics and using these insights to target resources through the use of Council strategies and action plans which include a newly resourced community engagement and development strategy.

Continuously review and develop our network of partnerships to allow us to work with partners (including third sector and community based) in a more focused and effective way by:

- Reviewing and developing the Council's Volunteering Policy, to recognise the role of volunteering and appropriate use of such valuable local assets;
- Developing a programme of support to improve the capability, capacity and sustainability of the voluntary and community sector.

Work with partners to tackle social through:

- Targeted work with key partners, such as YMCA to engage with children and young people to break the generational cycle of poor aspirations, supporting the implementation of their Developmental Asset Framework;
- Targeted actions around youth unemployment;
- Strengthened linkages between schools and local employers
- Improving existing / creating new employment space focused on the delivery of higher level/higher paid jobs.

Develop a Neighbourhood Study and Regeneration Plan for Clipstone.



Improve the health and wellbeing of local residents

What do we want to achieve?

Through our work with partners we are aware that there are a range of health inequalities across the district. Over the period of the plan we will work with partners to ensure that interventions are targeted to secure improved health outcomes for residents within our district. At the same time we will focus on increasing the number of residents who are classified as physically active by working directly with residents and community groups. By the end of the plan period we aim to ensure that all of our residents live in warm, decent and affordable homes.

We will do this by:

In our role as a 'leader of place' Newark and Sherwood District Council will exert influence through lobbying and partnership working to improve health outcomes for its residents by:

- Delivering the Newark and Sherwood Health and Wellbeing Partnership Plan 2019-2022, through the development of themed local action plans to deliver targeted initiatives around priorities: ensure everybody has a good start in life; improving health lifestyles; tackling physical inactivity; improve housing and the environment; address the needs of an ageing population; improve mental health (which is a cross-cutting theme).
- Actively engaging and promoting the District's role and priorities in the transformation of health and social care within Nottinghamshire via the Integrated Care System (ICS) and Primary Care Networks (PCNs) to influence the targeting of resources to deliver improved health outcomes in the district;
- Challenging Sherwood Forest Health Trust (SFHT), the ICS and PCNs, and GP leads regarding the provision and timely access to acute/primary care;
- Working with partners around the health and social benefits linked to social prescribing.

Setting strategic direction for ourselves and our wholly owned companies to ensure health improvements are an important element of service delivery by giving focused direction and development in client / contract management of Active for Today and Newark and Sherwood Homes.

Providing a new swimming pool at the Dukeries Leisure Centre.

Supporting the provision of an extension to Southwell Leisure Centre, subject to a satisfactory business case.

Developing strategies and plans to make best use of community/open spaces/recreational and leisure facilities as set out in the Council's Playing Pitch Strategy, Facilities Plan and Physical Activity and Sport Plan to improve health and wider social outcomes.

Support provision of a replacement hockey pitch for Newark Hockey Club alongside other community infrastructure work.

Recognising that housing is a determinant of health and wellbeing Newark and Sherwood District Council will seek to improve health outcomes and quality of life through its housing services and home improvement initiatives by:

- Administering and targeting the Council's Better Care Fund allocation to ensure appropriate use of funding through a range of targeted initiatives to achieve improved health outcomes and enable independent living for longer. This includes Disabled Facilities Grants, Handy Persons Adaptations Scheme, Warm Homes on Prescription, and Lifetime Homes;

- Ensuring that homes in the district meet housing standards, e.g. Houses in Multiple Occupation, Selective Licencing;
- Contributing to the development and delivery of the Housing and Environment work-stream in the Integrated Care System (ICS). Supporting delivery of the Older Persons' Housing with Care Strategy for Nottinghamshire: 2018 – 2025.



Increase participation with the Council and within local communities

What do we want to achieve?

We want the district to be a place where people are proud to live and feel that they belong. We are keen to engage with residents/community groups in as many ways as possible to ensure that they have a voice in the way that we deliver our services and build communities in which people prosper and support one another.

We will we do this by:

Promoting good citizenship/engagement in civic life by:

- Webcasting appropriate Council and Committee meetings;
- Providing continued support to the Parish Conference;
- Exploring the feasibility of establishing a Youth Council;
- Communicating decisions via social media.

Consulting and engaging with residents and key stakeholders by:

- Establishing a resident panel to obtain regular feedback;
- Communicating with residents using a range of media;
- Introducing webchat for customer services;
- Sharing good contacts within the Council to enable wide ranging engagement.

Engaging residents to support the delivery of Council /community initiatives by:

- Setting up and administering a community initiative fund and establishing a Community Lottery Fund.

Lead/facilitate the development of an improved public service in Sherwood to involve as many public sector partners as possible.



Continue to modernise working practices and embed a stronger commercial culture to improve value for money, generate more income and increase residents' satisfaction

What do we want to achieve?

As a Council it is really important to us that residents are satisfied with the services that we provide. During the period of the plan we will continue to maintain, and where possible, improve service delivery standards by working with partners and/or re-allocating resources to deliver improved performance in line with resident feedback. We will engage with members of our community to implement improved self-service arrangements through digital access so that we can focus on supporting the most vulnerable in our community. At the same time we will adopt a more commercial approach, developing innovative ways to use our resources to ensure that we continue to deliver value for money.

We will do this by:

Maximising use of technology by:

- Continuing to support digitalisation for Councillors;
- Continuing to support and develop digitalisation for residents' interactions with the Council;
- Improving technology internally.

Progress and implement decisions arising from the Governance Review.

Progress potential car parking scheme at Lowdham Train Station.

Communicating with residents to celebrate the Council's successes by:

- Carrying out a review of the Communications Strategy to develop a more pro-active approach to celebrate success;
- Communicating how the District Council has spent allocation of Council Tax to deliver its priorities;
- Producing an annual update on how the Council is performing against its objectives.

Using the data that we already collect to better understand our customers and shape service delivery by:

- Analysing the demand from our customer enquiries/ service requests;
- Using feedback from consultations (as outlined above).

Flexible allocation of resources to meet Council objectives by:

- Undertaking regular reviews to ensure that resources are appropriately allocated to the Council's priorities and objectives, taking steps in year to realign where necessary.

10. Our Performance

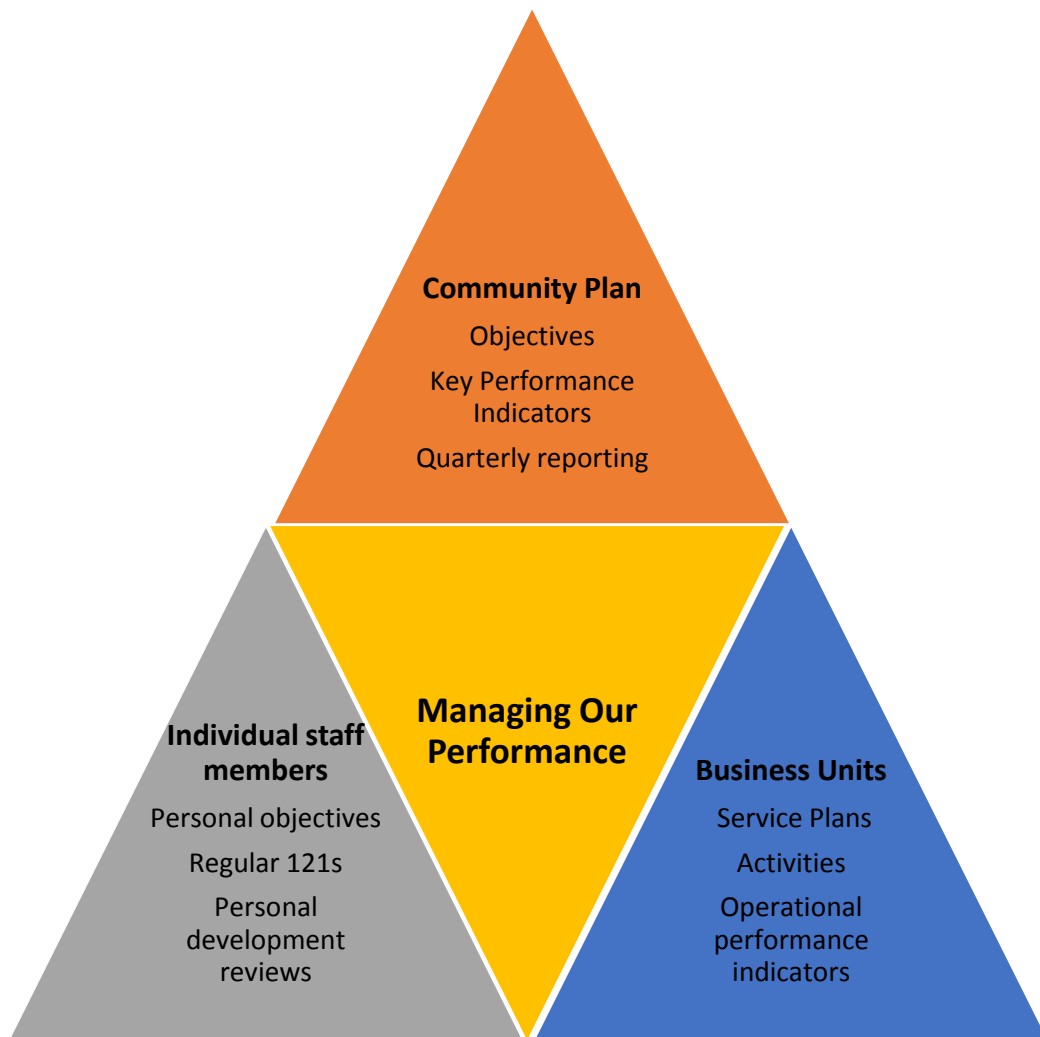
Newark and Sherwood District Council's Performance Management Framework

What is performance?

Performance management is the activity and set of processes that aim to maintain, improve and measure performance to ensure an organisation is delivering its objectives. It is strategic as well as operational, as its aim is to ensure that employees contribute positively to and understand an organisation's overarching corporate objectives.

At Newark and Sherwood District Council we measure performance at a variety of levels including corporate, service, and individual. Metrics are agreed for each level and incorporated into our performance management system. Regular reports demonstrating how we are performing against **Our Plan** will be presented at Committee and published on our internet page.

The following diagram represents how the three levels of performance management interlink.



11. Listening to Our Residents

Consultation on the Corporate Objectives

Newark and Sherwood consulted with residents and stakeholders on the objectives included within this plan. This consultation took place between October and December 2018 and consisted of 3 strands:

1. 11,224 residents completed a survey equating to an 11.3% response rate.
2. 27 parish/ town council's completed a questionnaire equating to a 36% response rate.
3. 14 stakeholders provided feedback representing several key partnerships.

The results of the corporate objectives consultation were shared with the Senior Leadership Team and Business Managers and used to refine/reshape the draft objectives. Key activities under each objective were prioritized to reflect feedback from residents on those areas that were most in need of improvement. The following list demonstrates how the key points raised in the consultation are reflected in the objectives:

The Ask: Maintain an effective waste service, focus on improving recycling and keep local areas clean

- ✓ Reflected in objective "improve the cleanliness and appearance of the local environment"

The Ask: Tackle cleanliness issues such as dog fouling and fly tipping.

- ✓ Reflected in objective "improve the cleanliness and appearance of the local environment"

The Ask: Maintain and improve parks and green spaces.

- ✓ Reflected in objective "protect, promote and enhance the district's natural environment"

The Ask: Maintain and improve leisure and sports facilities.

- ✓ Reflected in objective "improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes"

The Ask: Improve the experience residents have with the cultural and arts offer within the district.

- ✓ Reflected in objective "increase visits to Newark and Sherwood and the use of visitor attractions by local residents"

The Ask: NSDC to improve their responsiveness by listening and responding more to the needs of residents, and communicating how they are listening and responding to residents.

- ✓ Reflected in objective "increase participation with the Council and within local communities"

The Ask: Improve resident feelings of safety and togetherness by tackling ASB and crime.

- ✓ Reflected in objective “reduce crime, anti-social and behaviour, and increase feelings of safety in our communities”

The Ask: Improve traffic infrastructure, reduce congestion and improve the condition of the roads and pavements.

- ✓ Reflected in objective “improve transport infrastructure to reduce congestion and facilitate growth”

The Ask: Improve the health services in the district

- ✓ Reflected in objective “improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes”

The Ask: Improve care and support for vulnerable groups

- ✓ Reflected in objective “reduce levels of deprivation in target areas and remove barriers to social mobility across the district” and “improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes”

Measuring What We Have Delivered

The Community Plan will be refreshed annually to look back at the work done over the last year in order to review Council performance against the performance measures within this plan, and to mark progress against the key activities outlined in the plan. An appendix to the existing plan will highlight how we have performed over the last year and how we are progressing against the promises made in this plan.

Future Consultation

Consultation with residents will be embedded into the strategic planning process and full consultation with residents will occur every four years to allow us to monitor progress against objectives, and continue to give residents the opportunity to be heard.

Appendix One: What we have done so far...

Period covered: April 2019 – March 2020 only [the objectives and accompanying actions listed above will be undertaken across the life of the plan from 2019-2023].

As the 11,224 responses to the 2018 Resident Survey were recorded, we listened to the feedback coming in and responded to some of themes identified by prioritising key activities in the Community Plan.

Against the objective to **improve the cleanliness and appearance of the local environment** just some of the work across the whole district has included:

- a new policy committing to the removal of most graffiti within 36 hours
- an increased number of enforcement notices being issued – alongside educating and raising awareness through engagement activities and media campaigns
- a fly-tipping campaign
- PAWS – the ongoing campaign focused on all aspects of dog ownership to include always picking up your dog's poo
- hosting Bark in the Park events, including at Sconce and Devon Park
- trialling dual recycling bins in Southwell
- work to revitalise and refocus the Council's environmental services.

We have also:

- held days of action in Newark covering: Yorke Drive; Hawtonville; and Newark Town Centre
- had a day of action in Blidworth
- had a day of action in Ollerton
- planned a day of action in Southwell for March 2020 with a green focus.

