



*Castle House
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Wednesday, 16 September 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, 24 September 2020 at 6.00 pm
**VENUE: Broadcast from the Civic Suite, Castle House,
Great North Road, Newark, Notts NG24 1BY**

**You are hereby requested to attend the above Meeting
for the purpose of transacting the business on the Agenda as overleaf.**

**Attendance at this meeting and public access will be by remote means due to the Covid-19 Pandemic.
Further details to enable remote access will be forwarded to all parties prior to the
commencement of the meeting.**

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

AGENDA

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Remote Meeting Details

This meeting will be held in a remote manner in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The meeting will be live streamed on the Council's social media platforms to enable access for the Press and Public.

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Finance Items for Information

None

Confidential and Exempt Items

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

Minutes of the Meeting of **Policy & Finance Committee** held in the Broadcast from the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Thursday, 25 June 2020 at 2.00 pm.

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

Councillor R Jackson, Councillor P Peacock, Councillor T Wendels and
Councillor R White

APOLOGIES FOR Councillor B Clarke-Smith
ABSENCE:

108 REMOTE MEETING LEGISLATION

The meeting was held remotely, in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

Councillor Keith Girling declared a Personal Interest in Agenda Item No. 8 - Newark and Sherwood Homes Voluntary Winding Up and Dissolution as a Director of Newark and Sherwood Homes and also in Agenda Item No 15 (i) Payment of Management Fees to Active For Today, as a Director of Active4Today.

110 DECLARATIONS OF INTENTION TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council and that the meeting was being broadcast from the Civic Suite.

111 MINUTES OF THE MEETING HELD ON 2 APRIL 2020

The minutes from the meeting held on 2 April 2020 were agreed as a correct record and signed by the Chairman.

112 URGENCY ITEM - REPORT OF DECISIONS TAKEN ON 2 APRIL 2020

The Committee noted the urgency item which reported the decisions taken following their meeting on 2 April 2020. The Government passed legislation enabling Regulations to be made for Councils to undertake committee meetings remotely. However, the Regulations setting out the detailed provisions and the procedures to be followed were not published by the date of the 2 April 2020 meeting. Therefore, the Committee was asked to make recommendations to the Council's Chief Executive to determine each item of business under the urgency provisions set out in paragraph 7.2.1 of the Council's Constitution, taking into account the Committee's recommendations.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To effect the decisions of the 2 April Policy & Finance Committee.

113 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

114 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered the report of the Chief Executive regarding the exempt items considered by the Committee during the period 21 May 2019 to date. The report listed the exempt items considered and it was reported that it was the view of the report authors that all items remained confidential.

AGREED (unanimously) that the report be noted with no items being released into the public domain.

Reason for Decision

To advise Members of the exempt business considered by the Policy & Finance Committee for the period 21 May 2019 to date and those items which can now be released into the public domain.

115 NEWARK AND SHERWOOD HOMES LTD - VOLUNTARY WINDING-UP AND DISSOLUTION

The Director – Governance & Organisational Development presented a report which sought to give delegated authority to the Chief Executive and/or the Director - Governance and Organisational Development to act on behalf of the Council as sole shareholder to authorise all documentation necessary to effect the voluntary winding-up and dissolution of Newark and Sherwood Homes Limited (the Company).

At its meeting of 26 September 2019, the Policy & Finance Committee agreed to transfer the Council's housing management service back in-house for direct service provision, and to commence the necessary processes for the subsequent wind-up and dissolution of the Company. The housing management service, including all its assets and liabilities, transferred to the Council on 1 February 2020.

The Newark and Sherwood Homes' Board was due to meet shortly to agree to commence the process to voluntarily wind-up and dissolve the Company. As the Council was sole shareholder of the Company, it was necessary for the Council to approve the voluntary dissolution of the Company before an application was made to Companies House as part of the dissolution process. Delegated authority to act on behalf of the Council would enable officers to attend the Newark and Sherwood Homes Board/Shareholder meeting and give the necessary approvals.

AGREED (unanimously) that delegated authority be given to the Chief Executive and/or the Director - Governance & Organisational Development to attend the necessary Newark and Sherwood Homes Board/Shareholder meetings on behalf of the Council in its capacity as sole shareholder, and authorise all documentation necessary to effect the voluntary winding-up and dissolution of Newark and Sherwood Homes Limited.

Reason for Decision

To progress the decision of the Council to dissolve Newark and Sherwood Homes Ltd, given that assets and liabilities transferred to the Council on 1 February 2020.

116 NEWARK SOUTHERN LINK ROAD UPDATE

The Director – Planning & Growth presented a report which updated Members on the importance of completing the currently part constructed (phase 1) Newark Southern Link Road (SLR) and progress on securing a funding package for delivery. It was noted that Phase 1 of the SLR was complete, save for the A1 roundabout, which would allow for the construction of up to 599 dwellings.

The ‘master’ developers Urban&Civic, secured a conditional £11.2million loan agreement from the Homes & Communities Agency (now Homes England) to fund delivery of Phase 1 of the SLR. Whilst the costs involved outstripped this loan, work on the SLR commenced in 2017, allowing the current house builders to start delivering new homes. Funding for the remainder of the SLR remained a significant obstacle to its delivery, with overall costs going beyond what was reasonably manageable by a developer.

Current calculations for the cost of delivering the SLR stood at £62.1 million. Homes England and Urban&Civic were working on an intervention package which would likely comprise loan and grant to significantly close this funding gap. It was expected that a final agreement would be reached between Homes England and Urban&Civic before the end of the calendar year. Working closely with the County Council and the Highways Authority, ongoing dialogue had led to an agreement in principle to provide additional grant with District Council and County Council capital funds. It was recommended that the District Council contribution be increased by £2.5m to £5m in total.

The report to Members outlined the economic benefits of completion of the SRL, and implications should the project fail.

AGREED (unanimously) that:

- a) the Council commits an overall capital contribution of £5,019,215 (funded by existing resources) towards the delivery of the SLR, subject to the following:
 - i. Agreement from NCC to match the Council’s contribution towards the SLR of up to £5m;

- ii. Confirmation from Homes England and Urban&Civic that an intervention package has been agreed between them that will allow for full delivery of the SLR, subject to the funding already committed by NSDC and the LEP, and to the maximum collective contributions from NCC and NSDC of £10m (split 50%/50%); and
- b) the Director – Planning & Growth, in consultation with the Business Manager - Legal Services, be given delegated authority to enter into an agreement with Urban&Civic, subject to satisfaction of a) above to agree appropriate milestones for the release of monies to deliver the full SLR.

Reason for Decision

To secure the full delivery of the Newark Southern Link Road and unlock significant benefits of reduce congestion, accelerated housing delivery, employment, recreation, and education provision. In doing so, delivery of the SLR will prevent service consequences in terms of financial, community, and highway impacts.

117 FUNDING NEW INFRASTRUCTURE

The Director – Planning & Growth presented a report detailing a proposed approach for the implementation of government directed changes to the reporting of the Council's developer contributions (both Section 106 contributions and Community Infrastructure Levy receipts) collection, allocation and spending on new infrastructure associated with new development.

The report set out the proposed figures for expected population growth and anticipated infrastructure needs associated with this level of growth which were set out in the Infrastructure Delivery Plan. The proposed Infrastructure Finance Statement would set out the legislative context, planned growth, CIL collected, S106 and expected developer contributions and a review of the Councils spending priorities.

The report set out the current position in respect of Section 106 contributions as at the end of March 2020, a summary of CIL receipts and a proposed hierarchical approach to spending priorities. In addition, the report detailed the governance arrangements, considerations for developing the infrastructure funding statement and the scheduling of spending and emerging requests.

AGREED (unanimously) that:

- a) the proposed approach to defining spending priorities for developer contributions set out at paragraph 4.4 of the report be agreed;
- b) the Infrastructure Funding Statement be developed in line with paragraphs 4.5 and 4.6 of the report; and
- c) subject to confirmation of the appropriate request from Nottinghamshire County Council being received, a £620,000 Capital Budget be approved,

financed by CIL receipts as set out in paragraph 4.11 of the report.

Reason for Decision

So that a proposed approach for defining spending priorities for development contributions can be agreed; to enable officers to prepare an Infrastructure Funding Statement to be prepared to meet the requirements of Community Infrastructure Regulations; and to enable officers to investigate consideration of funding additional facilities through CIL at Joseph Whitaker School.

118 NATIONAL CIVIL WAR CENTRE ADMISSION POLICY POST COVID-19 LOCKDOWN

The Business Manager - Heritage, Culture and Visitors presented a report which proposed an amendment to the Admission Policy for the National Civil War Centre (NCWC) as part of the recovery plan following the COVID-19 lockdown.

In preparing to re-open, it had become clear that COVID-secure measures would have an impact on the NCWC offer. Entry would need to be limited to a fixed number at periods throughout the day, and visitors would be expected to follow a pre-determined route through the NCWC to avoid cross-over which would not comply with social distancing. Aspects of the NCWC would need alteration – from closure of the cinema and top floor galleries and removal of the dressing up area, to removal of interactives. Therefore, to support and encourage as wide a range of residents as possible to visit the NCWC and engage with a positive, cultural experience in a safe, controlled environment, whilst acknowledging the limitations of this revised offer, it was proposed to remove the admission fee for Newark and Sherwood residents and introduce a reduced admission fee for external (tourism) visitors until the end of August. It was noted that the proposed two month period of free entry would mean a loss of income equating to £5,833.

AGREED (unanimously) that:

- (a) the NCWC offers free admission to residents for a maximum two month period (covering July and August 2020) to support the rebuilding of our local community, increase footfall to the town in a controlled manner to support the local economy and to offer cultural services which are proven to be of benefit in supporting residents' mental health and well-being;
- (b) the NCWC offers a reduced admission price to external (tourism) visitors which reflects the reduced and altered offer whilst still providing a valuable visit and supports the longer term rebuilding of the visitor economy; and
- (c) a further report be brought to the Economic Development Committee in due course relating to the findings from the Audience Research report and the measured outcomes of this policy change through the summer, to support strategic future planning for the sustainable delivery of Heritage and Cultural services.

Reason for Decision

To support the recovery of the Heritage and Culture business unit by encouraging footfall and new audiences and to support recovery of the Town Centre economy and tourism.

119 NEWARK & SHERWOOD DISTRICT COUNCIL'S COVID-19 RESPONSE TO DATE

The Assistant Director - Transformation & Communications presented a report which set out an overview of the impact of Covid-19 on Newark & Sherwood District Council's services to date including a summary of how the Council had responded to the challenge of Covid-19 by working differently to continue to deliver for its residents, businesses and communities; and an outline of how the Council may adapt as a result of Covid-19.

The comprehensive report detailed an overview of the Council's emergency planning, impact on existing services, the additional work that the Council had undertaken during the period, support available for staff and a high level summary of the plan for transitioning out of Covid-19.

The Committee thanked Council officers for their efforts to date in respect of the Covid-19 response and the Chief Executive referred to the important community leadership now being carried out by Members.

AGREED (unanimously) that the report be noted as a summary of the pandemic response, and that the context be considered for future working.

Reason for Decision

To provide context for future working and decision making.

120 COMMUNITY PLAN - ANNUAL YEAR END PERFORMANCE REPORT

The Assistant Director - Transformation & Communications presented a report which provided a summary of the position against actions and Key Performance Indicators (KPIs) in the Council's Community Plan 2019/23 at the end of the financial year 2019/20 including information on customer contact, complaints and requests for information.

It was noted that the performance for key performance indicators at the end of 2019/20 showed that of the 85 indicators, 17 were green, 3 were amber and 4 were red. One completed indicator was the implementation of the preferred option for management of the Council's housing stock which was completed two months ahead of schedule.

AGREED (unanimously) that the report be noted.

Reason for Decision

To enable Members to proactively monitor and manage achievement of the Council's objectives as set out in the Community Plan.

121 URGENCY ITEMS TAKEN DURING COVID-19 PANDEMIC

The Committee noted the urgency item decisions which had been taken to date during the Covid 19 Pandemic. It was noted that the urgency decision provision under paragraph 7.2.1 of the Council's Constitution had been widened to extend the consultation to include the Leaders of all the political groups of the Council.

The urgency items reported were as follows:

Payment of Management Fees to Active4Today for 2019/20 and 2020/21
Reinstatement of Garden Recycling Services
Local Discretionary Business Grants Fund
Car Parking Charges Review – Covid-19

AGREED (unanimously) that the urgency items be noted.

122 ENVIRONMENTAL SERVICES PROJECT UPDATE

The Projects Officer - Transformation and Communications presented a report which updated the Committee on the project to realign and invest in Environmental Services to facilitate effective delivery of the Community Plan.

As part of the report, it was noted that the Environment Strategy was due to be presented to this Committee alongside the project update report, however, due to the dramatic impact of the pandemic the strategy needed to be reviewed and realigned. This Strategy would cover the period 2020-2023 and summarise the strategic direction for refuse, recycling and green spaces and would be presented later in the year. The project itself was expected to close in May 2020 however Environmental Services had to redirect their primary focus to keeping essential services running through the Covid-19 crisis, meaning that some project work streams had been scaled back and others, paused in recognition of the changing local and national picture. The report summarised the work done and planned, and highlighted where Covid-19 had impacted project outputs.

AGREED (unanimously) that the progress made in the development of Environmental Services be noted.

Reason for Decision

To ensure Members are informed on the progress made to deliver the improvement required to ensure delivery of the Community Plans' objectives.

123 COUNCIL'S ANNUAL BUDGET 2021/22 - OVERALL CORPORATE BUDGET STRATEGY

The Business Manager – Financial Services presented a report which set out the Budget Strategy for 2021/2022 prior to detailed work commencing on preparation of the budget. The Council’s Constitution required that the Council’s Section 151 Officer present a report on the overall Budget Strategy to the Policy & Finance Committee for approval. The budget process would result in the setting of the budget and the Council Tax for 2021/22.

The Strategy took into consideration agreed financial policies on Budgeting and Council Tax, Reserves and Provisions, Value for Money and also a set of budget principles which set out the approach to be taken to the budget process. These policies had been reviewed and updated as appropriate and were attached as appendices to the report.

The current Medium Term Financial Plan (MTFP) was approved on 9 March 2020. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax at average Band D would increase by the same rate as the previous three financial years, namely 1.94%. The gap in the Council’s budget in future years meant that as well as further efficiencies the Council would need to generate new revenue streams which was the task of the Organisational Improvement and Development Business Unit.

The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2021/22 including staff costs, provision for inflation and fees and charges.

It was noted that at the time of writing the budget strategy, the Council was still in the midst of the Covid-19 Pandemic. Therefore, anticipated levels of income remained uncertain.

AGREED (unanimously) that:

- (a) the overall budget strategy be approved;
- (b) the consultation process with elected Members be noted;
- (c) budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and
- (d) budget managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new income.

Reason for Decision

To enable the Council’s budget process to proceed encompassing agreed assumptions.

The Business Manager – Financial Services presented a report which set out the 2019/20 financial outturn position on the Council’s revenue and capital budgets including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; Collection Fund; Balance Sheet; and Treasury Management. The accounts showed a favourable variance of £0.399m on service budgets with a total favourable variance of £1.254m.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2019/20 be approved;
- (b) the capital financing proposals as set out in Appendix C to the report, that will be passed to the external auditors as part of the 2019/20 Statement of Accounts, be approved;
- (c) the net variations of £7.698m not spent in 2019/20 on the Capital Programme, be re-profiled and carried forward into 2020/21;
- (d) the movement in Provisions and Impaired Estimates on Debtors be approved;
- (e) the creations of the new reserves, as outlined in paragraph 2.21 to the report, be approved;
- (f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved;
- (g) the contents of the Pension Fund Actuary report and the proposed assumptions to be used in the IAS19 pensions report for inclusion in the 2019/20 Statement of Accounts be approved;
- (h) the Policy & Finance Committee receives the Annual Report on Treasury Management Activity and comments as appropriate for referral onto the Council for information, as required by the Chartered Institute of Public Finance and Accountancy’s Code of Practice on Treasury Management; and
- (i) the Committee note that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2019/20.

Reason for Decision

To approve the Financial Outturn for the Council for the 2019/20 financial year.

125 HR AND PAYROLL SYSTEM UPDATE

The Business Manager - Financial Services presented a report regarding a proposed
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extension to an existing contract with Access UK Limited who supported and maintained the Council's HR & Payroll system. This proposed extension would be for a 2 year period from 1 July 2020 to 30 June 2022 with the total value equating to £70,682. Extending in this way would give the Council sufficient time to procure and implement a new system. It was proposed that the fresh procurement exercise would begin in December 2020 in order to ensure that there was sufficient time to complete the implementation.

AGREED (unanimously) that:

- (a) an exemption to the Contract Procedure Rules be approved in order to enable the Council to enter into a contract extension with Access UK Limited from 1 July 2020 for a period of 2 years at a total cost of £70,682; and
- (b) the Council commence a procurement exercise for the provision of its HR and Payroll system by December 2020.

Reason for Decision

To ensure continuity of the Council's HR and Payroll system and a smooth transition to a new system and/or provider.

126 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 Part 1 of Schedule 12A of the Act.

127 URGENCY ITEM - REPORT OF EXEMPT DECISIONS TAKEN ON 2 APRIL 2020

The Committee considered the exempt report regarding the exempt decisions taken by the Committee on 2 April 2020.

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

128 EXEMPT URGENCY ITEM TAKEN DURING COVID-19 PANDEMIC

The Committee considered the exempt urgency item decision taken during the Covid 19 Pandemic.

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

129 DUKERIES LEISURE CENTRE - NEW SWIMMING POOL

The Committee considered the exempt report regarding the Dukeries Leisure Centre new swimming pool.

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

Meeting closed at 4.35 pm.

Chairman

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

Document is Restricted

Forward Plan of Policy & Finance Committee Decisions from 1 October 2020 to 30 September 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
26.11.20	General Fund, HRA and Capital forecast outturn report at p6	nick.wilson@newark-sherwooddc.gov.uk
26.11.20	Former Robin Hood Hotel Redevelopment - Exempt	Karen.white@newark-sherwooddc.gov.uk Nick.wilson@newark-sherwooddc.gov.uk
21.01.21	2021-22 HRA Budget and Rent Setting	nick.wilson@newark-sherwooddc.gov.uk
21.01.21	Policy and Finance proposed revenue budget 2021-22	nick.wilson@newark-sherwooddc.gov.uk
18.02.21	General Fund, HRA and Capital forecast outturn report at p9	nick.wilson@newark-sherwooddc.gov.uk
18.02.21	Medium Term Financial Plan 2021-25	nick.wilson@newark-sherwooddc.gov.uk
18.02.21	Capital Programme Budget 2021-25	nick.wilson@newark-sherwooddc.gov.uk
18.02.21	Performance Report	nicola.priest@newark-sherwooddc.gov.uk
BC	Environmental Services Strategy	matt.finch@newark-sherwooddc.gov.uk Andrew.kirk@newark-sherwooddc.gov.uk
BC	HRA Business Plan (on hold dependant on outcome of the housing management review)	suzanne.shead@newark-sherwooddc.gov.uk nick.wilson@newark-sherwooddc.gov.uk
BC	London Road Car Park Extension Options Appraisal (EXEMPT)	matt.lamb@newark-sherwooddc.gov.uk

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

COMMUNITY PLAN 2020 - 2023

1.0 Purpose of Report

1.1 To present the refreshed Community Plan 2020-2023 for approval.

2.0 Background Information

2.1 The Community Plan has been updated to reflect our communities and our priorities during the Covid-19 pandemic. There have been numerous examples of community spirit and communities coming together to support one another which have been reflected in the refreshed document.

2.2 The continuation of the Council's Humanitarian Assistance Response Team's (HART) approach which was established during Covid-19 to support households in need has also been included in the document.

3.0 Proposals

3.1 The refreshed Community plan, attached as an **Appendix**, covers the same current plan period (up until 2023) and includes the following objectives:



Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area



Deliver inclusive and sustainable economic growth



Create more and better quality homes through our roles as landlord, developer and planning authority



Continue to maintain the high standard of cleanliness and appearance of the local environment



Enhance and protect the district's natural environment



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



Improve the health and wellbeing of local residents

3.2 The design of the document has been updated and each objective covers the same three sections:-

- How will we achieve this – includes the activities that the Council will deliver to meet the objective
- How will we measure our success - includes the performance measures that will identify if the Council has achieved the objective
- What we have achieved so far – includes details of activities that the Council have already delivered to meet the objective

3.3 The community plan also includes sections on our people and our place, our vision and our values, our funding and includes ways that residents can engage with the Council through our resident panel, consultations and for those residents who are also tenants, via the newly formed tenant scrutiny panel.

4.0 Equalities Implications

4.1 When developing the Community Plan we have had regard to the Equality Objectives contained within our Equality Strategy to ensure as far as possible that our plan furthers these objectives. In particular our plan makes a clear link between how we will work with others to improve the life chances of different groups by pooling information, resources and action planning. We also make reference to how we will better understand our communities through the collection and analysis of information, and engaging with partners as appropriate. When reviewing our services we will also ensure that they are accessible and meet the needs of our citizens.

5.0 Financial Implications (FIN20-21/771)

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

Revenue Current Year

5.2 The council's 2020/21 revenue budgets seek to deliver the objectives of the refreshed Community Plan 2020-2023. Details about the council's financial projections for the 2020/21 financial year can be found in the *General Fund, Housing Revenue Account and Capital Projected Outturn Report to 31 March 2021 as at 31 July 2020* report elsewhere on this meeting's agenda.

Revenue Future Years

5.3 A key aim of the council's medium-term financial plan is to deliver the community plan objectives. The council's budgets for 2021/22 and future years will be set with plans to deliver these, matched against the expected resources available to fund this spend.

Capital Implications

5.4 Officers will present separate reports to Committees as appropriate regarding prospective and agreed capital projects to deliver the council's community plan objectives.

6.0 RECOMMENDATION

That the refresh of the Community Plan 2020-2023 be approved.

Reason for Recommendation

To approve the Community Plan refresh 2020-2023.

Background Papers

Nil.

For further information please contact Natalie Cook, Transformation Manager on ext 5275.

Deborah Johnson
Assistant Director – Transformation & Communications

Newark and Sherwood District Council Community Plan 2020-2023

Serving People, Improving Lives



(Updated in September 2020)



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

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Introduction

Our community plan (2020 - 2023) has been re-examined to take into account the changing landscape of our district post covid-19. We have seen how our sense of togetherness and community spirit has defined the district and we want to continue to support this. We have also recognised the economic impacts that have resulted from the global pandemic. We have committed to an ambitious programme of activity to engage in recovery which will strengthen our district.

Our plan sets out the Council's objectives over the next three years, building on previous published plans for the same time period. Our plan ensures the district continues to be a place where people choose to live, work, invest and spend their recreational time. The plan seeks to maintain many of the Council's objectives that you told us were important in previous resident consultation exercises, such as continuing with the high standard of cleanliness and appearance of the local environment. Enhancing and protecting our natural environment also features in our plan acknowledging the Council's declaration of a Climate Emergency in July 2019.

We acknowledge that we cannot deliver all of the elements of the community plan alone. We will continue to play a key role in strengthening our partnerships with residents, businesses, agencies and other organisations in the public sector to ensure that we full fil our objectives within our community plan.

We are also being faced with challenges such as the EU exit, the long-term effects of a global pandemic and restraint on public expenditure which will continue to underwrite the landscape within which we are delivering our community plan. We have responded positively to these challenges so far with improving service delivery, seeking new commercial activity and innovation in generating efficiencies.

Our Community Plan is a confident statement of our purpose, vision, values and objectives as we enter a new landscape post covid-19. We are committed to ensuring we are continually serving people, improving lives.



John Robinson
Chief Executive



David Lloyd
Leader

Our people and our place



55,232 homes in Newark and Sherwood



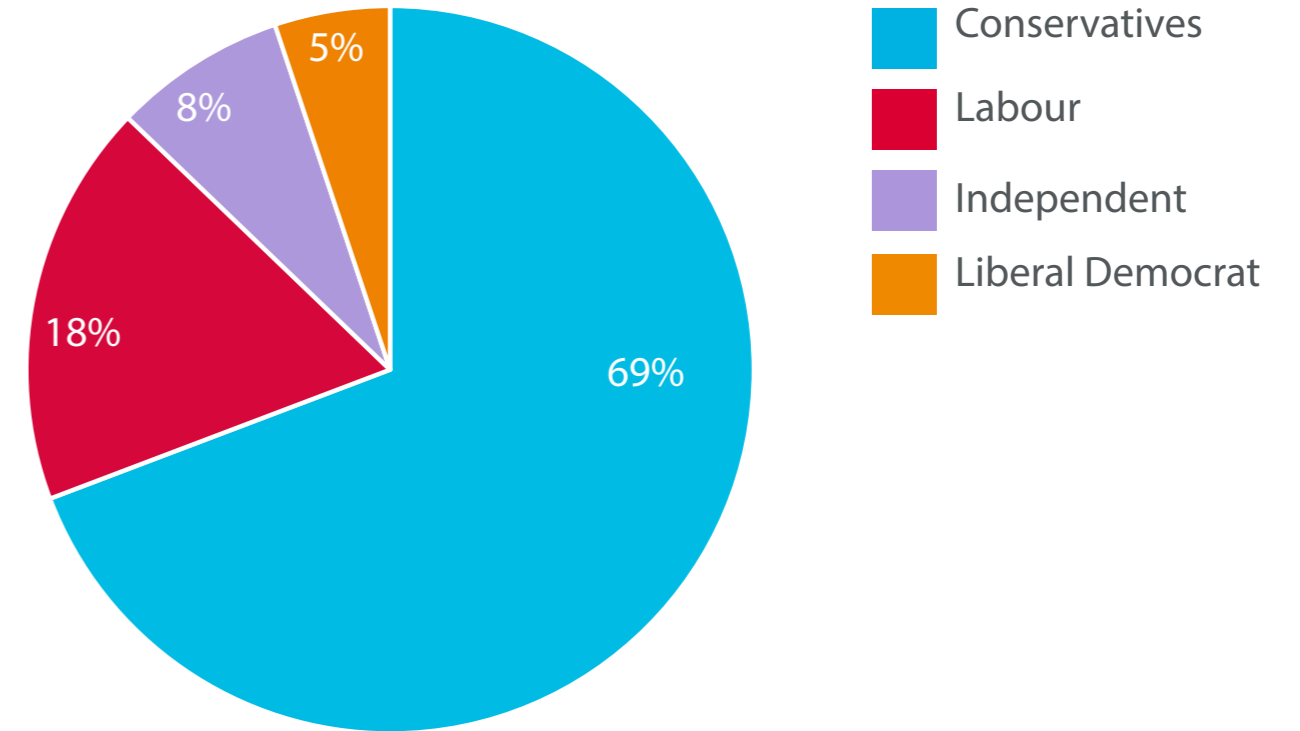
121,566 population of Newark and Sherwood



5,526 Council houses owned by Newark and Sherwood District Council

How the Council works

Residents of Newark and Sherwood are represented by 39 elected members. The political make-up of the Council from May 2019 is shown below.



Councillors are elected by the community to decide how the Council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office. They have regular contact with the general public through Council meetings, telephone calls or surgeries. Surgeries provide an opportunity for any ward resident to go and talk to their councillor face to face and these take place on a regular basis.

Councillors appoint a Leader and Deputy Leader to provide political leadership and direction for the Council as a whole.

Each year, Councillors also appoint a Chairman to undertake civic responsibilities on behalf of the whole Council.

Find out more about our Councillors here: <https://bit.ly/2ZJqZ9L>

Find the Member representative for each ward here: <https://bit.ly/2XzSUpe>

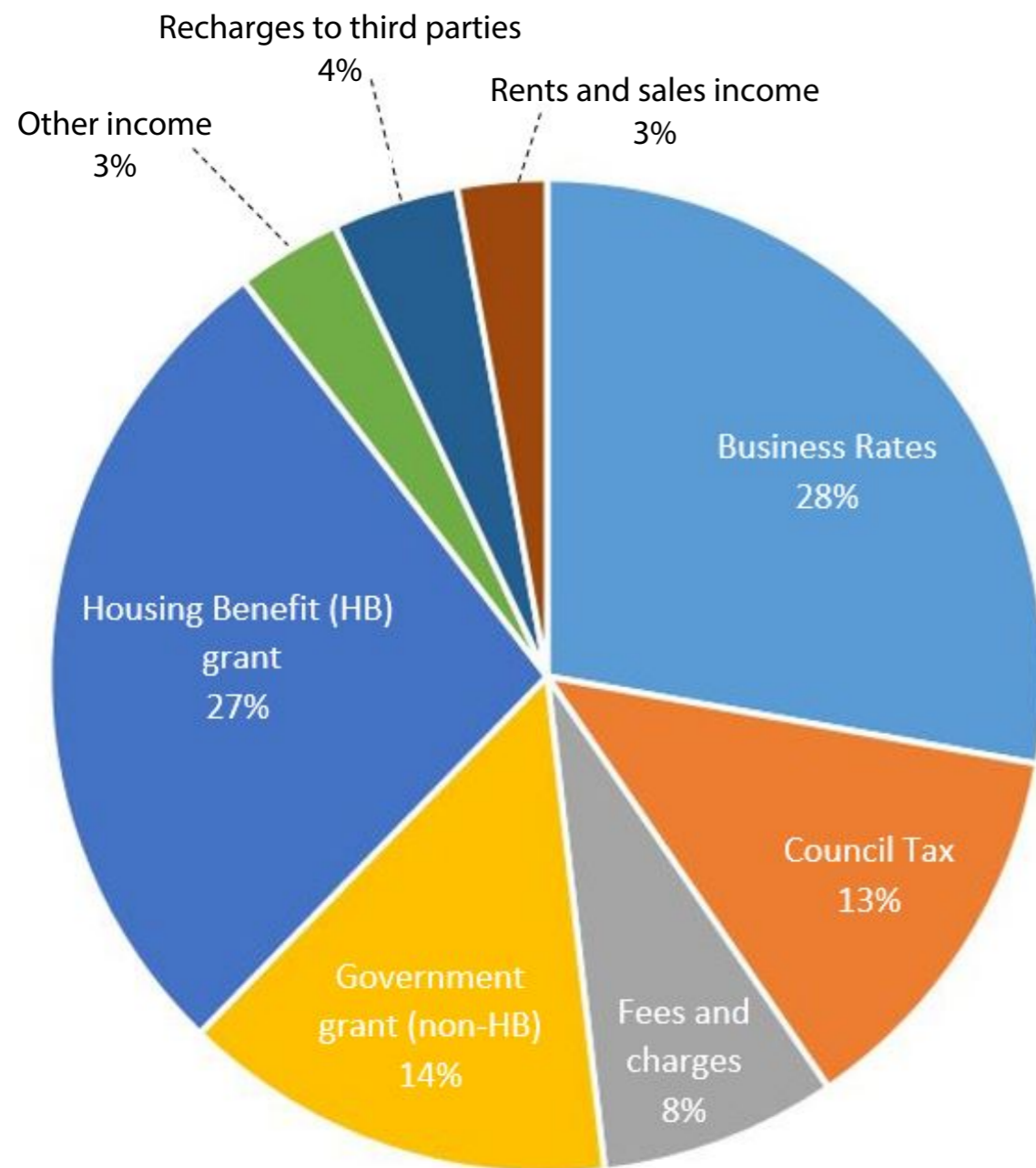
All Councillors meet together as the Full Council and these meetings are open to the public.

Our funding

Over the past decade, the amount of funding available to Newark and Sherwood District Council has reduced significantly. Central Government funding for Newark and Sherwood District Council has reduced from £7.5 million in 2014/15 to £4.1 in 2019/2020 representing a 45% 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 provides a breakdown of how Newark and Sherwood District Council activities were funded for 2019/2020.



Our vision

Newark and Sherwood already has much to be proud of. With its captivating history, beautiful countryside, characterful market towns, world renowned businesses and an enviable location at the crossroads of the country's transport network. We want to do all 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 these, 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.

Our purpose and our values

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. The Council's purpose and values 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 and demonstrating integrity.

Welcoming and responsive

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

Our objectives



Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area



Deliver inclusive and sustainable economic growth



Create more and better quality homes through our roles as landlord, developer and planning authority



Continue to maintain the high standard of cleanliness and appearance of the local environment



Enhance and protect the district's natural environment



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



Improve the health and wellbeing of local residents

Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to the local area

How will we achieve this?

- Support households in need by continuing with the Humanitarian Assistance Response Team's (HART) flexible approach (established during Covid-19) and by encouraging the establishment of local community support groups.
- Increase the resilience of local communities to floods by providing refresher training to all local flood wardens and undertake a review of all community flood resilience stores.
- Encourage residents to actively contribute to resolving issues relating to speeding by developing the community speedwatch scheme in areas where speeding is raised as a public concern.
- Encourage the use of our digital services by piloting a range of appropriate courses led by local residents.
- Create income for local causes by establishing a Community Lottery Fund.
- Ensure our communities are self sufficient by reviewing the effectiveness and impact of the Parish and Town Council Initiative Fund.
- Improve opportunities for tenant involvement by completing a review and implement the agreed actions of tenant participation and engagement.



How will we measure our success?

% of residents who felt they belong to their immediate neighbourhood.

% of funding allocated to local causes.

% of residents attending a digital skills course who now feel more confident in using our services online.

What we have achieved so far

Assisted with over 750 requests including delivery of food parcels and collections of medical prescriptions for the vulnerable during the Covid -19 outbreak.

Established the Housing Advisory Group.

Supported the 2019 Parish Conference

Live Streaming of Council Committees on the internet for residents to view meetings online

Deliver inclusive and sustainable economic growth

How will we achieve this?

- Adopt and implement a revised Economic Growth and Visitor Economy Strategy
- Maximise grant opportunities by growing and developing relationships with potential funding partners, including all levels of government, and maintaining a pipeline of development projects.
- Create a better skilled, higher wage, and diverse economy that provides opportunities for residents and businesses to maximise their potential and creates a destination of choice to live, work, visit, and play by seeking to secure up to £25m for the Newark Town Investment Plan with central Government.
- Support students and those seeking employment or redeployment by growing and maintaining relationships with educators, trainers, employment agencies, and businesses to service ongoing employability advice and highlighting of career aspirations.
- Pro-actively support identified priorities through a combination of developer delivery (junction improvements), direct delivery (A1 overbridge), developer funding (Section 106 Agreements/Community Infrastructure Levy), grant funding (Southern Link Road, Ollerton Roundabout), and lobbying (A46 Newark Northern Bypass) by developing and adopting an Infrastructure Funding Statement.
- Enable sustainable economic growth by supporting 50 businesses per annum with advice, mentoring, skills and financial help.



Create more and better quality homes through our roles as landlord, developer and planning authority

How will we achieve this?

- Meet the identified housing needs of the District by continuing to provide a positive, proactive, and timely planning service which identifies land for development and secures good quality homes.
- Meet the housing needs of our district by providing 500 homes directly through the Council's development company, Arkwood Developments.
- Provide suitable and cost effective accommodation that meets our statutory duties by undertaking a comprehensive review of temporary accommodation in the district.
- Meet the existing and future needs of the Gypsy and Traveller community by evidencing and identifying current and future provision.
- Prevent rough sleepers returning to the streets and support a pathway into sustainable housing by delivering a new winter night shelter provision which meets Public Health guidelines relating to covid-19.
- Encourage tenancy success in a home by developing and delivering the first phase of the 'Healthy Start' project.
- Create improvements in responsiveness and tenant satisfaction relating to housing repairs by reviewing the housing repairs service and implementing the necessary actions.
- Offer support, learning and guidance on maintaining a healthy home by delivering a handy person service.
- Meet the demand for housing through the delivery of 335 homes from our own Housing Revenue Account in addition to 200 homes in Ollerton and Boughton from developers.
- Enhance the quality of our homes based on current and future tenants priorities by reviewing and implementing a new Empty Homes Standard.



How will we measure our success?

- Number of council owned commercial units currently let
- Number of businesses supported through advice, mentoring or financial help
- Monitoring of unemployment rates and number of supported persons finding employment
- Monitoring annual value of the district's visitor economy through independent national data.

What we have achieved so far

- Submitted transformative plans for Newark as part of the Newark Town Investment Plan. The Plan includes a bid for up to £25 million of funding from Government as part of its Towns Fund initiative.
- Named in the top 10% for paying out over £26 million business support grants to over 2,000 businesses affected by Covid-19 in nationwide league table of local authorities.
- Supported schools to host their own career and job skill events with local businesses

How will we measure our success?

- Number of homes delivered by the Council's development Company.
- Number of dwellings completed through our role as a landlord, developer and planning authority.

What we have achieved so far

- Exceeded targets for market and affordable house building.
- Allowed a start on-site on the second and third Strategic Urban Extension Sites at Greater Fernwood (Fernwood North) and the former Thoresby Colliery (Thoresby Vale).
- 100% of emergency repairs on Council properties attended to with 24 Hours.

Continue to maintain the high standard of cleanliness and appearance of the local environment

How will we achieve this?