The days of action included; successful community litter picks, intensive street sweeping, pothole filling, street light repairs, foliage trimming, graffiti removal, the installation of replacement and additional litter bins, educational activities on responsible dog ownership and planting of bulbs. The success of the days, and the engagement of the community, reflects the importance of cleanliness in our local areas, tackling anti-social behaviour and respecting our green spaces. The Council will be undertaking additional days tackling a range of environmental, safety and welfare issues, building on the sense of pride in the community and the desire to maintain clean and safe neighbourhoods.

In addition, Newark has been crowned the tidiest place in the region as it retained its gold standard in the East Midlands in Bloom competition. The town was awarded the Least-Littered Environment in the East Midlands trophy along with its gold accolade. While Farnsfield is officially the Best Kept Village in Nottinghamshire – with thanks to the village volunteers and the Farnsfield Community Spaces group.

In working to **reduce crime and anti-social behaviour, and increase feelings of safety in our communities**, and in recognising that the Resident Survey showed us how important it is to our residents to feel safe in their local area, we worked with the Police to secure a new Town Centre Police Officer dedicated to crime prevention in Newark.

The importance of tackling anti-social behaviour bolstered the importance of Newark and Sherwood's decision to employ four new Community Protection Officers. These officers have the power to issue fixed penalty notices (FPNs) to those who flout the law and will be working with the community to encourage a responsible approach to looking after the environment.

We have also installed a mobile CCTV camera in the Winthorpe Road area following concerns from the local community. In addition, following the success of the Community Alcohol Partnership (CAP) in Ollerton, a further CAP has been agreed in Clipstone.

Linked to the Community Safety Plan and the Community Safety Partnership, there has been a new focus for the operational Gypsy and Traveller Group. The Newark and Sherwood District Council Community Relations team have been working closely with the Tolney Lane Working Group. We also celebrated Gypsy, Roma, Traveller History Month in June 2019.

In seeking to **improve transport infrastructure to reduce congestion and facilitate growth** good progress has been made on closing the financial/delivery gaps for the Ollerton Roundabout. Progress is also forward-moving for the southern link road. We continue to be proactive in pressing to secure funding to deliver the Newark Northern A46 bypass. We are also working towards an upgraded A1 overbridge at Fernwood.

In responding to our objective to **build more homes and provide an excellent housing management service** 654 houses were built (115 - affordable) in 2018/19 in Newark and Sherwood, which exceeds the 454 houses required per year to meet supply requirements (from the "Statement of 5 Year Housing Supply"). Specifically, house building continues on the Middlebeck Strategic Urban Extension (SUE) and at Fernwood while starts on site are also expected at Thoresby. In addition, the final Ollerton & Boughton Neighbourhood Study was endorsed by the Economic Development Committee and then presented to the Policy & Finance Committee, who approved a budget of up to £300k to enable the submission of a planning application for the allocated site (OB/MU/2) between the Stepnall Heights and Hallam Road estate.

To support the objective **to increase visits to Newark and Sherwood and the use of visitor attractions by local residents** we have published Destination Management Plans and created new tourism websites for: Newark; Southwell; Sherwood Forest. Our heritage and culture are showcased and stewarded: at Newark Castle; at the National Civil War Centre; at the Palace Theatre; and via a diverse programme of events across the district. The National Civil War Centre's 'World Turned Upside Down' is a brand new permanent exhibition that opened in 2019, exploring the 17th century's seismic shifts in religion, science, culture and politics. In addition at the National Civil War Centre, and which opened in July 2019, is 'Fake News' – an exhibition set to expose 'Fake News' as a centuries-old tradition. In early 2020 the Palace Theatre's "Wat's On – Spring" was published highlighting celebrations for 100 years of the Palace Theatre! In July 1920 businesswoman Emily Blagg built the stunning venue and during 2020 we're honouring its decades-long history as the hub of entertainment in Newark, marking this big birthday with a fantastic programme of shows and special events.

In responding to the objective to **protect, promote and enhance the district's natural environment and deliver the Council's environmental ambitions** we have:

- made improvements to Sherwood Forest Arts and Crafts Centre to provide better facilities for visitors (and that will complement the Sherwood Forest Visitor Centre)
- continued to work with the Miner2Major landscape partnership scheme that will provide key protection for the natural environment
- made improvements to facilities at Vicar Water Country Park, with the park being awarded Green Flag status for the 20th successive year running
- made improvements to Sconce and Devon Park.

And across the district we have offered:

- 2 free trees to each resident
- 50 trees for Parish Councils
- launched the Parish and Town Council Initiative fund with a Greener theme in its first year – the first round of decision making will be in April 2020.

We have also declared a Climate Emergency and are working with The Carbon Trust to calculate the organisation's carbon footprint and look at pathways to mitigation as part of a wider environmental strategy.

Over the past year our commitment to **enhance and sustain town centres** has included: the purchase of the Buttermarket in order to bring this unique building back into full use; securing the development of Robin Hood hotel; and purchasing a retail building on Stodman Street. Newark has also been announced as one of the 100 towns invited to progress a Town Deal and is in receipt of Heritage Action Zone funding. Alongside these announcements, a cultural strategy has been commissioned and Lounges have been announced as a commercial tenant for the Buttermarket. Relationships to scope out potential future opportunities for joint activities and initiatives are being developed with Southwell, Edwinstowe, Ollerton and Boughton.

Residents expressed their wish for improved care and support for vulnerable groups Our intention to **improve the quality of life and social mobility in target areas** has seen:

- the launch of the new Homelessness Prevention and Rough Sleepers Strategy 2019 – 2023
- two successful bids, the Rough Sleeper Initiative and Rapid Re-Housing Pathway (to deliver the Government’s Rough Sleeper Strategy), enter their delivery phase - with a steering group reporting to the Safer Nottinghamshire Board
- the launch of a new Voluntary and Community Sector Network, with a successful volunteer recruitment day and a volunteer celebration event delivered
- development and implementation of a local offer for care leavers
- involvement with the “Call Before you Serve” initiative
- partnership work continuing with the YMCA in Newark to enable delivery of the Activity and Community Village, which will help young people and families
- securing £106,000 for disabled facilities grants across the district
- securing funding for the provision of an extra care facility in Ollerton.

Work to **improve the health and wellbeing of local residents** has included:

- adopting the Newark & Sherwood Health and Wellbeing Partnership Plan and agreeing an action plan
- supporting development of a social prescribing model and recruitment of NHS link workers
- securing planning permission for the Dukeries swimming pool

- ongoing engagement and events with communities and schools across the district encompassing a range of health and wellbeing activities.

In seeking to **increase participation with the Council and within local communities** we have:

- introduced webcasting of Council/Committee meetings to increase citizen engagement
- launched the previously mentioned Parish and Town Council Initiative Fund
- co-produced the 2019 Parish and Town Council Conference with North Muskham Parish Council
- held a number of thematic engagement events – the recent festive crafting day in Bilsthorpe being just one such example.

In responding to the objective to **continue to modernise working practices and embed a stronger commercial culture to improve value for money, generate more income and increase residents' satisfaction** we have progressed a range of projects across the district which generate commercial income or deliver savings including:

- the re-integration of the housing management service. It is expected that this will generate approx. £1million of savings to the Housing Revenue Account to be reinvested in tenant services
- the Waste and Grounds Maintenance project is identifying commercial opportunities to grow aspects of Environmental Service such as trade waste, garden waste and grounds maintenance
- a review of non-statutory fees and charges to improve efficiency and transparency as well as generate commercial income
- the expansion and improvement of Newark Lorry Park helps to meet the national need for more secure overnight lorry parking. The extension works came in under budget and have incorporated the implementation of a Certas Fuel Bunker and the redevelopment of the café to meet the high quality standard of the extended site. The site has also achieved Park Mark accreditation, meaning it has been assessed by the British Parking Association for its management and maintenance, effective surveillance and high level of lighting, signage and cleanliness.

REVIEW OF 2019/2020

The Staffing Establishment Report for 2019/2020 produced early in 2019 predicted an increase of 1 full-time equivalents (FTEs) to an establishment of 354.09 FTEs at 31st March 2020. In the current review staffing levels are estimated to be 535.28 FTEs as at 31st March 2020.

Please note: that figures may show a difference of 0.01 as a result of excel rounding.

| 2019/2020 | | 2020/2021 | | | |
|---|---|---|--|--------------------|--|
| SERVICE AREA | Actual Employee Establishment at 31.03.19 | SERVICE AREA | Planned Employee Establishment at 31.03.20 | Planned Variations | Anticipated Employee Establishment at 31.03.21 |
| Chief Executive's | 1.00 | Chief Executive's | 1.00 | 0.00 | 1.00 |
| Resources and Deputy Chief Executive | 75.00 | Resources and Deputy Chief Executive | 88.68 | 2.03 | 90.71 |
| Communities & Environment | 149.56 | Communities & Environment | 151.16 | 13.00 | 164.15 |
| Governance and Organisational Development | 63.17 | Governance and Organisational Development | 59.46 | 1.00 | 60.46 |
| Growth and Regeneration | 64.37 | Growth and Regeneration | 66.86 | -0.20 | 66.66 |
| | | Newark and Sherwood Homes Staff due to TUPE transfer in on 01.02.20 | 168.12 | | 168.12 |
| TOTAL | 353.10 | | 535.28 | 15.83 | 551.10 |
| Joint Negotiating Committee | 15.00 | | 19.00 | 1.00 | 20.00 |
| Grades NS 11-17 | 76.44 | | 85.45 | -1.00 | 84.45 |
| Grades NS 9 -10 | 41.78 | | 43.42 | 2.80 | 46.22 |
| Below Grade NS 9 | 219.88 | | 219.28 | 13.03 | 232.31 |
| TUPE IN STAFF | | | 168.12 | | 168.12 |
| TOTAL | 353.10 | | 535.27 | 15.83 | 551.10 |

| General Fund Revenue Reserves | Reason for reserve (where known and/or name is not self-explanatory) | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
|--|--|------------------------------------|------------------------------------|--|--|
| Council Funds: | | | | | |
| Investment Realisation Fund | A buffer from potential future losses on external investments | (91,890) | (91,890) | 0 | 0 |
| Election Expenses Fund | | (150,325) | (150,325) | (150,325) | (150,325) |
| Insurance Fund | | (336,632) | (336,632) | (276,632) | (276,632) |
| Repairs And Renewals Fund | To pay for future repairs, maintenance and renewals of property and equipment | (2,380,228) | (2,380,228) | (1,920,400) | (1,920,400) |
| Building Control Surplus | Statutory building control reserve | (15,233) | (15,233) | (19,943) | 0 |
| Museum Purchases Fund | Partly a bequest from the Nicholson estate | (11,414) | (11,414) | (11,414) | (11,414) |
| Training Provision | To pay for additional training needs and apprentice costs | (152,182) | (127,132) | (127,132) | (61,763) |
| Restructuring And Pay | | (100,000) | (100,000) | (11,181) | (11,181) |
| Court Costs | To pay for unplanned court costs | (59,769) | (59,769) | (58,959) | (58,959) |
| Change Management Fund | To enable and facilitate the changing working environment | (12,746,500) | (13,536,580) | (5,515,006) | (6,385,502) |
| Enforcement Reserve | Provides additional funding for enforcement-related activities | (95,000) | (95,000) | (48,000) | (48,000) |
| Flooding Defence Reserve | To mitigate the impact of flooding | (250,000) | (250,000) | (220,000) | (220,000) |
| Emergency Planning Reserve | To replenish the emergency planning store's stock (of, for example, aqua-sacs) | (50,000) | (50,000) | (40,000) | (40,000) |
| Planning Costs Fund | To pay for unplanned planning enquiries or appeals | (201,140) | (201,140) | (201,140) | (201,140) |
| Development Company | To pay for equity funding needed to set up Arkwood Developments Ltd | (4,000,000) | (4,000,000) | 0 | 0 |
| Growth And Prosperity Fund | Think BIG (Business Investment for Growth) loans to businesses in the district | (513,456) | (513,456) | (128,904) | (128,904) |
| Refuse Bin Purchase | If the cost of buying bins exceeds the revenue budget the service has available | (15,000) | (15,000) | (15,000) | (15,000) |
| Fuel And Energy Reserve | | (70,142) | (70,142) | (60,642) | (60,642) |
| Management Carry Forward | Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year | (343,444) | (343,444) | (40,226) | (40,226) |
| Unlawful Occupation Of Land | To pay for costs of resolving issues associated with land unlawfully occupied | (9,250) | (9,250) | 0 | 0 |
| Fly Tipping Fund | If the cost of clearing unlawfully dumped rubbish exceeds the revenue budget the service has available | (55,000) | (55,000) | 0 | 0 |
| NNDR Volatility Reserve | A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes | 0 | (793,348) | (793,348) | (793,348) |
| Community Initiative Fund | | 0 | (200,000) | (200,000) | (200,000) |
| MTFP Reserve | To cover future years' deficits, if all other actions to cover deficits are insufficient | (1,085,000) | (1,085,000) | (630,000) | (1,990,000) |
| Asset Maintenance Fund | To fund works identified from asset condition surveys | 0 | 0 | (250,000) | 0 |
| Capital Project Feasibility Fund | To fund feasibility works in relation to potential capital schemes | 0 | 0 | (250,000) | (150,000) |
| General Fund Balance | | (1,500,000) | (1,500,000) | (1,500,000) | (1,500,000) |
| Total Council Funds | | (24,231,604) | (25,989,982) | (12,468,252) | (14,263,436) |
| Grants: | | | | | |
| Homelessness Fund | To pay for relevant costs from the government's homelessness-related grants | (455,881) | (455,881) | (576,018) | (576,018) |
| Revenue Grants Unapplied | Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused | (292,109) | (292,109) | (217,244) | (217,244) |
| Community Safety Fund | To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNSCSP) | (193,807) | (193,807) | (22,525) | (22,525) |
| Energy & Home Support Reserve | To assist vulnerable residents with heating/boiler issues | (121,580) | (97,010) | (103,171) | (77,805) |
| Warm Homes on Prescription | Grant to spend on schemes which reduce fuel poverty (for people who cannot afford costs of keeping warm given their incomes) | (55,000) | (13,930) | 0 | 0 |
| Welfare Reform Reserve | | (25,774) | (25,774) | (25,774) | (25,774) |
| Total Grants | | (1,144,151) | (1,078,511) | (944,733) | (919,367) |
| Total General Fund Revenue Reserves | | (25,375,754) | (27,068,492) | (13,412,984) | (15,182,802) |
| General Fund Capital Reserves | Reason for reserve | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
| Capital Financing Provision | Resources such as New Homes Bonus (NHB) grant to pay for capital spend | (1,111,072) | (1,901,152) | (1,083,502) | (63,412) |
| Capital Receipts | Receipts from selling General Fund (GF) assets to pay for capital spend | (2,038,692) | (2,038,692) | (957,709) | (233,999) |
| Grants & Contributions Unapplied | Capital funding received which does not yet need to be spent | (6,759,307) | (6,759,307) | (7,959,307) | (8,559,307) |
| Total General Fund Capital Reserves | | (9,909,071) | (10,699,151) | (10,000,518) | (8,856,718) |
| Ring-Fenced Reserves | Reason for reserve | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
| Mansfield Crematorium | Statutory, because council is part of Mansfield and District Crematorium | (139,446) | (139,446) | (139,446) | (139,446) |
| Total Ring-Fenced Reserves | | (139,446) | (139,446) | (139,446) | (139,446) |
| Total Reserves | | (35,424,272) | (37,907,090) | (23,413,502) | (24,039,566) |

PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE*(Charges are inclusive of VAT)*

| Development Category | 2019/20 charge | 2020/21 charge |
|--|--|--|
| <p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p> | <p>Fixed charge of £1,440</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Planning Development</p> | <p>Fixed charge of £1,490</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Planning Development</p> |
| <p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p> | <p>£1,800</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p> | <p>£1,860</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p> |

| | | |
|---|--|--|
| <p>CATEGORY B – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p> | <p>£960 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p> | <p>£1,400 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p> |
| <p>CATEGORY C – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p> | <p>£540 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p> | <p>£1,000 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p> |
| <p>CATEGORY D – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p> | <p>£540 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p> | <p>£560 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p> |
| <p>CATEGORY E – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories) Advert Consent.</p> | <p>£192 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p> | <p>£198 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p> |

| | | |
|---|--|---|
| <p>CATEGORY F– WIND TURBINES</p> | <p>£1,200</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p> | <p>£1,240</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p> |
| <p>CATEGORY G – HOUSEHOLDER APPLICATIONS works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)</p> | <p>£60</p> <p>Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for £24</p> | <p>£62</p> <p>Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for £24</p> |
| <p>CATEGORY H– REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTSWhere a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.</p> | <p>£97</p> | <p>£100</p> |
| <p>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES</p> | <p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p> | <p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p> |

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

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

The fee for pre-application advice relating to a need for a disabled person will be exempt from the above categories. Fees payable by Town/Parish Councils will be half the above sums.

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

TERMS AND CONDITIONS

All of the above charges are inclusive of VAT.

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

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

The planning fees above are discretionary. These are set by Newark and Sherwood District Council. There are also statutory planning fees, based on 'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended). The full list of statutory planning fees can be found at:

https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Pre Application Advice

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

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

QUALIFICATION

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

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

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

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

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

CONTACT US

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

CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

(Car Park charges are all inclusive of VAT)

| Newark Car Parks | Duration | 2019/20 Charge | 2020/21 charge |
|--|--|----------------|----------------|
| INNER TOWN London Road Balderton Gate Town Wharf Appletongate | 30 min | £0.50 | £0.50 |
| | 1 hour | £1.00 | £1.00 |
| | 2 hours | £1.50 | £1.50 |
| | 2-3 hours | £2.50 | £2.50 |
| | 3-4 hours | £4.50 | £4.50 |
| | Over 4 hours | £7.50 | £7.50 |
| | After 6pm (Evening Charge) | £1.00 | £1.00 |
| | OUTER TOWN Riverside (former Tolney Lane) Riverside Arena Livestock Market Castle House | 1 hour | £1.00 |
| 2 hours | | £1.50 | £1.50 |
| 2-4 hours | | £2.00 | £2.00 |
| 4-5 hours | | £2.50 | £2.50 |
| 5 hours and above | | £3.00 | £3.00 |
| After 6pm (Evening Charge) | | £1.00 | £1.00 |

| | | | |
|--|---|-----------------------|-----------------------|
| <p>Dedicated Motorcycle Bay Newark: London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market</p> | <p>Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.</p> | | |
| <p>LORRY PARKING</p> | | | |
| <p>Lorry Parking - Fixed Charge</p> | | <p>£14.50</p> | <p>£16.50</p> |
| <p>Lorry Parking (with meal voucher)</p> | | <p>£17.50</p> | <p>£20.50</p> |
| <p>Coaches - (with meal voucher)</p> | | <p>£0.00</p> | <p>£5.00</p> |
| <p>SEASON TICKETS</p> | | | |
| <p>INNER TOWN (Newark) (limited issue)</p> | <p>Per month</p> | <p>£84.00</p> | <p>£84.00</p> |
| | <p>Per quarter</p> | <p>£193.00</p> | <p>£193.00</p> |
| | <p>Per year (7 days per week)</p> | <p>£700.00</p> | <p>£700.00</p> |
| <p>OUTER TOWN (Newark) (limited issue)</p> | <p>Per month</p> | <p>£47.00</p> | <p>£47.00</p> |
| | <p>Per quarter</p> | <p>£123.00</p> | <p>£123.00</p> |
| | <p>Per year (Monday - Friday)</p> | <p>£350.00</p> | <p>£350.00</p> |

| | | | |
|--|----------------------------|---|----------------|
| | Per year (7 days per week) | £450 * | £450.00 |
| CONTRACT CAR PARK RATES | | | |
| Barnby Gate | Per quarter | £208.00 | £208.00 |
| | Per annum | £800.00 | £800.00 |
| CONTRACT CAR PARK RATES | | | |
| The Palace | Per quarter | | |
| | Per annum | £600 (This car park is currently underutilised so it is proposed to reduce the price to attract additional users.) | £600.00 |
| CONTRACT CAR PARK RATES | | | |
| Pelham Street | Per annum | £500.00 | £500.00 |
| Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer. | | | |

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

RIVERSIDE MARKET – ECONOMIC DEVELOPMENT COMMITTEE

(Charges are not subject to VAT)

| DAY | ITEM | 2019/20 CHARGE | 2020/21 CHARGE |
|-----------|--------------------------|----------------|----------------|
| WEDNESDAY | MARKET STALL | £17.00 | £17.00 |
| | PITCH - PER LINEAR METRE | £6.00 | £6.00 |

HERITAGE, CULTURE & VISITORS – ECONOMIC DEVELOPMENT COMMITTEE*(The charges below are subject to VAT)*

| | 2019/20 | 2020/21 Charge |
|---|----------------------------------|----------------------------------|
| <u>Theatre Hire:</u> | | |
| <u>With Stage & Dressing Rooms as Equipped</u> | | |
| <u>Full Theatre : 602 Seats</u> | | |
| Per day with one performance – week days Commercial Hire | £1,836 (£1,530 + VAT) | £1,836 (£1,530 + VAT) |
| Per day with one performance - weekends Commercial Hire | £2,448 (£2,040 + VAT) | £2,448 (£2,040 + VAT) |
| Per day with two performances - weekdays Commercial Hire | £3,366 (£2,805 + VAT) | £3,366 (£2,805 + VAT) |
| Per day with two performances - weekends Commercial Hire | £3,978 (£3,315 + VAT) | £3,978 (£3,315 + VAT) |
| Week Hire: Monday-Saturday | £11,322 (£9,435 + VAT) | £11,322 (£9,435 + VAT) |

| | | |
|--|--|--|
| <p><u>Non-Profit Making/ Charity/ Local</u> <u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u> <u>Current Stalls - only hirers to be phased into new pricing structure over two years</u></p> <p>There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.</p> | | |
| <p>Per day with one performance – week days Non Profit Making/Charity/Voluntary</p> | <p>£1,260 (£1,050 + VAT)</p> | <p>£1,260 (£1,050 + VAT)</p> |
| <p>Per day with one performance – weekends Non Profit Making/Charity/Voluntary</p> | <p>£1,860 (£1,550 + VAT)</p> | <p>£1,860 (£1,550 + VAT)</p> |
| <p>Per day with two performances – week days Non Profit Making/Charity/Voluntary</p> | <p>£1,920 (£1,600 + VAT)</p> | <p>£1,920 (£1,600 + VAT)</p> |
| <p>Per day with two performances – weekends Non Profit Making/Charity/Voluntary</p> | <p>£2,520 (£2,100 + VAT)</p> | <p>£2,520 (£2,100 + VAT)</p> |
| <p>Conference: Full Theatre (Staffing, technical equipment and catering costs on application)</p> | <p>£2,520 (£2,100 + VAT)</p> | <p>£2,520 (£2,100 + VAT)</p> |
| <p><u>Theatre Hire : Supplementary Charges Per Hour</u> <u>(not including staffing)</u></p> | | |

| | | |
|---|---------------------------------|---------------------------------|
| Technical/Dress: Commercial Hires | £94.20 (£78.50 + VAT) | £94.20 (£78.50 + VAT) |
| Non Profit Making/Charity/Voluntary | £79.80 (£66.50 + VAT) | £79.80 (£66.50 + VAT) |
| General Rehearsals: (No lights) Commercial Hires | £79.80 (£66.50 + VAT) | £79.80 (£66.50 + VAT) |
| Non Profit Making/Charity/Voluntary | £67.20 (£56.00 + VAT) | £67.20 (£56.00 + VAT) |
| Get In/Fit Up/ Get Out Commercial Hires | £27.00 (£22.50 + VAT) | £27.00 (£22.50 + VAT) |
| Non Profit Making/Charity/Voluntary | £23.40 (£19.50 + VAT) | £23.40 (£19.50 + VAT) |
| <u>Staffing Recharges : per hour</u> | | |
| Technical Manager – week days* | £42.00 (£35.00 + VAT) | £42.00 (£35.00 + VAT) |
| Technical Manager - weekends** | £48.00 (£40.00 + VAT) | £48.00 (£40.00 + VAT) |
| Technical Officer – week days* | £32.40 (£27.00 + VAT) | £32.40 (£27.00 + VAT) |
| Technical Officer - weekends** | £37.20 (£31.00 + VAT) | £37.20 (£31.00 + VAT) |

| | | |
|----------------------------------|---------------------------------|---------------------------------|
| Technical Assistant – week days* | £22.80 (£19.00 + VAT) | £22.80 (£19.00 + VAT) |
| Technical Assistant - weekends** | £27.60 (£23.00 + VAT) | £27.60 (£23.00 + VAT) |

* Plus 20% on all rates for hours worked between 2330 and 0600 hours

** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours

| <u>Ticket Handling Fee</u> | | |
|---|--|--|
| Per Ticket – applicable to all professional productions | £1.50 (£1.25 + VAT) | £1.50 (£1.25 + VAT) |
| Per Ticket – applicable to all amateur productions, dependent on overall ticket price | 50p - £1.50 (41.67p - £1.25 + VAT) | 50p - £1.50 (41.67p - £1.25 + VAT) |
| <u>Palace Membership Scheme</u> <i>(Charges not subject to VAT)</i> | | |
| Single membership | £11.00 | £11.00 |
| Couple's membership | £18.00 | £18.00 |
| Junior membership | £8.00 | £8.00 |
| Family membership | £30.00 | £30.00 |

| | | | |
|---|--------------|-----------------------|-----------------------|
| National Civil War Centre – Newark Museum (Charges are inclusive of VAT, unless otherwise stated)☒ | | | |
| Proposed Ticket Types | Notes | 2019/20 charge | 2020/21 charge |
| Day Tickets | | | |

| | | | |
|---|---|---|---|
| Adult | Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness | £8.00 | £8.00 |
| Concession | | £7.00 | £7.00 |
| Children 5-16 | | £4.00 | £4.00 |
| Children under 5 | | Free | Free |
| Family (up to 5) | | | £20.00 |
| Annual Pass - Adult | | £15.95 | £15.95 |
| Annual Pass - Concession | | £13.95 | £13.95 |
| Annual Pass - Children | | £7.95 | £7.95 |
| Groups | | | |
| Group Visit (10 or more paying) | Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market | 10% discount | 10% discount |
| After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance | 90 min visit between the hours of 5pm and 9pm. | £15/head £2 discount for all partner organisations (EH, Art Fund, etc.) | £15/head £2 discount for all partner organisations (EH, Art Fund, etc.) |

| | | | |
|---|------------------------------------|---|-------------------------------------|
| Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience. | | £5/head, min 10, max per session 20 | £5/head, min 10, max per session 20 |
| Volunteer-led Town/Civil War Tour | | £5, £3 child (£3, £1 child if purchased with NCWC entry) | £5 adult, £3 child |
| Commercial: Town Tour | All to NSDC | £6/head | £6/head |
| Commercial: Castle Tour | £4 to go to the castle, £2 to NCWC | £6/head | £6/head |
| Commercial: Church Tour | £4 to go to the church, £2 to NCWC | £6/head | £6/head |
| Coach Parking @ Lorry Park | FOC | FOC | FOC |