- Reduce the environmental impact and the cost of clean up of a fly tip by delivering the 'Not in Newark and Sherwood' anti-fly tipping campaign.
- Facilitate and support cleaner and greener activities by developing a cohort of Green Champions.
- Increase levels of resident satisfaction with their local area and street scene by proactively deploying the new Action Day Team to targeted communities who currently have the lowest levels of satisfaction with their local area and street scene.
- Address repeated environmental neglect such as untidy gardens, broken fencing, abandoned vehicles by carrying out proactive enforcement action and deliver a thank you note to those residents who make a positive impact.
- Improve the appearance of the environment and recycling rates in targeted communities by delivering at least 3 school or community projects per annum aligned with the future Days of Action programme.
- Integrate the management of green spaces within the public realm by identifying and implementing opportunities for example exploring grounds maintenance provision on housing revenue account and public land.



Enhance and protect the district's natural environment

How will we achieve this?

- Contribute to the Emergency Tree Plan for the UK by identifying sites and plant at least 10,000 trees.
- Reduce the Council's carbon emissions by implementing an environmental strategy and carbon reduction action plan to achieve carbon neutrality.
- Build on the behaviour changes that have been made through greater home working and the use of technology through supporting the County Council in the implementation of the local transport plan and associated projects, focusing on reducing car usage and getting more people cycling and walking.
- Improve recycling levels by promoting positive behavioural changes.
- Provide accessible means of valuing our natural environment by developing a riverside nature walk to the west of Newark Town Lock.
- Develop and deliver education programmes to Schools by utilising our landscape on the River Trent, Newark Castle and our built environment.
- Connect residents and visitors with the nature, landscape and wildlife of Sherwood Forest by developing a master plan for Forest Corner.



Greening
NEWARK & SHERWOOD

How will we measure our success?

- % of fly tipping incidents removed within 24 hours of reporting.
- % of graffiti reports removed within 24 hours.
- % of residents satisfied with the cleanliness of their local area

What we have achieved so far

- Removed 1,438 fly-tips with a combined weight of 361.89 tonnes in 2018-19.
- 56 community litter picks carried out in 2019/2020.
- Established an Action Team who undertake cleansing duties, such as litter picking alongside grounds maintenance work such as grass cutting and hedge trimming.
- Carried out 5 Cleaner, Safer, Greener Days of Action.
- 2 successful fly-tip prosecutions with fines totalling £3,645.

How will we measure our success?

- % of our parks maintaining green flag status
- % of resident satisfied with green spaces in the district

What we have achieved so far

- Maintained 7 green flag green heritage and green pennant awards for our parks and open spaces.
- Working with Nottinghamshire Wildlife Trust and Natural England to identify wildlife sites which are not under positive management.
- Launched the Greening Newark and Sherwood campaign
- 13,970 households have signed up to the garden waste scheme since its full rollout across the district.

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

How will we achieve this?

- Ensure alignment and investment in new technology to improve imaging and support enforcement actions by the Council and partners by assessing crime locations against CCTV sites.
- Improve the feelings of safety by training and developing our front-line staff to act as 'eyes and ears' in support Public Protection colleagues and adopt a 'don't walk by' approach to issues that affect communities.
- Improve the safety of the district's town centres by undertaking at least two Nights of Action per annum with partners targeting the night time economy.
- Reduce the number of environmental crimes committed by increasing visibility and enforcement activity in targeted areas.
- Identify and implement opportunities for service development arising from co-location with Nottinghamshire Police at Castle House.
- Ensure key locations are safer through 'target hardening' and other interventions by leading a partnership bid with the Office of Police and Crime Commissioner, Nottinghamshire Police and Nottinghamshire County Council to the Home Offices' Safer Streets Fund.
- Educate young people engaged or at risk of engaging in anti social behaviour by delivering at least 2 diversionary activities per annum in key locations and if necessary, use enforcement activity to guide their future behaviour through Criminal Behaviour Orders or similar.



Improve the health and wellbeing of local residents

How will we achieve this?

- Improve the health and wellbeing of local residents by working collaboratively with partners to develop and integrate housing, health and social care linking to wider County strategies.
- Improve opportunities for health and wellbeing by providing a new swimming pool at the Dukeries Leisure Centre.
- Improve the facilities on offer by working with Southwell Leisure Centre Trust in the co-development of a business case for a new fitness suite extension and an alternative management arrangement.
- Improve the facilities on offer by supporting the YMCA to deliver their flagship project, the Community and Activity Village in Newark and its ambitious outcomes.
- Prevent homelessness through the development of a Targeted Arrears Support project to support residents at risk of financial crisis, with particular focus on those financially affected
- Support the regeneration of a new sports pavilion with an enhanced quality of pitch provision and variety of tenure opportunities through the delivery of phase 1 of the Yorke Drive Regeneration Project.
- Help reduce fuel poverty in the district by creating and delivering a portfolio of innovative fuel poverty alleviation/affordable warmth initiatives targeted at private sector residents.



How will we measure our success?

- Number of enforcement actions undertaken.
- % reduction in level of all crime.
- % of residents satisfied with their local area as a place to live.
- % residents with improved feelings of safety
- % reduction in number of ASB incidents

What we have achieved so far

- 100% of all council run pay and display and pay on foot car parks have achieved safer parking Park Mark status.
- 192 proactive joint Police activities were carried out in 19/20.
- Increased the number of enforcement actions publicised on our media platforms.

How will we measure our success?

- Develop and provide opportunities for inactive people' to increase levels of physical activity and sport
- Number of residents provided and supported with general energy advice
- Number of private sector residents participating in the Council's fuel poverty alleviation schemes in the district.

What we have achieved so far

- Active4Today launched the first junior parkrun in Ollerton.
- Led the co-ordination of the Rainworth project which provided full first time gas central heating to 98 properties which previously had electric storage heaters.
- Provided energy advice to 369 requests from residents.

Our performance

Performance Management is a set of processes that measures, analyses and aims to improve performance to enable us to deliver our objectives and meet the needs of our customers and our district.

We measure performance at a variety of levels including corporate (whole council), service (specific business units) and individual (employee). Targets are agreed for each level and are incorporated into our performance management system.

Regular reports demonstrating how we are performing against our Community Plan are presented at Committee and published on our website.

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



Have your say

Resident Panel

The Resident Panel is a group of people from across the district who would like to share their views on the area they live in and help shape the future of Newark and Sherwood. The panel has been created because we wish to understand the views and experiences of residents of the district and use this understanding to ensure that council services are the best they can be.

Any resident of the district over the age of 18 can join the panel to have their say on the Council's services, plans, proposals and development of their local area.

If you are interested in being part of the panel please contact customerservices@newark-sherwooddc.gov.uk

Tenant Scrutiny Panel

The Tenant Scrutiny Panel are a group of Council tenants who review and scrutinise the Council's delivery and performance in relation to housing. The Panel are also involved in the Council's appeals process relating to housing complaints. We will work with you so you can improve your knowledge, learn new skills and meet new people.

If you are interested in being part of the Tenant Scrutiny Panel please contact customerservices@newark-sherwooddc.gov.uk

Consultations

We also regularly consult on council services, plans and decisions. Visit our consultations page to have your say www.newark-sherwooddc.gov.uk/consultation



Contact us

01636 650000

customerservices@newark-sherwooddc.gov.uk

Castle House
Great North Road
Newark
NG24 1BY

Most of our services are available online:
www.newark-sherwooddc.gov.uk



@NSDCouncil



Newark and Sherwood District
Council



@NSDCouncil



@NSDCouncil



POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

LOCAL GOVERNMENT REORGANISATION

1.0 Purpose of Report

1.1 This report seeks approval to set aside the sum of £30,000 to support the Council to engage fully and proactively in the development of proposals for local government re-organisation and wider public services reform.

2.0 Background Information

2.1 The Government's Devolution and Recovery White Paper is expected to be published in October 2020 and for this to include details of a fresh push to deliver more democratically elected Mayors, Combined Authorities and Unitary Councils.

2.2 **Appendix 1** to this report is a report which is being submitted to the County Council's Policy Committee on 16 September 2020. That concludes with a recommendation that the Leader of the Council writes to the Secretary of State for Housing, Communities and Local Government requesting an invitation for the County Council to come forward with proposals for unitary local government for the County Council's administrative area.

2.3 While the report does not make reference to a preferred option at this stage, the County Council has previously promoted a single unitary Council covering the whole of its administrative area and it is expected that this will continue to be the County Council's position.

2.4 In anticipation of this, the Leaders of all Borough and District Councils in Nottinghamshire and the Leader of Nottingham City Council have written to the Minister of State for Regional Growth and Local Government setting out opposition to a single County unitary being the only option for consideration and requesting time to work up alternative proposals. A copy of that letter, which has already been circulated to all members of Council, is attached as **Appendix 2** to this report.

2.5 In order to progress this work and respond promptly and collaboratively, Borough and District Council Leaders have recommended engaging external support to assist with a range of key tasks, including preparation and appraisal of options for improving local services, financial assessments and community engagement.

2.6 There is an element of uncertainty about what work is required and when it will be required, as this will be influenced by the forthcoming White Paper and the Government's response to correspondence from local authorities across Nottinghamshire. However, based on the information that has been communicated by Government ministers and officials, it is considered appropriate to set aside resource to ensure that Newark and Sherwood District Council is able to play a proactive and influencing part in shaping the future design of local government and public services for the benefit of our local community.

3.0 Financial Implications (FIN20-21/5097)

3.1 The proposed sum of £30,000 to support work associated with Local Government Re-organisation and public service reform will be met from the Council's Change Management Reserve.

4.0 Equalities Implications

4.1 One of the stated aims of the emerging White Paper is to 'level up' prosperity across the Country. This will need to be factored into the response to, and development of, options for improving local government and other public services.

5.0 Community Plan – Alignment to Objectives

5.1 Maintaining and improving the quality of life for local people and businesses will be the overriding objective in our consideration of public services reform and our response to the White Paper.

6.0 RECOMMENDATIONS that:

- (a) the sum of £30,000 be set aside from the Change Management Reserve to support work associated with the forthcoming 'Devolution White Paper' and more specifically, the design and development of options to improve local government and public services more generally in Nottinghamshire;**
- (b) the Chief Executive be requested to update this Committee on a regular basis on the progress of the above work; and**
- (c) Members note the options for any future Local Government Reorganisation affecting Newark & Sherwood District Council would be referred to Full Council for consideration and debate.**

Reason for Recommendations

To provide resource to enable the Council to participate effectively in the interests of its local community.

Background Papers

Nil.

For further information, please contact John Robinson on Ext 5200.

John Robinson
Chief Executive

REPORT OF THE LEADER OF THE COUNCIL**DEVOLUTION AND LOCAL GOVERNMENT IN NOTTINGHAMSHIRE****Purpose of the Report**

1. To seek approval for the Leader of the Council to write to the Secretary of State for Housing, Communities and Local Government requesting an invitation for the County Council to come forward with proposals for unitary local government for the County Council's administrative area.
2. To seek approval for the development of draft proposals for unitary local government for the County Council's administrative area (in anticipation of the invitation from the Secretary of State) to be considered at a future meeting of County Council.
3. To seek approval for funding of £100,000 for early work on the proposals and for the Chief Executive to commission an independent research company to conduct appropriate public and stakeholder engagement, and an independent accountancy firm to validate financial information, to inform the proposals for unitary local government.

Information

4. In recent months, there have been significant developments that make the case for a review of the arrangements for local government in Nottinghamshire.

Devolution and Local Recovery White Paper

5. The Government has announced its intention to publish a White Paper - '*Devolution and Local Recovery*'. Based on ministerial announcements and meetings with ministers and officials, it is anticipated the White Paper will enable devolution as a cornerstone of local recovery and growth. Specifically, it is likely the White Paper will set out the Government's intention to roll out more devolution deals, incorporating significant investment in local economic infrastructure, through the establishment of new Combined Authorities. Unlike most of the English regions and/or sub regions, the East Midlands does not benefit from a devolution deal. In recent years, areas such as the West Midlands and Greater Manchester have drawn down significant powers and resources through devolution.
6. In addition, it is expected the White Paper will make local government reorganisation a pre-requisite for devolution. In two-tier areas, this means the establishment of new unitary councils, which could then group together with other similar councils, to form new Combined Authorities. In this scenario, counties which retain two-tier local government could be at a

disadvantage, unable to access large scale government investment and acquire much needed influence/control over economic and public policy.

7. In recent years, across the East Midlands, there have been attempts to agree devolution deals (including across Derbyshire and Nottinghamshire) but they have not been successful, largely because the councils involved could not agree on the form and function of the arrangements.
8. Since 2017, upper tier councils in the East Midlands have informally explored joint working through a “strategic alliance”, but this has not come to fruition, because such a construct would not offer a vehicle for formal devolution.
9. With the advent of the White Paper, it seems there will be a renewed opportunity to devise proposals for devolution in the East Midlands. This could include the potential for new and existing unitary councils to come together in a Combined Authority. Such a Combined Authority could negotiate and secure a devolution deal with central government to level up investment in the region and drive recovery and prosperity in Nottinghamshire.
10. Based on existing deals, a devolution package for the East Midlands could incorporate investment in infrastructure, skills, transport and housing. In the light of the current and continuing impact of COVID-19, such investment would be of vital importance in enabling the Region’s economy to recover from COVID-19 for the benefit of local people.
11. Given the significant underinvestment in the East Midlands over decades and the impact of COVID-19, it is imperative for people and businesses that Nottinghamshire does not miss out on the opportunity for funding and powers for economic growth, through devolution.

Financial Sustainability and the Impact of COVID-19

12. Long-term changes in government funding and increasing demand for a range of services mean that, even prior to the COVID-19 crisis, all tiers of local government faced significant financial challenges. As with all upper tier councils, the impact of COVID-19 on the County Council’s finance has been significant, particularly in adults and children’s services. This will place further pressure on revenue and capital budgets for 2021/22 and beyond. It is understood that similar pressures are being felt across Nottinghamshire’s District and Borough Councils.
13. As a result of the pandemic, the national economy faces a crisis even greater than in 2008. It is expected that the financial shock of the pandemic on public finances will be felt for a generation, placing local government under continuing pressure to deliver services ever more efficiently and make inevitable cuts to services. In other counties where unitary local government has been established, substantial efficiency savings have been generated, helping protect highly valued and vital services and providing significantly better value for money to council tax payers. This is supported by recently published national research by PriceWaterhouseCoopers which showed that merging district and county councils in each area across the country into single unitary councils could save £2.94bn over five years nationally.
14. Given the County Council is facing a budget deficit of £51m over the coming 3 years, it is reasonable, that savings, which could be generated by restructuring, are explored as a legitimate alternative to reductions to the front line.

Broader Transformation of Public Services, Resilience and Recovery in the light of COVID-19

15. Nottinghamshire's communities and partners, including all tiers of local government, have worked together well during the COVID-19 crisis to deliver a response which has protected Nottinghamshire's vulnerable residents. However, the pandemic, through examples such as the Coronavirus Community Support Hub, has highlighted opportunities to do things better and more efficiently, through streamlining the current structures and operating models. A unitary system offers an opportunity to align services, simplify and speed up decision-making and create a council that can respond more quickly and easily to the needs of residents at the local level. Experience elsewhere suggests that unitary councils can do this in a more cost-effective way and work more coherently and consistently with other public sector partners such as the NHS and the Police.
16. The socio-economic impacts of the COVID-19 crisis are significant and likely to be long lasting. Local government in Nottinghamshire will need to be efficient and resilient in order to respond effectively to these impacts. The challenge in Nottinghamshire of tackling the pandemic has increased the financial pressure on local government in the County, and highlighted the need for an integrated approach to ensure sufficient and consistent focus on economic and social recovery. To aid recovery, the County needs a consistent, strategic voice that can negotiate with partners, government and business. Experience elsewhere suggests that a unitary system of local government would provide a single voice and the strategic influence required to secure service improvements and investment.
17. Given the threat of further pandemics and the ongoing impact of COVID-19 on people and businesses across Nottinghamshire, it is timely and appropriate to revisit local government restructuring. This could create a "once in a generation" opportunity to transform local government services in Nottinghamshire, and to ensure they are resilient and able to meet the needs of the most vulnerable.

Next steps

18. Given the impact of the COVID-19 pandemic and the anticipated content of the forthcoming Devolution and Recovery White Paper, it is appropriate to develop proposals for unitary local government in Nottinghamshire.
19. Section 2 of the Local Government and Public Involvement in Health Act 2007 enables the Secretary of State to invite any principal local authority (i.e. District/Borough or County) to make a proposal for developing a unitary authority. When examining the case for local government reorganisation in an area, the Secretary of State can invite all affected upper and lower tier authorities to come forward with proposals. All proposals received will be evaluated by the Secretary of State in light of the government's criteria for reorganisation and the aims and objectives of the forthcoming White Paper. Those that are acceptable will be put to public consultation before the final form of local government is decided.
20. In view of the circumstances, challenges and opportunities outlined in this report, it is recommended that the case for local government reorganisation in Nottinghamshire be examined as quickly as possible. It is proposed that the Leader of the Council writes to the Secretary of State to invite the County Council to submit proposals for the establishment of a unitary structure of local government for the County Council's administrative area. In doing so,

it is recognised that the Secretary of State may use his discretion to issue a similar invitation to Nottinghamshire's District and Borough Councils. A draft of the Leader's letter to the Secretary of State is attached as Appendix A.

21. Should the Secretary of State invite submissions from Nottinghamshire, then the County Council would be invited to come forward with proposals, for consideration at a meeting of the County Council.
22. In order that the proposals reflect the views of the public and stakeholders, it is recommended that an independent social research company undertake listening, engagement and preparation work on the Council's behalf. Furthermore, it is recommended that an independent accountancy firm be commissioned to validate the financial information in the proposals. These pieces of work will take place between September and November and are estimated to cost up to £100,000. A request for budget from contingency will be made to Finance & Major Contracts Management Committee for this amount. The findings of this work will be incorporated into the proposals presented to Full Council.

Other Options Considered

23. An alternative to the course of action recommended in this report would be to not revisit the case for local government reorganisation in Nottinghamshire. Given that it is anticipated the White Paper will link devolution to local government restructuring, it is reasonable to take the course of action recommended in this report. In addition, it is reasonable to take all appropriate action to ensure that local government in Nottinghamshire is as efficient, resilient and financially sustainable as possible, in the light of the significantly challenging financial and socio-economic climate generated by the current COVID-19 pandemic.

Reason/s for Recommendation/s

24. To enable the County Council to seek the opportunity to come forward with proposals for local government reorganisation, to ensure that the system of local government in the County is as efficient, effective and financially sustainable as possible, and to maximise future government investment.

Statutory and Policy Implications

25. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

26. These are set out in paragraph 22 above.

RECOMMENDATION/S

It is recommended that Policy Committee:

- 1) Gives approval for the Leader of the Council to write to the Secretary of State for Housing, Communities and Local Government (as per the draft at Appendix A) requesting an invitation for the County Council to come forward with proposals for unitary local government for the County Council's administrative area.
- 2) Instructs the Chief Executive to develop draft proposals for unitary local government for the County Council's administrative area (in anticipation of the invitation from the Secretary of State) to be considered at a future meeting of County Council.
- 3) Approves funding of £100,000 for the Chief Executive to commission an independent accountancy firm to validate financial information in the proposals for unitary local government and an independent research company to conduct appropriate public and stakeholder engagement.

COUNCILLOR MRS KAY CUTTS, MBE Leader of the Council

For any enquiries about this report please contact:

**Derek Higton
Service Director, Place and Communities
0115 9773498**

Constitutional Comments (HD 2/9/2020)

27. Policy Committee is the appropriate body to determine the recommendations set out within the report.

Financial Comments (NS 8/9/2020)

28. The report indicates a request for budget from contingency will be made to Finance & Major Contracts Management Committee of up to £100,000 for early work on establishing the business case and employing an independent social research company to undertake listening and engagement work with the public and stakeholders.

HR Comments (GME 03/09/2020) The report is seeking approval to explore the options available to the Council and therefore as yet, there are no direct staffing implications arising from this decision. Subject to approval, the necessary consultation and engagement with the recognised trades unions and the wider workforce will be initiated in accordance with the agreed policies and procedures of the Council.

Background Papers and Published Documents

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

- PricewaterhouseCoopers: Evaluating the impact of scale in proposals for local government reorganisation, August 2020

Electoral Division(s) and Member(s) Affected

- All

Luke Hall MP
Minister of State for Regional Growth and Local
Government
House of Commons
London
SW1A 0AA

8th September 2020

Dear Minister

Local Government in Nottinghamshire

Nottinghamshire County Council intends to seek your support to progress its plans for a single unitary council covering the whole of the County. We write in our capacity as the Leaders of every Borough and District Council in Nottinghamshire and as the Leader of Nottingham City Council.

Our localities are very different and the political leadership of our Councils is very different and yet we are united in our opposition to a single unitary Council being the only option on the table.

Nottinghamshire County Council has developed its proposal in isolation. It has not attempted to engage with us on any alternative options and has failed to demonstrate an open mind to any option other than the one that preserves and enhances its own identity and responsibilities.

A single unitary Council for Nottinghamshire would attempt to serve 828,000 people. This is way beyond the acceptable size threshold that you have articulated and that we expect to be confirmed in the forthcoming White Paper. Only Birmingham City Council would represent more people.

Scale can deliver economies, but too big breeds bureaucracy and inflexibility. Nottinghamshire County Council is already a very large organisation that struggles to react swiftly and responsively to local needs. Each of us has examples in our areas where economic growth and public service delivery are being frustrated and thwarted because the County Council is remote from the communities that it serves and is too cumbersome to move quickly.

Disregarding the existence of Nottingham City and its role within the conurbation and beyond would be a fundamental mistake. A genuine commitment to levelling up the prosperity of our County and City requires at the very least a consideration of options that include Nottingham City.

Continued ...

page two
Luke Hall MP
8th September 2020

In many tangible ways, we have demonstrated our commitment to public service reform and are acutely aware of the financial pressures that all of our organisations are under. However, we strongly reject Nottinghamshire County Council's rush to beat a deadline to suspend the 2021 County elections. This is no basis on which to re-design the governance of local services. Our residents deserve so much better. What's needed is meaningful engagement as part of a collaborative and strategic approach to properly identifying and appraising various options. Our existing local government arrangements have largely been in place for 46 years. It would not be acceptable or reasonable to be given just a matter of weeks to respond to a proposal from Nottinghamshire County Council and to develop our own alternatives in that time.

The purpose of this letter is to seek your support to invite us to develop alternative proposals to a single, County-wide unitary Council over the forthcoming year. If we're hurried into a response that is driven by a dash to meet an election deadline, tax payers' money will be wasted on an adversarial process as we pull apart the County's case and consider our legal positions. Our preference is that we work together and alongside the County Council, Nottinghamshire Police, our local NHS, Town and Parish Councils and other key partners, taking account of the White Paper before considering various options.

Yours sincerely



Jason Zadrozny
Leader, Ashfield District Council



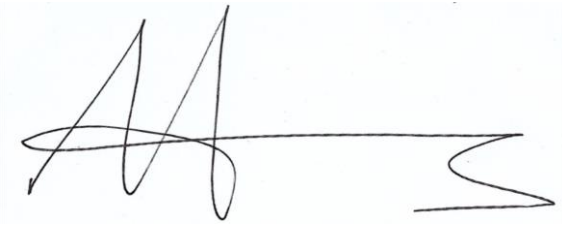
Cllr Simon Greaves
Leader, Bassetlaw District Council



Cllr Milan Radulovic MBE
Leader, Broxtowe Borough Council



Cllr John Clarke
Leader, Gedling Borough Council



Mayor Andy Abrahams
Leader, Mansfield District Council



Cllr David Lloyd
Leader, Newark and Sherwood District Council



Cllr Simon Robinson
Leader, Rushcliffe Borough Council



Cllr David Mellen
Leader, Nottingham City Council (Unitary Council)

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

CLIMATE EMERGENCY UPDATE

1.0 Purpose of Report

- 1.1 To update the Policy & Finance Committee regarding the work, overseen by the Climate Emergency Working Group (CEWG) of Members, to produce a climate strategy and action plan for Newark & Sherwood District Council in response to the declared climate emergency.
- 1.2 To recommend the conclusions of the CEWG, having worked with colleagues from The Carbon Trust who were appointed to create the strategy and action plan, that the Council:
 - defines its carbon footprint based on selected operational data as set out in the strategy
 - sets a target date of 2035 for carbon neutrality based on that data
 - is guided by the action plan to reduce carbon emissions in order to meet the target for neutrality
 - monitors progress against the strategy and action plan by annual reporting to this Committee, with additional operational Committee updates as required.
- 1.3 To suggest convening a virtual opportunity for all Members to view the strategy and action plan, via presentation, before submission to Full Council.

2.0 Background Information

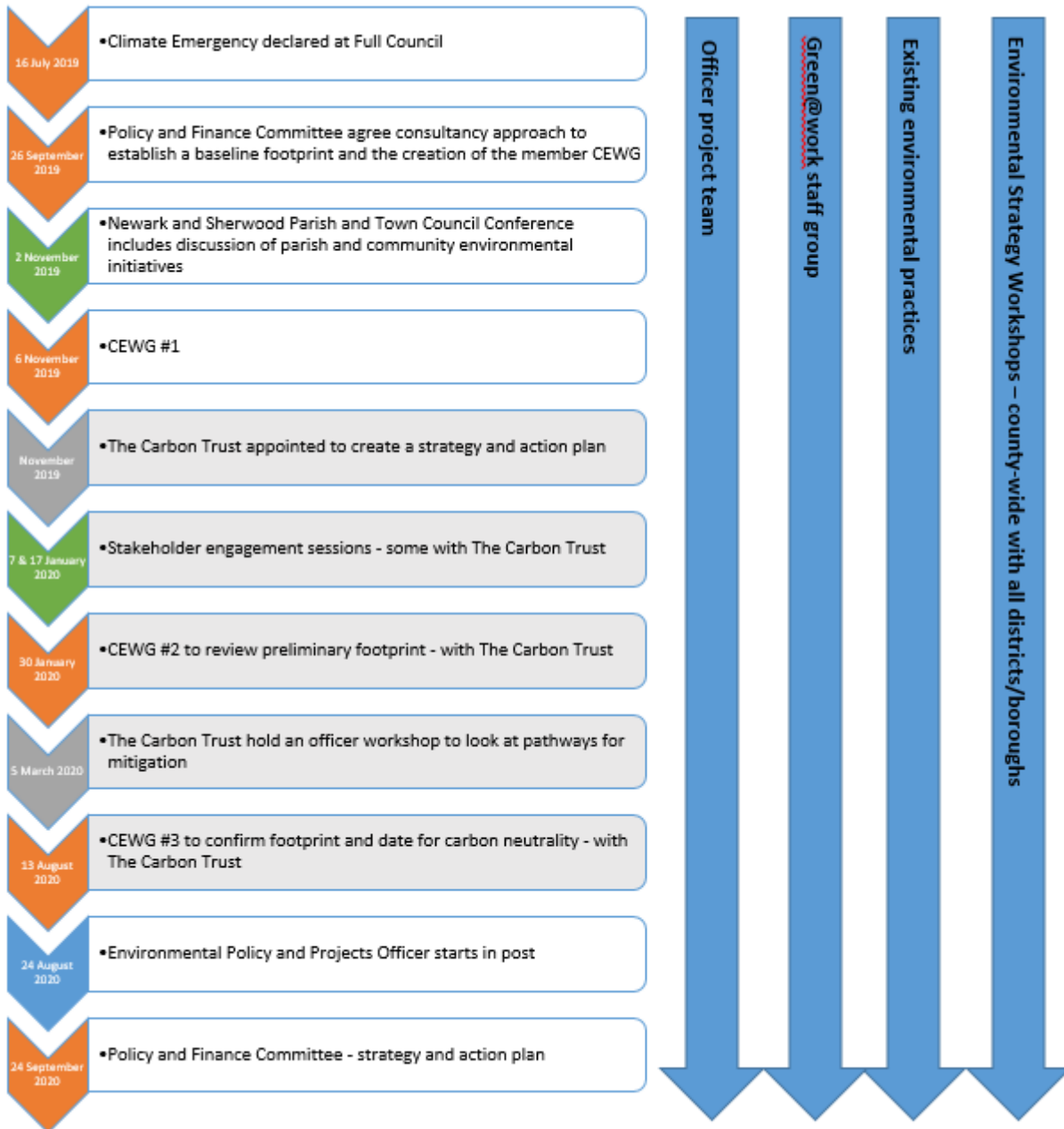
- 2.1 Newark & Sherwood District Council declared a Climate Emergency at the Full Council [meeting](#) of 16 July 2019. The declaration did not include a date for net zero for the Council but recognised the UK Government had, the preceding month, [agreed](#) a target date of 2050.
- 2.2 At Policy & Finance Committee on 26 September 2019 actions were agreed, to be enabled by commissioned consultancy providing technical expertise and a Climate Emergency Working Group (CEWG) of Members to oversee the process, to:
 - audit [existing environmental practice](#) within the Council
 - establish data to determine the carbon footprint of Newark and Sherwood District Council
 - consider the Council's contribution to the district carbon footprint more widely, according to national data from reputable sources
 - engage with stakeholders
 - coordinate a Climate Emergency Strategy with reference to all of the above
 - produce an accompanying generational Carbon Reduction Action Plan to mitigate carbon emissions from the Council.

The rationale was to understand the Council's current position (carbon footprint) in order to better target mitigation (carbon reduction opportunities) in future.

- 2.3 The Carbon Trust was formally appointed to provide fixed-term consultancy services for the creation of the climate strategy and action plan. [A separate piece of work led by the Business Manager - Parks & Open Spaces, and sponsored by the Director - Growth & Planning, is being undertaken to consider the Council's Open Spaces Strategy. Whilst a separate undertaking, synergies are noted].
- 2.4 The CEWG has met thrice (6 November 2019/30 January 2020/13 August 2020) to review progress and findings from The Carbon Trust. The CEWG comprises the Chairman, Vice-Chairman and Opposition Spokespersons of the Policy & Finance, Leisure & Environment, Economic Development, and Homes & Communities Committees. While it was originally intended to report findings back to Committee earlier in 2020, regrettably both flooding and Covid-19 have impacted timing.
- 2.5 As well as being summarised for Policy & Finance Committee on 26 September 2019, existing environmental practices within the Council have been grouped within the new "Greening Newark & Sherwood" programme. The Environmental Programme Officer (formerly a member of the Communications team), working within the Environmental Services team and in consultation with other business units, has collated relevant information about existing practices via the Council's website at <https://www.newark-sherwooddc.gov.uk/environment/climatechange/> Categories of information include: get involved; national campaigns and funding; reduce, reuse and recycle; plastics and recycling; parks and nature reserves; gardens and green spaces; trees; green planning; council buildings; being green@work; cleaning the district; air quality; clean transport; green tourism; and green shopping. Information on the website continues to evolve and will be updated as required.
- 2.6 Working with The Carbon Trust, wide-ranging operational data was reviewed by the officer project team to determine the Council's carbon footprint – detail is given in the strategy document. The process has highlighted the importance of improving data collection and collation for the Council's ongoing response to the emergency. The data collection process, and target actions as a result thereof, will be assisted in future by the Council's new Environmental Policy and Projects Officer.
- 2.7 The strategy (attached as **Appendix 1** to the report) considers the Council's contribution to emissions within the district more widely – with district emissions comprising 987,800 tCO₂e.
- 2.8 The CEWG has engaged with a number of local stakeholders representing different sectors (health / business / natural environment / community) about their environmental ambitions via conversations in January 2020. The same conversational questions were also posed to a number of community groups. Also, the Newark & Sherwood Parish and Town Council Conference in November 2019 asked participants about parish and community initiatives. Additionally a voluntary "Green@work" group is facilitated by the Environmental Programme Officer for council staff. Across the county a series of Environmental Strategy Working Groups for local authorities have been convened over the past year by Rushcliffe Borough Council and Nottingham City Council, and supported by the BEIS-funded Midlands Energy Hub. All nine Nottinghamshire Local Authorities and the D2N2 Local Enterprise Partnership (LEP) are working in collaboration on the climate Emergency Agenda through the Environmental Strategy Working Group (ESWG). These group meetings have been attended by the Council's Director, Communities and Environment.

2.9 A visual summary of the response to date is:

[Orange=members. Blue=officers. Green=stakeholders. Grey=The Carbon Trust.]



3.0 Proposals

3.1 The Council's carbon footprint is calculated within the climate strategy. In short, it is proposed the Council's target for reduction is 2,165 tCO₂e (gas and fuel consumption from scope 1, purchased electricity from scope 2, and waste and water from scope 3). The majority of the Council's emissions are associated with the fleet, the use of electricity and the use of gas. However, having been ambitious in exploring emission sources, an operational footprint calculation of 3,355 tCO₂e is also shown – this incorporates estimated emissions from additional categories including such as those associated with procured services via contracts - but the strategy acknowledges further data refinement is required. This footprint does not include emissions from housing (17,130 tCO₂e), which have been grouped separately. Further consideration will be given to the feasibility of

retrofitting strategies (being cognisant that council houses are also homes) – and the availability of funding streams. Whilst The Carbon Trust calculations represent the organisation’s professional expertise and are created with reference to Greenhouse Gas Protocols, it should also be recognised that there is no single standard for local authority carbon footprints – inclusions and exclusions for the footprint vary across authorities. As organisational energy data capture improves in future, the footprint can be further refined.

- 3.2 It is proposed 2035 be the date set for carbon neutrality for the Council. This date considers: the major sources of the Council’s emissions; benefitting from the projected decarbonisation of the national grid after 2030 (where more energy will be created from renewable sources); the estimated costs of mitigating actions in the plan. The actions focus on having the most impact in those areas that currently create the most emissions: decarbonising Council operated buildings and leisure centres via explorations of PV, ground source heat pumps, and LED lighting; working with leaseholders; and reviewing the fleet. Whilst mitigating actions as set out in the plan will reduce emissions, they do not alone enable carbon neutrality. Consideration will also need to be given to offsetting.
- 3.3 The targeted reduction of carbon emissions as a result of the Council’s operations and as set out by The Carbon Trust is entitled the “Emissions Reduction Action Plan” and this forms a considerable, quantifiable and costed (see 5.0 below) part of the broad “Greening Newark & Sherwood Action Plan”. This Action Plan is attached as **Appendix 2** to the report.
- 3.4 The broader actions recognise the Council’s environmental ambitions and the leadership role of the Council within the wider community. Additional projects, as referenced in the action plan, may be beneficial for awareness raising and for influencing green practices more widely. Of course the Council also has a role as advocate within the evolving, wider governmental policy framework - and government policy will also impact how the action plan might be delivered. Ongoing policy monitoring, and adaptation accordingly, is required.
- 3.4 It is proposed that the governance of the strategy and action plan going forwards is via an annual report to the Policy & Finance Committee, with updates to the operational committees as required. Each year the Committee will review the Council’s footprint and progress against the strategy and action plan. The coordination of this work will be undertaken by the Environmental Policy & Projects Officer (from within the Transformation team), working collaboratively with colleagues from across the Council as a whole. The projects and initiatives that are proposed in the action plan, as well as any more that are required, will be subject to detailed feasibility studies and/or approval processes.
- 3.5 It is proposed that all Members have the opportunity to view the Strategy and Action Plan via presentation at a virtual meeting to be confirmed in the coming weeks, prior to being submitted to Full Council in December 2020.

4.0 Equalities Implications

- 4.1 Equalities impact assessments may be required when feasibility studies/project initiation documents for each of the suggested actions within the action plan are further explored. A copy of the strategy and action plan may be made available in additional languages and alternative formats, subject to request and availability.

5.0 Financial Implications (FIN20-21/2788)

- 5.1 Estimated capital expenditure for carbon reduction actions from the Action Plan are summarised below. All estimated costs are shown at today's prices and exclude any inflation or contingency. Therefore, further feasibility/investigation work will need to be carried out to establish the actual costs of each capital project.
- 5.2 The additional work required to ensure cost estimates are accurate can be funded from the Capital Projects Feasibility Reserve. A commitment of £40,000 (5% of the total cost in the table) will need to be added to this Reserve.
- 5.3 The total (excluding housing and vehicles) of approximately £806,000 (excluding contingency and inflation) and associated savings estimated by the Carbon Trust, are listed below as per their suggested spend profile:

Year	Estimated Capital Expenditure £'000	Potential Annual cost reduction £'000	Cumulative cost reduction £'000
2021/22	15	0	0
2023/24	91	0	0
2025/26	284	18	18
2027/28	24	38	56
2029/30	22	22	78
2030/31	370	0	78
	806	78	78

- 5.3 If the list were to be approved in principle, the profile of the schemes should be aligned with planned renewal work on Council Assets following recent and upcoming condition surveys with Asset Management.
- 5.4 There is a budget in the Capital Programme for Climate Change currently of £30,000 in 2020/21 and £75,000 per year for a further two years (a total of £180,000). Once all costs are confirmed a further report will be brought to this committee to update Members and the Capital Programme.

6.0 Community Plan – Alignment to Objectives

- 6.1 An updated Community Plan is being considered at this Committee meeting. The climate strategy and action plan particularly align with the Community Plan objectives to:
- enhance and protect the district's natural environment
 - continue to maintain the high standard of cleanliness and appearance of the local environment
 - improve the health and wellbeing of local residents.

However, the action plan can also be considered to touch upon all objectives.