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

| | Notes | 2019/20 Charge | 2020/21 charge |
|-----------------------|--|--|--|
| After Dinner speaking | Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers | £192 plus travel expenses (£160 + VAT) | £192 plus travel expenses (£160 + VAT) |

| | | | |
|---|---|---|--|
| <p>Room Hire</p> | <p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a</p> | | |
| <p>Community Space <i>(Charges are not subject to VAT)</i></p> | <p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p> | <p>Educational/ Training/Meeting: From £20/hr</p> <p>Event Rate: £37 - £52/hr</p> | <p>Charity from £24/hr (£20 + VAT) Educational/ Training/Meeting: From £30/hr (£25 + VAT)</p> <p>Event Rate: £44.40 - £62.40/hr (£37 - £52 + VAT)</p> |

| | | | |
|--|---|---|--|
| <p>Byron Room</p> | <p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p> | <p>Educational/ Training/Meeting: From £24/hr (£20 + VAT)</p> <p>Event Rate: £44.40 - £62.40/hr (£37 - £52 + VAT)</p> | <p>Charity from £24/hr (£20 + VAT) Educational/ Training/Meeting: From £30/hr (£25 + VAT)</p> <p>Event Rate: £44.40 - £62.40/hr (£37 - £52 + VAT)</p> |
| <p>Workshop <i>(Charges are not subject to VAT)</i></p> | <p>Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.</p> | <p>£15.50 - £25</p> | <p>£15.50 - £25</p> |

| | | | |
|----------------------------------|--|---|--|
| Tudor Hall | New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing | £102 , max 3 hr hire (£85 + VAT) | £102 , max 3 hr hire (£85 + VAT) |
| Hourly rate | | £474 (£395 + VAT) | Charity/Community £474 (£395 + VAT) |
| Day rate for meetings | | £954 - £1,560 (£795 - £1,300 + VAT) | Corporate £714 (£595 + VAT) |
| Event rate | | | £954 - £1,560 (£795 - £1,300 + VAT) |
| Hire a costumed performer | | £105 /evening | £105 /evening |

| Hire Location | Additional Information | 2019/20 charge | 2020/21 charge |
|-------------------------|---|--|--|
| In Hours – Guided tours | Occupancy : Max. 25 people | £6/head, minimum 15, max 25 | £6/head, minimum 15, max 25 |
| Workshops | To be paid in advance when booking | Price by request | Price by request |
| Photocopying | | £1 A4 £1.50 A3 | £1 A4 £1.50 A3 |
| Scan Orders | This price includes VAT. Postage is extra. | £5.50 £6.50 £9.00 | £5.50 £6.50 £9.00 |

| | | | |
|--|---|--|--|
| Microfiche Copies | | £5.00 plus £2.00 admin (very rarely requested) | £5.00 plus £2.00 admin (very rarely requested) |
| Own Camera | It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply. | £5.00 – reflects time processing charges | £5.00 – reflects time processing charges |
| Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify | Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply. | £10.00 – reflects time processing charges | £10.00 – reflects time processing charges |

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

Other Income*(Charges are inclusive of VAT)*

| | Additional Information | 2019/20 | 2020/21 |
|-----------------|------------------------|---------|---------|
| Loans Box Fines | Late return of boxes | £16.00 | £16.00 |

| | | | |
|--|---|---|---|
| Out of District Schools Travel Expenses | Flat fee | Price by request – We will consider outreach for schools on a case by case basis and price accordingly. | Price by request – We will consider outreach for schools on a case by case basis and price accordingly. |
| Discovery box – Cost per hire | Loan period is 2 weeks – fines for late returns | £20 per box for two weeks | £20 per box for two weeks |
| Education programme at NCWC KS1 – KS3 students one facilitated activity, one self-led activity One facilitated activity, two self-led activities. Two facilitated activities, one self-led activity KS 5, FE and HE | To be paid on day of visit by cash/cheque/card or by invoice Option to build bespoke package on request, price according to resource allocation and timescales. KS 5, HE and FE students to reflect bespoke nature of events and level of expertise required. | £4.50 per head – Half day (2 – 2.5 hr) visit £7 per head – Full day visit £6.00 per head for half day visit £8 per head full day visit | £4.50 per head – Half day (2 – 2.5 hr) visit £7 per head – Full day visit £6.00 per head for half day visit £8 per head full day visit |

NEWARK CASTLE*(Charges are inclusive of VAT where applicable)*

| Purpose | | 2019/20 Charge | 2020/21 Charge |
|--------------|--------|----------------|----------------|
| Guided Tours | Adult | £6.00 | £6.00 |
| | Senior | £6.00 | £5.00 |
| | Child | £3.00 | £3.00 |
| | Family | £16.00 | £16.00 |

| | | | |
|--|--|---|--|
| | Private, Out of Hours, Subject Specialist Tours (per person) | | £10 - £15 |
| | Ghost Tour Commercial Hire | £435 per event | * see events below |
| Hire of Gardens | Charity | £100 but waived at the discretion of SLT | £250 plus staffing, security and other aciliary charges |
| Hire of Gardens | Commercial | £550 per day | £800 per day |
| Hire of Castle | For Events | | £50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required) |
| Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i> | Bandstand <i>October - March</i> | £400 | £480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat) |
| | Bandstand <i>April - September</i> | | £528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat) |
| | Undercroft <i>October - March</i> | £400 | £576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat) |
| | Undercroft <i>April - September</i> | | £633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat) |
| Education programme <i>(prices will be uplifted dependant on development of professional service and associated</i> | Half day visit per head | £3.25 | £3.25 - £4.50 |
| | Full day visit per head | £4.50 | £4.50 - £7.00 |
| <u>Charity/ Local</u> | | | |
| Use of Castle for commercial photography/filming | | £30 per hour | £0.00 |

| | | | |
|---|--|--------------|-------|
| Use of Castle Gardens for wedding photographs - professional photographers only | | £20 flat fee | £0.00 |
|---|--|--------------|-------|

LAND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

(Charges are inclusive of VAT where applicable)

| Type of Search | Relevant Act or Order | 2019/20 Charge | 2020/21 |
|---|-----------------------------|---|---|
| LLC1 (Note: cannot charge VAT on this search) | Local Land Charges Act 1975 | £26.00 | £26.00 |
| Con29 Residential | Local Land Charges Act 1975 | <p>£90</p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts as follows:</p> <ul style="list-style-type: none"> • Via East Midlands: £16.45 plus VAT; and • Notts County Council Rights of Way: £10.00 plus VAT <p>Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.</p> | <p>£93.60</p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> • Via East Midlands: £18.00 plus VAT; and • Notts County Council Rights of Way: £11.00 plus VAT |

| | | | |
|-------------------------|-----------------------------|--|--|
| Full Search Residential | Local Land Charges Act 1975 | | <p>£119.60</p> <p>Includes cost of LLC1 (£26.00) and Con29 Residential (£93.60 includes VAT). VAT is only applicable on CON29 element.</p> |
| Con29 Commercial | Local Land Charges Act 1975 | <p>£122</p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts as follows:</p> <ul style="list-style-type: none"> • Via East Midlands: £16.45 plus VAT; and • Notts County Council Rights of Way: £10.00 plus VAT <p>Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.</p> | <p>£127.20</p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> • Via East Midlands: £18.00 plus VAT; and • Notts County Council Rights of Way: £11.00 plus VAT |

| | | | | |
|---|-----------------------------|---|---|--|
| Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it) | Local Land Charges Act 1975 | <p>£43</p> <p>The above figure includes Charge from Nottinghamshire County Council of £30 plus VAT Note: the proposed fee does not include any possible increase from Via or NCC for 2019/20, therefore the proposed fee may change upon receipt of confirmation and will be amended accordingly.</p> | <p>£45.00</p> <p>Please note, the charge includes charge from Notts County Council of £32.50 plus VAT. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> | |
| Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC | Local Land Charges Act 1975 | £13.00 | £13.20 | |
| Written Enquiries | Local Land Charges Act 1975 | £22.00 | £22.80 | |
| Additional Parcels LLC1 (Note: cannot charge VAT on this search) | Local Land Charges Act 1975 | £6.50 | <p>£6.50 (Note: cannot charge VAT on this search)</p> <p>No change as currently monitoring progress of transfer of LLC1 search to The Land Registry</p> | |

| | | | |
|--|--------------------------------|---------------|--------------------------------------|
| Additional Parcels CON29 | Local Land Charges Act 1975 | £12.00 | £12.36 |
| Personal Search | Local Land Charges Act 1975 | NIL | NIL – undertaken by external body |
| Light Obstruction Notice – Registration Fee for putting on local land charge | Rights of Light Act 1959 | £85.50 | £88.20 |
| Expedited Search – Quick return search (3 day turnaround) Can add VAT for Con 29 element | Local Land Charges Act 1975 | £21.50 | £22.20 |

| CON29 Individual requests | Residential 2019/20 Charge | Commercial 2019/20 Charge | Residential 2020/21 Charge | Commercial 2020/21 Charge |
|------------------------------|-------------------------------|---------------------------|----------------------------|---------------------------|
| 1.1 a-i | £18.00 | £30.00 | £18.60 | £30.90 |
| 1.1 j-l | £12.50 | £20.00 | £12.72 | £20.40 |
| 1.2 | £8.50 | £8.50 | £8.75 | £8.75 |
| 3.1 | £2.00 | £2.70 | £2.06 | £2.78 |
| 3.3 | £3.60 | £5.60 | £3.71 | £5.77 |
| 3.7 | £3.60 | £5.60 | £3.71 | £5.77 |
| 3.8 | £2.00 | £2.70 | £2.06 | £2.78 |
| 3.9 | £2.00 | £2.70 | £2.06 | £2.78 |
| 3.1 | £10.50 | £10.50 | £10.80 | £10.80 |
| 3.11 | £2.00 | £2.70 | £2.06 | £2.78 |
| 3.12 | £5.50 | £8.00 | £5.66 | £8.24 |
| 3.13 | £3.60 | £5.60 | £3.71 | £5.77 |
| 3.14 | £3.60 | £5.60 | £3.71 | £5.77 |
| 3.15 | £6.50 | £6.50 | £6.70 | £6.70 |

PARKS & AMENITIES FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE*(Charges are inclusive of VAT where applicable)*

| Facility | Purpose | | 2019/20 Charge | 2020/21 Charge |
|-----------------------------------|--------------------------------------|-------------------|--|--|
| Parks & Playing Fields | Football Season (13 matches or more) | Seniors | £500.00 | £500.00 |
| | | Juniors | £280.00 | £280.00 |
| | | Mini Soccer | £150.00 | £150.00 |
| | Football Pitch (per match) | Seniors | £49.00 | £49.00 |
| | | Juniors | £30.00 | £30.00 |
| | | Mini Soccer | £20.00 | £20.00 |
| | Hire of Park - commercial use | | £550 per day | £566 per day |
| | Hire of Park - charities | | £100 but waived at the discretion of CMT | £103 but waived at the discretion of SLT |
| | Circuses | | £370 per day | £381 per day |
| | Funfairs | Large Fair | £360 per day | £370 per day |
| | | Small Fair | £275 per day | £283 per day |
| | Sponsorship | Bedding Displays | £775pa | £800pa |
| Forest School Sessions | | | £5.00 per person | |
| Outdoor Fitness Camps | | £6.70 per session | £6.90 per session | |
| Lincoln Road Pavilion | Hire of Pavilion | | £9.80 per hour | £10.10 per hour |

STREET NAMING & NUMBERING CHARGES - LEISURE & ENVIRONMENT COMMITTEE

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

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

Proposed Fee Schedule:

(Charges are not subject to VAT)

| Service | 2019/20 Charge | 2020/21 Charge |
|---|--|--|
| Adding or amending a name or re-numbering an existing individual property, including notification to external organisations | £26.50 | £30.00 |
| Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification | £79.00 admin fee plus £26.50 per plot* requiring renumbering/naming | £85.00 admin fee plus £30.00 per plot* requiring renumbering/naming |
| Amendment to approved naming and numbering scheme due to change in approved street name (after consultation) | £79.00 admin fee plus £26.50 per property for up to 10 properties £10.50 for every additional property thereafter | £85.00 admin fee plus £30.00 per property for up to 10 properties £15.00 for every additional property thereafter |

| | | |
|---|---|---|
| Rename or numbering of street where requested by Parish Council and/or residents including notification | £79.00 admin fee plus £26.50 per property for up to 10 properties affected by change £10.50 for every additional property thereafter affected by change | £85.00 admin fee plus £30.00 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change |
|---|---|---|

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

Terms and Conditions:

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

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 |

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| | | | | |
|--|---------|-----------|----------------|----------------|
| (ii) plus per vehicle | | | £30.00 | £35.00 |
| (l) 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 | £40.00 | £40.00 |
| | 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 | Annual | £155 | £165 |
| Renewal | | Compliance & Inspection Fee | | £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 |
| | | | | Premises | £115 | £120 |
| | | Where the premises already hold a licence the charge is £120 per additional treatment | | | | |
| 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 | £520 | £550 |
| Renewal | | | Renewal valid for 6 years | £380 | £400 |
| Periodic 3 year inspection | | | | £380 | £400 |
| Transfer | | | | £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

| Agenda Page 144 | 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 | <i>Prices include VAT</i> | | |

| | | | |
|---------------------------|--|----------------|----------------|
| 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 |

***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

DOG WARDEN - LEISURE & ENVIRONMENT COMMITTEE*(Prices are not subject to VAT)*

| STRAY DOGS: | Duration | 2019/20 Charge | 2020/21 Charge |
|---|-----------------|-----------------------|-----------------------|
| This includes Government fee, Local Authority charge, and kennelling costs. | 1 Day | £83.00 | £83.00 |
| | 2 Days | £91.00 | £91.00 |
| | 3 Days | £99.00 | £99.00 |
| Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs. | 4 days | £107.00 | £107.00 |
| | 5 Days | £115.00 | £115.00 |
| | 6 Days | £123.00 | £123.00 |
| | 7 Days | £131.00 | £131.00 |

NOTE: No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.

TRADE WASTE CONTRACT CHARGES - LEISURE & ENVIRONMENT COMMITTEE

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

(Prices include VAT where applicable)

Trade Waste, Recycling and Garden Bins

We have set figures for these services and have used a disposal cost estimate provided by Nottinghamshire County Council (disposal authority). They have informed us that it is a best guess and actual figures will not be available until the new year. Therefore it should be noted that the final figure could change.

REFUSE

| Bin Size | 2019/20 Collection Charge | 2019/20 Disposal Charge | 2020/21 Collection Charge | 2020/21 Disposal Charge |
|----------------|---------------------------|-------------------------|---------------------------|-------------------------|
| 140L | £2.15 | £1.41 | £2.21 | £1.44 |
| 240L | £2.65 | £2.41 | £2.73 | £2.47 |
| 360L | £3.25 | £3.61 | £3.35 | £3.71 |
| 660L | £4.75 | £6.63 | £4.89 | £6.80 |
| 1100L | £7.00 | £11.04 | £7.21 | £11.33 |
| Pre-Paid Sacks | £1.70 | £0.60 | £1.75 | £0.62 |
| Clinical | £2.10 | £6.39 | £2.16 | £7.55 |

RECYCLING

| Bin Size | 2019/20 Collection Charge | 2019/20 Disposal Charge | 2020/21 Collection Charge | 2020/21 Disposal Charge |
|----------------|---------------------------|-------------------------|---------------------------|-------------------------|
| 140L | £2.15 | £0.33 | £2.21 | £0.34 |
| 240L | £2.65 | £0.56 | £2.73 | £0.58 |
| 360L | £3.25 | £0.84 | £3.35 | £0.87 |
| 660L | £4.75 | £1.54 | £4.89 | £1.59 |
| 1100L | £6.95 | £2.57 | £7.21 | £2.65 |
| Pre-Paid Sacks | £1.70 | N/A | N/A | N/A |
| Clinical | £2.10 | N/A | N/A | N/A |

Trade Waste contract charges

| | 2019/20 Charge | 2020/21 Charge |
|--|----------------|----------------|
| | | |

| | | | | |
|--|-----------------|--|---|---|
| Alteration Fee | | | £36.00 | £37.00 |
| Lockable Bin | | | £36.00 | £37.00 |
| Access Fee (Maximum) | | | 5 – 10% of total cost dependent on site | 5 – 10% of total cost dependent on site |
| Domestic Garden Bins | | | | |
| | | | 2019/20 Charge | 2020/21 Charge |
| Price per bin | | | £35.00 | £35.00 |
| Cost of bin for new properties | | | | |
| | | | 2019/20 Charge | 2020/21 Charge |
| Bin Size | | | | |
| 140L | | | £32.00 | £32.00 |
| 240L | | | £32.00 | £32.00 |
| 360L | | | £48.00 | £48.00 |
| 660L | | | £258.00 | £258.00 |
| 1100L | | | £284.00 | £284.00 |
| Developers delivery charge (per load) | | | £60.00 | £60.00 |
| Bulky Waste Charges | | | | |
| | | | 2019/20 Charge | 2020/21 Charge |
| Domestic Bulky Waste | | | | |
| | First Item | | £14.00 | £13.00 |
| | Subsequent item | | £8.00 | £7.00 |
| Electrical Items | | | | |
| | First Item | | £14.00 | £13.00 |
| | Subsequent item | | £8.00 | £7.00 |
| Large Items which are not covered by the above charges | | | £62 per hour | £62 per hour |
| Commercial Fridges | | | | |
| | | | 2019-20 Charge | 2020-21 Charge |
| Per Unit | | | £88.00 | £90.64 |
| Collection and Transport | | | £110.00 | £113.30 |
| Cleansing Services Hours | | | | |
| | | | 2019-20 Charge | 2020-21 Charge |
| 1hour | | | £62.00 | £64.00 |

| | | | | |
|--|--|--|-----------------------|-----------------------|
| 1.5 hours | | | £93.00 | £96.00 |
| 2 hours | | | £124.00 | £128.00 |
| 3 hours | | | £186.00 | £192.00 |
| 4 hours | | | £248.00 | £256.00 |
| 5 hours | | | £310.00 | £320.00 |
| | | | | |
| Emptying bins (cost per empty of bin) | | | 2019-20 Charge | 2020-21 Charge |
| Litter bins | | | £0.75 | £0.80 |
| Dog Bins | | | £1.90 | £2.00 |

NOTE: The Business Manager has an element of flexibility to adjust the fees and charges to respond to customer and market demands. This is at the discretion of the Business Manager, who will be mindful that costs must be covered.

PUBLIC CONVENIENCE CHARGES - LEISURE & ENVIRONMENT COMMITTEE

| Public Convenience | 2019/20 Charge | 2020/21 Charge |
|---------------------------|-----------------------|-----------------------|
| Gilstrap Centre | 20p | 20p |

CASTLE HOUSE - CIVIC SUITE HIRE CHARGES & PARTNERS DESK CHARGES - POLICY & FINANCE COMMITTEE*(Prices are exclusive of VAT)*

| No Webcasting | | | |
|---------------|---------------|-----------------|-----------------|
| Room | Duration | 2019/20 Charges | 2020/21 Charges |
| G2 | Hourly charge | £15.00 | £15.00 |
| G3 | Hourly charge | £10.00 | £15.00 |
| Civic 1 | Hourly charge | £25.00 | £25.00 |
| Civic 2 | Hourly charge | £25.00 | £25.00 |
| Civic 3 | Hourly charge | £15.00 | £15.00 |
| Civic 4 | Hourly charge | £15.00 | £15.00 |
| Civic 1 + 2 | Hourly charge | £25.00 | £40.00 |
| Civic 3 + 4 | Hourly charge | £25.00 | £25.00 |
| Civic 2+3+4 | Hourly charge | £25.00 | £40.00 |
| Civic 1+2+3+4 | Hourly charge | £70.00 | £65.00 |
| Desk Charge | Per Desk | £4,350 | £4,420 |

NEWARK BEACON - ECONOMIC DEVELOPMENT COMMITTEE*(Prices are inclusive of VAT)*

| Room | Seating Capacity | Duration | 2019/20 Charges | 2020/21 Charges |
|-----------------|------------------------------------|-------------|--------------------|--------------------|
| Cafferata Suite | Max capacity 70 (theatre style) | Full Day | £258.00 | £258.00 |
| | | Half Day | £159.60 | £159.60 |
| | | Hourly rate | £43.20 | £43.20 |
| Trent Suite | Max Capacity 10 | Full Day | £86.40 | £85.40 |
| | | Half Day | £67.20 | £67.20 |
| | | Hourly rate | £19.20 | £19.20 |

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

NON PAYMENT OF COUNCIL TAX/NNDR - POLICY & FINANCE COMMITTEE

| Council Tax | 2019/20 Charge | 2020/21 Charge |
|--------------------|-----------------------|-----------------------|
| Summons | £80 | £80 |
| Liability Order | With summons | With summons |

| NNDR | 2019/20 Charge | 2020/21 Charge |
|-----------------|-----------------------|-----------------------|
| Summons | £100 | £100 |
| Liability Order | With summons | With Summons |

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

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 |

PRIVATE SECTOR CARELINE SERVICE - HOMES & COMMUNITIES COMMITTEE

| Product | 2019/20 Charge | 2020/21 Charge |
|--|-----------------------|-----------------------|
| Lifeline - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call | £4.02 per week | £4.25 per week |
| Lifeline installation fee | | £25.00 one-off |
| Keysafe | | £40.00 one-off |

| Product | 2019/20 Charge | 2020/21 Charge |
|---|-----------------------|-----------------------|
| Safer Homes package - Provision of a dispersed alarm, pendant, smoke detector, carbon monoxide (CO) monitor and keysafe. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call | | £5.50 per week |
| Safer Homes package installation fee | | £35.00 one-off |

| Product | 2019/20 Charge | 2020/21 Charge |
|----------------|-----------------------|-----------------------|
|----------------|-----------------------|-----------------------|

| | | |
|--|--|---|
| <p>Sensor monitoring</p> <p>To receive this service tenants must also subscribe to the lifeline service.</p> <p>The sensors available are:</p> <ul style="list-style-type: none"> i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detectors | <p>£2.25 per sensor, per week</p> | <p>£2.50 for two to five sensors, per week</p> |
| Sensor monitoring installation fee: existing customers | | £0.00 |
| Sensor monitoring installation fee: new customers | | £35.00 one-off |

| Product | 2019/20 Charge | 2020/21 Charge |
|---|----------------------------------|------------------------------|
| <p>Welfare calls</p> <p>To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 6am and 8pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required. | <p>£15 - £19 per week</p> | <p>£4.25 per week</p> |

POLICY & FINANCE COMMITTEE

20 FEBRUARY 2020

2020/21 TO 2023/24 MEDIUM TERM FINANCIAL PLAN

1.0 Purpose of Report

1.1 To present the council's Medium Term Financial Plan (MTFP) for the four financial years between 01 April 2020 and 31 March 2024 (2020/21 to 2023/24).

2.0 Background Information

2.1 The MTFP (**Appendix A**) aims to provide members and officers with a clear financial framework for delivering the council's Community Plan objectives over the next four financial years.

2.2 Updating the council's MTFP is an essential pre-requisite to the annual budget setting process for future years.

3.0 Proposals

3.1 The MTFP shows that the council is able to set a balanced budget for 2020/21, though will need to raise additional income to pay for service delivery in future years.

3.2 The table below sets out the current projected contributions to and from reserves for each year of the council's MTFP. This assumes a £5.00 increase for 2020/21 in the average band D council tax excluding local precepts, and a 1.94% increase in each subsequent year of the council's MTFP.

| | 2020/21 (£m) | 2021/22 (£m) | 2022/23 (£m) | 2023/24 (£m) |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Total expenditure | 13.504 | 13.715 | 13.832 | 14.548 |
| Total income from Business Rates, Council Tax and other grants | (14.864) | (12.561) | (12.863) | (13.164) |
| Contribution to or (from) reserves | (1.360) | 1.154 | 0.969 | 1.384 |

3.3 The council will need to continually consider how best to manage demand for its services, as well as continually monitor and review how it best delivers each service.

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. This includes one-off activities, whether paid for from revenue or capital resources.

5.0 Financial Implications (FIN19-20/1041)

5.1 The MTFP sets out a framework to support budget and policy decisions. The impact of individual schemes will be detailed in supporting business cases.

6.0 Community Plan – Alignment to Objectives

6.1 One of the main aims of the MTFP is to deliver the council’s Community Plan objectives. **Appendix A** provides more details on how the council’s MTFP and Community Plan align.

7.0 RECOMMENDATION

That the Committee recommends the 2020/21 to 2023/24 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 9 March 2020.

Reason for Recommendation

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

Background Papers

2020/21 Proposed General Fund (GF) Revenue Budget
Capital Programme 2020/21 to 2023/24
Statement of Accounts 2018/19

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.

Sanjiv Kohli
Director of Resources and Deputy Chief Executive

2020/21 TO 2023/24 MEDIUM TERM FINANCIAL PLAN (MTFP)

The council's Medium Term Financial Plan (MTFP) for the four financial years between 01 April 2019 and 31 March 2023 (2019/20 to 2022/23) was presented to Policy & Finance Committee on 21 February 2019 and approved by Council on 07 March 2019.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2020/21 and 2023/24.

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2020/21 and 2023/24; and
- c) enable members to make decisions which ensure the council's future financial sustainability .

The MTFP tries to do this by:

- a) bringing together in one place all known factors which will affect the council's financial position; and
- b) matching how the council plans to spend to deliver its Community Plan objectives with the expected resources available to fund that spend.

1.1 Financial Projections

The table below shows high level budget projections for the next four years:

| | 2020/21 (£m) | 2021/22 (£m) | 2022/23 (£m) | 2023/24 (£m) |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Net Service Expenditure (less capital charges) | 12.162 | 12.440 | 12.530 | 12.605 |
| Total Other Expenditure | 1.342 | 1.275 | 1.302 | 1.943 |
| Total Expenditure | 13.504 | 13.715 | 13.832 | 14.548 |
| Total Business Rates | (7.724) | (5.316) | (5.379) | (5.435) |
| Council Tax | (7.018) | (7.245) | (7.484) | (7.729) |
| Other Grants | (0.122) | 0.000 | 0.000 | 0.000 |
| Contribution (to) or from Reserves | (1.360) | 1.154 | 0.969 | 1.384 |

These assume the following increases in the rate of average band D council tax (excluding local precepts):

| | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|------------------------------|----------------|----------------|----------------|----------------|
| Assumed council tax increase | £5.00 | 1.94% | 1.94% | 1.94% |

1.2 Financial Landscape

The government plans to reform the local government finance system. These reforms are mainly to increase the proportion of business rates (non-domestic rates (NDR)) retained locally; and to make fairer the government's annual funding allocations for local authorities.

The government previously intended for these reforms to take effect from 2020/21, though now intends for these reforms to take effect from 2021/22. In light of this one year delay, the government plans to roll forward the 2019/20 settlement for 2020/21.

The impact of this for the Council has been that anticipated Business Rates income has increased by circa £3m compared with the estimated income for 2020/21 in the MTFP approved on 7th March 2019. This includes an anticipated £0.915m in surplus generated from the Collection Fund at the 2019/20 year end, which was also not forecast at budget setting for 2019/20.

The government plans to carry out a multi-year Spending Review in 2020 to enable the reformed systems for business rates retention and annual funding allocations to be implemented from 2021/22.

As it is not known how exactly the local government finance system is expected to change nor from when these changes will take effect from, the council's current modelling for how much funding the council will receive in 2021/22 and future years is subject to higher levels of volatility. The Council continues to liaise with external consultants to support the forecasting of future funding levels.

It is expected, however, that the government's changes to the local government finance system will incorporate transitional arrangements where appropriate, and that changes will be made manageable for individual authorities or classes of authorities.

Throughout the remainder of 2019/20 and in 2020/21, officers will closely monitor the government's announcements relating to the local government finance system and assess the implications of these on the council's funding for 2021/22 and future years.

1.3 Fair Funding Review

The government is reviewing how it assesses the relative needs and resources of English local authorities, so that it can distribute funding to councils based on a more robust and up-to-date approach. Its review (the Fair Funding Review) aims to address concerns that the current formula for determining each council's Baseline Funding Level (BFL) is unfair, out of date and overly complex.