7.0 RECOMMENDATIONS that:

- (a) the Council's carbon footprint to target be recommended for approved by the Full Council - the footprint is calculated as 2,165 tCO₂e – which incorporates selected emissions from scopes 1, 2 and 3 (this footprint does not include emissions from housing (17,130 tCO₂e), which have been considered separately);**
- (b) 2035 be recommended to the Full Council as the target date for carbon neutrality (the action plan sets out a series of schemes to support the neutral target – subject to feasibility);**
- (c) a commitment is added to the Capital Project Feasibility Reserve of £40,000;**
- (d) governance of the strategy and action plan, as coordinated by the Environmental Policy and Projects Officer, is overseen by an annual report to Policy & Finance Committee that conveys progress against the annual carbon footprint (additional projects and initiatives will be considered by the relevant officers and committees as required); and**
- (e) all Members have the opportunity to view the strategy and action plan at a virtual meeting on a date to be confirmed, prior to presentation to the Full Council.**

Reason for Recommendations

To reduce the Council's carbon emissions and to formalise its environmental ambitions by agreeing a measured and considered action plan.

Background Papers

Ni.

For further information please contact:

Briony Ashton, Environmental Policy and Projects Officer, Ext. 5357

Kate Marshall, Policy & Projects Officer, Ext. 5302

Matthew Finch

Director - Communities & Environment



Newark and Sherwood District Council Climate Emergency Strategy

September 2020

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Foreword

Introduction from Cllr David Lloyd, Leader of Newark and Sherwood District Council

To be completed

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Introduction from David Reilly, Director of Cities and Regions at the Carbon Trust



In June 2019, the UK Government committed to reducing the UK's net emissions of greenhouse gases by 100% relative to 1990 levels by 2050. The public sector is key to delivering this ambition.

There is a global movement of local authorities declaring climate emergencies. Declarations have been made in over 20 countries, by local authorities representing around 290 million people. By declaring a climate emergency, local authorities are acknowledging the need to act on the causes and impacts of climate change. However, delivering on these declarations requires robust and measurable change with support of a viable action plan to promote transparency and accountability.

The Carbon Trust is pleased to have partnered with Newark and Sherwood District Council on its Climate Emergency Strategy and Emissions Reduction Action Plan. The Strategy will help Newark and Sherwood Council become a carbon neutral organisation by 2035, delivering the most efficient savings and driving a positive contribution to the environment, whilst working with stakeholders and businesses to positively influence change in the District.

Climate Emergency Declaration



Newark and Sherwood District Council understands how important climate change is for our community.

In the 2018 Resident Survey, 90% of respondents said it was important or very important to be able to live in a sustainable way.

The Council has made significant progress in reducing its direct organisational emissions since first working with the Carbon Trust in 2011. The Council's declaration of a climate emergency in 2019 has brought renewed focus to this work.

The United Nations Intergovernmental Panel on Climate Change has warned that we have 10 years to make the necessary changes to limit a rise in global temperatures to 1.5°C. Failure to act will see a marked increase in sea levels and flooding, extreme and abrupt changes to weather patterns, crop failures, extinctions of plant and animal species and global economic disruption and crisis [1]. The increased frequency and intensity of weather events that we have experienced locally highlight why this is such an important issue for Newark and Sherwood District Council to respond to.

At the 2018 Global Climate Talks in Poland, the UK along with over 200 nations agreed that action on climate change, with a much greater role strongly implied for Local and Regional Authorities like Newark and Sherwood District Council, is necessary in assisting Governments to achieve their carbon reduction ambitions. In June 2019 the UK Government set a national target of achieving net zero emissions of greenhouse gases by 2050.

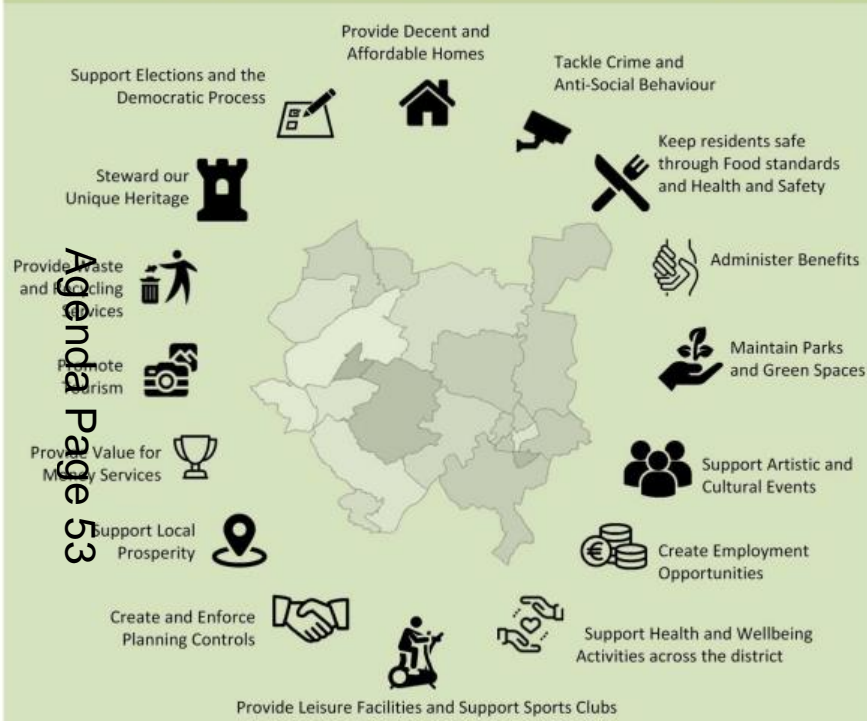
At Full Council in July 2019, Newark and Sherwood District Council declared a climate emergency. The following actions were recommended:

- **Audit existing environmental practice within the Council**
- **Establish data to determine the carbon footprint of Newark and Sherwood District Council**
- **Consider the Council's contribution to the district carbon footprint more widely**
- **Engage with stakeholders**

All of the above actions have been brought together in this Climate Emergency Strategy to provide a robust and measurable way for the Council to take action to reduce its operational carbon emissions, whilst driving change in the broader District.

Purpose of the Climate Emergency Strategy

Newark and Sherwood District Council provides the following services



Newark and Sherwood District Council provides a range of essential services across the District. This Climate Emergency Strategy sets out the framework and roadmap for reducing carbon emissions across the Council’s own operations in providing these services. The strategy will include:

- The target that the Council is aiming to achieve
- A shortlist of the carbon reduction projects that will be undertaken to reach this target
- Additional actions the Council will take to reduce, eliminate or offset its own carbon emissions
- How progress will be monitored and reported on
- How the Council will continue to engage and support others; individuals, businesses and community organisations to drive broader action in the District.

This strategy will be reviewed annually to enable new issues, challenges, opportunities and solutions to be considered.

This strategy uses a baseline year of 2018/19 to set targets and measure emissions reduction from going forward. 2018/19 is the most recent available dataset, with the Council’s carbon emissions measured at **2,165 tCO₂e** and. District emissions of **987,800 tCO₂e**

One tonne of CO₂e (tCO₂e) is the equivalent to the average emissions of one passenger on a return-flight from Paris to New York or driving 6000 km in a diesel car.

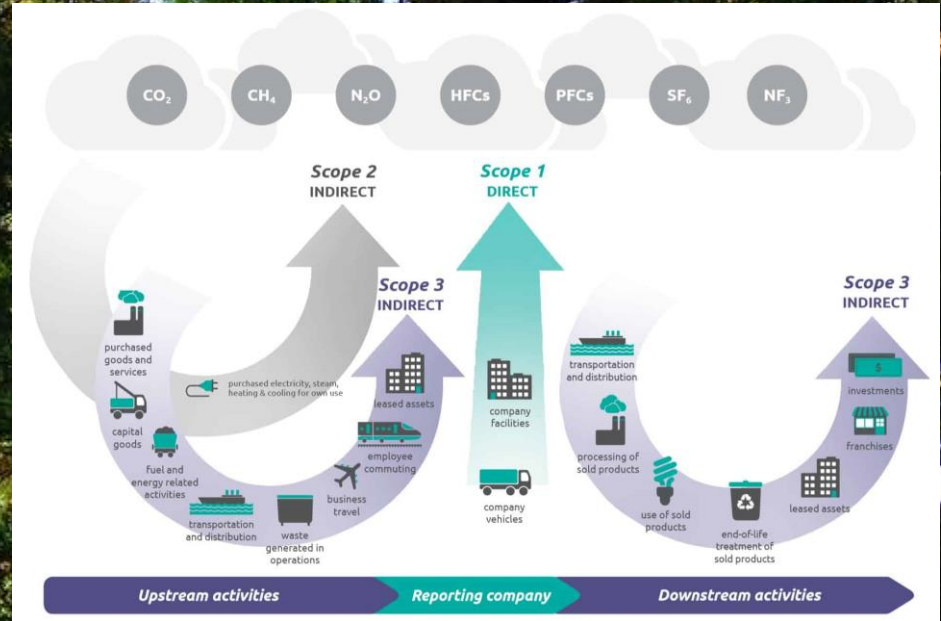
During the 2018-19 data collection period Newark and Sherwood Homes, a separate company, provided housing management services on behalf of the Council. From 1 February 2020, housing has been reintegrated into the Council. Data collection and subsequent analysis recognises the differences at the time of collection but looks forward to full integration.

The Greenhouse Gas Protocol

The World Resources Institute Greenhouse Gas (GHG) protocol is the globally accepted carbon accounting standard. The Council will take into account both direct and indirect organisational emissions for its own operational estate:

- **Direct GHG emissions** are emissions from sources that are owned or controlled by the reporting entity.
- **Indirect GHG emissions** are emissions that are a consequence of the activities of the reporting entity, but occur at sources owned or controlled by another entity.
- The GHG Protocol further categorises these direct and indirect organisational emissions into three broad scope categories:
- **Scope 1:** All direct GHG emissions.
- **Scope 2:** Indirect GHG emissions from consumption of purchased electricity, heat or steam.
- **Scope 3:** Other indirect emissions, such as the extraction and production of purchased materials and fuels, transport-related activities in vehicles not owned or controlled by the reporting entity, electricity-related activities (e.g. Transmission & Distribution losses) not covered in Scope 2, outsourced activities, waste disposal, etc.

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Newark and Sherwood District Council Carbon Footprint

Newark and Sherwood District Council has set a target of becoming a carbon neutral organisation by 2035.

The target incorporates emissions sources that have good data availability, to allow for consistent and accurate monitoring and reporting, and are within the Council's sphere of influence, allowing the Council to achieve reductions through actionable changes. This includes¹:

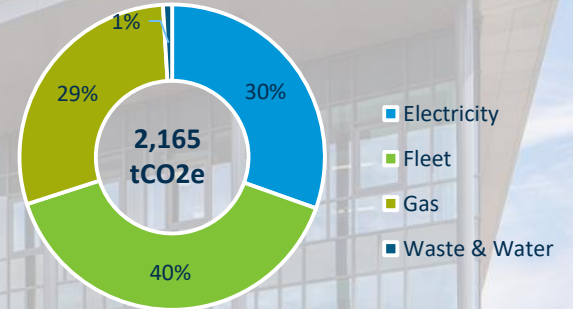
- Energy consumption in the Council-operated buildings;
- Fuel consumption in the Council's fleet;
- Disposal and treatment of waste generated by the Council (including water)

The Carbon Trust measured the Council's footprint from these emission sources, and for the financial year 2018/19 was **2,165 tCO₂e**. It is the Council's intention to reduce these emissions as much as feasibly possible by 2035, and offset any residual emissions with good quality offsets. Appendices A-C detail the methodology for calculating the footprint and the footprint broken down.

To act as a comparator, the sources of carbon emissions from Newark and Sherwood District has been calculated using data from the UK's Greenhouse Gas Inventory. The Inventory estimates the carbon dioxide emissions at local authority level across the UK. In 2018/19 the total carbon footprint of the District was 987,800 tCO₂e, comprised of petroleum products (43%), gas (26%), electricity (16%), coal (8%) and manufactured fuels (7%).

¹ Emission sources are often categorised by scopes, as defined by the World Resources Institute (WRI). The Council's target is entirely inclusive of scope 1 and 2, and includes some elements of scope 3 (disposal and treatment of waste)

NSDC emissions broken down by source FY 18/19



Comparison of Newark District Emissions to NSDC Emissions for the FY 18/19 (tCO₂e)



NSDC Climate Emergency Target

Priority project identification

In order to understand the emissions reductions that could be achievable by 2035, 'hotspot' areas have been identified. These are areas that offer the most potential for emissions reductions. The two key hotspot areas for Newark and Sherwood District Council are:

- **Energy consumption in council-operated buildings**
- **Fuel consumption in the Council's fleet**

Through interviews with NSDC officers and independent analysis, the Carbon Trust has developed a shortlist of priority projects that could be feasibly implemented in these areas. Implementation cost, energy savings and carbon savings from these projects have been calculated, although more detailed feasibility studies will be required before any project is taken forward. The following slides detail some of these projects and the cumulative impact of how these projects will help the Council achieve carbon neutrality by 2035.

Although the focus has been on larger projects in the Council's hotspot areas, this is not a definite list of all that is possible. The Council will continue to seek out project opportunities that achieve emissions reductions alongside their primary benefits. Importantly, the Council will assess all projects for their emission reduction potential, to ensure that at least they won't have an adverse impact on the Council emissions.

'A carbon neutral organisation will measure its carbon footprint, and develop and implement a Carbon Management Plan (including a reduction target). Residual emissions will then be offset by high quality, certified carbon credits.'

Carbon Trust definition



Hotspot: Energy consumption from Council operated buildings

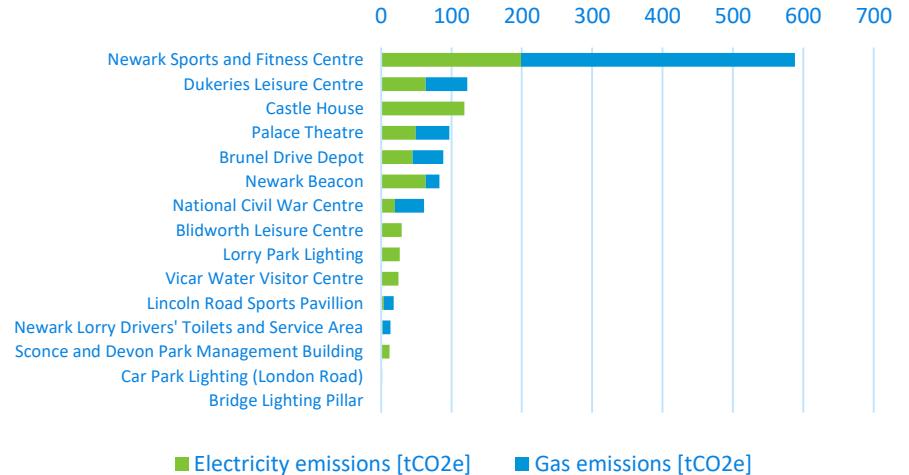
Newark and Sherwood District Council own a range of buildings across the District. Active4Today Ltd is the preferred operator of Newark and Sherwood District Council leisure centres and sports development, including Newark Sports and Fitness Centre, Dukeries Leisure Centre and Blidworth Leisure Centre.

The Carbon Trust identified the top 10 buildings by their carbon emissions in the Council's 2018/19 carbon footprint (graph to the right) and considered a range of emission reduction opportunities that could be applied to achieve the Council's 2035 target.

Electricity and gas consumption are the dominant emissions sources for all buildings. Numerous measures can be put in place to reduce these emissions.

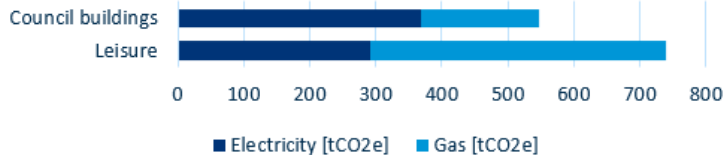
As the national grid decarbonises it is recommended that heat sources are generally electrified where possible (through the installation of heat pumps). This will help reduce gas consumption significantly and the emissions associated with heating Council operated buildings.

Electricity and gas consumption across NSDC operated buildings (tCO2e)

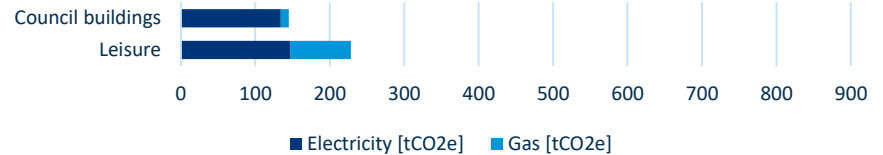


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Emissions from Council operated buildings in 2018/19



Potential emissions from Council operated buildings in 2035



Hotspot: Energy consumption from Council operated buildings

Leisure Centres

Emission reduction project opportunities were identified at Newark Sports & Fitness Centre, Blidworth and Dukeries Leisure Centres. Measures included:

Electrification of Heating

- Installation of Ground Source Heat Pump at Newark, Air Source Heat Pump at Lincoln Road Sports Pavilion
- Reduce reliance on gas
- kWh savings: 1.3 million kWh
- Lifetime CO2 savings: 3,100 tCO2e

Lighting Upgrades

- Upgrade all old light fittings to new LED luminaires
- Fully upgrade all buildings in the short term
- kWh savings: 72,000
- Lifetime CO2 saving: 72 tCO2e

Solar PV

- Install solar PV arrays across all viable roof spaces
- Solar will offset increased electrical loads from electric heating
- kWh savings: 133,000 kWh
- Potential CO2 reduction: 195 tCO2e

Council Buildings

Emission reduction project opportunities were identified across Castle House, Palace Theatre, National Civil War Centre, Vicar Water Visitor House, Newark Beacon, Lorry Park service area and Brunel Drive Depot. Measures included:

Electrification of Heating

- Installation of Air Source Heat Pumps at all sites
- Reduce reliance on gas
- kWh savings: 581,000 kWh
- Lifetime CO2 savings: 2,005 tCO2e

Lighting Upgrades

- Upgrade all old light fittings to new LED luminaires
- Fully upgrade all buildings in the short term
- kWh savings: 59,000 kWh
- Lifetime CO2 savings: 69 tCO2e

Solar PV

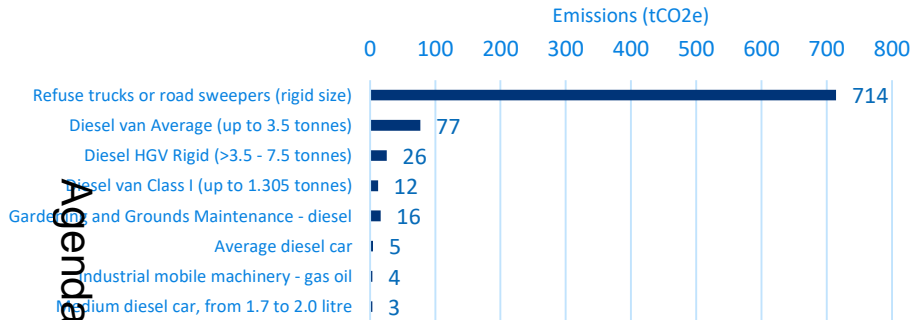
- Install solar PV arrays across all viable roof spaces
- Solar will offset increased electrical loads from electric heating
- kWh savings: 137,000 kWh
- Lifetime CO2 savings: 187 tCO2e



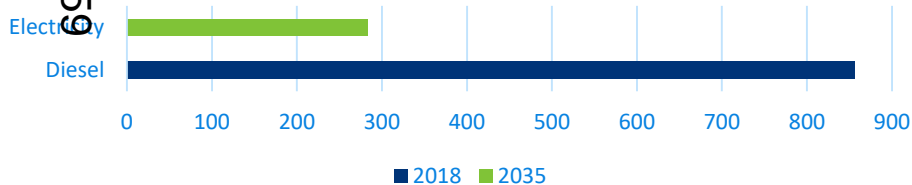
Improvements to data monitoring. Implement a defined process for energy management and utility data collection moving forward. In order for the Council to achieve its Carbon Neutral target it is vital that the year-on-year energy consumption of all assets is recorded appropriately. A digital Automatic Monitoring and Targeting (aM&T) system should be employed, along with a dedicated job role to centrally manage this process.

Hotspot: Fuel consumption in the Council's fleet

Total Emissions from Council owned fleet vehicles FY18/19 (tCO2e)



Modelled change in fleet emissions with full electrification by 2035



Emission Reduction project opportunities



Fleet electrification

- Full electrification of Council fleet vehicles is the most effective way for the Council to decarbonise fleet vehicles and should be implemented where possible. Alternative fuels may be determined more suitable for some vehicles, but this will reduce the carbon reductions achieved.
- Annual carbon reduction of 554.37 tCO2*



Using telematics systems

- The Council has already introduced telematics systems across all vehicles that are capable of providing information. The Council should continue to use these systems to monitor the efficiency of the fleet driving and introduce training if improvements can be made.



Detailed review of EV transition and installation of EV charging infrastructure

- The Council is actively carrying out fleet and depot reviews to quantify carbon reduction and transitions to EVs across their fleet of vehicles. This will allow the Council make the most effective transition to a fully electric fleet.

*The fleet operated by Newark and Sherwood District Council during the baseline FY 18/19 consisted of 64 vehicles. Updated information regarding the Council's fleet of vehicles has been provided for the FY 19/20, covering 131 vehicles. Information relating to vehicles for the FY 19/20 has subsequently been used to quantify this opportunity.



Pathway to target

Analysis shows that the identified projects could **reduce the Council's emissions by 1,613 tCO2e by 2035.**

The pathway includes the expected decarbonisation of the national grid. (The carbon intensity of grid electricity is decreasing as the proportion of electricity generated from renewables increases and conventional fossil-fuel power generation is phased out.) From an emissions perspective this increases the attractiveness of electricity as a fuel source and is a significant contributor to the Council's expected emissions reduction.

Key points in the pathway include:

2020 / 2021 – LED rollout and Solar panel installation

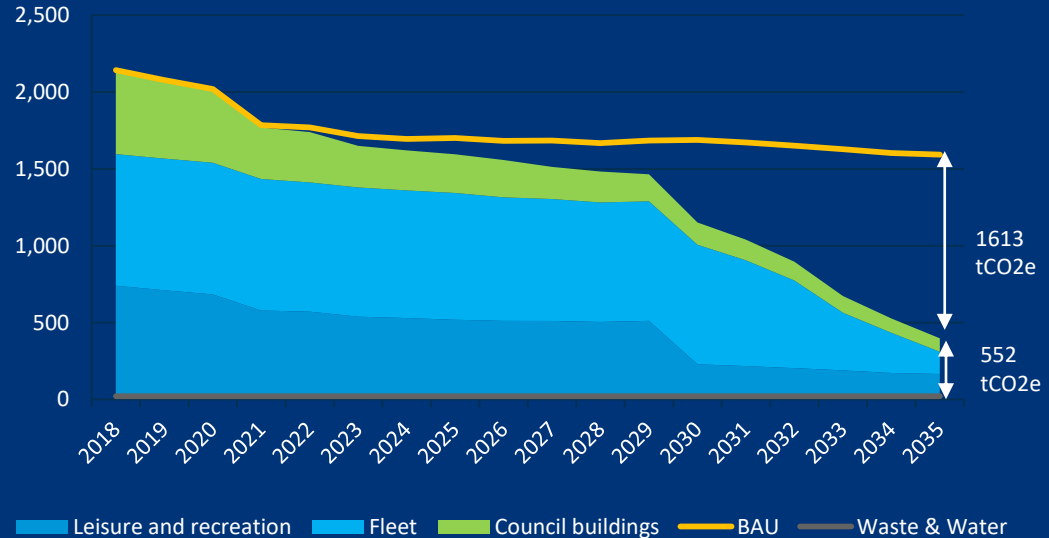
2022 to 2029 – Transition fleet to electric vehicles, waste management improvements

2029 / 2030 – Heat pump installation

The two highest impact projects – fleet electrification and installation of a GSHP at Newark Sports and Fitness Centre – both involve the displacement of fossil fuel with electricity. **Electrification will be critical for the Council to achieve their decarbonisation target.**

However, the electrification of the conventional technologies (e.g. vehicles, gas boilers) often requires supplementary measures and infrastructure, and should not be viewed as a like-for-like replacement. The Council will ensure it's aware of the requirements associated with electrification and plan a strategy for its' successful implementation across transport & heat.

Pathway to 2035 carbon neutral target



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Gap to target

The scenario shows that NSDC will have approximately **552 tCO₂e** of residual emissions in 2035. This is a significant reduction on the baseline but still represents a gap to the Council's target. To close the gap further, the Council will:

Implement best practice across the estate

The scenario presented does not account for incremental progress in energy efficiency, building controls, and behavioural shifts. NSDC will consider a review of building management systems (BMS), end-of-life procurement guidelines, and employee engagement to optimise the use of assets under the Council's control. NSDC will ensure their climate emergency target is imbedded into broader Council policy and processes, so that no other activity is inadvertently having a detrimental effect on reaching the target.

Additions to the estate

Additions and/or changes to the estate will be captured in the Council's reporting. If the Council is involved in any new build projects, the energy performance of the building will be a core component throughout the design, procurement, and construction phases of the project.

Offsetting

Even under an extreme decarbonisation pathway, it is likely that NSDC will still have some residual emissions in 2035. To address this the Council will consider the formation of a robust offsetting strategy with high quality credits, to match these residual emissions. The exact level of offsetting required by NSDC is still not clear and guidance is expected to progress between now and 2030. (The World Resource Institute and the Carbon Trust are developing a new accounting standard for GHG removal, which is due for public comment in 2021). Therefore at this stage, the Council commits to developing an offsetting strategy as the sector develops, including the principles of:

- a. **Reductions before offsetting.** Offsetting should only be explored after efforts to achieve reductions within an organisation's emission boundary have been explored.
- b. **Additionality.** The reductions achieved should be additional to what would have happened in the absence of the project.



Other carbon reduction opportunities

Newark and Sherwood District Council's Indirect Emissions

The Carbon Trust has identified other emissions that occur within the Council's value chain, but are outside of the Council's direct control (called Scope 3). These emissions were a total of **866 tCO₂** in 2018/19.

For many organisations the majority of their greenhouse gas (GHG) emissions lie outside their own operations in their Scope 3.

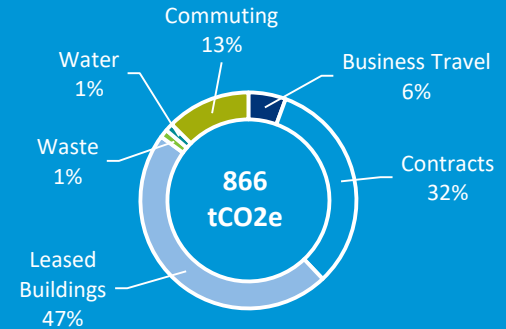
Measuring Scope 3 emissions can allow organisations to:

- Assess where the emission hotspots are in their supply chain;
- Engage suppliers and assist them to implement sustainability initiatives;
- Improve the energy efficiency of the products they use;
- Positively engage with employees to reduce emissions from business travel and commuting.

The **indirect nature of Scope 3 emissions make primary data harder to obtain**. Where actual data is not available, benchmarks and/or proxies are often used to approximate emissions. Additionally, as emission reductions are ultimately reliant on a third party, there are fewer direct actions that a reporting organisation can take to reduce their indirect emissions.

Due to the above factors, emissions have only been included in the Council's target where the data is robust and therefore an emission reduction can be demonstrated (waste and water). For other emission sources in the Council's Scope 3 actions have been identified to improve data collection and measurement. These actions will be included in the Emissions Reduction Action Plan.

Newark and Sherwood District Council Scope 3 breakdown



Emission sources in the Scope 3 footprint:

- Council procured goods (e.g. paper) and services (e.g. construction contracts)
- The energy consumption in leased buildings owned by the Council but operated by a third party
- Companies that the Council holds an equity investment in
- Employee commuting to work
- The extraction, production, and transportation of fuel and energy consumed by the Council
- Disposal and treatment of waste generated by the Council (including water)
- Emissions associated from business travel

Other carbon reduction opportunities

Leased buildings

Leased buildings are buildings that are owned by Newark and Sherwood District Council, but leased to and operated by a third party. Therefore NSDC has less control over the emissions of these buildings.

The total emissions from leased buildings contribute **408 tCO₂e** to the Council's carbon footprint. This calculation has been based on floor area, with a proxy applied for the type of building to calculate emissions. Actual data from leaseholders will give a much more accurate picture of the emissions associated with these buildings.

Data collection programme



It is recommended that Newark and Sherwood District Council work with their leaseholders to establish a data collection programme that will improve the understanding of consumption on these sites. Through a programme of engagement, they can then work with leaseholders to implement carbon reduction measures. Primary measures should be:

Building Fabric Upgrades

LED Lighting

Solar PV

Electrification of Heat

Encourage uptake of green tariffs

Contracts

The emissions associated with all contracts totals **598 tCO₂e**, accounting for 18% of total NSDC emissions.

For the 2018/19 carbon footprint, all figures were calculated based on the monetary value of the contract and an economic sector proxy.

Data collection programme



It is recommended that Newark and Sherwood District Council work with their suppliers to establish a data collection programme that will improve the understanding of the emissions associated with the different contract activities. If suppliers are required to disclose their emissions to the Council, this will help propagate GHG emissions throughout the supply chain.

Collaboration with other Local Authorities and Agencies

Newark and Sherwood District Council will also work with other local authorities and agencies to identify policy areas where reductions may be possible. For example, with planning.

Other carbon reduction opportunities

Business travel and Commuting

Total business mileage and commuting emissions were estimated to be **156.6 tCO₂e**, approximately 4% of the Council's total footprint.

Opportunities to reduce the emissions associated with both these activities largely evolves around reducing the total journeys and mileage being completed by Council employees. The Covid-19 pandemic has started to change working patterns and reduce commuting, through increased remote working. Employee travel can be reduced through:



Remote working



Car share incentives



Encouraging public transport



Employee engagement



Video conferencing

Waste Management

The waste generated by the Council's buildings was 499 tonnes in 2018/19, producing **10.6 tCO₂e**. Waste and water is included in the Council's carbon neutral target as the data available for these emissions is good. Progress towards reducing emissions in waste and water will be tracked as part of the progress against this target.

Currently 76% of the Council's waste by mass is incinerated. To reduce emissions as a result of waste disposal, a waste management protocol following the simple waste hierarchy of 'Reduce, Reuse, Recycle' should continue to be implemented and a new target set beyond the Council's current strategy (2006-2020).

Indicative reductions from improved waste management

Current waste practice

Total waste to incineration – 499 tonnes

Emissions produced – 10.6 tCO₂e

If a 20% reduction was applied to landfill waste

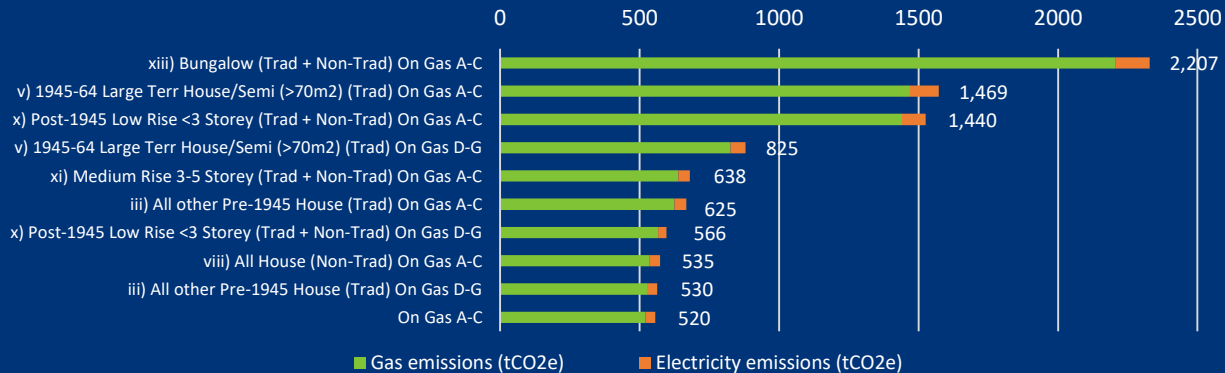
Total waste to incineration – 399 tonnes (saving of 100 tonnes)

Emissions produced – 8.5 tCO₂e (saving of 2.1 tCO₂e)



- Newark and Sherwood Homes (N&SH) was brought back into Council control in early 2020 – the same time at which work on this strategy and data collection was being undertaken. Whilst the emissions from Council owned housing were not included in the carbon neutral target, it is important that these emissions are addressed as part of the decarbonisation of the District.
- The carbon emissions from the Council owned housing stock was a total of **17,130 tCO₂e for 2018/19**. This includes the emissions associated with gas and electricity consumption across 5467 properties, alongside emissions associated with 67 vehicles, previously owned by Newark and Sherwood Homes.
- 81% of emissions from N&SH activities are associated with **gas consumption** across the housing stock. **Over 5000** of the properties are currently connected to the **gas grid**.
- As the Council seeks to reduce the emissions associated with the housing stock, it will be vital that **sources of heat are electrified** through the use of technologies such as **Ground/Air Source Heat Pumps**, alongside other measures. The electrification of heat sources therefore plays a crucial role in the proposed decarbonisation strategy for housing.

Top 10 highest emitting Archetypes across Newark and Sherwood Homes



Emissions from Council-owned housing

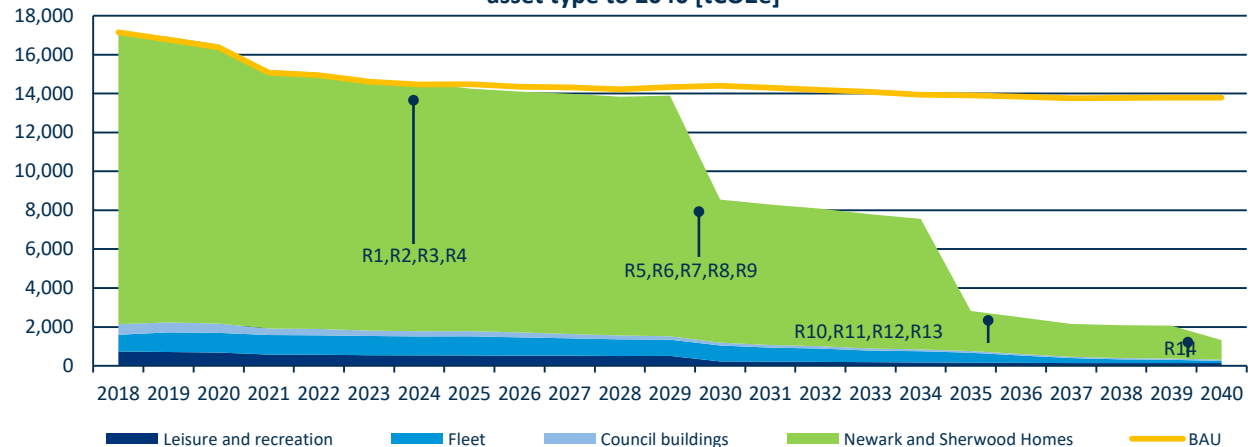


The Carbon Trust undertook analysis to show an indicative pathway of how emissions from the Council's housing could be reduced if a range of decarbonisation measures were rolled out to 2040.

Some dwellings are already fully powered by renewables. Other measures included the installation of Solar PV, installation of Heat Pumps, roll out of LED lighting and double glazing and insulation.

This indicative pathway shows how the current housing could improve its energy efficiency and heating. A full feasibility study is required to assess the financial implications. Actions to decarbonise the housing stock will be included in the Emissions Reduction Action Plan.

Indicative pathway for decarbonisation of NSDC housing stock, showing emissions by asset type to 2040 [tCO₂e]



Phasing of carbon reduction project opportunities*

- 2025 Implementation Year**
- R1: Ambient Ground Loop Heat Pumps & EE measures
 - R2: Ambient Ground Loop Heat Pumps & EE measures
 - R3: Individual ASHPs average size 5kW
 - R4: Individual ASHPs average size 6kW

- 2030 Implementation Year**
- R5: Individual ASHPs 8kW
 - R6: Individual ASHPs average size 8kW
 - R7: Package of insulation and glazing measures
 - R8: Whole house deep retrofit to zero energy standard
 - R9: Package of insulation and glazing measures

- 2035 Implementation Year**
- R10: Shared ambient loop heat pumps
 - R11: Individual ASHPs 6kW and EE measures
 - R12: Individual ASHPs and EE measures
 - R13: Whole house retrofit, ASHP, Solar PV and Battery Storage

- 2040 Implementation Year**
- R14: Shared ambient loop GSHP and EE measures

* Carbon reduction measures have been tailored to the current Archetypes present across N&SH.

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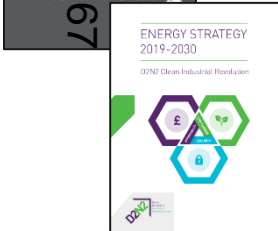
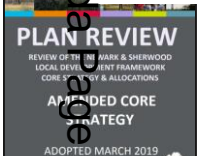


Links to broader Council policies & strategies

The Climate Emergency links to a range of other policies, strategies and initiatives that the Council has already implemented. Some key links, and recommendations on how the strategies can be aligned are set out below:



Newark and Sherwood Homes Limited



Strategy	How this links to the Climate Emergency Strategy	Recommendations to enhance action in the District & ensuring alignment with this Strategy
Newark & Sherwood Community Plan 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. Includes actions for accelerating the supply of new homes, improving transport infrastructure and enhancing the District's natural environment.	A carbon emissions assessment of the activities set out in the Community Plan would be helpful to understand whether the activities are contributing to an increase of carbon emissions in the District and drive low carbon options to be considered for infrastructure and housing construction.
Asset Management Strategy 2016 – 2026	The Asset Management Strategy highlights that the Council's assets must be continually maintained to meet wider community and environmental agendas. The plan aims to improve the energy efficiency of homes, this includes where possible the identification of opportunities to utilise renewable energy sources and associated technology to reduce carbon emissions.	The Asset Management Strategy should be aligned with the emissions reductions required by the Council's target, in particular for Newark and Sherwood Homes. More detailed work will be required to understand the most cost effective carbon reduction opportunities for N&SH housing stock.
Newark & Sherwood's Local Development Framework 2019	Sets the Local Development Framework for the District, including the Core Strategy DPD, Site Allocations DPD and Wind Energy SPD. Includes Core Policy 10 in relation to the District's commitment to tackling climate change.	In line with the LDF review timescales, ensure policies that drive the highest possible climate mitigation and resilience for development across the District.
D2N2 Energy Strategy 2019 – 2030	Sets a 2030 vision for the D2N2 LEP to be a national pioneer in clean growth and test-bed for work class energy systems innovation.	The Council could work with the D2N2 LEP to identify local businesses that could drive clean growth and pilot local energy projects that would be well suited to the Newark and Sherwood District.

Governance, Monitoring and Reporting

Monitoring and Reporting

- **All of the actions detailed in this Strategy have been included in an Emissions Reduction Action Plan**, with an assigned timeline and ownership. This includes actions to meet the target, to progress the decarbonisation of Council owned housing and improvements required to data collection for indirect emissions.
- The Council's Carbon Footprint will be updated on an annual basis. Progress against the Emissions Reduction Action Plan monitored regularly and **reported to the Policy and Finance Committee on an annual basis**.
- In addition to monitoring progress towards the target, officers will continually monitor how local plans and policies can support the ability of the Council to reach their target.

Governance

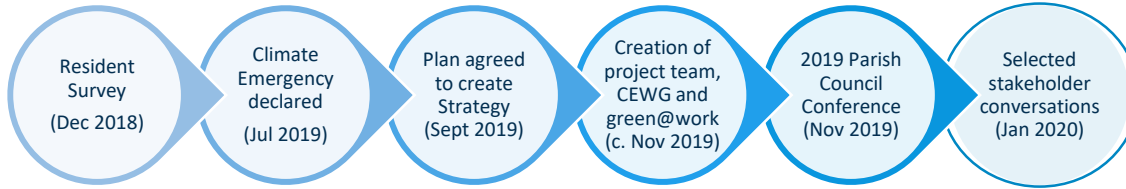
- The Council's **Climate Emergency Working Group** was established in July 2019 with elected member representatives (Chairs and Vice Chairs) from the Leisure & Environment, Homes & Communities, Economic Development, and Policy & Finance committees to oversee the production of this Strategy.
- The Council recognises the importance of having the correct oversight and organisational procedures in place to maintain a focus on carbon reduction over time and manage the implementation of this Strategy. In order to embed this Strategy in Council activities, instead of maintaining the separate CEWG, going forward overall responsibility for the Climate Emergency Strategy and Emissions Reduction Action Plan will sit with the Policy and Finance Committee, with reporting to other Committees as required.
- **Knowledge sharing and integration across internal council-led teams will be crucial to success**, as will initiatives that can be driven forward by the residents, organisations and businesses across the borough.
- To this end, the Council has created a new role of Environmental Policy and Project Officer to develop and implement environmental working, with oversight from the Director of Communities. This new role will also seek to engage with stakeholders. A project team of officers has been created to support the creation of this strategy. The project team will be refocused to support the delivery of relevant actions.



Engagement

Newark and Sherwood District Council recognises that effective engagement with a range of different stakeholders from across the Council and District will be a key facilitator towards successful climate emergency strategy.

Engagement to date



Next steps

In line with the Newark and Sherwood Community Plan objectives, the Council will:

- Build on previous engagement undertaken across the Council, such as the “Greener, Safer, Cleaner” and “Greening Newark and Sherwood” agendas, to develop an initial list of stakeholders to continually engage with.
- Complete internal in-depth stakeholder mapping exercise to identify, map and prioritise key stakeholders from across the Council. This will ensure that key stakeholder needs are identified and understood with the relevant resources being targeted effectively.
- Develop the appropriate tools to accurately plan and track all stakeholder interaction and store stakeholder information.



Appendix A – Calculating the carbon footprint

- In order to calculate a carbon footprint there are two primary inputs, the ‘activity’ or volumetric data and the associated emission factor. Activity data is the quantification of the action of the emission source, whether that be kWh of electricity consumed or kilometres driven by a vehicle. The emission factor is the metric of kg of CO₂e produced by one unit of the associated activity. Emission factors are provided for a range of activities by the department for business, energy and industrial strategy (BEIS); these factors are updated annually where required.
- Numerous other activities are more abstract and require a proxy to either transform the activity data in to a value that can be used with a BEIS emission factor, or a proxy emission factor to use with the available activity data. An example of the former would be using the floor area of a building as activity data, then benchmark data of electricity consumed per m² as a proxy and finally combine this with the BEIS emission factors. Another example is to use contract values (£) as activity data and a proxy economic based emission factor (in this case EEIO)

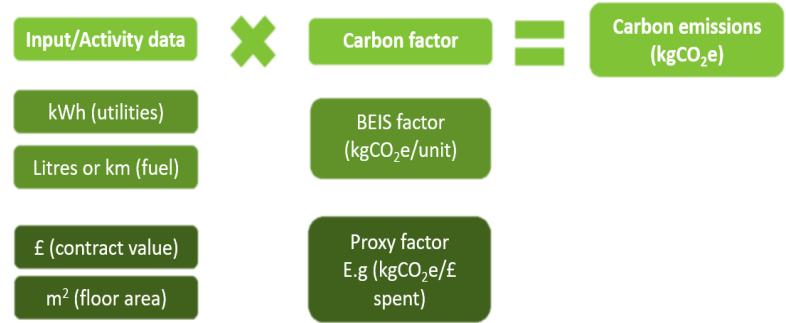


Figure X: Graphic detailing the general calculation methodology to arrive at carbon emissions

Environmentally Extended Input Output

- Environmentally Extended Input-Output (EEIO) factors use expenditure mapped to broad economic sectors to provide a proxy for carbon emissions. The methodology developed by the World Resources Institute and Carbon Trust, allows for the calculation of emissions produced for over 19,000 specific goods and/or services, which are linked to 430 broad economic sectors for which emission factors per pound (£) of expenditure are available.
- It should be noted that EEIO values provide emissions for sector specific goods/services within broad economic sectors but not for the exact individual goods/services. This means that although being able to provide a broad, first iteration emission value; it is not exact – further analysis of the operations of an individual goods/services are needed to determine a more precise footprint. EEIO factors should only be used where first hand activity data is unavailable / difficult to obtain. These factors have therefore only been used for the **councils procured goods and services**.

Appendix B – Scope breakdown of NSDC carbon footprint

Greenhouse Gas Protocol emissions included in carbon neutral target

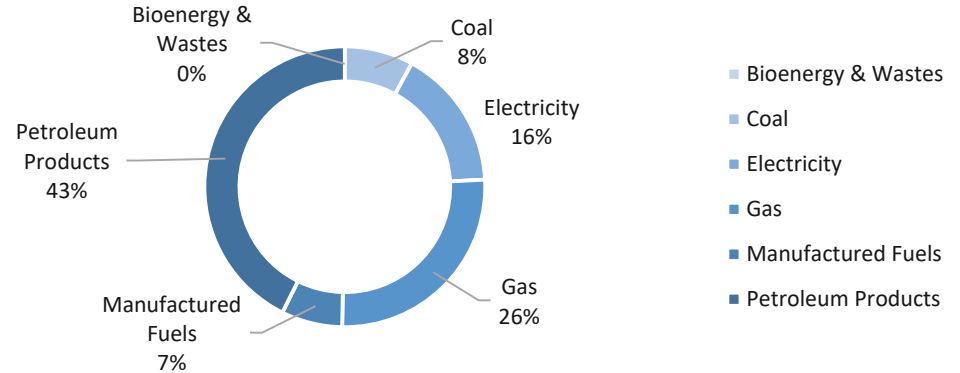
Scope	Included Elements	Excluded elements
1	Organisation vehicles	
	Purchased electricity	
	Business Travel	Capital goods
	Waste & water generated/supplied and disposed of operations	Upstream transportation and distribution
	Purchased goods and services	Upstream leased assets
	Employee Commuting	Franchises (downstream) Investments (downstream)

NSDC emissions footprint for 2018/19

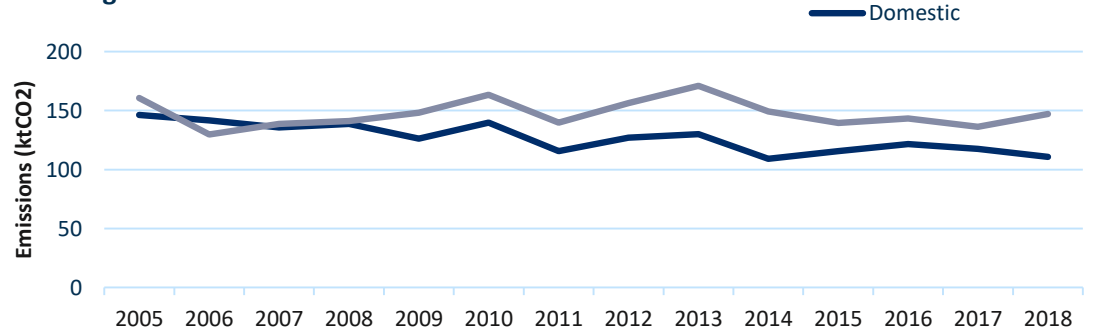
Source	% of total	Emissions [tCO ₂ e]
Electricity	30.4%	658.8
Fleet	39.6%	856.7
Gas	29.0%	628.0
Waste	0.4%	10.7
Water	0.4%	10.2
Total		2164.5

Appendix C – Scope breakdown of Newark and Sherwood District

District emissions breakdown in 2018/19



Change in District emissions from 2005 to 2018



This analysis calculates the sources of carbon emissions from residential and business across the Newark and Sherwood District, using data from the UK’s Greenhouse Gas Inventory. The Inventory estimates the carbon dioxide emissions at local authority level across the UK.

In 2018/19 the total carbon footprint of the District was 987,800 tCO₂e, comprised of petroleum products (43%), gas (26%), electricity (16%), coal (8%) and manufactured fuels (7%).

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Emissions type	Sum of Emissions (ktCO ₂)
Bioenergy & Wastes	0
Coal	78.2158
Electricity	160.747
Gas	257.9206
Manufactured Fuels	69.4656
Petroleum Products	421.4506
Grand Total	987.7996



Appendix D – Emissions Reduction Action Plan

Please see the accompanying document.

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Greening Newark and Sherwood – Action Plan

The Greening Newark and Sherwood action plan is presented in parts. The first part demonstrates the broad ways in which Newark and Sherwood District Council will work towards its environmental ambitions, as set out in the Community Plan.

The second part is those specific and quantifiable actions that will help the Council’s operations to become carbon neutral by 2035 – the carbon emissions action plan. We have worked with the Carbon Trust to define these carbon reduction actions and will focus on council buildings and the fleet of vehicles. All suggested actions are subject to detailed feasibility studies and approval processes – and further supporting assumptions are given in the appendix. The action to “implement a defined process for energy management and utility data collection” may offer additional opportunities in the future.

A final part examines housing. While housing is not quantified in the Council’s carbon reduction target, Newark and Sherwood District Council will explore options for reducing carbon emissions from existing council housing that also provide benefits to tenants. The Carbon Trust have suggested a series of potential projects for housing that could be prioritised, subject to suitable funding becoming available.

	Project	Descriptor	Estimated implementation year	Owner
01 Agenda Page 75	Business travel	Review options for reducing business journeys. Refine data collection relating to business travel – to better understand vehicle types and emissions, to inform recommendations.	Annually	Transformation & Administrative Services
	Staff Commuting	Collect and refine data regarding staff commuting via the staff survey. Use this information to inform future recommendations.	Annually	Transformation & HR
	Contracts	Work with suppliers to establish a data collection programme to improve understanding of emissions associated with different contract activities	To be ongoing	Transformation
	Procurement	Review processes to embed carbon emission intensity into contract decisions where possible	To be ongoing	Transformation

05	Government Policy	Monitor emerging policy, particularly that relates to the Environment Bill, raise awareness of legally binding environmental targets (four priority areas identified as: air quality; resource efficiency and waste reduction; biodiversity; water)	Ongoing	Transformation
06	Green Energy Tariffs	Explore green energy tariffs – in line with procurement requirements	To be confirmed	Transformation & Asset Management
07	EV Chargepoints	Explore the expansion of the EV network such as via BP Chargemaster	To be confirmed	Asset Management
08	Supplementary Planning Documents	Prepare a Supplementary Planning Document for sustainable design and development, and for potential other themes. Subject to the proposals in the Planning White Paper becoming law, look to introduce local design code/s to secure development that address the Climate Emergency. Residential Cycle & Car Parking Standards SPD currently being prepared to require the provision of cycle parking and electric vehicle charging points in new residential development.	2022 2020	Planning Policy & Infrastructure
09	Planning Policy	Understand any implications of the Government’s Planning White Paper (published July 2020), or associated policy, for the environment.	Ongoing	Planning Policy & Infrastructure
10	Infrastructure	Working with Nottinghamshire County Council promote opportunities for green and sustainable infrastructure and associated travel, through securing improved cycle ways, a Brompton Bike scheme, and improved bus and train services.	Ongoing	Planning Policy & Infrastructure
11	Biodiversity	Promote opportunities for biodiversity net gains where appropriate within the planning system and process	Ongoing	Planning Policy
12	Energy Efficiency in the PRS	Raise awareness of energy efficiency standards in the Private Rented Sector	Ongoing	Public Protection – Environmental Health
13	Air Quality	Work with neighbouring local authorities regarding the Nottinghamshire air quality strategy.	Ongoing	Public Protection – Environmental Health
14	Licensing	Contribute to accelerating the shift to low carbon transport by investigating the potential for minimum vehicle emission requirements (eg. related to age of vehicle)	2021	Public Protection - Licensing
15	Waste and Recycling	Reference separate strategies regarding: - Waste - Recycling - Future national policy	Ongoing	Environmental Services
16	Tree Planting and Urban Greening	Referencing schemes such as the Woodland Trust’s Emergency Tree Plan, explore the potential for increased tree planting in Newark and Sherwood	To be confirmed	Environmental Services

17	Energy and Home Support	While progressing existing projects and schemes to alleviate fuel poverty, link with climate/environmental initiatives where possible	Ongoing	Energy and Home Support
18	Green Champions	Explore the appetite for a network of Green champions in the community.	To be confirmed	Community Relations & Transformation
19	Leadership and Advocacy - Communications	Work with residents, businesses and the community to raise awareness of existing practice, and to share learning and experiences. Advocate at national levels, as appropriate, regarding local priorities.	Ongoing	Transformation & Environmental Services & Communications
20	Collaborative Local Authority Working	Work with other local authorities in Nottinghamshire, especially via the Environmental Strategy Working Group and in conjunction with the LEP's D2N2 Energy Strategy, to maximise potential.	Ongoing	Communities and Environment Directorate & Transformation
21	Staff and Member Engagement	Work with staff and Members to embed good practices – building on Green@Work. Raise awareness to reduce paper usage, to reduce plastic, to reuse resources and more.	Ongoing	Transformation & Green@Work
22	Green Recovery	Explore the potential for green recovery to strengthen the local economy such as via schemes highlighted in HM Treasury's A Plan for Jobs (2020).	To be confirmed	Economic Development & Transformation
23	Funding	Explore opportunities for green funding	To be confirmed	Finance & Transformation
24	Offsetting	Develop a strategy for offsetting any residual emissions in 2035. Following the principle of reduction first, and as defined in the climate strategy, explore opportunities to offset any residual operational emissions that remain in 2035.	2035	Finance & Transformation

Newark and Sherwood District Council – Emissions Reduction Action Plan

Building	Project descriptor	kWh saving (per annum)	Annual CO2 reduction potential (tCO2e in 2020)	Cost saving (estimated annual following installation)	Lifetime CO2 reduction potential over lifespan of technology (tCO2e)	Simple payback (years)	Estimated implementation year	Owner
Council owned Buildings								
Brunel Drive Depot	Supply & installation of 19.2kW PV array	16,613	3.9	£2,128	22.6	8.8	2025	Asset Management & Environmental Services
	Supply & installation of air source heat pump to replace existing heating system	163,288	26.4	0	562.3	n/a	2027	Asset Management & Environmental Services
Castle House	Supply & installation of 25.4kW PV array	22,925	5.3	£2,937	31.1	8.6	2025	Asset Management
Lorry park Service Area	Supply & installation of LED lighting	2,482	0.6	£318	3.2	6.8	2023	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	41,577	6.7	0	142.7	n/a	2023	Asset Management
National Civil War Centre	Supply & installation of LED lighting	20,487	4.8	£2,625	27.8	7.6	2023	Asset Management
	Supply & installation of 5.4 kW PV array	4,820	1.1	£617	27.8	8.5	2025	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	154,852	25	0	535	n/a	2029	Asset Management
Newark Beacon	Supply & installation of air source heat pump to replace existing heating system	70,744	11.4	0	243.6	n/a	2021	Asset Management
	Supply & installation of 65.4 kW PV array	51,359	12	£6,580	69.8	9.2	2025	Asset Management
Police Theatre	Supply & installation of LED lighting	32,720	7.6	£4,192	33.2	4.4	2023	Asset Management

	Supply & installation of 37.8 kW PV array	34906	8.1	£4,472	47.4		8.1	2025	Asset Management
	Supply & installation of air source heat pump to replace existing heating system	151,012	24.4	0	520.9		n/a	2030	Asset Management
Vicar Water Visitor House	Supply & installation of LED lighting	3,682	0.9	£472	5		7.6	2023	Asset Management
	Supply & installation of 7.8 kW PV array	6,662	1.6	£853	9.1		8.9	2025	Asset Management
All sites	Implement a defined process for energy management and utility data collection								Asset Management & Transformation

Leisure and Recreation									
Newark Sports and Fitness Centre	Supply & installation of LED lighting	68,791	16	£10,310	67.4		2	2023	Active4Today / Asset Management
	Supply & installation of solar PV	102,351	23.9	£15,353	149.8		7.2	2025	Active4Today / Asset Management
	Supply & installation of ground source heat pump to replace existing heating system	1,293,672	204	0	2968		n/a	2030	Active4Today / Asset Management
Dukeries Leisure Centre	Supply & installation of solar PV	22,299	5.2	£3,345	32.6		8	2025	Active4Today / Asset Management
Blidworth Leisure Centre	Supply & installation of solar PV	8,687	2	£1,303	12.7		7.1	2025	Active4Today / Asset Management
Based on sports Pavilion – for consideration in all other leisure settings	Supply & installation of LED lighting	3,131	0.7	£401	4.5		13.6	2023	Active4Today / Asset Management
	Supply & installation of air source heat pump to replace existing heating system	47,510	7.7	0	163.6		n/a	2023	Active4Today / Asset Management

Leased Buildings								
All leased buildings	NSDC to work with their leaseholders to establish a data collection programme							Asset Management & Transformation
All leased buildings	Programme of engagement around emission reduction measures (LED lighting, Solar PV, building fabric upgrades, electrification of heat, green tariffs)							Asset Management & Transformation

Fleet								
All vehicles	Detailed review of electric vehicle transition and installation of EV charging infrastructure (currently being undertaken and considering costs) Current figures provided based on high-level review of fleet decarbonisation, based on 2020 vehicle models.	<i>291,887 (estimated annual – whole fleet)</i>	<i>118 (estimated annual – whole fleet)</i>				49.9	Environmental Services
All vehicles	Continue the use of telematics systems across all vehicles							Environmental Services

Housing								
R1	Shared ambient ground loop for each block of flats. Individual heat pump within each flat. Ensure all basic energy efficiency and air tightness improvements have been made.	921,595	215	/	1,694	/	2025	Housing
R2	Shared ambient ground loop for each block of flats. Individual heat pump within each flat. Upgrade to high performance triple glazing. Air tightness measures. Improve flat roof insulation where appropriate.	437,385	102	/	804	/	2025	Housing
R3	Install individual Air Source Heat Pumps, hot water cylinders and upgraded heat emitters. Average size 5kW.	662,323	154	/	1,217	/	2025	Housing
R4	Install individual Air Source Heat Pumps, hot water cylinders and upgraded heat emitters. Average size 6kW.	933,180	218	/	1,715	/	2025	Housing
R5	Install Individual ASHP 8kW.	7,859,982	1,216	/	37,329	/	2030	Housing
R6	Install Individual ASHP Average 8kW.	14,472,413	2,238	/	68,734	/	2030	Housing
R7	Assumed package of loft insulation, floor insulation, triple glazing and air tightness and ventilation measures.	363,534	85	/	668	/	2030	Housing
R8	Whole house deep retrofit to net zero energy standard (eg Energiesprong). Including heat pump, solar PV, battery storage and space heating demand <30 kWh per m2 per pa.	379,044	88	/	697	/	2030	Housing

R9	Assumed package of loft insulation, floor insulation, triple glazing and air tightness and ventilation measures.	819,342	191	/	1,506	/	2030	Housing
R10	Shared ambient loop heat pumps.	7,773,573	1,222	/	36,176	/	2035	Housing
R11	Individual ASHP 6kW and energy efficiency.	2,329,930	378	/	10,405	/	2035	Housing
R12	Individual ASHP and energy efficiency.	5,855,879	939	/	26,564	/	2035	Housing
R13	Deep retrofit, ASHP, Solar PV and Battery storage.	5,119,672	941	/	18,774	/	2035	Housing
R14	Shared ambient loop GSHP and energy efficiency improvements.	2,958,258	480	/	13,211	/	2040	Housing

Scope 3 emissions			
Waste	Set a waste reduction target that contributes to emission reduction pathway		See above
Contracts	NSDC to work with suppliers to establish a data collection programme to improve understanding of emissions associated with different contract activities		See above
Procurement	Review of procurement processes to embed carbon emission intensity into contract decisions		See above
Business travel & commuting	Review options for reducing business journeys and collect data through next staff travel survey		See above

Offsetting strategy			
	NSDC will develop a strategy for offsetting any residual emissions in 2035	2035	See above

Appendix – supporting assumptions (Corporate and Leisure)

- All opportunities included have each been assessed independently in terms of their potential for saving energy and payback. The overall savings figures shown may not fully be achievable due to interactions between measures. All costs and savings in this report are indicative only and subject to further technical and financial feasibility study.
- Maintenance savings are not included at this stage.
- Costs provided are indicative figures for supply and install only. No cost allowance is included for measurement and verification (M&V) and other potential costs such as contingency, asbestos removal, design & feasibility studies (allow at least 10% for solar and heating studies), project management, VAT, business rates etc.
- Capital cost estimates (supply and install):

Technology	Cost Estimates	Source
Solar PV	£900 per kW installed	Carbon Trust
LED Lighting	£14 per m ²	CIBSE, Carbon Trust
Air Source Heat Pump	17kW £991 per kW installed 24kW £826 per kW installed 32kW £651 per kW installed 64kW £575 per kW installed	SPONS 2020
Ground Source Heat Pump	Heat pump cost £500 per kW installed Borehole cost £800 per kW installed Heat exchanger cost £150 per kW installed	SPONS 2020, Carbon Trust, GSHP Industry Standard

- Lifetime carbon savings based on 'Future Energy Scenarios' 2019 published by the National Grid for decarbonisation of the grid and CIBSE Guide M guidance on the lifetimes of key technologies. All lifetime savings have been calculated from 2020.
 - Solar PV – 25 Years
 - Ground Source Heat Pump – 20 years
 - Air Source Heat Pump – 15 years
 - LED lighting – 50,000 burn hours (years dependent on occupancy hours of building)
- Annual carbon saving based on 2019 'Greenhouse gas reporting: conversion factors' published by Department for Business, Energy & Industrial Strategy (BEIS).
- No inflation has been applied at this point, savings are calculated from 2020 utility tariffs + Climate Change Levy (CCL).
- Implementation years:
 - Heat pumps – based on 'end of life' for current boilers. Boilers economic lifespans are estimated at 15 years, from the data provided we have estimated the replacement cycles for heat pumps.
 - LED & Solar PV – Considered 'quick wins'; a 2-3 year mobilisation period has been allowed.
- Heat pumps have been provided as the replacement for boilers due to the unparalleled carbon savings that can be achieved compared to a direct gas boiler replacement. Condensing gas boilers are a mature technology and it is unlikely that new models will be able to improve efficiency ratings any further, all boilers in the estate appear to be condensing already and a direct replacement would yield minimal savings (~0-5%). The decarbonisation of the electrical grid further emphasises the savings that can be achieved moving forward with a heat pump installation.
- It should be noted that heat pumps are a juvenile technology; capital costs are high and while gas remains relatively cheap compared to electricity the financial case is not strong (this is the reason for 'n/a' paybacks). However, the carbon case is already obvious and therefore consideration needs to be applied now before it is too late. The heat pump market is expected to develop rapidly in the coming years and this should drive costs down. Strong government intervention will be required to assist in the disparity between gas and electricity costs.



NEWARK &
SHERWOOD
DISTRICT COUNCIL



- Please note; the Renewable Heat Incentive (RHI) is currently available for heat pump projects, providing a financial incentive per kWh generated. However, the future of this is uncertain and when Newark come to install heat pumps it is likely there would be a new mechanism in place.

<https://www.ofgem.gov.uk/environmental-programmes/non-domestic-rhi>

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

THE DIGITAL DECLARATION

1.0 Purpose of Report

1.1 To endorse Newark & Sherwood District Council signing the 'Local Digital Declaration' committing Newark & Sherwood District Council to work towards being a Digital Council.

2.0 Background Information

2.1 The Local Digital Declaration is a joint initiative by MHCLG and the Government Digital Service (GDS) and it was first published in July 2018. The Local Digital Declaration is a shared ambition for better local public services through digital means and seeks to commit to design services that:

- Best meet the needs of the resident,
- Challenge the technology market to offer flexible tools and services that public sector bodies require,
- protect the privacy and security of residents, and
- Deliver better value for money.

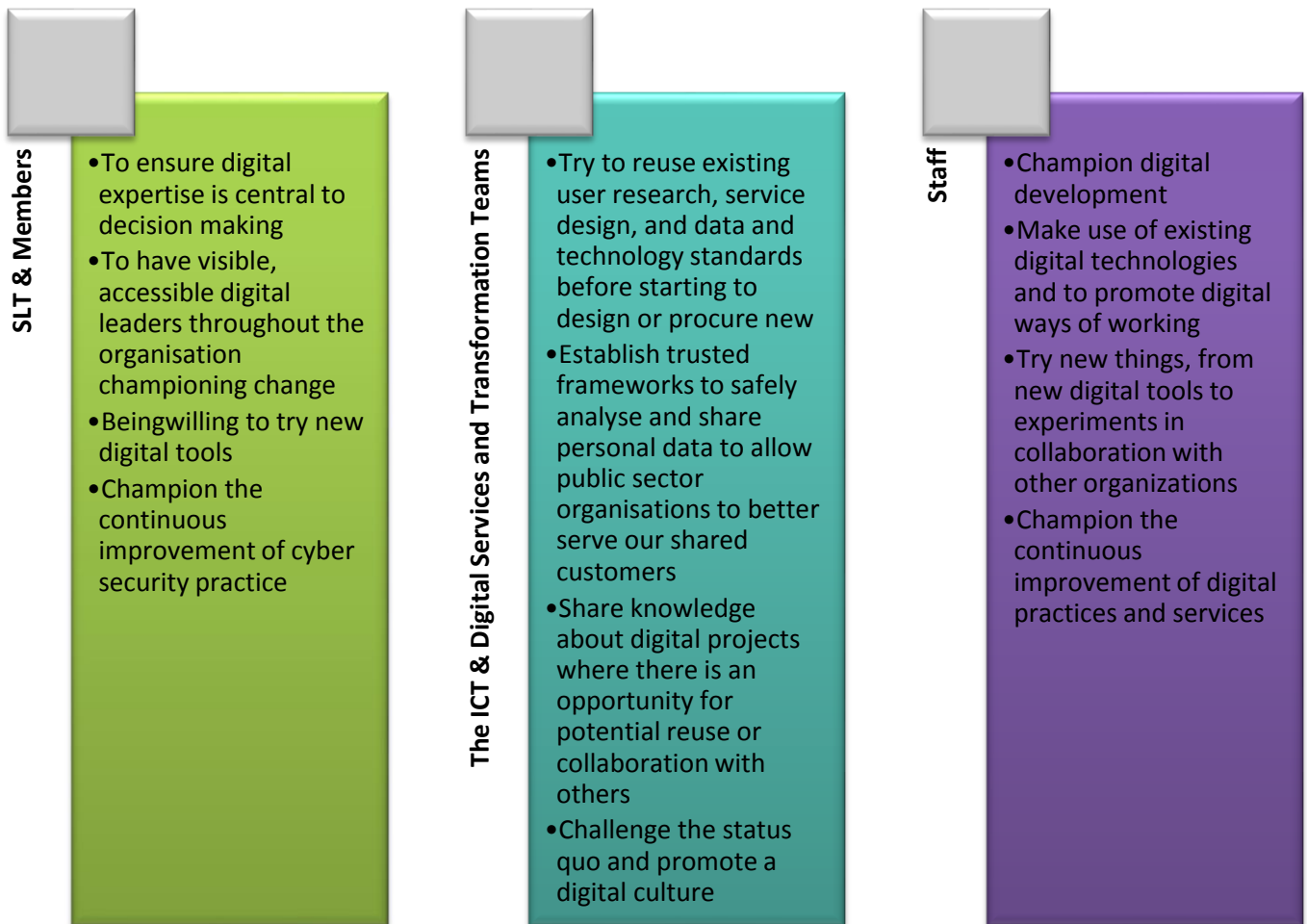
2.2 This diagram highlights what these commitments would mean for residents;



2.3 Local authorities are invited to collaborate on this initiative by signing the declaration and committing to deliver a first action. In turn, MHCLG will support co-signatories and advocate to central government on the digital agenda. To date 45 local government authorities have signed up including; Ashfield DC, Mansfield DC and Nottingham City Council.

3.0 Proposals

3.1 In signing up to the local digital declaration, attached as an **Appendix A**, the Council are required to undertake the following actions;



3.2 Signing up to the local digital declaration would mean all Members making the following commitments;

- To consider digital expertise centrally in the decision making process
 - By introducing a digital implications prompt into committee reports
- To have visible and accessible digital leaders throughout the organisation championing change
 - By continuing the roll out of the Digital Champions scheme
- Being willing to try new digital tools
 - By championing change and being open to new things
- Champion the continuous improvement of cyber security practice
 - Being cyber aware and advocating for the importance of security online

3.3 The declaration would be owned by the IT and Digital Services Business Unit with the close support of the Transformation team. The declaration would be rolled out to the organisation utilising the 'Digital Champions' a group of staff who advocate for digital transformation. This group was first created in 2019 and since then they have been integral to the rollout of Microsoft Teams and Office 365. The aim is for the digital champion scheme to be rolled out to Members as well so that there is a digital champion in every area of the Council.

- 3.4 To sign up to the declaration, the Council must commit to a delivery of a project. This project must contain
- An issue the organisation is trying to resolve,
 - Partnership working with other groups or organisations,
 - A understanding of what will be delivered with this project (within a year of signing the Declaration), and
 - The benefits of the project to specific users.
- 3.5 The Council want to launch the Declaration commitment with a community focused project that works towards digital inclusivity. Despite the transformative impact of technology on society, many people in the UK remain digitally excluded. This is important as residents who are excluded digitally are also more likely to be socio-economically disadvantaged, and the digital divide exacerbates this inequality.
- 3.6 The aim is for the first digital declaration project to work to combat this inequality. The IT a IT and Digital Services and Transformation Business Units will be working with members and residents to develop this project.
- 3.7 There is the potential for this project to receive funding through The Local Digital Fund. This fund was announced in July 2018 by Housing, Communities and Local Government (MHCLG). It aims to help local authorities implement the Local Digital Declaration by funding digital skills training and projects that address common local service challenges in common, reusable ways. £7.5 million was assigned for 2018/19 and 2019/20. One of the current projects is digital skills training to all signatories of the Local Digital Declaration, delivered by GDS Academy, for both leaders and delivery teams.

4.0 Equalities Implications

- 4.1 Despite the transformative impact of technology on society, many people in the UK remain digitally excluded. This matters as those who are excluded digitally are also far more likely to be disadvantaged according to many other social and economic measures. The digital divide exacerbates inequality. A digital declaration project could aim to tackle this inequality by upskilling residents and consulting with residents on how the Council can shape its digital services to customer need.

5.0 Financial Implications (FIN20-21/8953)

- 5.1 There are no financial implications arising from this report. Any financial implications will be considered through the Council's Senior Leadership Team and relevant committees for each project.

6.0 Community Plan – Alignment to Objectives

- 6.1 This Digital Declaration commitment works towards the objective to “generate more income, improve value for money and increase residents’ satisfaction with the Council.”

7.0 Homes & Communities Committee

7.1 This report was considered by the Homes & Communities Committee at their meeting held on 14 September 2020, at which they recommended the signing of the Digital Declaration.

7.0 RECOMMENDATIONS that:

- a) the signing of the Local Digital Declaration be approved; and
- b) the introduction of a digital implications Committee report header be approved.

Reason for Recommendations

Signing the declaration will provide a digital vision committing the Council to meeting the needs of the resident, providing better value for money, challenging the technology market and protecting residents privacy and security.

Background Papers

Nil.

For further information, please contact Dave Richardson on Ext 5405.

Sanjiv Kohli
Deputy Chief Executive, Director – Resources and Section 151 Officer

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

CALL RECORDING POLICY

1.0 Purpose of Report

1.1 To present to Members a case for the introduction of call recording and seek approval for the Call Recording Policy, including the proposed duration of storage of a recording.

2.0 Background Information

2.1 There is currently no call recording functionality in the Council's telephony or call centre solutions. The telephony and call centre solutions are moving to a new provider (likely to be in October 2020) and this solution has call recording functionality.

3.0 Proposal - Call Recording

3.1 There are three purpose for Call Recording:

1. Quality management, meaning staff training and performance reviews to improve service delivery and provide the Council with assurance of the quality of service information given to customers and the quality of the customer experience.
2. The investigation of complaints, meaning the call can be used as evidence in the resolution of complaints/ombudsman investigations or to clarify the content of a particular conversation.
3. To investigate safeguarding concerns or violent, dangerous, abusive or illegal behaviour. A call recording can be evidence in assessing the seriousness of threats or to seek injunctions/exclusion of individuals from Council premises. They can also be used to provide evidence for criminal proceedings or investigate fraudulent activity.

3.2 This policy applies to incoming and outgoing calls from the Council's three call centres (Newark & Sherwood Customer Services, 'CAS' Housing Contact Centre and Careline). All calls will be recorded as standard and this includes incoming and outgoing calls.

3.3 Call recording can be 'turned on' by other alternative business units as required when interacting with the public. This may be used by services such as Revenues & Benefits or the enforcement and emergency planning functions within Public Protection where officers may interact with aggressive customers or require an audit trail of information given. Any business unit that requires this function will inform the Information Governance Officer and their request for call recording functionality will be reviewed and if approved they will be given access.

3.4 Call recording will not be turned on for directly dialled calls to individual Council extension numbers unless the call receiver is already approved to record calls and they wish to turn recording on (for one of the reasons highlighted in 3.1). This will only be done with the consent of the caller. Where payment card details are taken this is done in line with the Payment Card Industry Data Security Standards (PCI DSS). This means that card details will not be stored.

- 3.5 The policy in the **Appendix** outlines the full details. The purpose of this policy is to ensure that our call recording processes and procedures are compliant with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) legislation, including retention periods and the reasons for recording.
- 3.6 All callers will be informed that their call will be recorded, along with the reason why.
- 3.7 Call recordings would be treated in the same way as any other information held in relation to an individual, and must therefore be considered when responding to any Subject Access Request made to the Council. Call recordings may be requested by partner agencies such as the Police, in connection to the detection or prevention of crime, or ongoing investigations. These requests will be assigned to the Information Governance Officer who will submit the request and arrange for access to any recordings. All requests will be stored in line with Subject Access Request procedure.
- 3.8 This policy has been reviewed by GMB and UNITE.

4.0 Proposal - Call Recording Retention

4.1 All call recordings will be stored with the Council for up to 100 days. After 100 days the call will be deleted unless it is required in an open enquiry/ investigation or being used in quality management.

4.2 The proposed retention of call recordings is as follows:

0-40 days: Recording stored securely with telephony provider

After 40 days: Recordings deleted unless action is outstanding (e.g. the housing repair is still outstanding) or for reason in 3.1. The call recording will be moved to be stored on NSDC servers.

After 100 days the recording will be deleted unless it is required in an open enquiry/ investigation or being used in quality management or training.

4.3 If that is the case the recording will be stored on Newark and Sherwood District Council servers. Access to recordings is subject to user permissions. These will be kept in a secure place until any such process/ proceeding/investigation has come to an end. At this point, they will be deleted. Access to recordings will be controlled and managed by means of secure login.