The government now plans to use an updated approach to distributing funding to councils from 2021/22.

The review will broadly focus on three main areas:

- 1) relative needs;
- 2) relative resources, and
- 3) transitional arrangements.

Relative needs relates to the demand for particular council services, and relative resources to the ability for councils to raise their own income from sources such as council tax.

The assessment of relative needs for shire district councils is expected to be driven mainly by population. Put more simply, shire district councils with more people will be expected to receive more money from government, all other things being equal.

An Area Cost Adjustment (ACA) will be applied to the assessment of relative needs. Put more simply, the government's funding for councils will consider factors which affect how much councils must spend to deliver services, all other things being equal. The ACA is expected to include the following three factors:

- 1) Rates Cost Adjustment;
- 2) Labour Cost Adjustment; and
- 3) Remoteness Adjustment.

A Rates Cost Adjustment relates to how much councils spend on the premises they use to deliver services.

The Fair Funding Review is important because it will affect the amount of BFL the government will give the council in future years, and thus also the amount of business rates (non-domestic rates (NDR)) the council can retain. As per the table in section 1.1, business rates are expected to account for at least a third of the council's total expenditure (excluding capital charges) in each year of the council's MTFP.

1.4 Retained Business Rates

The introduction of the current 50% business rates retention system in 2013/14 has allowed councils which have increased their locally raised business rates income since this time to benefit from the additional income generated.

The government plans to implement a reformed business rates retention system for 2021/22. The reforms aim to:

- give local authorities greater control over the money it raises;
- support local economic growth;
- update the balance of risk (of loss) and reward (for growth) in the system; and
- make the system simpler and income less volatile.

Two main changes have been proposed for the business rates retention system. These are:

- 1) to increase the proportion of business rates retained locally from 50% to 75%; and
- 2) to reset the Business Rates Baseline (BRB).

The BRB is the government's prediction of how much each council is able to raise locally in business rates.

As the government intends to reform the business rates retention system in a way which is fiscally neutral, councils currently benefitting from growth in locally raised business rates income could see some of this income transferred to councils with reduced Business Rates Baselines.

Nonetheless, the planned increase in proportion of locally retained business rates means that promoting economic growth and inward investment will become ever more crucial to ensuring the council's sustainability going forward.

The council's MTFP accounts for planned reforms to the business rates retention system, though amounts for 2021/22 and future years are subject to higher levels of volatility.

The government has proposed the following changes to the proportions of businesses' rateable values (RVs) payable as business rates in 2020/21:

- an increase in the provisional small business NDR multiplier from 49.1p to 49.9p;
- an increase in the provisional NDR multiplier from 50.4p to 51.2p;

The government has also proposed the following changes to business rate reliefs in 2020/21:

- an increase in the retail discount from one-third to 50% and extension of the retail discount to cinemas and music venues for eligible small businesses;
- a five-year extension of the £1,500 business rates discount for office space occupied by local newspapers (until 31 March 2025); and
- the introduction of a £1,000 business rates discount for eligible pubs, applicable in addition to the retail discount.

In accordance with section 31 (Power to pay grant) of the *Local Government Act 2003*, the government will fully fund local authorities for awarding these reliefs, and provide funding for the administrative and IT costs associated with implementing these new burdens.

The council expects to receive around £2.1m in section 31 grants in 2020/21 for its cost of administering statutory business rate reliefs.

Below are some of the key risks which could affect the amount of business rates income collected and thus retained in future years:

- slower than anticipated local economic growth, or local economic growth at a rate less than the change in Consumer Price Index (CPI) used to determine annual business rates payable;
- successful backdated appeals from businesses regarding the amounts of business rates payable in previous years;
- uncollectable debts which need to be written off; and
- unpredictable increases in the amounts of discretionary reliefs granted to businesses.

The total rateable value (RV) of all business premises within the district anticipated at the beginning of 2020/21 is £107.8m.

The council currently has 104 businesses with appeals outstanding regarding the RVs of their premises. The total reduction in RV it is estimated that these businesses are appealing for is £1.298m. If all of the appeals from these businesses are successful and backdated to the dates currently estimated, there would be an estimated total cost of £3.487m in settling these appeals.

These settlement payments would be a one-off, funded from a provision (currently £8.513m) which has been specifically set aside to pay for the cost of successful business rate appeals.

If any appeals the council has provided (set money aside) for are unsuccessful, or are successful but cost the council less than it has set aside for these appeals, the council will be able to release its surplus provisions back into the Collection Fund. The surplus provisions would then be re-distributed back to council and its preceptors.

1.5 Council Tax

Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council. These are the Upper Witham Internal Drainage Board and the Trent Valley Internal Drainage Board.

Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5 without holding referenda. For 2016/17 and 2017/18, the core principle was 2%, and for 2018/19 and 2019/20, the core principle was 3%.

The proposed core principle for 2020/21 is 2%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's **Error! Reference source not found.** relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.

Since 2016/17, Members have agreed annual council tax increases of 1.94%. The council's MTFP assumes a council tax increase of £5.00 in 2020/21, and subsequent annual increases of 1.94%.

The council calculates how much annual council tax income it can receive by multiplying the council tax base (CTB) by the average band D council tax rate. The council tax base is the total number of properties equivalent to band D which are liable for council tax after discounts, exemptions and premia.

The council's MTFP assumes that the **Error! Reference source not found.** CTB will be 1.36% higher than the 2019/20 CTB, based on the actual CTB in December 2019 being 1.36% more than the December 2018 CTB.

For subsequent years, it has been assumed that the CTB will change by the average annual change in CTB between the CTB used for the prior and three-year prior financial years. For example, the change in CTB assumed for 2021/22 is the average annual change in CTB between the CTBs for 2018/19 and 2020/21.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 1.94% and £5.00 in 2020/21, compared to if council tax was kept at 2019/20 levels:

| Effect of council tax changes | 2020/21 (£m) | 2021/22 (£m) | 2022/23 (£m) | 2023/24 (£m) | MTFP (£m) |
|--|-----------------|-----------------|-----------------|-----------------|--------------|
| Additional income from 1.94% increase in all years | 0.132 | 0.137 | 0.141 | 0.146 | 0.556 |
| Additional income from £5.00 increase in 2020/21 and 1.94% in subsequent years | 0.196 | 0.203 | 0.210 | 0.216 | 0.825 |

1.6 New Homes Bonus (NHB)

New Homes Bonus (NHB) is a government grant paid to councils to incentivise local housing growth, based on the extra council tax income raised from new homes. NHB is paid to councils with growth in their housing stock above 0.4% of their existing council tax base.

From 2018/19 and onwards, NHB payments have been for the four years from the year for which the council was awarded NHB. In the provisional local government finance settlement for 2020/21, the government announced that it would continue to make payments for four years on allocations from previous years (2017/18, 2018/19 and 2019/20), but would not make multi-year payments on new allocations (2020/21). Details of the government's provisional NHB allocations for 2020/21 and future years are in the table below.

| Year | 2020/21 (£m) | 2021/22 (£m) | 2022/23 (£m) | 2023/24 (£m) |
|--------------|-----------------|-----------------|-----------------|-----------------|
| 2017/18 | 0.390 | | | |
| 2018/19 | 0.379 | 0.379 | | |
| 2019/20 | 0.409 | 0.409 | 0.409 | |
| 2020/21 | 0.563 | | | |
| Total | 1.741 | 0.788 | 0.409 | 0.000 |

NHB is not ringfenced, and thus can be used to fund either revenue or capital expenditure. To-date, the council has not needed to budget to use NHB to fund its General Fund revenue expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

In previous years, NHB has been used to fund key regeneration projects. This is expected to continue. As capital resources are scarce, the termination of multi-year payments on new NHB allocations will have significant impact on capital resources.

The 2019/20 to 2022/23 MTFP approved by Council on 09 March 2019 proposed to allocate 50% of NHB receipts for the capital financing of assets with lives of less than 10 years (short-life assets). It is intended that this policy will continue.

1.7 Income from Fees and Charges

The council's income from fees and charges for statutory and discretionary services is an essential part of the council's General Fund revenue budget. Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.

Discretionary services are those for which the council has the power, but not duty, to provide; though also include additions or enhancements to statutory services that the council provides above standards legislated for.

In accordance with the Commercial Strategy approved by Council on 10 October 2017 and the Fees and Charges Project report approved by Economic Development Committee on 20 November 2019, the council aims to set fees and charges for discretionary services at levels which balance commerciality and social impact. The council should ensure that fees and charges for discretionary services are set which:

- ensure the maximum revenues possible;
- are allowed by the council’s Corporate Fees and Charges Policy; and
- are socially and politically acceptable.

The table below shows how much fees and charges income the council:

- received in 2018/19;
- initially budgeted for 2019/20, as part of last year’s budget setting process;
- is currently budgeting to receive in 2019/20; and
- is proposing to budget for 2020/21.

| | 2018/19 actuals (£m) | 2019/20 initial budget (£m) | 2019/20 revised budget (£m) | 2020/21 base budget (£m) |
|----------------|-------------------------------------|--|--|---|
| Fees & Charges | 5.162 | 4.677 | 5.123 | 5.296 |

As mentioned in section 1.11, the fees and charges budgets proposed for 2020/21 are at levels considered achievable. Further details on the fees and charges budgets for 2020/21 can be found in the 2020/21 proposed General Fund revenue budget report.

1.8 Reserves and Balances

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

The council has reviewed the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.

Council’s generally hold useable reserves for three purposes:

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

On 07 March 2019, Council approved a recommendation to change how the authority determines its level of General Fund balance. The council now has a fixed General Fund balance of £1.500m, rather than a variable amount based on 15% of the council’s net budget requirement (£1.737m as at 01 April 2018).

The £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain its current General Fund balance of £1.500m, it is intended that the General Fund balance will only be used to fund expenditure once other appropriate reserves have been fully utilised.

Appendix B shows the balances which comprised the council's total reserves at the end of 2018/19 and at the beginning of 2019/20. **Appendix B** also shows the balances expected to comprise the council's total reserves at the end of 2019/20 and 2020/21.

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

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

One of the council's largest revenue reserves is its repairs and renewals fund. This is for the future cost of repairing, maintaining and renewing property and equipment. Services set aside an amount of their revenue budget annually, so that they can pay for the costs of relevant repairs and renewals when these arise. This helps smooth the uneven timing of costs: a few years of higher costs offsetting a greater number of years with lower (or no) costs.

Proposed spend on repairs and renewals is scrutinised to ensure that it and the fund's balance are appropriate. This, for example, enables funding for works not necessary to be transferred to works which become necessary but are underfunded.

1.9 Assumptions made within the MTFP

Finance officers and budget holders have developed detailed budgets for 2020/21 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 2% annual increase in basic pay has been assumed in each year of the council's MTFP. This is in line with the National Joint Council (NJC) for Local Government Services' two-year pay award for 2018/19 and 2019/20 for most council employees.

The NJC pay award for 2020/21 has not yet been finalised. The Joint Trade Union Side has rejected the National Employers for Local Government Services' proposal for a 2% increase in basic pay.

It is probable that the costs of the 2020/21 pay award will exceed the pay increases currently budgeted for. If the 2020/21 pay award is agreed at a higher rate than the 2% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs,

the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

Most income budgets and non-pay expenditure budgets have been uplifted by 3% in each year of the council's MTFP, in line with Retail Price Index (RPI) forecasts for future years by the government's Office for Budget Responsibility (OBR).

The council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2020/21 to be approved by Council on 09 March 2020.

1.10 Proposed strategy for bridging the funding gap

The table below shows the contributions to and from reserves currently projected for each year of the council's MTFP, and the actions currently proposed to mitigate the annual contributions from reserves projected for 2021/22, 2022/23 and 2023/24:

| | 2020/21 (£m) | 2021/22 (£m) | 2022/23 (£m) | 2023/24 (£m) |
|---|-----------------|-----------------|-----------------|-----------------|
| Contribution (to) or from reserves | (1.360) | 1.154 | 0.969 | 1.384 |
| Use of 2020/21 contribution to reserves to offset contributions from reserves in future years | 1.360 | (1.154) | (0.205) | - |
| Dividends from Arkwood Developments Ltd | - | - | (0.500) | (0.500) |
| Savings from service reviews | - | - | (0.100) | (0.100) |
| Savings/efficiencies from making business processes more efficient | - | - | - | (0.100) |
| Increased income from the council becoming more commercial | - | - | (0.100) | (0.100) |
| Contribution (to) or from reserves, after proposed mitigations above | 0.000 | 0.000 | 0.064 | 0.584 |

During the Budget Monitoring process for the 2019/20 financial year the council expects to receive business rates income from the Nottinghamshire Business Rates Pool. It is not known how much this will be, as the performance of the pool depends on the performance of the pool's constituent authorities. Income received from the pool for 2019/20 will be transferred to the council's Medium Term Financial Position (MTFP) reserve, so that it can be used to pay for future years' deficits, in the event that a deficit remains after all other mitigating actions taken to offset future year deficits.

Each update to this MTFP will therefore report on progress against each of the headings in the table above, to ensure that each years' budget is balanced.

Since 2010, the council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 1.11), it is essential that the council continues to identify areas where spend can be reduced and/or income increased. This is so that the council can

continue to operate sustainably longer-term, and to minimise the council’s use of one-off resources (as mentioned in section 1.8).

The council’s total income will need to increase significantly, if it is to continue delivering and improving the services it currently provides and not use its reserves to cover the deficits currently anticipated for 2022/23 and 2023/24.

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in sections 0 and 1.11, the council can increase council tax in 2020/21 by the greater of 1.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £70,180 of net expenditure.

The council’s Commercial Strategy, approved by Policy & Finance Committee on 21 September 2017, aims to deliver positive financial returns to the General Fund. The council created a Commercial Projects Development Team (CPDT), now the Organisational Improvement and Development team, to achieve this aim. The council’s General Fund has begun to benefit from the projects the team has completed to date, and expects to increasingly do so over the years. The team’s work across the district (externally) and with services council-wide (internally) will be crucial to enabling the council’s future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth, as mentioned in section 1.4.