5.0 Equalities Implications

5.1 A caller will have two opportunities to consent to call recording and if no consent is received they will be put through to an advisor without the call being recorded and they will be able to proceed with their query as normal.

6.0 Financial Implications (FIN20-21/669)

- 6.1 The introduction of this functionality will be included in the new telephony software. There is a revenue cost per user per month for storage of calls for the first 40 days chargeable from the contract for the new system being signed. For full details of the costs of the contract, specifically the call retention charge, please see the 'Telephony and Call Centre Solution' exempt report to this Committee.
- 6.2 There is no charge for adhoc call recording by back-office users as these will be stored on NSDC servers or the storage of recordings after 40 days (as this will be done using Council servers).

7.0 Community Plan – Alignment to Objectives

- 7.1 This policy aligns to the objective “generate more income, improve value for money and increase residents’ satisfaction with the Council” and it aligns with the Council’s obligations to the safety and security of their staff.

8.0 RECOMMENDATION

That the Call Recording Policy as set out in the Appendix to the report be approved.

Reason for Recommendation

Call recording to be introduced for service management, and therefore assurance over the quality of the Council’s customer service, as well as the safety and security of staff in the investigation of complaints, concerns and violent, dangerous, abusive or illegal behaviour.

Background Papers

Nil

For further information please contact Ella Brady on Ext. 5279, Jill Baker on Ext. 5810 or Dave Richardson on Ext. 5405.

Sanjiv Kohli
Deputy Chief Executive, Director - Resources and Section 151 Officer

Document Name	Call Recording Policy for Newark and Sherwood District Council
Effective Date	25 September 2020
Date for Review	To be reviewed by Newark and Sherwood Customer Services, in consultation with key stakeholders and with the support of Information Governance, part of Legal Services every two years or in response to changes in relevant legislation and/or other Newark and Sherwood District Council policies, procedures and agreements.
Version Number	<i>DRAFT</i>
Approved by	Senior Leadership Team Policy & Finance Committee
Responsible Business Managers	Business Managers Customer Services and Housing Services

Call Recording Policy for Newark and Sherwood

1.0 Overview

This policy applies to incoming and outgoing calls from all of the Council's contact centres (automatic call recording) and some incoming and outgoing calls from telephony users (where recording is actively turned on). Call recording will not be turned on for directly dialled calls to individual Council extension numbers unless for the reasons outlined in 2.2 or 2.3. Where payment card details are taken this is done in line with the Payment Card Industry Data Security Standards (PCI DSS). This means that card details will not be stored.

The purpose of this policy is to ensure that our call recording processes and procedures are compliant with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) legislation, including retention periods and the reasons for recording.

2.0 The Purpose of Call Recording

2.1 All callers in scope of this policy will be informed that their call will be recorded, along with the reason why

2.2 Call recordings **may** be used for **Quality Management**

- Staff training and performance reviews
- To improve service delivery
- To assure the quality of service information and quality of the customer experience

GDPR Reason: Recording is in the legitimate interests of the recorder, unless those interests are overridden by the interests of the participants in the call.

2.3 Call recordings **may** be used for the **Investigation of Specific Complaints**

- To provide evidence in the resolution of complaints/ombudsman investigations
- To clarify the content of a particular conversation

GDPR Reason: Recording is in the legitimate interests of the recorder, unless those interests are overridden by the interests of the participants in the call.

GDPR Reason: Recording is in the public interest, or necessary for the exercise of official Authority.

2.4 Call recordings **may** be to **investigate safeguarding concerns or violent, dangerous, abusive or illegal behaviour**

- To provide evidence in assessing the seriousness of threats
- To provide evidence to seek injunctions/exclusion of individuals from Council premises
- To provide evidence for criminal proceedings
- To investigate fraudulent activity

GDPR Reason: Recording is necessary to protect the interests of one or more participants.

3.0 Scope

3.1 Automatically for calls made into/out of contact centres. The contact centres being:

- Newark and Sherwood Customer Services
- 'CAS' Housing Contact Centre
- Careline

3.2 Call recording can be turned on by additional users within specific business units as listed below, as required when interacting with the public:

- Revenues & Benefits
- Planning Development
- Financial Services
- Public Protection (enforcement and emergency planning)

Any business unit that requires this function will inform the Information Governance and Data Protection Officer and follow the procedure within this policy.

4.0 Customer Recording

All callers in scope of this policy will be informed that their call will be recorded, along with the reason why. Call recording occurs in three settings.

Setting 1: Call Centre – Incoming Call

Notification will be a standard feature on the pre-recorded welcome message, which is presented to the caller on connection to the telephone network. Those callers who object to the recording will be offered alternative means of accessing the Council, for example to email. Alternatively, call recording will be ‘switched off’ for the call.

Setting 2: Call Centre – Outgoing Call

Call centre users will read a set script to notify customers the call is being recorded and seeking confirmation of consent.

Setting 3: Telephony User – Incoming/Outgoing call

A limited number of named staff outside the contact centre will be given the ability to record a call (this will be controlled). These recordings are for the purposes outlined in 2.2 and 2.3. For example, a planning officer may wish to record a call where a customer is seeking to make a complaint to ensure a recording of this is on file for evidence as required. If call recording is switched on the officer must read the standard script and achieve consent.

5.0 Storage

All recordings will be stored securely for up to 100 days. After 100 days the recording will be deleted unless it is required in an open enquiry/ investigation (investigation of a specific complaint/ investigation of safeguarding issues or violent, dangerous, abusive or illegal behaviour) or being used in quality management or training.

Access to recordings is subject to user permissions. Recordings will be kept in a secure place until any such process/ proceeding/investigation has come to an end. At this point, they will be deleted. Access to recordings will be controlled and managed by means of secure login.

6.0 Access Requests from the Public

Call recordings are to be treated in the same way as any other information held in relation to an individual, and must therefore be considered when responding to any Subject Access Request made to the Council. Call recordings may be requested by partner agencies such as the Police, in connection to the detection or prevention of crime, or ongoing investigations. These requests will be assigned to the Information Governance and Data Protection Officer who will submit the request and arrange for access to any recordings. All requests will be stored in line with Subject Access Request procedure.

7.0 Policy Review

To be reviewed every two years or in response to changes in relevant legislation and/or other Newark and Sherwood District Council policies, procedures and agreements.

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2021 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on four months' performance information on the Council's revenue and capital budgets, including:-

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

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 2020/21

3.1 The accounts show a projected unfavourable variance against the revised budget of £1.310m on Service budgets, with an overall unfavourable variance of £1.174m as shown in the table below:

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Economic Development	2.139	2.093	2.820	0.727
Homes & Communities	2.700	3.218	3.212	(0.006)
Leisure & Environment	5.119	5.120	5.305	0.185
Policy & Finance	4.563	4.919	5.323	0.404
Net Cost of Services	14.521	15.350	16.660	1.310
Other Operating Expenditure	3.904	3.857	25.162	21.305
Finance & Investment Income/Expenditure	(0.009)	(0.183)	0.038	0.221
Taxation & Non-Specific Grant Income	(19.714)	(20.012)	(41.674)	(21.662)

Net Cost of Council Expenditure	(1.298)	(0.988)	0.186	1.174
Transfer to/(from) Usable Reserves	3.082	2.772	2.772	0.000
Transfer to/(from) Unusable Reserves	(1.784)	(1.784)	(1.784)	0.000
Transfer to/(from) General Reserves	0.000	0.000	(1.174)	(1.174)

- 3.2 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**.
- 3.3 Service Budgets managed by the Business Managers is currently predicting an unfavourable variance of £1.310m and represents 8.5% of the total service budgets.
- 3.4 The main reason for the projected unfavourable variance of £1.310m against service budgets is because the council predicts to receive gross £1.525m less income from sales, fees and charges than budgeted for. To mitigate against this, the Government has introduced a scheme to compensate councils for “*relevant losses, over and above the first 5% of planned income from sales, fees and charges.*” The compensation would equate to 75% of the lost income after a 5% deductible subject to further deductions for other funding received (i.e. income in relation to officers that have been furloughed). The scheme mandates that prior to claiming relevant costs associated with the service must be netted off the budgeted fees and charges income. Guidance around claiming has been received and officers are working towards calculating the impact of this. Based on initial estimates of receiving between £0.400m and £0.600m in compensation for lost sales, fees and charges income, this would reduce the projected overall unfavourable variance of £1.174m to between £0.774m and £0.574m. Should this variance occur, this would need to be funded from reserves. This would be funded from the MTFP reserve of which there is currently sufficient balance to meet this shortfall. This would then impact on the Councils’ current approved MTFP. This will be revised when further information is disclosed regarding the impact of the national Comprehensive Spending Review.

	£’m
Projected overall unfavourable variance (before compensation)	1.174
Estimated compensation for lost sales, fees and charges income	(0.400) - (0.600)
Projected overall unfavourable variance (after compensation)	0.774 – 0.574

- 3.5 Additionally to this, in relation to Business Rates, there is potential for a return of funding from the Nottinghamshire Business Rates Pool. At this stage it cannot be quantified as to the size of this return, as this is based on the performance of all Nottinghamshire Districts. Officers across Nottinghamshire are working to review the position, albeit this will be difficult to predict as the landscape for businesses is currently so volatile. Nottinghamshire S151 officers keep this under review during the year to assess the latest information collated across the County. This will then be fed into future forecast outturn reports.
- 3.6 Non-Service expenditure is expected to have a favourable variance against the revised budget by £0.135m.

- 3.7 The large variances against Other Operating Expenditure and Taxation and Non-Specific Grant Income primarily relate to the council's distribution in the 2020-21 financial year of its £28.752m of Small Business Grant, Retail, Hospitality and Leisure Grant and Local Authority Discretionary Grant allocation. The council distributed £7.450m of this £28.752m in 2019-20, and most of the remainder in April 2020. The £0.221m variance against Finance & Investment Income/Expenditure relates to less than budgeted investment interest income.
- 3.8 It should be noted that this position is still an indication of the anticipated outturn position, and officers continue to work throughout the year revising their forecasts. Further forecast reports closer to the financial year end will give a more accurate assessment of the outturn position.
- 3.9 The council has received £1.483m in funding from the Ministry of Housing, Communities & Local Government (MHCLG) for additional costs as a result of COVID-19. Spend paid for from this funding has been borne centrally rather than by individual services, to ensure that additional costs as a result of COVID-19 can be itemised separately from spend on mainstream services.
- 3.10 **Appendix B** shows the current allocation of this budget. As can be seen, all but £0.027m has been allocated to specific expenditure. This therefore allows scope for further expenditure to be approved for spend as a result of COVID-19 where the need arises.
- 3.11 Updated versions of Appendix B will be included in subsequent quarterly forecast outturn reports presented to this Committee. These will include projected spend for the year against each line with a funding allocation.
- 3.12 The council has also been granted, through section 31 grant, monies to support the Collection Fund in relation to the Extended Retail Discount. Businesses within the Retail, Hospitality and Leisure sector do not need to pay any non-domestic rates (NDR, or 'business rates') for 2020/21 due to this relief. Currently the relief amounts to £18.264m. The impact of this is that there will be a large deficit in the Collection Fund at the end of this financial year as business rates invoices that would usually be raised to these businesses will not now be raised into the Collection Fund. However, this is offset by the s31 grant that has been received, but due to accounting regulations the s31 grant is receivable into the General Fund rather than the Collection Fund.
- 3.13 As a result of this, it is anticipated that there will be a large surplus declared on the GF, but this will need to be transferred into reserves in order to meet the shortfall in the Collection Fund for the following year. It has been announced that losses on the Collection Fund will be able to be spread over a three year period, albeit the deficit arising from the extended retail relief will not qualify for spreading and it will only be real losses arising from closure of businesses. Officers are still awaiting guidance from CIPFA who are liaising with MHCLG regarding the mechanics of how this will work in practice.
- 3.14 Analysis from Council Tax and NNDR show that there are movements between the current year and 2019/20 in terms of collection rates. NNDR has seen a slight increase in the collection rate as the proportion of the net debit (adjusted for the additional reliefs) that

was outstanding at 31st July was 61.92% as opposed to 63.35% at the same stage last year. Council Tax is showing a slight decline in the collection rate as the proportion of the net debit that outstanding at 31st July was 66.11% as opposed to 65.52% at the same stage last year.

Overview of Projected Housing Revenue Account (HRA) Outturn for 2020/21

- 3.15 With reference to the 'Variance' column in the table below, the accounts show a projected favourable variance against the approved budget of £1.564m for the HRA as follows:

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	17.508	17.382	16.108	(1.274)
Income	(24.255)	(24.128)	(24.418)	(0.290)
Net Cost of HRA Services	(6.746)	(6.746)	(8.310)	(1.564)
Other Operating Expenditure	0.489	0.489	0.489	0.000
Finance & Investment Income/Expenditure	3.789	3.789	3.789	0.000
Taxation & Non Specific Grant Income	(0.520)	(0.520)	(0.520)	0.000
(Surplus)/Deficit on HRA Services	(2.989)	(2.989)	(4.553)	(1.564)
Movements in Reserves				
Transfer to/(from) Usable Reserves	1.628	1.628	2.258	0.630
Transfer to/(from) Unusable Reserves	(6.581)	(6.581)	(6.581)	0.000
Transfer to/(from) Major Repairs Reserve	7.942	7.942	8.876	0.934
Total	0.000	0.000	0.000	0.000

- 3.16 This is the first full financial year in which the budget integrates all expenditure and income that Newark and Sherwood Homes Ltd used to formally manage on the council's behalf.
- 3.17 Since February 2020, officers have been working with budget holders in the Housing, Health and Wellbeing directorate to assess the resources required to manage the council's social housing stock.

- 3.18 A report by Savills in 2018/19 identified the potential for the council to realise £0.950m in savings from reintegrating social housing management services back in-house. Officers have currently identified £1.053m in savings through the deletion of vacant posts and surplus resources within services. £0.332m of this has been reinvested, largely in new posts such as the Director of Housing, Health and Wellbeing's post and the Business Manager posts to be appointed to.
- 3.19 An annual £0.721m is therefore available from savings generated by the reintegration that can be reinvested into the council's social housing management services. It is anticipated that some of these savings will be used in order to strengthen front line services through a restructure that is currently being drafted and costed. It is currently assumed that another £0.091m will be used during the remainder of this financial year.
- 3.20 Due to the current pandemic, the plans identified within the report tabled at the Policy & Finance Committee during April 2020 have not yet been realised and hence the £0.721 above remains unallocated. Proposals will be put forward in terms of the reinvestment of the efficiencies, to the Homes and Communities Committee for consideration and approval. These proposals will be a mixture between reoccurring investment and one off initiatives. Once agreed these will be built into the base HRA financial Business Plan.
- 3.21 The projected outturn for the year is a net transfer to reserves of £1.564m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant. As proposed in the table above, the favourable variance identified from the efficiencies generated as a result of reintegrating the housing service, would be allocated into a strategic revenue reserve with the balance of the surplus then to be transferred into the Major Repairs Reserve to finance future capital expenditure.
- 3.22 The main reasons for the projected favourable outturn variance of £1.564m are:

	£'m
Services: a significant number of posts temporarily vacant	(0.506)
Savings: minimal use of the savings identified from bringing housing management services back into the council	(0.630)
Anticipated additional rental income	(0.404)
Other small variances	(0.024)
Total	(1.564)

Overview of Projected Capital Outturn 2020/21

- 3.23 The table below summarises the position for the Capital Programme to the end of July 2020 and is split between General Fund and Housing Revenue Account.

	Revised Approved Budget £'m	Revised Budget updated for Approval £'m	Actual Spend to July 2020 £'m	Forecast Outturn £'m
General Fund	37.498	31.817	0.816	31.817
HRA	26.748	25.248	1.219	24.752
Total	64.246	57.065	2.035	56.569

3.24 Actual spend to the end of June 2020 was only 1.5% of the revised budget at the time and for the same period in the previous financial year, this was 26%, therefore the COVID-19 lockdown period has had an impact on Capital expenditure. However, during July, a further £1.143m was spent, so whilst this is still low compared to revised budget (3.6%) expenditure is picking up at pace.

3.25 Overall the forecast outturn position is anticipated to be a favourable variance of £0.496m. Due to the current pandemic, the HRA investment programme is anticipated not to utilise its full budget allocation at this time. Officers will keep this under review and future forecast outturn reports will revise this.

3.26 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Policy & Finance Committee approve all variations to the Capital Programme. Following the meeting of 25 June 2020, the total approved budget was £64.246m. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£0.346m
Reprofiles	-£7.527m
Total	-£7.181m

3.27 If these variations are approved, then the revised budget will be reduced to £57.065. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices D** (General Fund) and **E** (HRA).

Capital Programme Resources

3.28 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.

3.29 In summary, the forecast outturn of £56.569m (taking account of the anticipated favourable variance on the Investment Programme) will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget

	General Fund £'m	HRA £'m	Total £'m
Borrowing	19.060	7.599	26.659
External Grants & Contributions	6.640	0.779	7.419
Capital Receipts	0.974	4.853	5.827
Community Infrastructure Levy	0.620	0	0.620
Revenue Contributions	4.523	11.521	16.044
Total	31.817	24.752	56.569

Capital Receipts

3.30 The Council has been successful in securing a number of capital receipts for both general fund and HRA in previous years, and continues 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 2020	1.209	2.440	1.805	5.454
Received up to the end of July 2020	0.000	0.503	0.216	0.719
Estimated receipts for remainder of the financial year	0.000	0.183	0.572	0.755
Approved for financing	0.974	2.260	2.593	5.827
Available Capital receipts balance at 31 March 2021	0.235	0.866	0.000	1.101
Estimated Receipts 2021/22 - 2023/24	2.350	2.232	2.437	7.019
Approved for Financing 2021/22 - 2023/24	0.233	2.115	1.646	3.994
Estimated Uncommitted Balance	2.352	0.983	0.791	4.126

3.31 The Right-to-Buy (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 arising, or have to be returned to Government with penalty interest applied. The Ministry of Housing, Communities & Local Government (MHCLG) wrote to the council inviting it to enter in to an agreement to make it easier to fulfil the conditions, recognising that the COVID-19 crisis has halted or slowed down development. The Council now has an additional six months (until 31 December 2020) to catch up with spending plans.

4.0 Financial Implications (FIN20-21/1512)

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

4.2 As per paragraph 3.14 the HRA is currently predicting an additional transfer of £1.564m to the Major Repairs Reserve.

4.3 With regard to the General Fund revenue outturn, the unfavourable variance of between £0.574m and £0.774m represents a negative variance of between 3% and 4% 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 unfavourable outturn variance of between £0.574 and £0.774 be noted;

(b) the Housing Revenue Account projected favourable outturn variance of £1.564m be noted;

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

(d) the Capital Programme projected outturn and financing of £56.569m be noted.

Reason for Recommendations

To update Members with the forecast outturn position for the 2020/21 financial year.

Background Papers

General Fund Monitoring Reports to 31 July 2020

Capital Financing Monitoring Reports to 31 July 2020

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, Director - Resources and Section 151 Officer

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 31 July 2020

Favourable variances are bracketed and in red - £(0.123)m. Unfavourable variances are in black - £0.123m.

Economic Development - £0.728m	£'m
Newark Civil War Centre (NCWC) & Palace Theatre: largely due to reduced net income (Coronavirus-related)	0.236
Land Charges: reduced income (Coronavirus-related)	0.043
Vicar Water Park/Sconce & Devon Park: reduced events and Rumbles Catering income (Coronavirus-related)	0.028
Growth Technical Support: vacant post	(0.030)
Development Management: vacant posts and additional income expected from planning applications	(0.204)
Planning Policy: delayed implementation of restructure	(0.023)
Newark Beacon: reduced income, such as from catering, hire charges and rents (Coronavirus-related)	0.099
Buttermarket: three-month rent reductions negotiated by tenants (Coronavirus-related)	0.034
Economic Growth: vacant support officer post and Business Manager began post in June 2020	(0.018)
Former M&S Building: Business Rates applicable for the year due to change in budgeted assumptions	0.081
Parking Services Admin: change in budgeted staffing assumptions	(0.012)
Surface Car Parks Newark: reduced income, mainly because fees waived on site (Coronavirus-related)	0.509
Street Scene Grounds Maintenance: income from government furlough scheme	(0.026)
Other small variances	0.010
Total	0.727

Homes & Communities - (£0.006m)	£'m
Private Sector Speech Call: increased number of customers using services	(0.017)
CCTV: reduced income because of customers disputing invoices raised	0.011
Total	(0.006)

Leisure & Environment - £0.185m	£'m
Domestic Refuse: income from government furlough scheme	(0.012)
Domestic Refuse: greater than expected increase in number of garden waste collection customers	(0.064)
Domestic Refuse: reduced provision of household bulky waste service and temporary reduction in price charged	0.015
Newark Livestock Market: reduced income due to financial performance of old tenant in 2019-20 worse than expected and lower rent anticipated to be charged to new tenant	0.245
Other small variances	0.001
Total	0.185

Policy & Finance - £0.405m	£'m
Bank Charges: increased number of debit and credit card transactions	0.013
Council Tax: reduced summons income, as courts currently closed (Coronavirus-related)	0.044
Rent Allowances/Rent Rebates	0.032
Revenues & Benefits: reduced staffing spend, because of vacancies and secondments	(0.045)
Castle House: reduced occupancy of building by external clients and staff car park (Coronavirus-related)	0.076
Corporate Property: vacant business manager and assistant business manager posts	(0.115)
£400,000 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.400
Other small variances	(0.001)
Total	0.404

	1.310
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Appendix B

Budgeted 2020/21 use of £1.483m Coronavirus-related government grants

Service	Budgeted use of £1.483m (£m)
Contribution towards Lorry Park Showers	0.035
Additional costs for Waste Management	0.205
Additional costs for Revenues and Benefits	0.012
Rough sleepers	0.010
ICT upgrades	0.009
Various safety checks	0.011
Hand wash & wipes	0.021
Face masks	0.001
Signs	0.004
Miscellaneous	0.005
Additional cleaning	0.062
Reintegration to Castle House for officers information pack	0.001
Letter to residents within the District that were shielding	0.008
Queue barriers	0.001
Sneeze screens	0.019
Additional security	0.016
Additional Risk assessments	0.014
Void HRA properties	0.012
Beacon drop-in centre	0.005
Hire of vehicles	0.018
Temperature equipment	0.004
Humanitarian Assistance Response Team (HART)	0.025
Reopening high street Grant	0.025
Working from home audit mitigations	0.075
Contribution to Active4Today	0.490
Air handling unit	0.001
Banners/communications materials	0.002
Post-payment assurance work re: Business Grants	0.004
Allocation towards GF bad debt provision	0.100
Allocation towards HRA bad debt provision	0.100
Unallocated	0.027
Contribution towards service unfavourable variance	0.160
Total	1.483

General Fund Additions

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TA1220	Vehicular Access Control at Newark Sports and Fitness Centre	0.017	Installation of security barrier on Lord Hawke Way to control unauthorised access to Newark Sports & Fitness Centre.
TA3286	Technology Investment	-0.093	See below reprofile re Telephony. Reduce budget down from £145k to £52.5k)
TB2253	Vehicles & Plant GF	0.033	Budget was available in 2019/20 and should have been rolled forward as slippage - re brown bins purchase.
TC3130	Lorry Park Shower Upgrade	0.030	As per Urgency item agreed on 6/7 August 2020
TF6011	Mandatory Disabled Facility Grants	-0.091	Reduce to reflect level of spend confirmed by Better Care Fund
TF6012	Discretionary Disabled Facility Grants	0.092	Increase to reflect level of spend confirmed by Better Care Fund
TF6020	Flood Grants - 2020 - 2022	0.250	Fully financed by grant from DEFRA. £500k in total split over two years.
TF6807	Warm Homes on Prescription	0.107	Increase to reflect level of spend confirmed by Better Care Fund
Total General Fund Additions/Reductions		0.346	
Total Additional/Reductions		0.346	

General Fund - Reprofiting

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TA3286	Technology Investment	0.145	Bring budget forward from 2022/23 regarding telephony
TE3268	Southern Link Road Contribution	-5.667	Reprofile budget to £2m in 2021/22 £9m in 2022/23
TF3228	Homless Hostel	-0.505	Not expecting to spend in 20/21, move to 2021/22
Total General Fund Re profiling		-6.027	

HRA - Reprofiting

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
SA1060	Phase 3	-3.549	£2.049 Phase 3 of the development programme is now being grouped into Clusters and £1.5m moved to 2021/22 to take
SA1061	Phase 3 Cluster 1	0.455	Phase 3 Cluster 1 budget from above for 4 sites, 8 units
SA1062	Phase 3 Cluster 2	1.594	Phase 3 Cluster 1 budget from above for 4 sites, 9 units
Total HRA Re profiling		-1.500	
Total Re profiling		-7.527	
Total Variations		-7.181	

General Fund - Spend against budget - Estimated in year

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TB6148	Lorry Carpark Extension	R Churchill	0	0	-2,672	0	2,672	0	0	
TC3130	Lorry Park Shower Upgrade	R Churchill	15,000	45,400	0	0	45,400	45,400	0	07.08.20 urgency item during August to increase the budget in order to provide additional showers to make site COVID-secure.
TC3131	Extension to London Road Car Park	B Rawlinson	107,407	107,407	0	0	107,407	107,407	0	07.08.20 scheme currently on hold.
TC3134	Works to SFACC	R Churchill	23,560	23,560	-44,475	30,179	37,856	23,560	0	
TC3135	Works to Buttermarket	P Preece	870,053	870,053	43,568	87,408	739,077	870,053	0	07.08.20 Ground Floor work to be completed by the end of October. Then revisit First Floor PID.
TA3053	Museum Improvements	C Coulton-Jones	211,808	211,808	0	62,967	148,842	211,808	0	
TA3056	NCWC Tudor Hall	C Coulton-Jones	200,000	200,000	0	0	200,000	200,000	0	07.08.20 currently obtaining quotes.
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	130,000	130,000	0	0	130,000	130,000	0	
TB3154	Castle Gatehouse Project	C Coulton-Jones	4,025,150	4,025,150	0	967	4,024,183	4,025,150	0	
TB6161	S106 Vicar Water Play Area Improvements	A Kirk	38,296	38,296	38,296	0	0	38,296	0	07.08.20 scheme nearly complete.
TE3268	Southern Link Road Contribution	M Lamb	5,666,666	0	0	0	0	0	0	
TI1001	Joesph Whittaker School Contribution	M Norton	620,000	620,000	0	0	620,000	620,000	0	
	Economic Development Committee		11,907,940	6,271,674	34,717	181,521	6,055,436	6,271,674	0	
TA3286	Information Technology Investment	D Richardson	490,830	543,330	214,927	134,096	194,307	543,330	0	
TF2000	CCTV Replacement Programme	A Batty	140,500	140,500	0	0	140,500	140,500	0	
TF3221	Southwell Flood Mitigation	A Batty	453,421	453,421	0	0	453,421	453,421	0	
TF3227	Lowdham Flood Alleviation	A Batty	200,000	200,000	0	0	200,000	200,000	0	
TF3228	Homeless Hostel	L Monger	1,505,000	1,000,000	0	53,146	946,855	1,000,000	0	07.08.20 need to reprofile budget. went our for expression of interest in April and wasn't a great response - so further work to be carried out. start on site could be early 2021.
TF6011	Private Sector Disabled Facilities Grants	A Batty	852,661	761,782	35,048	4,451	722,283	761,782	0	
TF6012	Discretionary DFG	A Batty	47,660	140,000	31,027	0	108,973	140,000	0	

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TF6020	Flood Grants - 2020 - 2022	A Batty	-152,512	97,488	0	0	250,000	250,000	152,512	14.09.20 Grants offer from DEFRA up to £5k per household for flood mitigation. Expected around 100 households. Will review budget each quarter.
TF6807	Warm Homes on Prescription	L Monger	143,314	250,000	2,611	9,613	167,716	179,939	-70,063	12.08.20 since the beginning of the financial year, only emergency work is being carried out until the recovery group approve restarting business as usual. Currently £33k committed for urgent work. Revisit the budget and potential rephasing in Q2.
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	L Monger	179,939	179,939	0	0	97,488	97,488	-82,451	12.08.20 44 Gas connections completed and home surveys delayed due to COVID but have recommenced in August. Invoices expected following completion of work.
	Homes & Communities Committee		3,860,813	3,766,460	283,613	201,306	3,281,542	3,766,460	0	
TA1215	Leisure Centre Car Park Extension	A Hardy	0	0	-5,814	5,138	676	0	0	
TA1216	Dukeries LC New Pool	A Hardy	2,928,852	2,928,852	26,331	4,915	2,897,606	2,928,852	0	07.08.20 start on site due 1.9.20.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	1,500,000	0	0	1,500,000	1,500,000	0	07.08.20 conversations are taking place with SLCT with a view to an update report to P&F. Feasibility and business case to do.
TA1219	S106 - Blidworth LC Steam & Sauna Facility	R Churchill	23,754	23,754	16,504	0	7,250	23,754	0	07.08.20 Scheme is complete, snags to do.
TA1220	Vehicular Access Control at Newark Sports and Fitness Centre	R Churchill	0	16,680	0	0	16,680	16,680	0	15.09.20 Installation of security barrier on Lord Hawke Way to control unauthorised access to Newark Sports & Fitness Centre.
TB2253	Vehicles & Plant (NSDC)	A Kirk	912,410	945,410	0	70,958	874,452	945,410	0	07.08.20 most of the vehicles in the replacement programme are on order. Brown bins purchase part completed in 2019/20, final payment to be made in September.
TB6153	Cricket Facilities Kelham Rd - S106	A Hardy	0	0	0	0	0	0	0	
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	156,183	156,183	0	0	156,183	156,183	0	07.08.20 payable on commencement of phase due, due October 20.
TB6162	Loan to Newark Academy	A Hardy	240,000	240,000	0	0	240,000	240,000	0	07.08.20 school unable to accept the loan. Need to seek alternative.
TC3136	Climate Change	M Finch	30,000	30,000	0	0	30,000	30,000	0	
TC3137	Brunel Drive Door Entry System	A Kirk	42,227	42,227	16,270	12,484	13,473	42,227	0	07.08.20 fire alarms still to be complete, will be complete by early September.
	Leisure & Environment Committee		5,833,426	5,883,106	53,292	93,495	5,736,319	5,883,106	0	
TC1000	New Council Offices	R Churchill	286,025	286,025	129,045	15,375	141,605	286,025	0	07.08.20 final retention release due during August.

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TC2000	Land Acquisition	R Churchill	1,090,760	1,090,760	0	0	1,090,760	1,090,760	0	07.08.20 relevant deals are being progressed.
TC3016	Legionella Remedial Works	R Churchill	133,412	133,412	22,921	58,221	52,270	133,412	0	07.08.20 scheme due for completion by 1st October
TC3138	Lord Hawke Way Remedial Work & Bond	E Langtry	384,150	384,150	0	0	384,150	384,150	0	
TG1002	Contribution to Robin Hood Hotel	R Churchill	2,591,610	2,591,610	292,606	0	2,299,004	2,591,610	0	07.08.20 back in site now following lockdown. Due to reach PC in Feb 2021
TG1003	Loan to Arkwood Developments	N Wilson	11,409,849	11,409,849	0	0	11,409,849	11,409,849	0	
	Policy & Finance Committee		15,895,806	15,895,806	444,573	73,595	15,377,638	15,895,806	0	
TOTALS			37,497,986	31,817,047	816,194	549,917	30,450,935	31,817,047	0	

HRA - Spend against budget - Estimated in year

Project	Capital Description	Project Manager	Revised Budget 2021 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME										
S91100	ROOF REPLACEMENTS	A Hayward	0	0	0	0.00	0	0	0	
S91115	Roof Replacement Works	A Hayward	200,000	200,000	-5,143	205,143.03	0	200,000	0	04.08.20 starting work end of Aug complete by Dec 20
S91116	Flat Roof Replacement Wrk	A Hayward	200,000	200,000	52,021	147,978.86	0	200,000	0	04.08.20 47 flat roof replacements completed to date.
S711	ROOF REPLACEMENTS		400,000	400,000	46,878	353,121.89	0	400,000	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	0	0	0	0.00	0	0	0	
S91218	Kit & Bathrooms	A Tutty	1,500,000	1,500,000	-25,653	917,054.46	108,598	1,000,000	-500,000	04.08.20 work restarted in July. Not expecting to spend the full budget due to delay in starting but this is revisited every month.
S712	KITCHEN & BATHROOM CONVERSIONS		1,500,000	1,500,000	-25,653	917,054.46	108,598	1,000,000	-500,000	
S91300	EXTERNAL FABRIC	G Bruce	100,000	100,000	0	0.00	100,000	100,000	0	
S91336	External Fabric Works	G Bruce	200,000	200,000	-2,592	200,000.00	2,592	200,000	0	04.08.20 contract awarded. Start work mid August.
S713	EXTERNAL FABRIC		300,000	300,000	-2,592	200,000.00	102,592	300,000	0	
S91400	DOORS & WINDOWS	D Bamford	0	0	0	0.00	0	0	0	
S91412	Doors & Windows Works	D Bamford	170,000	170,000	-3,739	169,132.26	4,607	170,000	0	04.08.20 57 properties due to be completed in this year.
S714	DOORS & WINDOWS		170,000	170,000	-3,739	169,132.26	4,607	170,000	0	
S91500	OTHER STRUCTURAL	G Bruce	50,000	50,000	4,756	16,360.00	28,884	50,000	-0	
S91511	Walls Re-Rendering	M Carman	0	0	3,906	0.00	0	3,906	3,906	
S91534	Gutter Repairs	A Hayward	50,000	50,000	0	0.00	50,000	50,000	0	
S715	OTHER STRUCTURAL		100,000	100,000	8,662	16,360.00	78,884	103,906	3,906	
S93100	ELECTRICAL	A Hayward	0	0	0	0.00	0	0	0	
S93115	Rewires	A Hayward	600,000	600,000	-14,174	579,034.93	35,139	600,000	-0	04.08.20 8 rewires following start in July. Expected to spend full budget.
S731	ELECTRICAL		600,000	600,000	-14,174	579,034.93	35,139	600,000	-0	
S93500	HEATING	D Bamford	0	0	0	0.00	0	0	0	
S93510	Heating/Boilers	D Bamford	550,000	550,000	25,015	466,556.42	58,428	550,000	-0	04.08.20 147 properties currently with the contractor.
S735	HEATING		550,000	550,000	25,015	466,556.42	58,428	550,000	-0	
S93600	ENERGY EFFICIENCY	D Bamford	0	0	0	0.00	0	0	0	
S93624	EE Boilers	D Bamford	150,000	150,000	16,378	0.00	133,622	150,000	-0	
S736	ENERGY EFFICIENCY		150,000	150,000	16,378	0.00	133,622	150,000	-0	
S95100	GARAGE FORECOURTS	A Hayward	0	0	0	0.00	0	0	0	
S95109	Garages	A Hayward	25,000	25,000	0	0.00	25,000	25,000	0	
S95115	Resurfacing Works	A Hayward	75,000	75,000	74,956	0.00	44	75,000	-0	04.08.20 scheme complete
S751	GARAGE FORECOURTS		100,000	100,000	74,956	0.00	25,044	100,000	-0	
S95200	ENVIRONMENTAL WORKS	M Carman	150,000	150,000	0	0.00	150,000	150,000	0	
S95203	Car Parking Schemes	D Roxburgh	250,000	250,000	0	0.00	250,000	250,000	0	04.08.20 Identified sites as part of the new build programme to satisfy planning conditions.