The table below shows which areas have the biggest increases in expenditure budgets in each of the last three years of the council’s MTFP, compared to the equivalent budget in the year before:

| Pressures | Increase in 2021/22 budget, compared to 2020/21 budget (£m) | Increase in 2022/23 budget, compared to 2021/22 budget (£m) | Increase in 2023/24 budget, compared to 2022/23 budget (£m) |
|--------------------------------------|--|--|--|
| Employees | 0.305 | 0.287 | 0.288 |
| Newark Town Council devolution grant | 0.038 | 0.029 | 0.045 |
| Internal Drainage Board Levies | 0.030 | 0.031 | 0.033 |

1.11 Risks Associated with the Budget Process

Budgets are only as accurate as the data available at the time they are developed. There are therefore risks that the proposed budgets in the council’s MTFP will differ significantly from reality (actual expenditure and income). Some of the factors which could cause adverse variances are:

- higher than expected inflation and/or interest rates;
- the council receiving lower than expected amounts of grant funding;
- the future differing significantly from the initial budgets proposed at the time of developing the MTFP;
- volatility of certain budget lines between years;
- underachievement of expected savings and/or efficiencies;
- unforeseen events and emergencies;
- unforeseen insurance costs or legal claims;
- lower than expected business rates growth.

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

In considering the council's proposed budget for 2020/21 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £70,180 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £39,300 of net expenditure.

Various assumptions were required to be made when preparing the proposed MTFP budgets. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

Employee costs

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 59% of the council's proposed controllable expenditure budget for 2020/21 (total spend, excluding spend on capital costs, recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 2% annual pay increases currently budgeted for. For example, a 3% increase in basic pay for 2020/21 (1% more than currently budgeted for) would result in around £132,000 needing to be funded from reserves for 2020/21. Additional funding would also need to be found for subsequent years, as the higher than expected pay for 2020/21 would result in higher than expected pay in subsequent years.

Income

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2020/21 income budgets for services have been set at levels considered achievable.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £0.530m in 2020/21.

Interest rates

The proposed MTFP budgets include amounts for interest payable and interest receivable. This is because the council expects that it will both borrow money and lend money throughout the four years of the MTFP.

The council anticipates that it will use fixed interest rate loans when borrowing. This is so that the council knows exactly how much its loans will cost over their durations, and as this mitigates against the risk of interest rates and thus costs rising significantly over the loan period. As borrowing would be for longer than four years, the risk of the council being unable to borrow to repay existing debt (refinancing risk) does not apply.

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2020/21 will likely differ from those budgeted.

The impact of a 1% change in interest rate would be insignificant on the council's overall budget.

Inflation

Most income budgets and non-pay expenditure budgets have been uplifted by 3%, broadly in line with the Retail Price Index (RPI) forecast for 2020/21 by the government's Office for Budget Responsibility (OBR).

The most recent month for which inflation data was available at the time of writing, December 2019, had a 2.2% increase in inflation (RPI) over the 12 months of the 2019 calendar year.

The small differences anticipated between actual inflation rates and the 3% budgeted for are expected to have insignificant impact on the council's budget.

1.12 Capital Investment Programme and Funding

The overall approved General Fund Capital Programme for the period from 2020/21 to 2023/24 totals £39.727m. £9.114m is financed by external grant funding for the Southern Link Road (SLR), Newark Buttermarket, Disabled Facilities Grant (DFG's) and a specific piece of work in relation to flood alleviation in Lowdham. The grants in relation to the SLR and the flooding alleviation scheme in Lowdham have already been received and are held on the Council's balance sheet as a conditional grant. The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the forms of contributions from external partners and S106 receipts amount to £3.906m. This relates to the project at Southwell Leisure Centre which includes £750k of Council expenditure in order to extend and improve facilities at the leisure centre to increase the membership base, and also an expectation of £3m of external financing towards the Castle Gatehouse project.

Council internal capital resources employed amount to £4.768m which relates to the build of a modular pool at Ollerton, new Temporary Accommodation in Newark, the match contribution to Southwell Leisure Centre (as described above) and replacing parts of the Council's refuse fleet and other equipment.

Borrowing is the balancing figure for the capital expenditure at £21.940m. This type of financing, attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing

incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

The current Capital resources available for allocation to Capital schemes (before any allocation of New Homes Bonus (NHB) from 2020/21 as proposed in section 1.6) is detailed below:

Table 7

| Capital Available | Resources | Estimated balance as at 1 April 2020 | 2020/21 Commitments | 2021/22-2023/24 Commitments | Closing Balance as at 31 March 2024 |
|-----------------------------------|------------------|---|----------------------------|------------------------------------|--|
| Capital Provision | Financing | 1,083,502 | (1,020,090) | (4,000) | 59,412 |
| General Fund Receipts | Capital | 957,709 | (723,710) | (233,000) | 999 |
| Capital Contributions Unapplied * | Grants & | 7,959,307 | 600,000 | (314,779) | 8,244,528 |
| Total available | resources | 10,000,518 | (1,143,800) | (551,779) | 8,304,939 |

*£8.244m is the estimated balance at 2023/34 which relates to Community Infrastructure Levy (CIL) and is therefore ring fenced for schemes relating to infrastructure.

Borrowing Requirements within Current Approved Capital Programme

In order to fully finance the Capital Programme every year an element of borrowing is required where capital resources are not available. As above, the total borrowing over the life of this MTFP amounts to an estimated £21.940m within the current approved capital programme.

| General Fund Revenue Reserves | Reason for reserve (where known and/or name is not self-explanatory) | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
|--|--|-----------------------------|-----------------------------|---------------------------------------|---------------------------------------|
| Council Funds: | | | | | |
| Investment Realisation Fund | A buffer from potential future losses on external investments | (91,890) | (91,890) | 0 | 0 |
| Election Expenses Fund | | (150,325) | (150,325) | (150,325) | (150,325) |
| Insurance Fund | | (336,632) | (336,632) | (276,632) | (276,632) |
| Repairs And Renewals Fund | To pay for future repairs, maintenance and renewals of property and equipment | (2,380,228) | (2,380,228) | (1,920,400) | (1,920,400) |
| Building Control Surplus | Statutory building control reserve | (15,233) | (15,233) | (19,943) | 0 |
| Museum Purchases Fund | Partly a bequest from the Nicholson estate | (11,414) | (11,414) | (11,414) | (11,414) |
| Training Provision | To pay for additional training needs and apprentice costs | (152,182) | (127,132) | (127,132) | (61,763) |
| Restructuring And Pay | | (100,000) | (100,000) | (11,181) | (11,181) |
| Court Costs | To pay for unplanned court costs | (59,769) | (59,769) | (58,959) | (58,959) |
| Change Management Fund | To enable and facilitate the changing working environment | (12,746,500) | (13,536,580) | (5,515,006) | (6,385,502) |
| Enforcement Reserve | Provides additional funding for enforcement-related activities | (95,000) | (95,000) | (48,000) | (48,000) |
| Flooding Defence Reserve | To mitigate the impact of flooding | (250,000) | (250,000) | (220,000) | (220,000) |
| Emergency Planning Reserve | To replenish the emergency planning store's stock (of, for example, aqua-sacs) | (50,000) | (50,000) | (40,000) | (40,000) |
| Planning Costs Fund | To pay for unplanned planning enquiries or appeals | (201,140) | (201,140) | (201,140) | (201,140) |
| Development Company | To pay for equity funding needed to set up Arkwood Developments Ltd | (4,000,000) | (4,000,000) | 0 | 0 |
| Growth And Prosperity Fund | Think BIG (Business Investment for Growth) loans to businesses in the district | (513,456) | (513,456) | (128,904) | (128,904) |
| Refuse Bin Purchase | If the cost of buying bins exceeds the revenue budget the service has available | (15,000) | (15,000) | (15,000) | (15,000) |
| Fuel And Energy Reserve | | (70,142) | (70,142) | (60,642) | (60,642) |
| Management Carry Forward | Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year | (343,444) | (343,444) | (40,226) | (40,226) |
| Unlawful Occupation Of Land | To pay for costs of resolving issues associated with land unlawfully occupied | (9,250) | (9,250) | 0 | 0 |
| Fly Tipping Fund | If the cost of clearing unlawfully dumped rubbish exceeds the revenue budget the service has available | (55,000) | (55,000) | 0 | 0 |
| NNDR Volatility Reserve | A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes | 0 | (793,348) | (793,348) | (793,348) |
| Community Initiative Fund | | 0 | (200,000) | (200,000) | (200,000) |
| MTFP Reserve | To cover future years' deficits, if all other actions to cover deficits are insufficient | (1,085,000) | (1,085,000) | (630,000) | (1,990,000) |
| Asset Maintenance Fund | To fund works identified from asset condition surveys | 0 | 0 | (250,000) | 0 |
| Capital Project Feasibility Fund | To fund feasibility works in relation to potential capital schemes | 0 | 0 | (250,000) | (150,000) |
| General Fund Balance | | (1,500,000) | (1,500,000) | (1,500,000) | (1,500,000) |
| Total Council Funds | | (24,231,604) | (25,989,982) | (12,468,252) | (14,263,436) |
| Grants: | | | | | |
| Homelessness Fund | To pay for relevant costs from the government's homelessness-related grants | (455,881) | (455,881) | (576,018) | (576,018) |
| Revenue Grants Unapplied | Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused | (292,109) | (292,109) | (217,244) | (217,244) |
| Community Safety Fund | To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNCSPP) | (193,807) | (193,807) | (22,525) | (22,525) |
| Energy & Home Support Reserve | To assist vulnerable residents with heating/boiler issues | (121,580) | (97,010) | (103,171) | (77,805) |
| Warm Homes on Prescription | Grant to spend on schemes which reduce fuel poverty (for people who cannot afford costs of keeping warm given their incomes) | (55,000) | (13,930) | 0 | 0 |
| Welfare Reform Reserve | | (25,774) | (25,774) | (25,774) | (25,774) |
| Total Grants | | (1,144,151) | (1,078,511) | (944,733) | (919,367) |
| Total General Fund Revenue Reserves | | (25,375,754) | (27,068,492) | (13,412,984) | (15,182,802) |
| General Fund Capital Reserves | Reason for reserve | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
| Capital Financing Provision | Resources such as New Homes Bonus (NHB) grant to pay for capital spend | (1,111,072) | (1,901,152) | (1,083,502) | (63,412) |
| Capital Receipts | Receipts from selling General Fund (GF) assets to pay for capital spend | (2,038,692) | (2,038,692) | (957,709) | (233,999) |
| Grants & Contributions Unapplied | Capital funding received which does not yet need to be spent | (6,759,307) | (6,759,307) | (7,959,307) | (8,559,307) |
| Total General Fund Capital Reserves | | (9,909,071) | (10,699,151) | (10,000,518) | (8,856,718) |
| Ring-Fenced Reserves | Reason for reserve | Balance as at 31 March 2019 | Balance as at 01 April 2019 | Estimated Balance as at 31 March 2020 | Estimated Balance as at 31 March 2021 |
| Mansfield Crematorium | Statutory, because council is part of Mansfield and District Crematorium | (139,446) | (139,446) | (139,446) | (139,446) |
| Total Ring-Fenced Reserves | | (139,446) | (139,446) | (139,446) | (139,446) |
| Total Reserves | | (35,424,272) | (37,907,090) | (23,413,502) | (24,178,966) |

POLICY & FINANCE COMMITTEE

20 FEBRUARY 2020

CAPITAL PROGRAMME 2020/21 TO 2023/24

1.0 Purpose of Report

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

2.0 Capital Expenditure – General Fund

2.1 The Council intends to spend £39.727m in general fund capital expenditure from 2020/21 to 2023/24.

2.2 The major schemes in this programme are:

- Dukeries Leisure Centre new pool
- Southwell Leisure Centre Improvements
- The rolling replacement programme for Vehicles, Plant, Equipment and Technology
- The Southern Link Road contribution
- The Castle Gatehouse project
- New Homeless Hostel in Newark
- Contribution to the Robin Hood Development

2.3 The most significant scheme in the programme is the loan facility that has been made available for Arkwood Developments to ensure that the company has the cash flow required to deliver its objectives. This expenditure will all be financed by borrowing as this will be replenished when the principal is repaid. Details of individual schemes are shown in **Appendix A**.

3.0 Capital Expenditure - Housing Revenue Account (HRA)

3.1 The Council intends to spend £56.471m from the HRA from 2020/21 to 2023/24. This made up of £21.398m on existing property investment and £35.073m on Affordable Housing.

3.2 One of the annual requirements of Newark and Sherwood Homes was that the Company should submit to the Council its written proposals for the next year's arrangements for a number of operational and strategic activities including, an Asset Management Programme, this was undertaken by the Company before management of the Council's Housing stock was transferred back to the District Council. In future years, this will be the responsibility of the Director – Housing and their team. Details of the proposed investment can be found at **Appendix B**.

3.3 This HRA capital budget includes costs in relation to phase 3 to 5 of the new build programme which commenced in August 2017. 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. As reported at Homes & Communities Committee on 20 January 2020.

3.4 Ollerton & Boughton Extra Care scheme is progressing with works starting on site in October 2019 to deliver the 40 unit extra care scheme, comprising 30 apartments and 10 bungalows This scheme has been successful in a bid to Homes England for grant of £2.080m (£1.560m 2019/20 and £0.520m in 2020/21). Details of the full development programme are available at **Appendix B**.

4.0 **Resources Available**

4.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process.

4.2 The most significant grants currently expected over the medium term are from the Better Care Fund (BCF) for Disabled Facilities Grants (DFG’s), Homes England (HE) for Ollerton & Boughton Extra Care Scheme, and Section 106 (S106) monies. In addition to this, grants held from previous years for specific purposes are due to be utilised i.e. Local Enterprise Partnership (LEP) Grant that has been received in relation to the Southern Link Road.

4.3 Capital Receipts

| | General Fund £’m | HRA £’m | 1-4-1 £’m | Total £’m |
|---|-----------------------------|--------------------|----------------------|----------------------|
| Balance @ 1 Apr 2020 | 0.958 | 2.187 | 1.756 | 4.901 |
| Estimated Receipts 2020/21 – 2023/24 | 0 | 2.021 | 2.434 | 4.455 |
| Approved for Financing 2020/21 – 2023/24 | 0.956 | 4.208 | 4.126 | 9.292 |
| Unallocated Capital Receipts Balance | 0.002 | 0.000 | 0.064 | 0.066 |

4.4 The HRA capital receipts and 1-4-1 figures above relate to Right to Buy (RTB) sales. The 1-4-1’s are restricted for replacement homes and must be used as follows:

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

Officers are monitoring the deadlines closely and maximising use where practicable within the new build programme in order to avoid having to return the receipts with interest.

4.3 In keeping to the Council’s Capital Strategy, unsupported borrowing is minimised to prevent any destabilisation of the General Fund from the interest and Minimum

Revenue Provision (MRP) that results from borrowing. Leasing is also tightly controlled within the revenue budgets for the same reason, and is rarely used, as the interest rates over the last few years has meant that the costs of borrowing are lower than leasing costs.

5.0 Financing

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

GENERAL FUND PROGRAMME SUMMARY

| | <i>2020/21</i> | <i>2021/22</i> | <i>2022/23</i> | <i>2023/24</i> |
|--|----------------|----------------|----------------|----------------|
| COMMITTED SCHEMES EXPENDITURE | | | | |
| Other Services | 29.227 | 5.803 | 3.666 | 1.032 |
| Total Expenditure | 29.227 | 5.803 | 3.666 | 1.032 |
| | | | | |
| CAPITAL EXPENDITURE FINANCING | | | | |
| Net Internal and External Borrowing Approval | 16.224 | 2.418 | 2.966 | 0.332 |
| Government Grants | 4.566 | 3.148 | 0.700 | 0.700 |
| Contributions from Third Parties | 3.906 | 0 | 0 | 0 |
| Capital Receipts | 0.724 | 0.233 | 0 | 0 |
| Capital Reserve | 1.020 | 0.004 | 0 | 0 |
| RCCO | 2.787 | 0 | 0 | 0 |
| Total Resources Available | 29.227 | 5.803 | 3.666 | 1.032 |

HOUSING CAPITAL PROGRAMME FINANCING SUMMARY

| | <i>2020/21</i> | <i>2021/22</i> | <i>2022/23</i> | <i>2023/24</i> |
|--|----------------|----------------|----------------|----------------|
| COMMITTED SCHEMES EXPENDITURE | | | | |
| Housing Services - HRA | 23.909 | 15.314 | 12.166 | 5.081 |
| Total Expenditure | 23.909 | 15.314 | 12.166 | 5.081 |
| | | | | |
| CAPITAL EXPENDITURE FINANCING | | | | |
| Net Internal and External Borrowing Approval | 7.514 | 7.254 | 6.352 | 3.366 |
| Government Grants | 0.520 | 0 | 0 | 0 |
| Contributions from Third Parties | 0.211 | 0 | 0 | 0 |
| Capital Receipts | 4.574 | 2.339 | 1.422 | 0 |
| Housing Services Revenue Support (MRR) | 11.091 | 5.722 | 4.392 | 1.715 |
| Total Resources Available | 23.909 | 15.314 | 12.166 | 5.081 |

5.2 Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

- 5.3 All bids for new capital projects are allocated scores in accordance with the Capital Prioritisation Process (details of which are provided in the Capital Strategy 2020/21).
- 5.4 The process is designed to demonstrate a level of objectivity in the selection of projects. It is numerically based, and allocates points to projects dependent on the categories into which they fall. The aim is to demonstrate how the Council selects projects that will achieve its overall objectives and is not biased towards particular service interests.

6.0 RECOMMENDATION

That General Fund schemes set out at Appendix A and the Housing Services schemes set out at Appendix B are recommended to Full Council on 9 March 2020 as committed expenditure in the Capital Programme for 2020/21 – 2023/24.

Reasons for Recommendation

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

Background Papers

Nil.

For further information please contact Jenna Norton on Ext 5327.

Sanjiv Kohli
Director - Resources and S151 Officer

General Fund Capital Programme 2020/21 - 2023/24

Appendix A

| SCHEME | | External Funding | 2020/21 Budget | 2021/22 Budget | 2022/23 Budget | 2023/24 Budget |
|-----------|--|-------------------|-------------------|------------------|------------------|------------------|
| TA3286 | Information Technology Investment | 0 | 329,260 | 237,000 | 612,000 | 150,000 |
| TC3130 | Lorry Park Shower upgrade | 0 | 15,000 | | | |
| TC3131 | Extension to London Road Car Park | 0 | 107,407 | | | |
| TC3135 | Works to Buttermarket | 659,273 | 870,815 | | | |
| | | | | | | |
| TC | RESOURCES | 659,273 | 1,322,482 | 237,000 | 612,000 | 150,000 |
| | | | | | | |
| TA1216 | Dukeries LC New Pool | 150,000 | 2,165,000 | | | |
| TA1217 | Southwell Leisure Centre Improvements | 750,000 | 1,500,000 | | | |
| TA1218 | Leisure Equipment Purchase | 0 | | | 760,000 | |
| TB6154 | S106 Community Facilities Provision Community & Activity Village | 156,183 | 156,183 | | | |
| TB2253 | Vehicles & Plant (NSDC) | 0 | 823,000 | 462,600 | 1,519,000 | 182,000 |
| TC3136 | Climate Change | 0 | 30,000 | 75,000 | 75,000 | |
| TF2000 | CCTV Replacement Programme | 0 | 140,500 | 0 | 0 | 0 |
| TF3221 | Southwell Flood Mitigation | 233,421 | 453,421 | | | |
| TF3227 | Lowdham Flood Alleviation | 140,000 | 200,000 | | | |
| TF3228 | Homeless Hostel | 0 | 1,495,000 | 1,495,000 | | |
| TF6011 | Private Sector Disabled Facilities Grants | 2,800,000 | 700,000 | 700,000 | 700,000 | 700,000 |
| | | | | | | |
| TA | COMMUNITIES & ENVIRONMENT | 4,229,604 | 7,663,104 | 2,732,600 | 3,054,000 | 882,000 |
| | | | | | | |
| TA3053 | Museum Improvements | 0 | 148,000 | | | |
| TA3056 | NCWC Tudor Hall | 0 | 200,000 | | | |
| TB3154 | Castle Gatehouse Project | 3,000,000 | 4,000,000 | | | |
| TE3268 | Southern Link Road Contribution | 5,566,667 | 2,833,333 | 2,833,333 | | |
| | | | | | | |
| TE | GROWTH | 8,566,667 | 7,181,333 | 2,833,333 | 0 | 0 |
| | | | | | | |
| TG1002 | Contribution to Robin Hood | 0 | 1,650,000 | | | |
| TG1003 | Loan to Arkwood Developments | 0 | 11,409,849 | | | |
| | | | | | | |
| TG | CAPITAL INVESTMENT | 0 | 13,059,849 | 0 | 0 | 0 |
| | | | | | | |
| | TOTAL GENERAL FUND | 13,455,544 | 29,226,768 | 5,802,933 | 3,666,000 | 1,032,000 |

Housing Revenue Account Capital Programme 2020/21 - 2023/24

Appendix B

| SCHEME | | External Funding | 2020/21 Budget | 2021/22 Budget | 2022/23 Budget | 2023/24 Budget |
|--------------------------------------|--------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| HOUSING REVENUE ACCOUNT | | | | | | |
| PROPERTY INVESTMENT PROGRAMME | | | | | | |
| S711 | Roof Replacements | | 432,000 | 432,000 | 432,000 | 432,000 |
| S712 | Kitchen & Bathroom Conversions | | 1,620,000 | 1,620,000 | 1,620,000 | 1,620,000 |
| S713 | External Fabric | | 324,000 | 324,000 | 324,000 | 324,000 |
| S714 | Doors & Windows | | 183,600 | 183,600 | 183,600 | 183,600 |
| S715 | Other Structural | | 108,000 | 108,000 | 108,000 | 108,000 |
| S731 | Electrical | | 648,000 | 648,000 | 648,000 | 648,000 |
| S732 | Smoke Alarms | | 0 | 270,000 | 270,000 | 0 |
| S735 | Heating | | 594,000 | 594,000 | 594,000 | 594,000 |
| S736 | Energy Efficiency | | 162,000 | 162,000 | 162,000 | 162,000 |
| S751 | Garage Forecourts | | 108,000 | 108,000 | 108,000 | 108,000 |
| S752 | Environmental Works | | 536,200 | 286,200 | 286,200 | 286,200 |
| S771 | Asbestos | | 54,000 | 54,000 | 54,000 | 54,000 |
| S772 | Fire Safety | | 204,000 | 54,000 | 54,000 | 54,000 |
| S773 | Dda Improvements | | 21,600 | 21,600 | 21,600 | 21,600 |
| S774 | Disabled Adaptations | | 532,000 | 432,000 | 432,000 | 432,000 |
| S791 | Legionella | | 32,400 | 0 | 0 | 0 |
| S791 | Unallocated Funding | | 54,000 | 54,000 | 54,000 | 54,000 |
| | | | | | | |
| | SUB TOTAL PROPERTY INVESTMENT | | +5,613,800 | +5,351,400 | +5,351,400 | +5,081,400 |
| AFFORDABLE HOUSING | | | | | | |
| SA1031 | Site Acquisition (Incl RTB) | 0 | 1,904,629 | | | |
| SA1048 | Boughton Extra Care Scheme | 2,080,000 | 6,037,000 | 1,200,000 | | |
| SA1060 | Phase 3 | 211,000 | 7,653,517 | | | |
| SA1070 | Phase 4 | 0 | 2,700,000 | 5,862,730 | | |
| SA1080 | Phase 5 | 0 | 0 | 2,900,000 | 6,814,900 | |
| | | | | | | |
| | SUB TOTAL AFFORDABLE HOUSING | 2,291,000 | 18,295,146 | 9,962,730 | 6,814,900 | |
| | | | | | | |
| | TOTAL HOUSING REVENUE ACCOUNT | 2,291,000 | 23,908,946 | 15,314,130 | 12,166,300 | 5,081,400 |

POLICY & FINANCE COMMITTEE
20 FEBRUARY 2020

32 STODMAN STREET, NEWARK

1.0 Purpose of Report

1.1 To formally capture the urgency decision to purchase the former Marks & Spencer's unit at 32 Stodman Street, Newark.

2.0 Update

2.1 Members are invited to note the purchase, as detailed at Appendix A. The Council will take vacant possession of the building on 31st March 2020. In the period up to completion, various due diligence works are being undertaken at an estimated total cost of £20,000. Further regular updates on future uses, tenants, and any linkages with the Newark Towns Fund will be provided to the Economic Development Committee.

3.0 Equalities Implications

3.1 None, any works to the building will need to be compliant with all necessary standards.

4.0 Financial Implications (FIN19-20/3503)

4.1 The cost referred to above is a one off cost and can be funded from the Change Management Reserve.

4.2 Provision has been made for running and holding costs in the 2020/21 Medium Term Financial Plan.

5.0 RECOMMENDATION

That the urgency decision taken to purchase 32 Stodman Street, as detailed at Appendix to the report, be noted.

Reason for Recommendation

To formally capture the decision to purchase of 32 Stodman Street.

Background Papers

Appendix A – Urgency Item – Purchase of Former M&S Building, 32 Stodman Street, Newark

For further information, please contact Matt Lamb on Extension 5842.

Matt Lamb
Director – Growth & Regeneration

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

Purchase of the former Marks & Spencer Building, 32 Stodman Street, Newark

Appropriate Committee:

Policy & Finance Committee

Details of Item and Decision Taken

M&S vacated the town earlier this year, with the unit having remained vacant since that time. The building was presented to auction in March without a formal reserve (notwithstanding discussions set an expectation for an offer in the millions). The lot contained details of an in principle agreement to lease with a discount retailer. The property was withdrawn from the auction.

In November 2020 the property was re-presented for auction, to be sold at a London auction on 9th December 2020. Given the size, locations, and prominence of the premises, particularly set against the background of the Councils Community Plan Town Centre objectives and likely opportunities of the Newark Towns Fund Officers, in consultation with external valuation advisors, determined that the opportunity to purchase, at an appropriate price, would represent a strategic land acquisition in terms of site assembly and the ability of the Council, if successful in purchase, to take a longer term and less aggressive commercial view in terms of rental levels.

Following discussions with the Leader, Deputy Leader, and Leader of the Opposition it was accepted that an offer of up to £550,000 be made. Following a period of negotiation an offer was accepted on the working day prior to the auction of £540,000 + fees/stamp duty (totalling £569,000). The associated capital budget has been provided.

The Council is required to exchange contracts for completion on 31st March 2020.

Decision

Urgency Item agreed by Members to secure the purchase of the former M&S building for a value of up to £550,000 (plus associated costs and fees).

Financial Implications (FIN19-20/6196)

The capital budget required of £569,000 has been added to the Capital Programme following discussions noted below and is estimated to be financed by borrowing.

The annual cost of the borrowing will result in a charge to the revenue budget of £11,380 in Minimum Revenue Provision (MRP) annually for 50 years. This has been included in the Revenue Budget for 2020/21 onwards.

It is not anticipated at this time that the Council would need to externally borrow for this expenditure.

Members Consulted:

Councillor David Lloyd - Chairman of Policy & Finance Committee – 4/12/19

Councillor Paul Peacock - Opposition Spokesperson Policy & Finance Committee – 5/12/19

Councillor Keith Girling - Deputy Leader of the Council - 5/12/19

Signed: M Lamb
Director – Growth & Regeneration

Date: 5/12/19