Project	Capital Description	Project Manager	Revised Budget 2021 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S95250	Communal Lighting	M Carman	20,000	20,000	0	0.00	20,000	20,000	0	
S95251	Door Entry Systems	D Bamford	0	0	0	0.00	0	0	0	
S95252	Flood Defence Systems	D Bamford	10,000	10,000	0	0.00	10,000	10,000	0	
S95253	Play Areas	L Powell	20,000	20,000	0	0.00	20,000	20,000	0	04.08.20 Spend due to occur at the back end of the financial year. Agreed to add additional equipment at Cherry Holt.
S95254	Estate Remodelling	D Roxburgh	65,000	65,000	9,218	19,987.00	31,959	61,164	-3,836	
S95291	Parking Works	D Roxburgh	0	0	0	0.00	0	0	0	
S95293	Fencing Works	G Bruce	0	0	3,836	0.00	0	3,836	3,836	
S752	ENVIRONMENTAL WORKS		515,000	515,000	13,054	19,987.00	481,959	515,000	0	
S97100	ASBESTOS	A Hayward	0	0	0	0.00	0	0	0	
S97115	Asbestos Surveys	A Hayward	30,000	30,000	1,593	27,800.00	608	30,001	1	04.08.20 surveys continued through lockdown due to essential services
S97116	Asbestos Removal	A Hayward	20,000	20,000	311	11,522.35	8,167	20,000	-0	04.08.20 removals started in May.
S771	ASBESTOS		50,000	50,000	1,903	39,322.35	8,775	50,000	0	
S97200	FIRE SAFETY	M Carman	50,000	50,000	1,560	5,984.00	42,456	50,000	0	
S97218	Fire Risk Assessments	M Carman	150,000	150,000	0	0.00	150,000	150,000	0	04.08.20 works completed on receipt of risk assessment reports.
S97221	Fire Doors Various Locations	D Bamford	0	0	0	0.00	0	0	0	
S772	FIRE SAFETY		200,000	200,000	1,560	5,984.00	192,456	200,000	0	
S97300	DDA IMPROVEMENTS	L Powell	20,000	20,000	6,400	11,000.00	2,600	20,000	-0	04.08.20 Completed work at Burton Court. Accessible Kitchens being carried out at Community Centres. All budget will be spent.
S773	DDA IMPROVEMENTS		20,000	20,000	6,400	11,000.00	2,600	20,000	-0	
S97400	DISABLED ADAPTATIONS	L Powell	0	0	0	0.00	0	0	0	
S97416	Major Adaptations	L Powell	440,000	440,000	14,639	396,064.32	29,296	440,000	-0	04.08.20 only external works carried out due to lockdown. It is expected that this budget will be fully spent due to the level of referrals.
S97417	Minor Adaptations	L Powell	30,000	30,000	0	26,319.50	3,680	30,000	-0	04.08.20 until the end July contractor was only carrying our emergency work. Still expect to fully spend budget due to referrals.
S97418	Adaptation Stair Lift/Ho	L Powell	30,000	30,000	16,606	11,951.50	1,442	30,000	-0	04.08.20 committed full budget.
S774	DISABLED ADAPTATIONS		500,000	500,000	31,245	434,335.32	34,419	500,000	-0	
S97500	LEGIONELLA	M Carman	30,000	30,000	0	13,833.06	16,167	30,000	0	04.08.20 Surveys due to start again during August. Works will be carried out following reports.
S791	UNALLOCATED FUNDING		30,000	30,000	0	13,833.06	16,167	30,000	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	50,000	0	0.00	50,000	50,000	0	
S99101	Housing Capital Fees		378,800	378,800	0	0.00	378,800	378,800	0	
S791	UNALLOCATED FUNDING		428,800	428,800	0	0.00	428,800	428,800	0	
	PROPERTY INVESTMENT		5,613,800	5,613,800	179,894	3,225,722	1,712,090	5,117,705	-496,095	
AFFORDABLE HOUSING										
SA1030	HRA Site Development	Kevin Shutt	0	0	0	1,741	-1,741	-0	-0	

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

NEWARK TOWNS FUND – ACCELERATED CAPITAL INVESTMENT

1.0 Purpose of Report

- 1.1 To seek agreement to set up a budget to hold £750,000 of grant funding, alongside an agreement to underwrite £64,500 in anticipation of the grant approval.

2.0 Background Information

- 2.1 Members will recall that in September 2019, it was announced that Newark had been chosen as one of 100 towns in the UK to apply for a share of up to £25 million worth of investment as part of the Governments 'Town Deal' process. The process for accessing Towns Funding has involved the submission of a Newark Town Investment Plan (TIP), which followed a period of public consultation, a number of stakeholder workshops, and full endorsement of both the Newark Towns Board and this Council.
- 2.2 At the time of writing the final TIP is yet to be agreed by government, as is the level at which the 'up to £25m grant' the Council may be able to secure. Notwithstanding this, on 1 July 2020, the Ministry of Housing, Communities and Local Government (MHCLG) wrote to the Council offering an opportunity to bring forward Capital Investment Projects identified in Town Investment Plans to support jobs and economic recovery by way of a (in the case of NSDC) a £750,000 Capital Grant.
- 2.3 The Newark Tip identifies 3 no projects which are capable of being used for this £750,000 capital grant as being 1) Newark Construction College Expansion, 2) 32 Stodman Street, and 3) Newark Cycle Town investment. An update on each of these projects, including a wider update on all TIP project will be presented to the November meeting.

3.0 Proposals

- 3.1 It is proposed to create a budget of up to £750,000 to cover works associated with the 3 projects identified within the Newark TIP, which detailed below:
- a) The delivery and site readiness of the former Marks and Spencer site on Stodman Street in Newark town centre. The funding will be used to carry out necessary surveys, all relevant to site enabling, design and preparation works towards the submission of a full planning application including the commencement of a two-phase approach to demolition. The project is identified within the TIP to be a catalyst project creating new town centre residential accommodation, through the repurposing of a retail unit, and creating a new retail offer for the Town.
 - b) The site readiness and delivery of a Construction College led by Lincoln College Group. This will include demolition of existing buildings on site, which will complete the first phase of the programme of delivering a new plumbing, gas testing, and bricklaying facility for the town.

c) The delivery of a new cycle infrastructure within the town, to enable better connectivity for employment and leisure purposes. This programme will be led by Newark & Sherwood District Council and will seek to provide the required infrastructure in strategic locations around the town to encourage cycling as a more sustainable mode of transport and an opportunity approach to new docks and hubs within Newark.

3.2 At the time of writing this report, written approval of the three proposed schemes has not yet been received from the MCHLG. Whilst for most projects this does not impact the ability to deliver (provided they are considered at the November cycle), that is not the case with respect to 32 Stodman Street. A number of surveys must be commissioned for this project within the next 4 weeks in order to allow spend for March 2021. These are detailed below:

Survey	Expected costs
Asbestos/R&D Survey	10,000
Statement of Significance & Archaeological surveys	7,000
Structural appraisal and demolition method statement	35,000
Ecological Appraisal	5,000
Site Investigations – Intrusive and Desktop	7,500
Total	64,500

3.3 The Council's s151 Officer will be required to ensure value for money is achieved in spending the grant from MHCLG.

3.4 It is recommended, in the absence of written approval of the schemes from MHCLG that Committee agree to underwrite £64,500 of the £750,000 total from the Council's own funds. This will allow the above works to be commissioned in the event that approval not be forthcoming.

3.5 There is a risk that if the Council's Town Fund bid is not approved by MHCLG and, therefore, the Accelerated Capital Fund of £750,000 is not approved, then the council will have to fund the costs from its own capital programme. The likelihood of this happening is small, given the initial feedback from government. In any case, the works set out in this report are considered necessary in bringing the site back into use. If this scenario did arise then an urgent report would be brought to Committee.

4.0 Equalities Implications

4.1 Equalities impact assessments will be required by the delivery owner for each of the TIP projects identified.

5.0 Financial Implications (FIN20-21/950)

5.1 It was hoped that MCHLG grant acceptance would have been received prior to works being commissioned. This is now unlikely to be the case.

5.2 The £64,500 immediately required spend, can be financed from the Capital provision should the proposed schemes not be approved.

5.3 The £750,000 (inclusive of the £64,500) budget will be set up in the Capital Programme once the MHCLG give the Council approval to proceed with the three schemes proposed. This will then be fully funded by the Capital Grant and due to the spend deadline of 31 March, be made available in 2020/21.

5.4 There is a risk that if the Council's Town Fund bid is not approved by MHCLG and, therefore, the Accelerated Capital Fund of £750,000 is not approved, then the council will have to fund the costs from its own capital programme. The likelihood of this happening is small, given the initial feedback from government. In any case, the works set out in this report are considered necessary in bringing the site back into use. If this scenario did arise then an urgent report would be brought to Committee.

6.0 Community Plan – Alignment to Objectives

6.1 An updated Community Plan is being considered at this Committee meeting. The Town Fund Investment Plan is an important part of the Council's objectives to:

- Deliver inclusive and sustainable economic growth
- Enhance and protect the district's natural environment
- Create more and better quality homes through our role as landlord, developer, and local planning authority

However, the TIP can also be considered to touch upon all objectives.

7.0 RECOMMENDATIONS that:

- (a) spend of up to £64,500 is set up in the Capital Programme for work to be undertaken in advance of grant approval as detailed at 3.2 with a view to financing from the Capital Provision if required; and**
- (b) upon receipt of written approval from the MHCLG that the proposed schemes are acceptable, a budget for Newark Towns Fund of £750,000 (inclusive of £64,500) be added to the Council's Capital Programme fully financed by the Accelerated Capital grant.**

Reason for Recommendations

To make Members aware of the Accelerated Capital Grant and seek approval to underwrite expenditure necessary meet the spend deadline.

Background Papers

Nil.

For further information please contact Matt Lamb on Ext 5842.

Matt Lamb
Director – Planning & Growth

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

ACTIVE4TODAY – COVID UPDATE

1.0 Purpose of Report

1.1 This report is to update the Committee on the current position of Active4Today in relation to the impacts of Covid-19 actual and anticipated for the current year to date.

2.0 Background Information

2.1 Active4Today is the Council's wholly owned leisure company, which was created to provide leisure and sports development services on the Council's behalf. The Company has now completed its fifth year of trading and is obliged to report its annual performance to the Leisure & Environment Committee, which is responsible for setting the strategic direction of the Company.

2.2 Under normal circumstances Leisure & Environment Committee receives quarterly reports updating members on actual performance against target. However, the impact of Covid - 19 and the subsequent closure of Active4Today's three leisure centres, Southwell Leisure Centre and the cessation of its sports development function on 17 March 2020 has had a significant impact on the Company in respect of its service offer to customers and its trading activity.

2.3 The impact of Covid-19 on the Company is highlighted in the report, **Appendix A**, which outlines the operational and financial impact on the company and sets out proposals that Members are asked to consider.

3.0 Proposals

3.1 Based on the information set out in Appendix A, it is proposed that the Company use £0.200m of its reserves to support the estimated shortfall, which is currently being forecasted at £0.690m.

3.2 It is proposed that the Company request that the Council make provision within its finances to support the current estimated remaining deficit (currently estimated at £0.490m), which based on the forecasted financial modelling, would leave the Company in a balanced position.

3.3 It is proposed that the Company provide monthly updates to the Council's Senior Leadership Team, in order they are fully apprised of the financial position of the Company and the level of deficit funding support required. The full amount of £0.490m will not be drawn down immediately and will be released based on need and as agreed at the monthly review meetings.

4.0 Equalities Implications

4.1 Active4Today is responsible for the operational management of the Council's 3 leisure centres and provides Southwell Leisure Centre with strategic management support. All 4

sites are accessible to all and the additional financial support, if approved, will enable Active4Today to continue to offer such facilities to the wider community.

5.0 Financial Implications (FIN20-21/2405)

- 5.1 There are significant budget implications within this report, which are highlighted in the body of the report (Appendix A). This will be reported regularly to the Senior Leadership Team of the Council, in order that it is fully apprised of the most recent financial position of the Company.
- 5.2 In summary, the Company faces a forecast deficit for the 2020-2021 financial year of £0.690m, which it proposes to meet by using £0.200m of its reserves and by further support from the Council to bridge the remaining £0.490m shortfall. Without this support, from the Council the provision of leisure centre services by the Company will not be sustainable.
- 5.3 The Council received £1.483m of additional funding from the Ministry for Homes, Communities and Local Government (MHCLG) in relation to additional costs, as a result of COVID-19. The Council has allocated the required funding as indicated within this report against the allocation, to ensure that the funding that Active4Today requires, to maintain its sustainability, is set aside.

6.0 Community Plan – Alignment to Objectives

- 6.1 The provision of the Council's high quality and accessible leisure centres makes a significant contribution to the health and wellbeing of members of the community. Specifically the role that Active4Today performs for the Council by operating the leisure centres and sports development function attracts regular users each year thereby assisting the Council in the achievement of Objective 9, 'Improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes'.

7.0 Leisure & Environment Committee

- 7.1 This report is to be considered by the Leisure & Environment Committee at their meeting to be held on 22 September 2020 and their recommendations will be reported to the Committee.

8.0 RECOMMENDATIONS that:

- (a) the content of the Active4Today Covid-19 Impact report (Appendix A) be noted; and**
- (b) the allocation of £0.490m from the MHCLG Covid-19 funding grant to support Active4Today's additional management costs as a direct result of the impact of Covid-19 on its trading activity be approved.**

Reason for Recommendations

To ensure that the funding that Active4Today requires to maintain its sustainability is set aside.

Background Papers

Nil.

For further information please contact Matthew Finch on Ext 5716.

Matthew Finch
Director – Communities & Environment



POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

UPDATE REPORT 1 APRIL – 31 AUGUST 2020

1. REPORT PURPOSE

- 1.1 To provide the Policy & Finance Committee with an update of the business of Active4Today, since 1 April 2020, which includes the re-opening plan for the Company and the draft forecast of income and expenditure for the remainder of the 2020-2021 financial year. Members should note, however, that the impact of the closure to date will not be fully understood until later within the 2020-2021 financial year and whilst the figures contained within the report provide a forecast based on known information to date, these may alter, as the business continues to operate.

2. BACKGROUND

- 2.1 The committee will be aware that the Active4Today operation to customers, ceased at close of business on 17 March 2020. This followed an unprecedented lockdown of the United Kingdom, with many businesses only just beginning to emerge from a position of closure.
- 2.2 Following the closure, all staff were furloughed, with the exception of the Systems Manager, Company Accountant and Managing Director. Throughout the furlough period, all legislative checks were undertaken weekly at all facilities, the membership and communications were continued to all staff and customers, the financial position of the Company was monitored weekly and the development of re-opening plan was undertaken, in readiness for the eventual opening of the facilities.
- 2.3 The Company is currently in the process of claiming its fourth furlough payment, which will be for the month of July. Throughout the closure period, Active4Today has paid all staff 100% of their salary for April, May and June and paid 80% only in July. Those staff, however, who returned to work on 25 July when the centres re-opened, have returned to their full contractual payment. Currently there remain approximately 8 staff still on full, or part furlough. This is due to their activities not forming part of the re-opened business at this current time. It is expected however, that all contracted staff will return to their substantive roles shortly.
- 2.4 Support has been received to-date in the form of £140K management fees from NSDC and a £25k Government grant to support small businesses. From 1 April 2020 to 31 March 2021, it is estimated that £1.35M, in total, will be lost in membership and pay and play income, based on the 2020 - 2021 forecasted budget. This is made up of known losses whilst the centres were closed and estimated losses for the remainder of the year, based on a reduced membership size, reduced sales and a lower starting point, when the direct debit collection re-commences.

- 2.5 As a result of the closure of the leisure centres, memberships reduced by approximately 1,200, as customers cancelled their direct debits, either with the Company, or directly with their bank. As a result of this, the Company worked hard to speak to each and every cancelled member and in turn as many other members who remained 'live'. The Company froze all customer memberships and asked those who had cancelled, to re-instate their membership, as no payments would be taken from their accounts during the closure period (several private organisations continued to collect their customer's direct debits). This resulted in over 15,000 forms of communication going out to customers and the offer of a free month, on re-opening, being provided, if members stayed with Active4Today during the closure and returned when the centres re-opened.

3. CURRENT PERFORMANCE

- 3.1 For the purposes of preparing a revised forecasted position to the committee, for the remaining part of the year, a re-opening date of 1 August 2020 has been used. Whilst the facilities did open on 25 July 2020, the pay and play income for the 6 days of July is minimal and no direct debit income was collected.
- 3.2 As part of the process, the committee are asked to note that the forecasts have been prepared providing the first month free of charge to all returning members of the direct debit scheme, as set out in the previous end of year report. This was agreed as part of the retention of members and assisted with not having to undertake a schedule amendment of 12,000 members, who may have claimed a 'part month' back, due to closing mid-month. This free month has increased the loss on the largest cash generator e.g. adult fitness and junior memberships, however, conversely, this may improve member retention, which in the long term, may provide a greater net income.
- 3.3 As part of the forecasting process, the estimates have been prepared acknowledging that the environment which customers have returned to, has several new operating procedures in place e.g. reduced occupancy in classes, reduced activities available on the programme, increased staffing, increased cleaning costs, reduced children's membership offer, less pay and play opportunities, reduced club usage (as advised by the National Governing Bodies), reduced outside hirers e.g. Tumble Tots and potentially several vulnerable groups not returning for the foreseeable future, due to their continued concern regarding their health (Individuals/groups currently shielding).
- 3.4 As part of the process, an exercise has been undertaken to re-calculate all adult and junior direct debits for the remaining 8 months of the year, which in effect will provide only 7 months income, as a result of the free month. This has assumed a starting position for the membership of 10% less, which is the current position of the membership base at this time. The Company has factored in to the forecasts, seasonal variations and predicted new sales for the remainder of the year, based on historical information and feedback from various leisure advisory groups. This will begin to start developing a new membership base, to add to the existing customers which the company are hoping to retain.
- 3.5 The above forecast predicts a net loss of 10%, even though the industry is predicting a loss of approximately 40% in the sector. To date no finance is being collected from customers and their first direct debit payment will not be taken until 1 September 2020. As a result, September and October will be crucial months for the Company, as it will understand if the estimated 10% loss is accurate or not. This net position will be impacted on further, by the Government's Job Retention Scheme, which comes to an end on 31 of October.

- 3.6 In addition to the above, a line by line review has taken place on all other income and expenditure, with current information known at this time fed into the process e.g. the schools are currently aiming to return in September. These lines have also been adjusted for seasonal variations and where possible, expenditure has been reduced completely, in a bid to try and cushion the financial impact to the bottom line e.g. repairs and renewals have been significantly reduced; VAT has been reduced to reflect the reduction in repairs; savings have been made in licensing, as these have been re-negotiated with suppliers; recharges have been reduced to the Council, in view of the reduced services used e.g. asset management; finally, savings have been made on equipment purchases.
- 3.7 Currently there are still unknown areas which are being developed; one of these being staffing. Rotas have been aligned to new operating programmes, however, this may increase or reduce depending on the success of the re-opening and the seasonal variations in the business. In addition, staff who are used for junior coaching, (which is operating as a reduced programme) have remained on part furlough (as set out above), however, this may change as the programme develops over the next month. Finally, freelance instruction has also reduced, as employees of Active4Today have delivered several classes, historically taken by freelance instructors.
- 3.8 As part of the process for re-opening, the Company has developed new policies and procedures, risk assessments, codes of practise, rotas, activities and many other new operating processes, in a bid to try and reassure staff and customers that the business is operating in a Covid Secure environment. This has subsequently been developed into one overarching document, which gathers specific operating processes into one area. Whilst the document itself does not contain great detail, it is a reference document, which signposts the reader to other specific documentation. This document with its extensive list of attachments will develop further as new guidance becomes available and the environment surrounding Covid changes.
- 3.9 Being one of the last industries to open, the Company has used best practise from other organisations, in a bid to develop a safe and enjoyable environment for customers and staff to return to.
- 3.10 This has involved discussion with Newark and Sherwood District Council, Nottingham City Council and Nottinghamshire County Council Local Outbreak team, Sport England, Active Notts and other local authorities across the county. This is to try and develop a robust and consistent approach to re-opening, which aligns to other organisations and practises, which customers are already used to, as part of their new day to day lives e.g. queuing, reading signage, having to accept different instructions for using services, one-way systems and front of house staff, operating a meet and greet service.
- 3.11 In addition to the above, the Managing Director attends the Council's Responsive Recovery group, which co-ordinates 'lessons learnt', from the other industries, which have opened as part of the phased re-opening approach following lockdown. This group also includes advice and support from public health, who are one of the leading professional advisors supporting companies with advice on becoming Covid secure.

4. **FINANCIAL HEADLINES**

- 4.1 As a result of Covid-19 and the subsequent closure of the business on 17 March, the Company has, as stated above, undertaken comprehensive financial modelling, in order to determine the impact on the income and expenditure of the Company from 1 August 2020 to 31 March 2021.
- 4.2 Below is a summary of the review and forecasted position:
- 4.2.1 **Other Income** – the Company has currently received 3 furlough payments from the Government and has estimated the payment not yet received for July. In totality, the Company is expecting to receive approximately £320K in furlough payments. In addition, the Company has received £25k under the Government's business grants support scheme. Finally, the Company is forecasting to receive a further £55K additional income from the Government, as part of their initiative for Companies to re-engage employees following furlough. To qualify for the £1K per employee, the employee must work for 3 months and earn over £520 per month.
- 4.2.2 **Other Income (management fees)** – the Company has received an upfront payment from the Council of 50% of the expected management fee for 2020-2021, which totalled £60,610; in addition, the Council paid 100% of the management fee, associated with the services the Company provides to the Southwell Leisure Centre Trust.
- 4.2.3 **Total Income** – in total, the Company has forecasted a net income loss for the year of approximately £890k. This is just under a third of the expected income, which was originally budgeted for in 2020-2021. This is made up of the loss of income, as set out in 2.4 above and the income collected including, furlough payments, grant from the Government and management fees from the Council.
- 4.2.4 To support the loss in income, the Company has worked hard to off-set this cost by reducing expenditure. Below are several areas where the Company has instigated reductions.
- 4.2.5 **Staffing** – this has reduced by £162k, based on the reduction of staffing in the first quarter e.g. no relief staffing required, no holiday cover required and no sickness cover required. This line does not take into account the income received from furlough, as this is represented in 'other income', as set out above. In addition, an estimate has been made on the expected use of relief staff until March 2021, which is lower than usual; this is due to reduced programmes in operation.
- 4.2.6 **Premises** – this section of the budget has been reduced by £170k, over various budget lines e.g. repairs and maintenance and utilities. These reductions have been made due to the closure for Q1 and assumptions going forward regarding reduced repairs, due to lower usage in the sites. Utilities had significantly reduced from 1st April to the middle of July. Utilities since mid-July have returned to normal usage.
- 4.2.7 **Supplies and Services** – this section of the budget has been reduced by £133k, over various budget lines e.g. contractual services, reduced equipment costs, reduced printing and stationary, reductions in VAT as set out above and reductions in support services, due to reductions in associated codes, as set out above.

- 4.2.8 **Total Expenditure** – in totality, there has been a reduction in expenditure over all codes of £466k, to support the loss of income.
- 4.2.9 **Transfer from Balances** – this line represents the expected shortfall between income and expenditure (after all of the above measures) for the Company, for the financial year 2020-2021. This is currently being forecasted at £690k short for the year.
- 4.2.10 **Reserves** – currently the Company holds £396,819 in reserve, which can be used to support this shortfall; however, it is considered prudent not to use the full amount of this reserve, as this would leave the Company with no resilience to meet any unforeseen expenditure, and any repairs and renewals. In addition, Members will be aware that the Dukeries Leisure Centre is currently commencing a development of a new 20 metre swimming pool. As part of the agreement with the Council, Active4Today are responsible for elements of the fit out for the new reception area and this will require an element of draw down on the reserve.
- 4.2.11 Therefore, Company is proposing to use £200K of its reserve to support the shortfall of circa £690K, set out above. This would leave the Company with £196,819 left in its reserve, to support further areas, which require support during the year. The Company, therefore, requests that the Council make up the remaining balance of the forecast shortfall of £490K.
- 4.2.12 As stated, however, earlier within this report, Members should note that these headline figures are estimates, based on the information currently known at period 5. However, as the impact of Covid-19 is not known fully at this stage, these figures may alter as usage either increases or decreases, which will impact on the current estimated deficit position.

5. **PROPOSAL**

- 5.1 Based on the information set out above, it is proposed that the Company use £200K of its reserve to support the estimated shortfall, which is currently being forecasted at £690K.
- 5.2 It is proposed that the Company request that the Council make provision within its finances to support the current estimated remaining deficit (currently estimate at £490K), which based on the forecasted financial modelling, would leave the Company in a balanced position.
- 5.3 It is proposed that the Company provide monthly updates to the Senior Leadership team of the Council, in order they are fully appraised of the financial position of the Company and the level of deficit funding support required. The full amount of £490K will not be drawn down immediately but will follow as the outcome of the monthly review meetings.

6. **BUDGET IMPLICATIONS**

- 6.1 There are significant budget implications within this report which are highlighted in the body of the report. This will be reported regularly to the Senior Leadership team of the Council, in order they are fully appraised of the most recent financial position of the Company.

- 6.2 In summary, the Company faces a forecast deficit for the 2020-2021 financial year of £0.690m which it proposes to meet by using £0.200m of its reserves and by further support from the council to bridge the remaining £0.490m shortfall. Without this support, from the Council the provision of leisure centre services by the company will not be sustainable.
- 6.3 The Council received £1.483m of additional funding from MHCLG in relation to additional costs as a result of COVID-19. The Council has allocated the required funding as indicated within this report against the allocation, to ensure that the funding that Active require to maintain their sustainability is set aside.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 There are no equality or diversity issues. All information will continue to be available in a number of formats in line with Active4Today's access requirements and those set out in the equalities and diversity policy.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk or via telephone by calling ext.

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

LETTER OF COMFORT FOR SOUTHWELL LEISURE CENTRE TRUST

1.0 Purpose of Report

1.1 To gain approval from Members to enter into a letter of comfort between the District Council and Southwell Leisure Centre (known as Southwell Leisure Centre Trust) in order to underwrite any potential cash flow losses the Trust make as a result of COVID-19.

2.0 Background Information

2.1 During April 2020, Southwell Leisure Centre Trust approached the Council to enter into an agreement for financial assistance to ensure the sustainability of leisure provision within the Southwell locale as the result of the lack of trading due to the lockdown from COVID-19.

2.2 Their request was for the Council to enter into a letter of comfort with the Trust in order so that the Council underwrites any liabilities the Trust accumulate up to a total amount of £220,000. This would be subject to the Trust utilising all of its reserves in the first instance.

3.0 Proposals

3.1 The Council's legal team has worked with Freeths (being the legal advisors to SLCT) in order to draft a letter of comfort between the two organisations that safeguards the Council's position whilst offering support to the Trust.

3.2 The main provisions within the agreement state that:

- The Council ensures that SLCT will have financial resources available of £220,000, once the Trust has utilised all of its reserves. The support available will be capped at a maximum of £220,000,
- Any support transferred to SLCT must be repaid within 24 months of the payment date,
- Any support transferred to SLCT will not incur any interest expenses for SLCT,
- Any support considered to be transferred must be evidenced satisfactorily in that the debt to SLCT exists and that SLCT do not have other funds available to pay such debts.

3.3 The term of this letter of comfort will be reviewed on a quarterly basis, and the Council reserve the right to terminate this having considered the representations made by SLCT at each quarter end.

3.4 The impact of the agreement is such that the Trust would need to utilise all of its funding prior to approaching the Council for assistance. The Council would then review the information presented regarding the debts of the Trust and transfer funds accordingly where appropriate. This would be to a maximum of £220,000 which is the total exposure for the Council.

- 3.5 The latest accounts for the Trust (31st March 2019) show that the Trust had £551,477 within its unrestricted funds in order to service its liabilities. The 31st March 2020 accounts have not been produced at the time of writing this report, but it is anticipated that the position at that point in time would be similar. Hence the Trust would need to exhaust all of these funds prior to the Council's responsibility through this agreement to intervene.
- 3.6 Based on estimated forecasts produced by the Trust in April 2020, their forecast of reserve balances as at 31st March 2021 is £204,092 prior to any transfer from the Council. If this position would occur, the Council would therefore not need to transfer funds at this point. This position was produced at the beginning of the lockdown in April and hence will be revised during September 2020 in order to account for the latest position now that the centre has opened for business.
- 3.7 As the letter is intended to be legally binding, where a default on the loaned amount occurs the Council could take action in order to enforce the sum due through legal channels available to it.
- 3.8 The Council is aware that the Trust have created a CIO (Charitable Incorporated Organisation) which seeks to limit the personal liabilities of the trustees. As a result, the agreement has been drafted such that the Trust must demonstrate that where shortfalls of cash to service debts that become due, this has not occurred due to the transfer of cash into the CIO.
- 3.9 Where the Council advances the Trust an amount of funds, and the assets and liabilities of the Trust are then transferred into the CIO, the letter has been drafted such that the liability due to the Council would be transferred also into the CIO replicating the arrangements as in the Trust. Hence the liability would then refer to the CIO.
- 3.10 At the point in time that assets and liabilities are transferred into the CIO, the letter of comfort would become null and void, subject to any outstanding amounts due based on paragraph 3.9. Should the CIO seek to negotiate in order to enter into a similar arrangement with the Council as per this letter of comfort, a further report will be brought to this Committee.
- 3.11 The letter of comfort as drafted is attached at **Appendix A.**

4.0 Equalities Implications

- 4.1 Southwell Leisure Centre Trust is responsible for the operational management of the Southwell Leisure Centre through a working relationship with Active4Today. The leisure centre is accessible to all and the additional financial support mechanism as detailed in this report, if approved, will enable The Trust to continue to offer its facilities to the wider community.

5.0 Financial Implications (FIN20-21/9372)

- 5.1 Should SLCT need to service liabilities that would diminish their reserves to a point where they would not have cash to hand, the Council will loan SLCT the funds required up to a maximum of £220,000. The request would be scrutinised by officers to ensure that satisfactory evidence of the debt exists and funds are not in place to service the debt.

- 5.2 The total commitment from the Council would be capped at £220,000, although this would be in the form of a loan to SLCT as any funds advanced to SLCT would need to be returned within 24 months of the date of advance.
- 5.3 It is proposed that the loaned value would not attract interest for the period between the date of advance and the date of receipt.
- 5.4 Should the advanced value not be returned by the respective date, as per paragraph 3.7, the Council could look to enforce the sum through legal proceedings should it choose to do so.

6.0 Community Plan – Alignment to Objectives

- 6.1 Objective 9 of the Community Plan is to ‘Improve the health and wellbeing of local residents, with particular focus on narrowing the gap in healthy life expectancy and other health outcomes’.
- 6.2 As the Council is acting as guarantor for the Trust up to a maximum of £220,000, this ensures that the provision of leisure facilities within the Southwell locale is maintained.

7.0 Leisure & Environment Committee

- 7.1 This report is to be considered by the Leisure & Environment Committee at their meeting to be held on Tuesday 22 September 2020 and their comments will be reported.

8.0 RECOMMENDATION

That the request by SLCT for the Council to enter into a letter of comfort with them in order to safeguard its sustainability be approved.

Reason for Recommendation

To ensure the sustainability of Southwell Leisure Centre Trust in order for the continuation of leisure provision within the Southwell locale.

Background Papers

Nil.

For further information please contact Nick Wilson 5317.

Matthew Finch
Director - Environment & Communities

The Trustees
Southwell Leisure Centre Trust
Southwell Leisure Centre
Nottingham Road
Southwell
NG25 0LG

2020

Dear Sirs,

LETTER OF COMFORT AND GUARANTEE: EMERGENCY STRATEGIC RESERVE OF £220,000

This letter sets out the terms on which Newark and Sherwood District Council (“**NSDC**”) agrees to guarantee (the “**Guarantee**”) the sum of £220,000 (the “**Sum**”) to Southwell Leisure Centre (Charity Number: 522301) (“**SLCT**”).

1. The term of the Guarantee provided pursuant to this letter (the “**Term**”) shall commence on the date of this letter, and shall continue until terminated by the parties in accordance with paragraph 2 of this letter.
2. The Term shall be subject to review on a quarterly basis (each a “**Review**”), with the first Review occurring no earlier than 1 July 2020 and each subsequent Review happening no earlier than three months following the date of the preceding Review. NSDC will notify SLCT of each Review and as part of each such Review will enter into discussions with SLCT as to its trading position and consider all representations which are made by SLCT (“**Representations**”) within fourteen days of such notification. NSDC may on the expiry of those fourteen days and acting reasonably having considered the Representations, serve notice on SLCT of termination of the Guarantee forthwith. Furthermore the Guarantee will terminate forthwith on the date of the transfer of any money land interest in land or any other thing of worth by SLCT to the Charitable Incorporated Organisation known as Southwell Leisure Centre (Charity no. 1189114) (the “**CIO**”). Upon such termination NSDC and the CIO shall use reasonable endeavours to negotiate a new guarantee in favour of the CIO in a form acceptable to NSDC and the CIO. For the avoidance of doubt any arrangement between the parties as to repayment of monies advanced by NSDC under the Guarantee shall, unless otherwise agreed in writing, continue in force notwithstanding such termination.
3. The Guarantee shall only be called upon by SLCT in the event that SLCT has:
 - 3.1. produced to NSDC satisfactory evidence of debts due from SLCT;
 - 3.2. provided reasonably satisfactory evidence that no other funds are available to SLCT to pay such debts; and
 - 3.3. provided reasonably satisfactory evidence that the lack of funds has not been caused by a transfer to the Charitable Incorporated Organisation known as Southwell Leisure Centre (Charity no. 1189114)

4. Within seven days of each Quarter's End (being 30th June, 30th September, 31st December and 31st March in any year) where such conditions have been satisfied NSDC will pay to SLCT the amount of such debt or debts PROVIDED THAT the cumulative total of monies paid by NSDC under the Guarantee shall not exceed the Sum.
5. NSDC recognises SLCT's essential contribution towards its strategy for Health and Welfare in the District and therefore NSDC shall:
 - 5.1. ensure that SLCT will have financial resources at least equal to the Sum (the "**Guarantee**");
 - 5.2. provide SLCT with weekly cash balances updates for SLCT and any other information reasonably requested by SLCT for the purposes of enabling SLCT to undertake financial forecasting; and
 - 5.3. provide all such assistance and cooperation as reasonably requested by SLCT for the purposes of ensuring that SLCT is able to continue to operate in accordance with its charitable objectives and is able to remain solvent (this shall include any support reasonably required by SLCT, whether financial or otherwise, in connection with restoration and repairs to the Leisure Centre operated by SLCT).
6. In consideration of receipt of the Guarantee, and the matters set out in paragraphs 5.2 and 5.3 of this letter SLCT shall:
 - 6.1. continue to follow all relevant NSDC personnel policies;
 - 6.2. where in the view of its trustees (acting reasonably) applying for available government financial assistance would be beneficial to SLCT and in accordance with SLCT's charitable objects and their trustee duties, apply for such funding; and
 - 6.3. provide all such assistance as reasonably requested by NSDC for the purposes of enabling NSDC to comply with the obligations set out in paragraphs 5.2 and 5.3 of this letter.
 - 6.4. Repay to NSDC in full all monies paid to it by NSDC pursuant to this letter on the expiry of 24 months of such payment. NSDC shall not charge interest on such monies and will discuss SLCT's ability to repay at Reviews but it is accepted by SLCT that if NSDC shall in its absolute discretion so demand SLCT shall repay all such monies on the expiry of 24 months from the date of payment
7. This letter is intended to create legal relations between NSDC and SLCT.
8. This letter and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and is subject to the exclusive jurisdiction of the English Courts.
9. The CIO joins in this letter to agree that if:

- 9.1 this Guarantee shall terminate pursuant to paragraph 2 above by reason of a transfer to the CIO; and
- 9.2 SLCT shall fail to pay all monies advanced before termination which are due pursuant to paragraph 6.4 above on the expiry of 24 months from payment then the CIO shall forthwith on such expiry repay to NSDC all monies due from SLCT pursuant to paragraph 6.4 above
- 10. SLCT agrees not to transfer or dispose of any money land interest in land or any other thing of worth ("Assets") to any person body charity or company other than the CIO.
- 11. As regards any of SLCTs Assets which are transferred to it the CIO will not without NSDC's written consent (such consent not to be unreasonably withheld or delayed) transfer or dispose of any such Assets to any person body charity or company other than SLCT or NSDC

Yours faithfully,

.....

, for and on behalf of **Newark and Sherwood District Council**

We acknowledge and confirm our agreement to the terms of this letter of which this is a copy.

Signed

For and on behalf of **Southwell Leisure Centre** (Charity Number: 522301)

Date

For and on behalf of **Southwell Leisure Centre** (Charity no. 1189114)

Date

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

CLIPSTONE WELFARE REFURBISHMENT PROPOSALS - SECTION 106 FUNDING REQUEST

1.0 Purpose of Report

- 1.1 To seek approval to allocate a financial contribution to the refurbishment of the Clipstone Welfare from Section 106 (S106) monies held for the purposes of community facilities provision in Clipstone.

2.0 Background Information

- 2.1 At its meeting of 22 February 2017 the Councillors' Commission agreed that the remit of the Policy & Finance Committee should be amended to make clear that the determination of how S106 monies should be applied or obligations fulfilled, falls within the remit of that Committee rather than the Planning Committee.
- 2.2 The Commission further agreed that the scheme of officer delegation be extended to give the Chief Executive and all Chief Officers delegated powers to determine how S106 monies should be applied or obligations fulfilled where the terms of the S106 Agreement are sufficiently precise or where the amount of the proposed expenditure does not exceed £50,000. However, in cases where the amount of money in question is significant it was agreed that there should be some Member input into this process.
- 2.3 The Clipstone Welfare building situated on Mansfield Road is currently under-utilised with only half of the premise being actively used by the community. The Clipstone Welfare Trust, which owns and operates the building, along with a number of other community assets has been working with Clipstone Parish Council for some time on proposals to develop the Welfare building as a Community Hub. This project will see further investment in refurbishment of the asset to enable the Parish Council to move in to it and develop a wider offer to the local community in partnership with the Welfare Trust. This will be achieved through collaborations with a number of community partners such as Inspire Culture, Learning and Libraries, which will establish a Community Led Public Library from the hub building.
- 2.4 As part of the development of the project the Parish Council in conjunction with the Welfare Trust has engaged consultants to develop options around the future use of this asset and various options are currently being considered. In essence there is an intention for the Parish Council to lease half of the building from the Welfare Trust and secure additional investment to safeguard this important local asset and to improve the services that each partner organisation can offer to the local community which are aligned to the District Council's Community Plan objectives.
- 2.5 The contribution would come from S106 monies received from developments in the Clipstone area and secured for the delivery of improved community facilities in Clipstone. The works currently proposed are phase 1 of the larger scheme and are necessary to enable the Clipstone Welfare Trust to consolidate its activities into a designated space within the building. Once phase 1 work has been concluded, the Parish Council will be able to progress its plans to occupy the newly vacated space and bring forward various elements of the wider proposals. This will include small business incubation units, which will generate an income to support the long-term sustainability of the building and the Community Hub intention.

2.6 The Welfare Trust is now keen to conclude phase 1 and have requested that the District Council support the overall project and release a S106 payment of £66,385 to enable the planned works to be completed as a matter of urgency.

3.0 Proposal

3.1 That Policy & Finance Committee supports the request from Clipstone Welfare Trust (working in partnership with Clipstone Parish Council) to contribute S106 monies currently held to the proposed scheme as highlighted above to the value of £66,385 in order that phase 1 of the project can proceed as planned.

3.2 That appropriate provision be made in the Council's capital programme for this scheme.

4.0 Equalities Implications

4.1 There are no equality implications in respect of the various protected characteristic groups in connection with this proposal. If approvals are secured as requested the local community facilities will be enhanced for the benefit of the whole community. Clipstone Welfare Trust continues to operate a wide range of community and sporting facilities providing much needed access to opportunities which are accessible to the whole community and it is anticipated that the improvement to the building will have a positive impact in this regard.

5.0 Impact on Budget/Policy Framework

5.1 The contribution if approved will be allocated from S106 receipts held for the purpose of 'the provision, enhancement or maintenance of community facilities in Clipstone' and will not have an impact on the Council's revenue budget.

6.0 Community Plan – Alignment to Objectives

6.1 The proposals if approved will primarily contribute to the achievement of Objective 9 'Improve the health and wellbeing of local residents, with a particular focus on developing the best use of community facilities in order to narrow the gap in healthy life expectancy and other health outcomes' in a priority area for the Council.

6.2 Investment in the proposal will enable wider community engagement and access to facilities, advice and support across a number of services that can be accommodated in the Hub.

7.0 Financial Implications (FIN20-21/3652)

7.1 A capital budget will need to be created for £66,385 for payment to Clipstone Welfare, financed by S106 receipts.

7.2 S106 receipts available for Community Facilities in Clipstone are as follows:

No.	AG Number	Development	Time Limit	Amount Available
1	AG1123	Land at Cavendish Way –	13/12/2023	16,216.61

		Persimmons		
2	AG833	Land North of Cavendish Way, Retail Ventures	15/05/2023	17,891.74
3	AG833	Land North of Cavendish Way, Taylor Wimpey	02/07/2023	17,720.78
4	AG955	Land at Cavendish Way	30/05/2023	14,556.34
5	AG939	Land West of Waterfield Way, Klyppr Village	None	135,646.15

7.3 The intention is to utilise receipts 1-4 above to finance the £66,385 payment to Clipstone Welfare. This is subject to confirmation from Legal to ensure correct use of the receipt. Should any not be suitable, some of the funds available against AG939 will be used.

7.4 In addition to this, there are further funds to be received in relation to community facilities in Clipstone.

8.0 RECOMMENDATION

That the creation of a £66,385 capital budget within the 2020/21 capital programme, all to be financed from Section 106 Agreements held for the purpose of community facility infrastructure improvements in Clipstone, be approved.

Reason for Recommendation

To enable the proposed project to proceed in a timely manner in order to enhance the community facilities offer in the Clipstone locality.

Background Papers

Nil

For further information please contact Andy Hardy, Health Improvement & Community Relations Manager on 01636 655708.

Matthew Finch
Director – Communities & Environment

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

CARELINE – ANALOGUE TO DIGITAL UPGRADE

1.0 Purpose of Report

- 1.1 To provide Members with information about the Council's Careline service and required improvements to ensure service continuity when the national analogue telephone infrastructure switches over to a digital network by 2025.
- 1.2 To request a capital programme budget to the value of £80,540 to upgrade the infrastructure to ensure readiness and service continuity at digital switchover.

2.0 Background Information

- 2.1 Careline provides social alarm response services, 24 hours a day, to the Council's supported housing properties, along with 76 customers living in our general needs housing and over 1,000 private sector customers. In addition Careline provides an out of hours service for Council tenants to report emergency repairs and any other emergency situations. Staff are based at Vale View and Gladstone House to deliver these services alongside face to face customer service provision to the Council's supported housing and extra care residents, and Nottinghamshire Community Housing Association tenants who live at Vale View.
- 2.2 All of Careline's general needs and private sector customers receive the service through a lifeline unit, plugged into their mains supply and landline. All supported housing properties originally operated through hardwired units and cabling connected the properties but as this infrastructure aged, often beyond repair, the majority of supported housing tenants who access the service also receive their service through lifeline units and telephone lines. However, some formal sheltered housing schemes remain hardwired and are identified in the table below.
- 2.3 BT have previously announced that the analogue national communication network will be switched over to a digital network with completion by the year 2025. Whilst the exact timetable for the transition is not yet known, social alarm response centres are preparing for the transition to ensure minimal disruption of services at transition. This will ensure systems remain operational and that they are future-proofed as much as possible.
- 2.4 Throughout 2019/20 Careline staff have been replacing older lifeline units with newer digital units that will continue to work after the digital switchover has been completed. Historically, not all supported housing tenants chose to access the service and so their properties do not have a lifeline unit currently installed. Lifeline units are installed into void supporting housing properties as standard and there is sufficient funding within 2020/21 budgets to promote and increase uptake for existing supported housing tenants.
- 2.5 In the more traditional 'sheltered housing' type schemes the infrastructure, the cabling, needs to be replaced to ensure continuity of service. Due to the age of these buildings the cabling is coming to the end of its life and would have needed to be replaced without the requirement to upgrade to a digital network.

- 2.6 As Gladstone House is much newer it has been built with this digital capability and will only require an additional module to the server at minimal cost.
- 2.7 The new extra care scheme at Boughton will be built to the most up to date specification at that time. There may be a requirement to upgrade this with an additional module as is the case with Gladstone House. This will be covered by existing budgets for the build.
- 2.8 Indicative costs to complete the required work have been obtained from the Council's current provider and are included in the table below.

Site Location and Requirements	Total Cost of upgrade
<p>VALE VIEW Upgrade cabling throughout the scheme and replace all existing hardwired units with digital Communicall Vision units (lifeline units)</p>	28,000
<p>GLADSTONE HOUSE Add in a module to the server.</p>	1,500
<p>THORESBY ROAD Large older scheme, hardwired units remain on the walls but no longer in operation. Dispersed alarms (Lifeline units) are currently in use. This work would remove the old hardwired units, blank off in each dwelling and upgrade the cabling for the door entry system that connects to the CareLine control room. The existing lifeline unit in the communal area will be replaced with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this cost will be covered within existing revenue budgets. Existing Capital budgets will be used to upgrade the telephone lines to the passenger lift.</p>	11,500
<p>DOREWOOD COURT / WOLFITT AVE Large older scheme, hardwired units remain on the walls but no longer in operation. Lifeline units are currently in use. This work would remove the old hardwired units, blank off in each dwelling and upgrade the cabling for the door entry system that connects to CareLine. The existing lifeline unit in the communal area will be replaced with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this cost will be covered within existing revenue budgets. Existing Capital budgets will be used to upgrade the telephone lines to the passenger lift.</p>	11,500

<p>COGHILL COURT Community Centre that currently has a lifeline unit in place. Replace door entry cabling and replace dispersed alarm with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this cost will be covered within existing revenue budgets.</p>	500
<p>BURGAGE COURT Community Centre that currently has a lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this cost will be covered within existing revenue budgets.</p>	500
<p>DELACY COURT Hardwired units remain in flats and bungalows. Removing hardwired units and pulls cords, replace with Lifeline units and upgrade cabling for door entry system which calls to Careline.</p> <p>The existing lifeline unit in the communal area will be replaced with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this cost will be covered within existing revenue budgets.</p> <p>Existing Capital budgets will be used to upgrade the telephone lines to the passenger lift.</p> <p>Existing budgets will also be used to install heat detectors and keysafes at all properties in DeLacy alongside a fire awareness campaign to address residents' concerns around fire risk.</p> <p>This work will take place at the start of the program to address ongoing issues with faults in the cabling.</p>	15,500
<p>WELLGREEN HOUSE Community Centre that currently has lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	500
<p>HOWES COURT Community Centre that currently has lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	500
<p>WILLIAM BAILEY HOUSE Community Centre that currently has lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	500

<p>TRENT HOUSE</p> <p>Community Centre that currently has lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	500
<p>KINGS COURT</p> <p>Community Centre that currently has lifeline unit in place. Replace door entry cabling and replace lifeline unit with a GSM unit as these have a roaming SIM which will ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	500
<p>COMMUNITY CENTRES</p> <p>There are a further 26 community centres within the district that currently have lifeline units fitted. These will be replaced with GSM units at each site which would ensure continuity of connection in a power outage. There is a revenue cost of £60 per year with GSM units but this will be covered in existing revenue budgets</p>	5,200

3.0 Proposals

- 3.1 The total indicative cost for this work is £76,700. It is prudent to allow a 5% contingency to a project of this size and so the total budget request for this capital programme is £80,540.
- 3.2 As noted throughout the table, there are additional works that will be completed within this project such as upgrading telephone lines to passenger lifts and installation of heat detectors and key safes at DeLacy Court for which funding already exists within the Capital programme budget.
- 3.3 Upon completion of the upgrade project there will be additional revenue costs to cover the SIM cards within GSM units at a cost of £2,160 per year. This cost can be covered within existing budgets for Careline operations.

4.0 Equalities Implications

- 4.1 Careline provides a valuable service to some of our most vulnerable residents, both tenants and within private sector housing stock, which enables them to live in their own homes for longer if they choose to and provides support and reassurance for their families.

5.0 Financial Implications (FIN20-21/8825)

- 5.1 The budget of £80,540 will need to be added to the Capital Programme in 20/21 and modelled into the HRA Business Plan to determine the recommended financing.
- 5.2 The current hardwired units are 14 years old as per the asset register and therefore have passed their useful life, along with the fact that the technology has moved and the Council equipment needs to be ready for the digital switchover. There has previously been a budget in the ICT Replacement Programme for this replacement, in 2016/17 but it was based on hardwired units. It was therefore later removed until the move to digital had been fully investigated.

- 5.3 The new proposed units would have a recommended useful life of 10 years and a future budget for replacement would be picked up from the asset register annual review.
- 5.4 The table mentions existing Capital Budgets and the costs (which are not included above) are to be picked up within the HRA Property Investment Programme budgets for 20/21 as part of their planned investment in Council Properties.
- 5.5 There is no additional revenue budget implications for the £2,160 cost for SIM cards as detailed at paragraph 3.3, as there is sufficient provision within the service area budgets.

6.0 Community Plan – Alignment to Objectives

- 6.1 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 Careline service enables older people and those with disabilities to remain living in their own homes, where they choose to thereby supporting independent living. The service also links into countywide health objectives of around ‘falls’ to decrease hospital admissions and to support hospital discharge.
- 6.2 Generate more income, improve value for money and increase residents’ satisfaction with the Council – the Careline service provides an opportunity for income generation while providing a tenure neutral support service across the district.

7.0 Comments of Director – Housing, Health & Wellbeing

- 7.1 This is an essential upgrade to enable the Council to continue to support our most vulnerable residents.
- 7.2 This upgrade will also provide future expansion opportunities to meet the needs of the District in the future and particularly when we have challenges to general health and wellbeing through the outbreak and recovery from Coronavirus.

8.0 Homes & Communities Committee

- 8.1 This report was not presented to the Homes & Communities Committee at their meeting held on 14 September 2020 given the large number of items on that agenda. However, consultation was undertaken with the Chairman, Vice-Chairman and Opposition Spokesperson of the Committee who indicated their support for the proposals and the approval of the capital programme budget, which in any event had to be approved by the Policy & Finance Committee in accordance with the Council’s Constitution.

9.0 RECOMMENDATION

That a capital programme budget to the value of £80,540 to upgrade the infrastructure to ensure readiness and service continuity at digital switchover be approved.

Reason for Recommendation

To upgrade the infrastructure and ensure no disruption of service for those vulnerable residents who currently receive this support service in supported housing, general needs tenancies and in the private sector.

Background Papers

Nil.

For further information please contact Suzanne Shead on Ext 5520.

Suzanne Shead
Director - Housing Health & Wellbeing

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

NEWARK & SHERWOOD DISTRICT COUNCIL – COVID-19 UPDATE

1.0 Purpose of Report

- 1.1 This report provides an update on the impact of Covid-19 on the District of Newark & Sherwood. This report covers the three months since the Covid-19 report brought to Committee in June 2020.
- 1.2 The report will be divided into five sections:

Section One: Council Services (3.0)

Looking at activities and actions undertaken since June 2020 both continued 'business as usual' activities and new work streams which have been active since March 2020.

Section Two: Business Support (4.0)

This section considers the wide ranging support given to businesses during the pandemic and outlines the support given in the continued reopening of the district.

Section Three: The Local Outbreak (5.0)

The actions taken when Newark was an 'Area of Concern' due to a Local Outbreak and the actions taken to remove the area from the Government's National Watchlist

Section Four: Workforce (6.0)

A look at the way staff and members are adapting to work with Covid-19 safe systems.

Section Five: Moving Forwards (7.0)

This section outlines some of the issues that the District is likely to experience, and the tools and support in place, to help communities as we move from the Response to Recovery phases. This section of the report urges a note of caution as we move back to recovery, recognising that Covid-19 has not gone away and will be with us for some time to come. It is vital that we remain vigilant to keep our communities safe.

2.0 Background Information

2.1 The diagram below gives a summary update on activities:

January 2020	<ul style="list-style-type: none">•The first cases of Covid-19 in China and Asia
30 January 2020	<ul style="list-style-type: none">•The outbreak was declared a Public Health Emergency of International Concern
February 2020	<ul style="list-style-type: none">•Nottinghamshire LRF commence preparations for a pandemic
4 March 2020	<ul style="list-style-type: none">•The Council stood up their Covid-19 emergency planning teams•NSDC's Bronze, Silver & Gold teams met at least weekly
11 March 2020	<ul style="list-style-type: none">•World Health Organisation characterizes Covid-19 as a pandemic
16 March 2020	<ul style="list-style-type: none">•Social distancing measures put in place nationally
17 March 2020	<ul style="list-style-type: none">•Leisure centres, NCWC and Palace Theatre closed
18 March 2020	<ul style="list-style-type: none">•Announcement of measures to assist businesses and employees through the Covid-19 crisis including furlough scheme
20 March 2020	<ul style="list-style-type: none">•The Council create the 'HART' team to help the district's residents through the pandemic
23 March 2020	<ul style="list-style-type: none">•20:30 Commencement of nation wide lockdown
25 March 2020	<ul style="list-style-type: none">•Nottinghamshire community support and volunteering hub contact number goes live•The Council commence new working arrangements with the majority of staff moving to working from home
31 March 2020	<ul style="list-style-type: none">•First virtual Committee
April 2020	<ul style="list-style-type: none">•40 members of staff furloughed•All Committees except Planning and P&F stood down
21 April 2020	<ul style="list-style-type: none">•First Recovery Group meeting•Testing for key workers opened up to Council staff
28 April 2020	<ul style="list-style-type: none">•NSDC in top 3% in for speed of business grant payments
May 2020	<ul style="list-style-type: none">•The Council start to develop safe ways of working for entering properties/ interacting with customers
1 June 2020	<ul style="list-style-type: none">•The public can exercise more than once a day•The public can be outside with up to 5 others from different households still abiding by social distancing rules•Open air markets and schools reopened with reduced capacity
15 June 2020	<ul style="list-style-type: none">•Non-essential retail reopens
4 July 2020	<ul style="list-style-type: none">• Social distancing rules relaxed to a "one-metre plus" as pubs, cinemas and restaurants reopen
13 July 2020	<ul style="list-style-type: none">•Nail bars, salons, tanning booths, spas, massage parlours, tattoo parlours and piercing services are allowed to re-open
August 2020	<ul style="list-style-type: none">•Save the High Street Campaign is launched alongside the 'Eat Out to Help Out' scheme

3.0 Council Services

This section provides an overview of the Council services that have continued since June 2020, including existing services which have adapted and new services now delivered in response to community needs from the pandemic.

3.1 Housing

The responsive repairs team are delivering emergency repairs within the 24-hour target and have worked through the backlog of 850 repairs. They are now returning to delivering day-to-day repairs. The layouts and ways of working at Gladstone House and Vale View have been adapted and a robust safe system of work is in place to ensure staff and residents are safe and protected. The next steps include safely reopening communal dining and extending the reopening of Truly Beauty (which reopened its doors to residents only on 14 July).

3.2 Emergency Planning

The Council continued to use official data and guidance to inform its actions¹ and many employees continue to work on pandemic related activities, from making buildings Covid-Secure to ensuring that the wider district is safe. The Council also continues to contribute to the 15+ groups that sit under the LRF on a strategic, tactical and operational level. The nature and frequency of these meetings is subject to constant change and review.

3.3 Homelessness

The Council responded to the governments 'Everyone In' directive by placing 9 people into temporary accommodation. There are still three people that need 'move on' accommodation and the Council's Housing, Health and Community Relations team are developing a plan for these individuals. The team have also provided support to individuals in temporary accommodation including information on testing, assistance to claim benefits, food parcels, support sessions and provided funding for deposits to secure 'move on' accommodation.

3.4 Council Tax Support

The UK government provided local authorities with funding to provide additional support to residents who qualify for Council Tax support. Council Tax reductions of £150 were applied for all households of working age already in receipt of Local Council Tax Support. Awards totalling £655,491 have been made so far out of a budget of £810,844. It is expected that the whole budget will have been awarded by the end of the financial year. A temporary hold on issuing reminders and other arrears recovery was in place until 30 June. Since 1 July, notices are being issued; however, flexible payment arrangements have been made with those council taxpayers that have asked for additional support.

3.5 Recycling and Waste

On 3 August 2020 a safe system of work was put into place allowing all vehicles to return to 3 members of staff in a cab. This was enabled by a number of safeguards including; routine temperature checks, face coverings worn in cabs and crews operating in working 'bubbles' to limit interactions. Currently all services are running with minimal disruption.

¹ Data from Public Health England published at [GOV.UK](https://www.gov.uk) has provided information about testing, cases and mortality. The Council also monitors national COVID-19 [surveillance reports](#).

3.6 **Parks and Open Spaces**

Play areas and parks reopened from 6 July following the easing of restrictions nationally. Adaptations were put in place to ensure parks and open spaces could be used safely including signage to remind park users to socially distance. Since July football training has restarted in parks and the Football Authority risk assessments provided were reviewed by the Council before the activity resumed. Community Litter Picks and Friends Groups have also restarted in groups of six or less, in line with Council risk assessments.

3.7 **Car Parks**

Between 4 April and 30 June all car parks managed by the Council were free of charge to assist key workers and residents. This was extended to 31 August, with a reduced offer of 2 hours free parking at all Council car parks and free parking after 6pm to support the reopening of the economy. This will end on 20 September and car-parking charges will be resumed on 21 September.

3.8 **Committee Meetings**

Democratic Services colleagues have supported Members by providing one to one support with a dedicated officer assigned to individual Members. The democratic process has also been adapted with Committees and meetings hosted virtually and this work will continue to develop with a virtual Full Council in October. Since June the following activities have taken place:

- 4 Planning Committee Meetings
- 4 Licensing Hearings meetings
- 2 Policy and Finance Committee
- 3 Housing Advisory Group and servicing meetings
- 2 Chairs & Vice Chairs Meetings
- 2 Active4Today meetings
- 1 Councillors Commission
- 1 Shareholder Committee
- 1 Climate Change Group

3.9 **Planning Development**

Planning have continued to deliver their services processing applications and delivering services to their customers.

3.10 **Public Protection**

Public Protection have experienced a significant increase in complaints since 23 March many of which have been specifically related to Covid-19. Since the start of lockdown to 31 August these include:

- Noise complaints: as more people have been at home and outside due to the hot weather there has been a rise in neighbour complaints about noise disturbance. There have been 397 noise complaints received and investigated compared to 292 for the same period last year an increase of 107 cases (over 25% more).
- Smoke and Household Burning Complaints: there has been an increase in complaints about burning of material at domestic properties. The number of complaints received and investigated was 45 compared to 23 cases investigated for the same period last year. This is likely to have been cause by the temporary closure of the Household Waste Recycling Centres and the suspension of the recycling collection.

- Anti-social Behaviour: the Council and police figures show that ASB has increased since the start of lockdown. The cases investigated by the Council have increased by 19 cases. However, the concern is not the number of cases, but the nature and complexity of the cases. There are many more cases involving school age children congregating in large groups. The police used Dispersal Orders in the Balderton area to resolve the issues being caused. The ASB included vandalism, harassment of the public and the fear caused by the congregating of large groups of people.
- Response to Covid-19 Complaints: a range of concerns were raised through the lockdown period. Initially these were concerns over social distancing at businesses that were able to operate through the lockdown; however as more premises reopened more concerns were raised. Concerns often regarded; queuing at premises, the wearing of PPE in hair salons and adherence to track and trace. To the end of August the Public Protection team received 270 Covid-19 specific complaints.

3.11 **Humanitarian Aid Response Team (HART)**

HART have continued to attend the LRF cells and sub groups, including contributing to the Incident Management Plan for the local outbreak and supporting Environmental Health and Public Health England on test and trace. HART has continued to support residents with parcels, medication pick-up and referrals, as well as other activities such as:

- Supporting private events to ensure Covid-19 compliant plans.
- Linking humanitarian support to local test and trace to ensure isolating individuals can access support and aid.
- Proactively supporting community and voluntary sector groups, such as village halls and community and voluntary sports clubs, to access Business Rate Relief support and Discretionary Grant support. This support has been critical to sustaining these groups and will hopefully reducing future financial struggles.
- Sanitisation support (the creation of a communal shower area) for family clusters on Park View.
- Assistance with exemption badges for vulnerable residents who cannot wear facemasks due to health conditions.
- Providing information on test and trace, in multiple languages, to residents.



3.12 **Welfare Checks**

The most significant piece of work HART has delivered since June was following up with vulnerable persons across the district. There are 3,865 Vulnerable People listed on the Nottinghamshire County Council's hub as living in Newark and Sherwood. Excluding those with dementia or aged 69 and under, 3,323 can be classified as vulnerable to Covid-19. The Council made telephone contact with all 3,323 vulnerable people. The Council made contact with 94% of people, and Nottinghamshire County Council the remaining 6%, to ensure they had support in place during the pandemic. Following these 'safe and well' checks 276 (8%) were referred to HART for further welfare checks or complex needs. HART have now been successful in gaining contact with 274 of these individuals and are working with them to get them the support they need.

3.13 Communications

The key message moving forward is vigilance. To ensure the public remain vigilant and continue to follow the advice. A video message from the Leader of the Council, Councillor David Lloyd, which combined this need to be vigilant with informing the public about Newark's removal from the National Watchlist had over a 1,000 views within the first day. The continued social media messaging has been redesigned to reflect the public's 'message fatigue'. It acknowledges that the message has not changed but that it remains important.



4.0 Business Support

This section outlines the support that has been provided to businesses in Newark and Sherwood from across the Council. This has been wide reaching and wrap around support including business grants, economic growth support, guidance from Environmental Health on national regulations and promotion and resources from communications on reopening high streets safely.

4.1 Business Support

The Public Protection and Economic Growth teams worked, with communications colleagues, in partnership with the Chamber of Trade and Commerce, The Nottinghamshire Business Growth Hub, Newark Business Club, Southwell Traders Group, local community groups and other partners such as Southwell Town Council, to deliver information, support and guidance on reopening. This included creating two newsletters, posters and leaflets.

Wide ranging support was provided to retail businesses reopening on 15 June. A range of interventions were implemented to provide support to the business and to give confidence to the public. These were:

- A retail advice pack was produced and distributed to over 200 businesses helping businesses understand the national guidelines and regulations.
- 25 ‘Ambassadors’ (who volunteered themselves from across the Council) were deployed over 5 days in the main commercial areas to give advice to business and the public and refer issues.
- A Covid-19 phone-in ‘ask the expert’ workshop was hosted for businesses.
- The Council supported the implementation of traffic regulation orders to allow social distancing in high streets.

Wide ranging support was also given to licenced premises which reopened on 4 July. This involved two distinct activities. During the day, Covid-19 Ambassadors were present on the main high streets across the district providing advice and guidance to the public and newly opened premises. This was followed in the evening with visits to licensed premises. The police worked with Environmental Health and Licensing staff to visit 15 licensed premises in Newark and 7 in other areas of the district to check the arrangements in place. Most premises had read and understood the guidance and this was reflected in the management of the premises.

This evening exercise was repeated on 8 August. In the daytime, visits were made to retail and non-licensed premises and in the evening, premises in the night-time economy were targeted. On this occasion the checks were extended to restaurants as well as pubs. In total 27 premises were inspected. It was noted that in some premises, the standards had been relaxed and action was taken to remedy this.

4.2 Business Grants

Thousands of businesses have been awarded grant support through the national schemes (see table one) and this has been complimented by the Local Discretionary Grant scheme. This grant scheme, run by the Council, is aimed at small and micro businesses who were not eligible for the Small Business Grant or the Retail, Leisure and Hospitality Grant. This fund is now closed and £1,160,666.67 was awarded across 113 businesses.

Table One: Grants Awarded in Newark and Sherwood			
Grant Name	Grant Size	No of Awards	Total Given
Discretionary grant	Up to £25k	113	£1,160,666
Business rate grant	£10-25k	2,270	£26,630,000
Small Business Grant	£10k	1,804	£18,040,000
Retail, Hospitality & Leisure Grant	Up to £25k	468	£8,610,000

5.0 The Local Outbreak

This section outlines the actions taken when Newark was an ‘Area of Concern’ due to a Local Outbreak and the actions taken to remove the area from the Government’s National Watchlist.

5.1 The Situation

On 7 August a statement from Jonathan Gribbin, Director of Public Health at Nottinghamshire County Council, confirmed a number of cases at the Balkavor factory in

Newark and emphasised the importance of following social distancing guidelines to all residents and businesses in the district. The national surveillance report of 14 August placed Newark and Sherwood on the Watchlist as an area of concern.

The threshold for national interest is at least 20 cases per 100,000 people. The following timeline summarises the Newark and Sherwood Local Outbreak;

3 - 9 August	<ul style="list-style-type: none">• 26 cases per 100,000 population across Newark and Sherwood
10 - 16 August	<ul style="list-style-type: none">• 32 cases per 100,000 population across Newark and Sherwood
14 Aug	<ul style="list-style-type: none">• Newark designated an area of concern
17 - 23 August	<ul style="list-style-type: none">• 24 cases per 100,000 across Newark and Sherwood
4 September	<ul style="list-style-type: none">• Newark removed from the Watch List

The centre of the outbreak was the factory run by Bakkavor with traced cases within the community, family and social networks between linked people and Bakkavor employees. There was not extensive spread in the community due to support of the Covid-19 guidelines.

5.2 **Actions Taken**

The actions taken by the Council to manage the outbreak were as follows:

5.2.1 **Track and Trace**

The national test, track and trace system is the first stage in identifying positive cases and ensuring that any contacts are followed up and advice on self-isolation provided. It became apparent during the local outbreak that there were some gaps in the national contact tracing that required local intervention. In instances where national contact could not be made, local contact was initiated using Environmental Health staff from within the Council. This allowed all positive local cases to be contacted and suitable advice provided.

As the outbreak developed, this system was further enhanced using daily positive case data provided by Bakkavor to immediately contact those testing positive and identify social, work or familial links. This work was a joint effort between County Public Health colleagues and the Council. When the Council communicated with positive or suspected cases the individual was requested to complete an online 'Investigation Survey' developed by the Council to gain an understanding of the spread and development of the outbreak. This survey was translated into 3 languages and translators also supported the investigation follow-ups to ensure a full picture of the outbreak was gathered. The survey also signposted to support that could be provided by HART for residents isolating.

The Bakkavor site was not the only place involved in the local outbreak. Staff from Public Protection followed up positive cases and their contacts from two other sites. The contact details of over 90 individuals were tabulated and assessed to ensure that any links

could be identified. The analysis of this contact tracing showed links between the Bakkavor and the two other sites, suggesting that the outbreaks were linked rather than separate entities.

The model developed for the Newark outbreak was so effective that it is now being developed as a model for track and trace across the County.

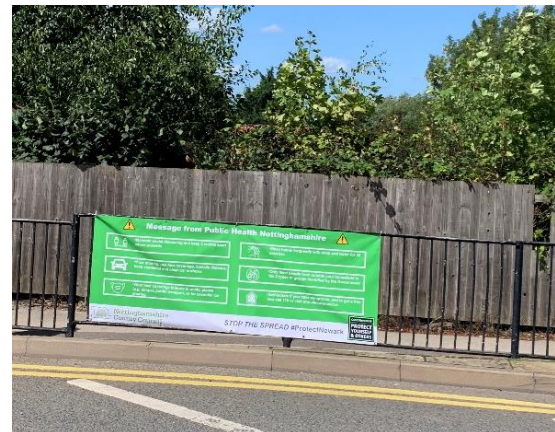
5.2.2 Communications #StopTheSpread

Ensuring that the identified key messages are broadcast during a local outbreak is crucial to stopping the spread of Covid-19. Public Health determined that transmission was mostly occurring through a social or community setting with households mixing and car sharing without following the guidelines.

To address this, the communications team developed a campaign which included these key messages covering a range of channels. Social media campaigns were developed using national assets, physical signage such as banners were used in key locations to ensure maximum impact. Alternative language material was developed and displayed and all the main supermarkets were visited and asked to display posters.



Utilising window space on Stodman Street



Banners at; Castle Gate, London Road crossroads, Beacon Hill road, Bowbridge Road, Lombard Street, Queens Road, Kings Road and Brunel Drive

During the outbreak there was also an increase in ‘fake news’ mostly on social media and the campaign adapted to address this as demonstrated in the social media post below.

⚠ Beware of false information ⚠



Consider the source:
Where did you receive the information from?



Cross check:
Are other reliable platforms sharing the same information?

Follow accurate advice from accurate sources



www.gov.uk/coronavirus



www.newark-sherwooddc.gov.uk/coronavirus



www.nottinghamshire.gov.uk/coronavirus



There were weekly briefings with the media hosted by the County Council and multiple press enquiries which were actioned. Throughout this period, a high profile Towns Fund Campaign was ran by the communications team which saw 3 consecutive weeks as the lead article in the local press, high profile videos reaching across a wide range of organisations which form the Towns Fund Board.

5.2.3 **Business Support**

In response to the increase in cases, a further day of activity was undertaken on Saturday 15 August. Support for this activity was provided from other authorities within Nottinghamshire who provided specialist staff to assist Environmental Health colleagues. Premises where people congregate were identified and visits were made to cafes, restaurants, coffee shops, and licensed premises. Over 80 premises were visited and reminded of the regulations.

5.2.4 **Council Sites**

As a precaution during the local outbreak, visitors to council run care homes were restricted and the transitional arrangements for council offices were paused, with only essential staff attending council sites.

5.2.5 **Emergency Plan Update Meetings**

Daily Emergency Plan Update Meetings were established in response to Newark being on the Government's National Watchlist as an Area of Concern. These meetings involved Council officers, Public Health, County Council colleagues and members of the Council's Senior Leadership Team. The group were primarily a decision making group ensuring effective management of the local outbreak. The meetings were held daily from 6 August to 4 September.

5.3 **Response: National Taskforce**

In August group of three representatives from central government, together with Jonathan Gribbin, Director of Public Health for Nottinghamshire, visited Castle House. The purpose of the visit was to explore how the national Covid-19 policy and practice was applied to deal with a local outbreak, providing an opportunity to share good practice from elsewhere and to raise matters with central government that the Council felt needed to be improved. The Taskforce group were positive, as was the Director of Public Health, about the leading contribution of Newark and Sherwood District Council.

6.0 **Workforce Adaption**

This section of the report summarises how staff and members are adapting to work with Covid-19 safe systems of work and being supported to continue to deliver to residents

6.1 **Gradual Return to Work**

The original lockdown measures were partially removed and from 1 August the Government's advice for England changed giving employers discretion to allow staff back to work. The decision was taken to bring staff back to work in a phased, sensible and safe way to assist with:

- The isolation and loneliness experienced by some colleagues,
- The loss of the sense of team/togetherness that comes from face to face contact,
- The loss of a sense of common purpose and organisational culture,
- The less than ideal home working arrangements that some staff are experiencing

- And the loss of integration between services that often comes from informal ‘corridor’ conversations and the impact this can have on service co-ordination.

There are some working arrangements, introduced in response to Covid-19 that will remain, such as greater use of virtual meetings and increasingly flexible working patterns.

The phased return to staff to their usual place of work commenced on Monday 10 August 2020. This is a transitional phase so every day numbers were limited to ensure social distancing. This was controlled through a rota applied to the offices at Farrar Close, Brunel Drive and Castle House. As the offices are all different sizes and layouts it meant staff coming in once every 8 to 10 working days. Staff also have to adhere to the Temporary Ways of Working, a pack of guidance on the safe systems of work in place at the Council’s offices.

However, on 13 August, Newark and Sherwood were categorised as an Area of Concern. Therefore, as a precautionary measure, the transition arrangements were paused. Following the removal of Newark from the National Watchlist the plans were restarted with effect from 14 September 2020.

6.2 **Workplace Culture**

The workplace culture team was set up to provide a wrap-around package of support for all staff. They continue to provide this support to staff with a weekly wellbeing newsletter and other information. They have also taken specific actions to support staff with transition back into the office. This included creating two videos guiding staff through the safe systems of work and helping familiarise staff with the new office protocols before their first day back. Staff also have access to a bespoke reintegration back into work/life after lockdown pack and other mental health support resources.

6.3 **Member Survey**

A Member Survey was undertaken by democratic services to understand how Members have found continuing to serve their communities through the pandemic. Members here adapted by moving online for meetings and committees and this was particularly important for those shielding. However, the overwhelming response from Members was that the support from Council staff meant they could still effectively deliver in their community. The main message from Members was that Covid had enabled, in some cases, more engagement with local businesses, organisations and residents. Whilst the pandemic in general, and the many reactive community support groups, brought communities closer together; a legacy that the Council will look to build upon.

6.4 **New Ways of Working**

The Council will be reviewing itself as an organisation, looking to learn lessons from how services were delivered during Covid-19. This learning is still ongoing as we enter the transition arrangements with staff starting to return and with communities entering the recovery phase. The Council will be learning and gathering information and using this to look at ways of working in the future.

7.0 **Moving Forwards**

This section considers the future issues that are likely to impact the district moving into recovery and the future post-Covid.

7.1 **Looking Forward**

There were 93,300 furloughed in Nottinghamshire, of which 13,900 were in Newark and Sherwood. This equates to 11.4% of the population. Projected unemployment in Newark and Sherwood after furlough is expected to rise to 11.5% to 12% from the pre-Covid 4.5% (D2N2 Study). The Projection of Gross Value Added (GVA) change by the end of 2020 is expected to be minus 41% in Newark & Sherwood and minus 35% in the UK (D2N2 Study).

This is mirrored in the support residents require. There were 3,750 JSA Claimants in Newark and Sherwood in June 2020. This is a 155% increase on June 2019.

7.2 **Economic Recovery**

An Economic Impact and Recovery Strategy is in development and this will pull together multiple data sources to develop a picture of the issues facing Newark and Sherwood residents and businesses before outlining a strategy for economic recovery.

The Council will also undertake a number of promotional campaigns to support the safe reopening of high streets in each town, including messaging on safety, guidance on reopening and social distancing. The local outbreak that put the district on the Government's National Watchlist delayed the visitor 'staycation' campaign that was due to run in August and September. This campaign will now run in October and will focus on promoting the tourism destinations in Newark and Sherwood as safe places to visit for a 'change of scenery' with opportunities to enjoy the outdoors and open spaces.

7.3 **Community Resilience**

HART was put in place at the onset of the pandemic to provide immediate and dedicated support to the community as a result of the impacts of Covid-19. However, it is recognised that HART has a continuing role to play in providing support to business, communities and identified vulnerable people and target groups. Therefore, HART will continue to deliver this community focused support. The principles for this are currently in development.

8.0 **Summary**

8.1 Colleagues have acted exceptionally to quickly set up support services for the district's most vulnerable residents, provide much needed financial relief to businesses and to develop and implement new ways of working in order to maintain the Council's unique and valuable "one team" ethos. Staff have embodied the Council's values tackling the local outbreak quickly and effectively.

9.0 **Proposals**

9.1 It is proposed that the content of this report, most notably the breadth of the response and work undertaken to remove Newark from the Government's National Watchlist, be considered as a context for future working.

9.0 **Equalities Implications**

9.1 The disproportionate impact of Covid-19 upon persons with protected characteristics in terms of age, ethnicity, occupation, and deprivation has regrettably been observed in the national statistics. Due consideration of these, and equalities implications, will be

necessary as the pandemic recovery continues to evolve. For each new activity referenced an equalities assessment was made and adaptations made as required.

10.0 Financial Implications (FIN20-21/9412)

10.1 Revenue Current Year

10.1.1 The Council has received £1,483,053 of funding from central government to-date to mitigate additional cost pressures as a result of COVID-19. This can be used across both the General Fund and the Housing Revenue Account. Details of how this £1.483m is currently allocated can be found in Appendix B of the General Fund, Housing Revenue Account and Capital Projected Outturn Report to 31 March 2021 as at 31 July 2020 report elsewhere on this meeting's agenda.

10.1.2 The Council will also be able to claim partial compensation for lost sales, fees and charges income due to Government COVID-19 related interventions. Based on initial estimates, the council projects that this will be between £0.400m and £0.600m for 2020/21.

10.1.3 As at the end of July 2020, the Council is projecting a £1.174m shortfall on the General Fund in 2020/21 or between £0.574m and 0.774m if it includes initial estimates of compensation receivable for lost sales, fees and charges income.

10.2 Revenue Future Years

10.2.1 As part of the 2021/22 budget-setting process, officers are working to understand the impacts that COVID-19 and other changes may have on expenditure and income in 2021/22 and future years.

11.0 Community Plan – Alignment to Objectives

11.1 The Council has a responsibility to plan and prepare for emergencies. This is a key responsibly and feeds into all objectives within the Community Plan. It is important to note that the Community Plan has been reviewed and reshaped in response to Covid-19 and is being brought before Members at this Committee for consideration.

12.0 RECOMMENDATION

That the report be noted as a summary of the pandemic response and recovery activities since June and the context be considered for future working arrangements.

Reason for Recommendation

To provide context for future working and decision making.

Background Papers

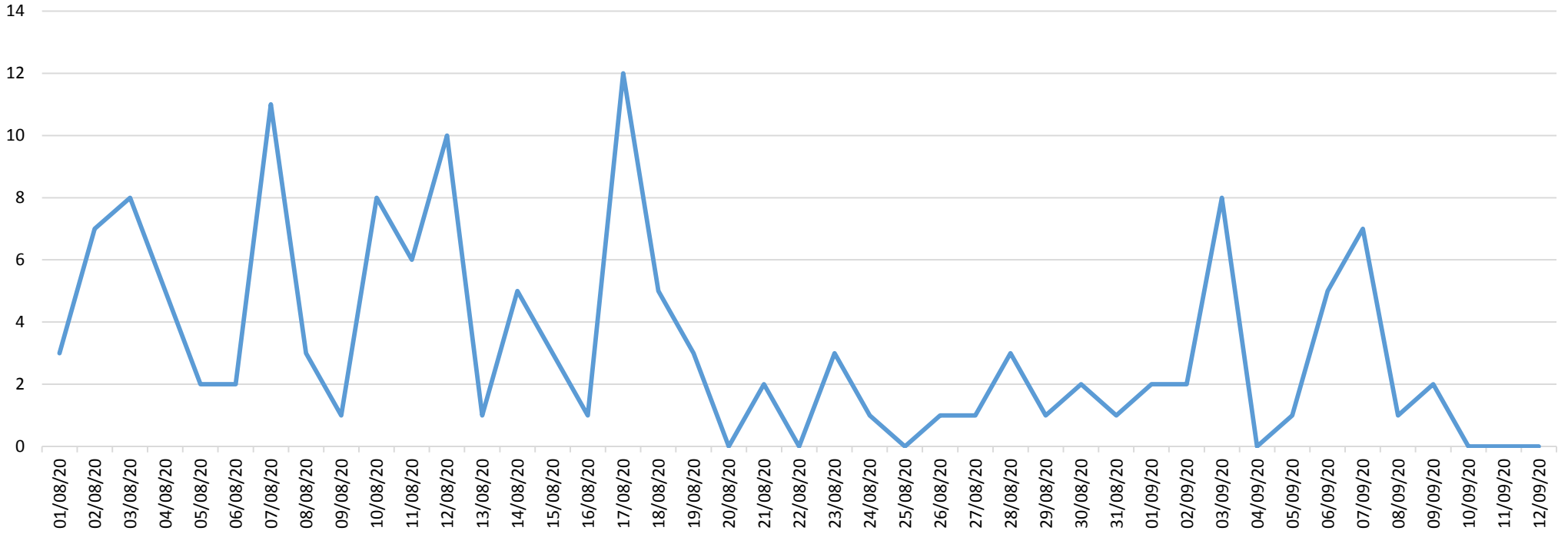
Nil.

For further information, please contact Sharon Watret on Ext.5717 and Ella Brady on Ext.5279

Deborah Johnson
Assistant Director - Transformation & Communication

Appendix: Cases during the Newark and Sherwood Outbreak

Daily Number of Cases in Newark and Sherwood



POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

COMMUNITY PLAN – QUARTER 1 2020/21 - PERFORMANCE REPORT

1.0 Purpose of Report

1.1 To provide Members with information on:-

- Current position against actions and key performance indicators (KPIs) in the Council's Community Plan 2019-23
- Customer Comments including Complaints
- Customer Contacts
- Requests for Information – Data Protection, Freedom of Information and Environmental Information Regulations
- Sickness Absence
- Regulation of Investigatory Powers Act (RIPA)

2.0 Background Information

2.1 The Council's four year Community Plan 2019-23 was first adopted on 7 March 2019 and refreshed on 20 February 2020 with a strapline of '**servicing people, improving lives**'. The plan sets out the Council's purpose, values and objectives along with improvement / development actions above and beyond normal day to day service related activities.

2.2 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.

2.3 To deliver this commitment, systems to monitor performance against revenue and capital budgets, Community Plan actions and KPIs have been brought together and are now embedded in the way the Council works.

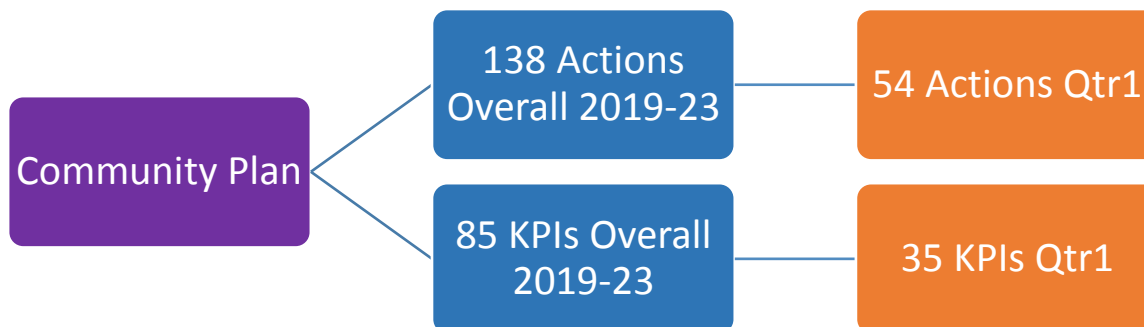
2.4 Performance reports focus on the Council's Community Plan objectives and serve to provide the most recent quarterly information on the status of both actions and KPIs underpinning the plan, highlighting achievements and any concerns. However, there is further work to do, to align performance and introduce further improvement measures.

2.5 In addition, the revised Community Plan is being presented to this Committee in a separate report and Quarter 2 and ongoing performance will reflect any changes, subject to its approval.

3.0 Overall Performance

3.1 There are a total of 138 actions within the plan and 85 KPIs used to measure progress against the plan. Some of those KPIs are measured annually and Actions span the whole of 2019-23 period and are not all due at this time. Therefore 35 KPIs and 54 Actions are presented for quarter 1 of 2020/21 within this report.

Figure 3.2 KPIs and Actions Overview



3.3 Performance at the end of the first quarter of 2020/21 against the Council’s Community Plan actions and indicators show the following:

3.4 **Indicators**

3.4.1 Performance for KPIs at the end of quarter 1 2020/21 shows that of the 35 indicators, 10 were green, 1 was amber and 6 were red. Of the remainder, 10 are data only indicators and 8 had no data.

Figure 3.4.2 – 2020/21 Community Plan Key Indicators

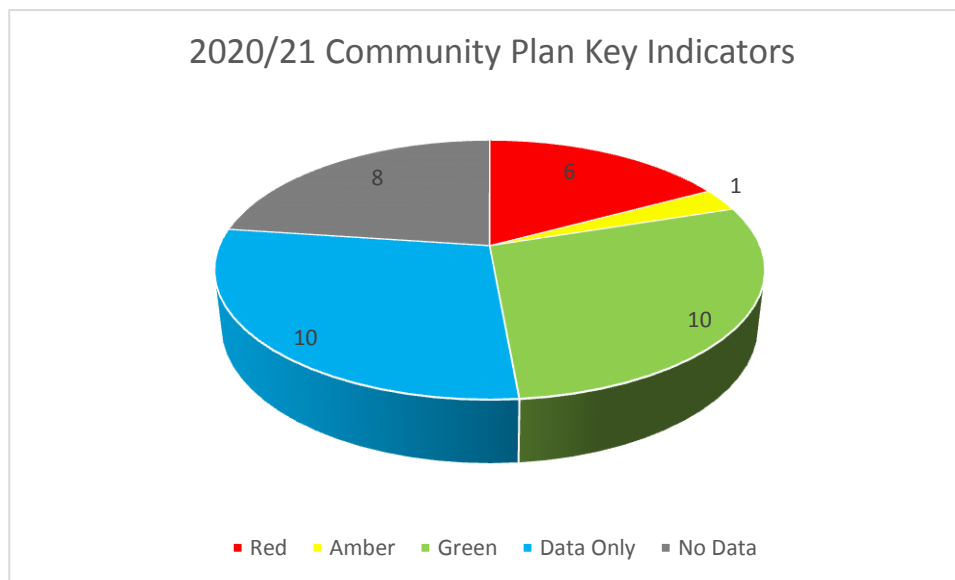





Figure 3.4.3 2020/21 Community Plan Key Indicators Direction of Travel

	Key Indicators Qtr 4 2019/20	Key Indicators Qtr 1 2020/21	Direction of Travel
Green	15	10	
Amber	1	1	
Red	5	6	

3.4.4 It is worth noting that due to the impact of Covid-19, prioritisation of critical functions and the ongoing increased response within the District, some of the quarter 1 data was not available at the time of writing this report. Specifically, 8 of the 35 KPIs have missing data as SLT has agreed that they are either not critical at this time or Covid-19 has had a significant enough impact that any result would be misleading. Therefore the direction of travel on performance, should be considered with this in mind, particularly with the decrease in numbers of those which have performed on or above target.

3.4.5 One of the areas with significant impact is in relation to crime and ASB and although the figures are not available, in broad terms crime is down and ASB is up. Less people on the streets, especially at night has meant both burglary and violent crimes are down. Newark did see a rise in retail theft (shop lifting) during April / May due to a small group of prolific individuals. These have now been arrested and the level has since dropped. There has been an increase in ASB in all areas of Newark and Sherwood and a noticeable increase in ASB associated with young people in Balderton and Farndon.

Figure 3.4.6 PI Status

PI Description	Business Unit	Result	Target	Comment
Percentage of lettable floor space occupied at the Butter Market	Asset Management and Car Parks	50%	50%	Comment not required due to meeting target.
Percentage of failing sites - street and environmental cleanliness – Litter	Environmental Services	1.71%	8%	Comment not required due to meeting target.
Percentage of failing sites - street and environmental cleanliness – Detritus	Environmental Services	0.85%	6%	Comment not required due to meeting target.
Average number of days taken to respond to flytipping reports	Environmental Services	1.4 days	2.5 days	Comment not required due to meeting target.
Percentage of Website availability	ICT and Digital Services	100%	100%	Comment not required due to meeting target.
Percentage of planning applications determined within the national target	Planning Development	100%	90%	Comment not required due to meeting target.

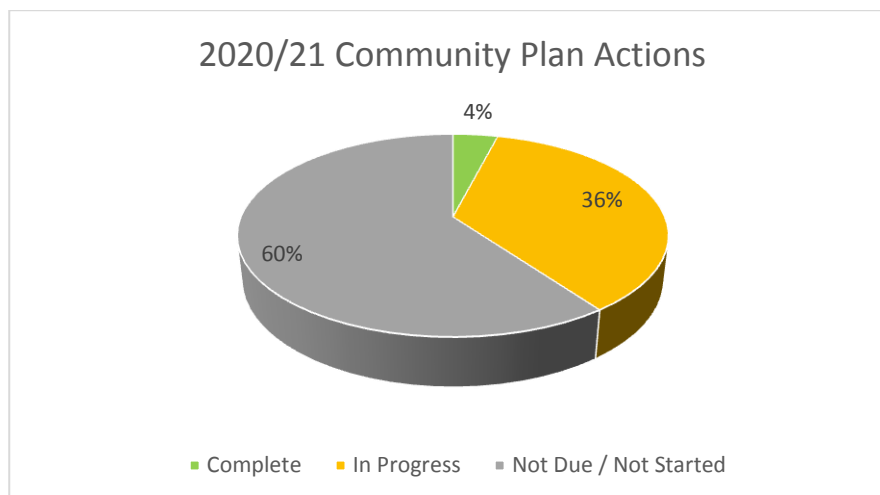
PI Description	Business Unit	Result	Target	Comment
(13 weeks) - Major applications				
Percentage of planning applications determined within the national target (8 weeks) - Minor applications	Planning Development	98%	90%	Comment not required due to meeting target.
Percentage of planning applications determined within the national target (8 weeks) - Other applications	Planning Development	98%	90%	Comment not required due to meeting target.
Percentage of planning applications determined within the national target (8 weeks) - Non-major applications	Planning Development	98%	89%	Comment not required due to meeting target.
Percentage of CCTV recorded incidents that are Proactively generated	Public Protection	41.26%	22%	Comment not required due to meeting target.
Average number of days to process new Housing Benefit / Council Tax Support claims	Revenues and Benefits	21 days	20 days	The slight missed target is pleasing given the additional pressures and workload caused by an increase in new claims related to covid-19 during the period. As at the end of July, this figure had already improved to 16 days, indicating quarter 2 performance is back on track.
Number of engagement activities with schools on employment opportunities	Economic Development	0	5	This is a direct impact of following Covid-19 Government guidelines.
Number of user visits to leisure centres	Housing, Health and Community Relations	0	318,750	Leisure centres remained closed for the whole of quarter 1
Number of measures installed within NSDC area to support living in a warm and healthy home	Housing, Health and Community Relations	1	15	This is a direct impact of following Covid-19 Government guidelines.
Percentage of apprenticeships offered by NSDC as a % of the workforce	HR and Training	0.17%	2.30%	There was 1 offered during quarter 1. The Council needs to offer 13 more apprenticeships during the year to meet its annual target.
Average number of days to	Revenues and	10.3	5 days	Processing times for changes

PI Description	Business Unit	Result	Target	Comment
process change of circumstances for Housing Benefit claims	Benefits	days		has dipped due to the impact of the pandemic on workload and system issues that have taken some time to resolve.
Percentage of Discretionary Housing Grants budget offered	Revenues and Benefits	12.7%	40%	A further £48,000 has been committed which if taken into account equated to 22% of the grant fund.

3.5 Actions

3.5.1 Of the 138 Community Plan actions for 2019-23, for this period, 5 (4%) are completed and 49 (36%) are currently in progress, compared to 5 and 45 respectively at the end of the last quarter. In addition to the above performance information, set out below is progress against a selection of significant key activities that have taken place under each objective during quarter 1.

Figure 3.5.2 2020/21 Community Plan Actions



3.5.3 Improve the Cleanliness and Appearance of the Local Environment

Action	Status/ Comment
Respond to National Waste Strategy.	Completed
Reallocate resources to increase capacity around street cleansing.	Completed
Increase awareness and take up of the bulky waste collection service offered by the Council.	Bulky waste ceased for a period due to Covid-19 guidance and has since resumed.

3.5.4 **Reduce Crime and Anti-Social Behaviour and Increase Feelings of Safety in our Communities**

Activities within Actions	Status / Comment
Continue visible presence of Community Protection Officers.	There has been a continued visible presence of Community Protection Officers and they have been supporting the local community and town centres as businesses have reopened to encourage the public to follow Government advise and in the prevention of ASB.
Publicise enforcement action on our media platforms.	Enforcement action against offenders is publicised on our media platforms.
Taken action on 260 anti-social behaviour and environmental health reports relating to Coronavirus.	Additional activity in relation to Covid-19 support.

3.5.5 **Improve Transport Infrastructure to Reduce Congestion and Facilitate Growth**

Action	Status / Comment
Close the funding gap to enable the delivery of the Newark Southern Link Road.	Discussions on a collaborative partnership have progressed and positive discussions with Nottinghamshire County Council have also been undertaken. The SLR is also identified as a likely priority of Future Towns Deal Funding, with a view to closing the gap. A Towns Deal was submitted to Government at the end of July.

3.5.6 **Accelerate the Supply of New Homes Including Associated Facilities**

Action	Status / Comment
Housing Revenue Account to deliver 335 homes by 2021/22.	A further 10 completed in quarter 1.

3.5.7 **Increase Visits to Newark & Sherwood and the Use of Visitor Attractions by Local Residents**

Action	Status / Comment
Review the pricing policy for attractions.	A comprehensive visitor market research project was planned to take place throughout May to September 2020, but was delayed due to Covid-19 restrictions.

3.5.8 **Protect, Promote and Enhance the District's Natural Environment**

Action	Status / Comment
Improvements to Sherwood Arts and Crafts Visitor Centre.	Phase 1 refurbishment of the former toilet block at Sherwood Arts and Crafts Centre is complete.

3.5.9 **Enhance and Sustain Town Centres**

Action	Status / Comment
Bid for national high street funding (was not successful).	Completed
Reuse of the Corn Exchange and Buttermarket.	Tambo Lounge reopened in the Buttermarket in mid-July following closure in mid-March.
Improve the night time economy and overnight accommodation within the town centre.	There was a severe impact on businesses due to Covid-19. A mix of businesses and night time economy options are being considered by the Newark Place Strategy led by Benoy Ltd.

3.5.10 **Reduce Levels of Deprivation in Target Areas and Remove Barriers to Social Mobility Across the District**

Action	Status / Comment
Develop a local offer for care leavers.	Completed

3.5.11 **Improve the Health and Wellbeing of Local Residents, with a Particular Focus on Narrowing the Gap in Healthy Life Expectancy and Other Health Outcomes**

During the first quarter, the ability to directly interact with residents has been significantly reduced due to Covid-19. However, it is important to note some of the activities that have been contributing to this objective which are Covid-19 related; these are set out below. A report on activity relating to Covid-19 was brought to Policy and Finance Committee in June and a follow up report is due for the September cycle which gives greater detail.

Activities within Actions	Status / Comment
Leisure Centres to be fully operational and Covid-19 secure.	Leisure centres successfully reopened in July.
Development activity.	Some development activity has been paused due to Covid-19 as supporting those with complex needs and bringing

Activities within Actions	Status / Comment
	rough sleepers in from the streets has been a priority.
Temporary accommodation project.	Work has continued to progress on the temporary accommodation project to progress onto the detailed design phase with the procurement of an employer's agent WTP and additional surveys.
Responded to more than 867 requests in total and collected and delivered medication to vulnerable residents on more than 239 occasions.	Additional activity in relation to Covid-19 support.
Delivered more than 176 emergency food parcels to vulnerable individuals and families and more than 300 hot meals to residents on behalf of Carriages Café.	Additional activity in relation to Covid-19 support.
Responded to more than 452 additional requests, including welfare checks, supporting food supply at local food banks and providing advice/referrals to other community groups.	Additional activity in relation to Covid-19 support.

3.5.12 Increase Participation with the Council and Within Local Communities

Action	Status / Comment
Webcast appropriate Council and Committee meetings.	Since November 2019, the operational committees and Planning and Council meetings have mostly been webcast and or live streamed through Facebook and Twitter.
Communicate decisions via social media.	Communications with residents via social media is an ongoing process and has been heavily and effectively utilised during the lockdown and recovery phases to get key messages out to the public. As part of a new and refreshed focus on customer insight the way in which the Council undertakes engagement with its residents is in progress.
Customer services has taken more than 4,379 Coronavirus support related calls.	Additional activity in relation to Covid-19 support.
Visited 163 premises to provide Covid-19 guidance checks and support.	Additional activity in relation to Covid-19 support.

3.5.13 Generate More Income, Improve Value for Money and Increase Resident’s Satisfaction with the Council

Action	Status / Comment
Undertake a review and implement the preferred option into the most cost effective and appropriate way to deliver management of the Council’s housing stock.	Completed
Adopt a commercial strategy.	The council has an adopted commercial strategy. A project management toolkit has been developed and two types of Project Management Training has been rolled out to approx. 80 staff.
Paid £1,051,099.67 in discretionary grants to 104 local businesses and £26,560,000 in business rate grants to 2,263 local businesses.	Additional activity in relation to Covid-19 support.

3.5.14 Once the revised Community Plan is approved, a number of additional and alternative performance elements will be incorporated within section 3.4 and 3.5. Detailed reporting on housing performance is presented to the Homes and Communities Committee.


4.0 Customer Contact, Comments and Requests for Information

4.1 This section provides performance information against a range of corporate indicators in respect of customer comments and requests for service and information. For context, housing now included in this section and there is a 3 stage process required to involve tenants in complaint resolution. Work is in progress to align, where possible, housing complaints and the council’s other complaints and comments so that they are recorded and monitored in the same way.

4.1.1 Stage 1 and 2 Complaints

The number of stage 1 and stage 2 complaints received for the first quarter of 20/21 was 78, compared with 31 for the same period of the previous year. Whilst the direction of travel shows a 152% increase in complaints, it is worth noting that 22% of complaints were related to housing and were not included in 19/20 quarter 1 figures. In addition, an increase in complaints can be viewed positively because we actively encourage our customers to provide feedback to us. Customer feedback is our main source of information for making improvements to services and we will use feedback and insight more going forward to drive change and improvements.

Figure 4.1.2 All Complaints Direction of Travel

	Complaints Qtr 1 2019/20	Complaints Qtr 1 2020/21	Direction of Travel
All Complaints	31	78	

Stage 1	28	73	↑
Stage 2	3	5	↑

Figure 4.1.3 Stage 1 and 2 Complaints by Business Unit

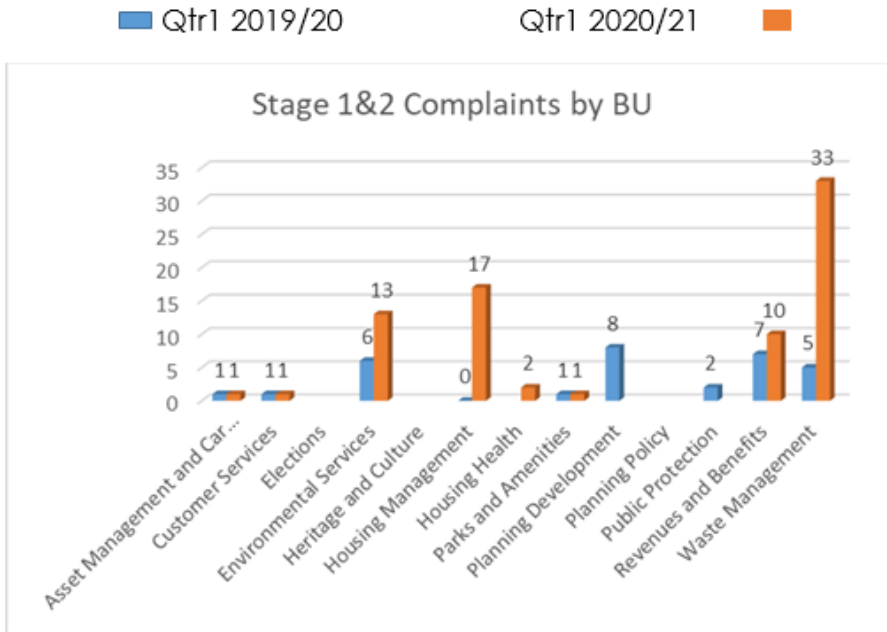
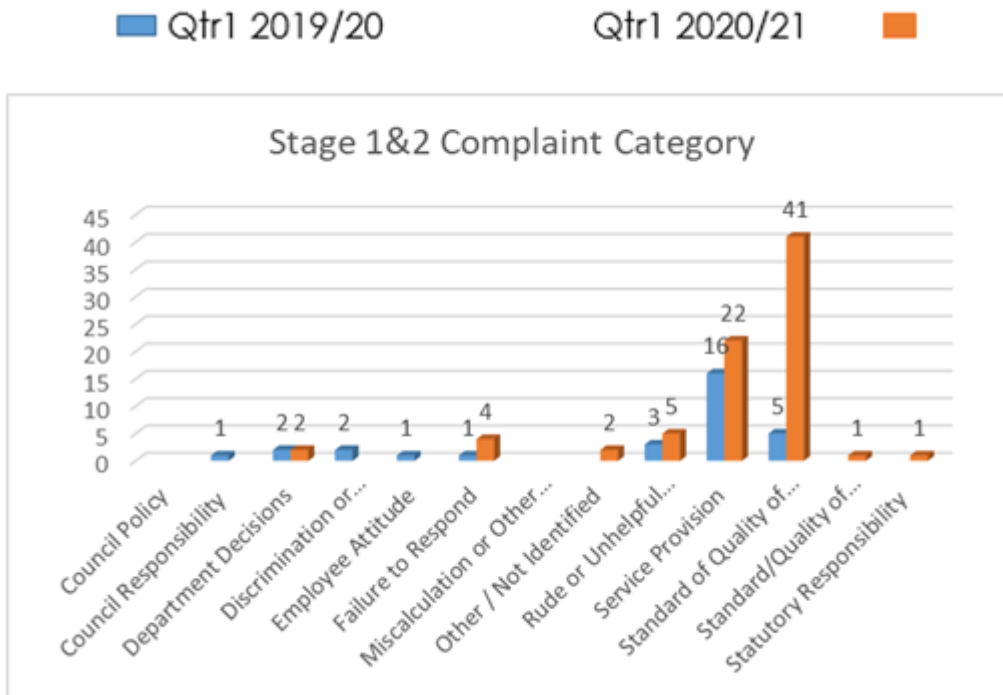


Figure 4.1.4 Stage 1 and 2 Complaints by Category



4.1.5 63 (81%) complaints related to service provision or standard and quality of service. Of the 40 complaints fully or partially upheld, 34 (85%) were cited as one of those two reasons. 28 (82%) of these were attributed to just 3 service areas; specifically Waste Management (11), Housing (10) and Environmental Health (7).

4.1.6 It is worth noting for context that these services have thousands of interactions and transactions with customers within a quarter, and that 40 fully or partially upheld complaints is just a fraction of that. However, standard of quality of service and service provision are areas that we have a large degree of control over and can improve upon. The importance of both of these elements and the impact on customer satisfaction and complaints will be highlighted at team meetings and during tool box talks.






4.2 Stage 2 Complaints

4.2.1 There were a total of 5 Stage 2 complaints received during quarter 1 of 2020/21 compared with 3 in the same period of 2019/20. Of these, 4 were completed during the period; one was fully upheld (housing repairs) and one was partially upheld (waste).

4.2.2 Whilst Stage 2 complaints looks to have increased significantly, they have increased in line with Stage 1 complaints and therefore are proportionate. Over the next 12 months we are looking to further encourage customer feedback and engagement and improving our customer insight and as a result, Members can look forward to more detailed reports going forward.

4.3 Engagement with Customers and Residents

Figure 4.3.1 Customer Contact Breakdown with Direction of Travel

Contact	2019/20 Qtr 1	2020/21 Qtr 1	Direction of Travel
MP enquiries relating to residents' queries	41	23	
Ombudsman enquiries	2	2	
Face to Face enquires – Southwell	45	0	
Face to Face enquires – Ollerton	304	0	
Face to Face enquires - Castle House	3,875	0	

4.3.2 The figures above show that face to face contacts have declined, specifically linked to the closure of our offices to the public for the whole of quarter 1 as per Government guidelines in relation to Covid-19. Historically however, there has been a significant increase in customers accessing digital services and the continued popularity of social media. The Council uses this as a channel to promote key messages and events and this has been particularly of value during the peak of the pandemic and our ongoing response and recovery.

4.3.3 As part of the integration of the housing service, similar to work highlighted at 4.1.1 we are reviewing our complaints procedures to reflect the two Ombudsmen that apply depending on the nature of the complaint and aligning to either a two or three stage process, including a tenants panel.

4.4 Data Protection (DP), Freedom of Information (Fol) and Environmental Information Regulations (EIR)

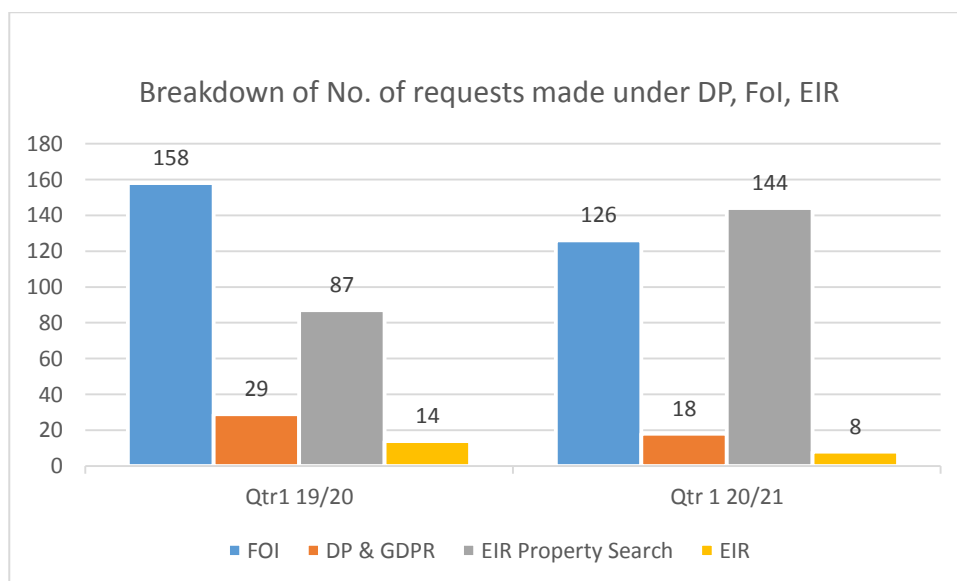
4.4.1 Provided below are the contacts received by the Council in relation to DP, Fol and EIR.

Definitions	
Freedom of Information (FOI)	The Freedom of Information Act 2000 provides public access to information held by public authorities.
Data Protection Act DPA	Was developed to control how personal or customer information is used by organisations or government bodies. It protects people and lays down rules about how data about people can be used.
Environmental Information Regulations (EIR)	The Environmental Information Regulations 2004 (EIRs) give a general right of access to all the environmental information held by the Council providing one or more of the exemptions does not apply.

Figure 4.4.2 DP, Fol and EIR Direction of Travel

Contact	2019/20 Qtr 1	2020/21 Qtr 1	Direction of Travel
No. of requests made under DP, Fol, EIR	288	296	↑

Figure 4.4.3 DP, Fol and EIR Breakdown Comparison



4.4.4 Additional transparency data has been published on the Council’s website e.g. figures for public health funerals, which has meant a reduction in requests received for that specific information.

5.0 Sickness Absence

- 5.1 The Council has an annual target of no more than 6 days sickness absence per FTE for 2020/21. The result for sickness absence at the first quarter of the year was 1.13 days per FTE against a target of 1.5 days per FTE. This compares to 1.78 days per FTE for the same period last year, a decrease of 0.65 days.
- 5.2 Salaries paid in relation to sickness absence for the first quarter of 2020/21 was £60,357, compared to £63,675 for the same period last year, a decrease of £3,318. For clarity, this is not an additional cost for absence. The true additional cost for quarter 1 (agency / overtime / additional hours) was £14, which is £816 lower than the same period last year.

6.0 Authorisations made under Regulation of Investigatory Powers Act

- 6.1 The Regulation of Investigatory Powers Act 2000 (RIPA) governs the use of covert surveillance by public authorities. Local authorities are only permitted to carry out covert surveillance for the purposes of preventing or detecting crime, or preventing disorder and only where such action is necessary, proportionate, justified and compatible with human rights. Since 1 November 2012 local authorities have been required to obtain judicial approval prior to using covert surveillance. Additionally, since this date local authority use of directed surveillance under RIPA has been limited to the investigation of crimes which attract a six month or more custodial sentence, with the exception of offences relating to the underage sale of alcohol and tobacco.
- 6.2 Under the legislation it is the responsibility of the designated Senior Responsible Officer, which for the Council is the Director of Governance & Organisational Development, to ensure regular reports to Members on the Council's use of RIPA powers. The Council's usage of covert surveillance has always been low and it should be noted that there have been NO authorisations of covert surveillance by the Council for several years.
- 6.3 The last inspection of the Council's use of RIPA took place on 20 April 2016 by the Office of Surveillance Commissioner. We anticipate a "desktop"/ virtual inspection during October rather than a visit from a member of the inspectorate. The Council's policy relating to RIPA was updated in October 2019 and can be found via the following link:
<https://www.newark-sherwooddc.gov.uk/media/intranet/documents/policies/Current%20RIPA%20Policy%20and%20Procedure%202019.pdf>

7.0 Equalities Implications

- 7.1 Each service area is responsible for monitoring any equality implications arising from progressing actions and managing overall performance as set out within the Community Plan.

8.0 Financial Implications – (FIN20-21/4995)

- 8.1 Revenue Current Year/Future Year

A separate report relating to budgetary performance will be submitted by Financial Services.

8.2 Capital Implications

There are no separate financial implications arising from the information presented in this report. Financial implications for individual activities under each objective will be the subject of separate reports.

9.0 Community Plan – Alignment to Objectives

9.1 This report provides an overview of performance and performance related activity which are linked to KPIs and actions referenced in the Community Plan. We will continue to develop the Community Plan to ensure services are delivered adequately. As a reminder, the revised Community Plan is being presented in a separate report to this Committee and Quarter 2 and ongoing performance will reflect any changes, subject to its approval.

10.0 RECOMMENDATION

That the Committee notes and comments on the content of the report.

Reason for Recommendation

To enable the Committee to proactively monitor and manage achievement of the Council's objectives as set out in the Community Plan.

Background Papers

Community Plan 2019-2023

For further information, please contact Nicola Priest (Performance Officer) on Extension 5526 or Natalie Cook (Transformation Manager) on Extension 5275.

Deborah Johnson
Assistant Director – Transformation & Communications

POLICY & FINANCE COMMITTEE

24 SEPTEMBER 2020

INFORMATION REQUESTS, COMPLAINTS AND RIPA UPDATE

1.0 Purpose of Report

- 1.1 To inform Members of the activity in relation to requests made to the Council during the 2019/20 financial year under the General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- 1.2 To inform Members of the complaints made to the Local Government Ombudsman during 2019/20.
- 1.3 To inform Members of the use by the Council of the Regulation of Investigatory Powers Act 2000 (RIPA) during 2018/19.

2.0 Background Information

- 2.1 Formal requests for information can be made to the Council in accordance with the following pieces of legislation, General Data Protection Regulation (GDPR), Data Protection Act 2018 (DPA), Freedom of Information Act 2000 (FOIA), the Environmental Information Regulations 2004 (EIR) and the Re-Use of Public Sector Information Regulations 2015(RPSI). These legislative areas are all regulated by the information Commissioner who has powers to fine organisations if they breach any of the provisions.
- 2.2 The Local Government Ombudsman (LGO) earlier this year published its annual review statistics for the year ending 31 March 2020. The LGO is the final stage for complaints - the person affected must have gone through the Council's complaints process before escalating their complaint to the LGO. In some cases it is very clear to the LGO that the customer has not taken their complaint to the Council and will advise the customer that they must do so before the LGO can assess their complaint. The Council is not always notified of such cases.

3.0 Information Governance Activity

- 3.1 The total number of information requests received during 2019/20 was 1,198 representing a decrease of 32% from the 1,763 received in the previous financial year. Of these, 716 requests were made under FOIA compared with 820 in the previous year, 390 under EIR compared with 856 in the previous year and 92 under GDPR compared with 87 in the previous year.
- 3.2 All responses continue to be made within the statutory timescales. FOIA and EIR requests have to be responded to within 20 working days and during the year the average response times were 7.76 working days and 6.56 working days respectively. Requests made under GDPR must be responded to within one month and the average response time was 7.8 calendar days.
- 3.3 63 % of requests related to three areas of the Council's activity – planning development, revenues and public protection issues:

- 394 requests were referred to the Planning Development business unit. This is 484 less than the previous year and reflects a significant reduction in requests from Land and Property Search companies under EIR and a small reduction in the number of general planning enquiries.
- 202 requests were referred to Revenues and Benefits, mainly from a small number of businesses wishing to identify companies and charitable organisations liable for business rates within the district so that they could offer assistance in obtaining reliefs.
- 147 requests were referred to Public Protection covering a range of issues from domestic violence to public health funerals.

3.4 Although requests have been received from 24 different sectors 78.8% fall within four categories:

- 358 received from individual members of the public
- 334 received from Land and Property Search companies
- 153 received from businesses
- 98 received from the media

4.0 Ombudsman

4.1 The LGO made decisions on 12 complaints and enquiries against the Council in the financial year 2019/20. This compares to 10 received in 2018/19. The outcomes were as follows:

Upheld – maladministration and injustice.	1
Closed after initial enquiries	8
Referred back for local resolution	2
Advice given	1
Total	12

These figures are from the figures that the LGO hold which do not align with the figures the Council hold. This is because the LGO numbers include enquires from people who the LGO signpost back to the Council but never contact us. These are captured in the “closed after initial enquires” figures. There is no way of identifying who these customers are.

4.2 The upheld complaint relates to a complaint regarding the calculation of benefit and how self-employed earnings and business expense were taken into consideration. The Ombudsman found maladministration and error in this matter despite the Council objecting to this classification particularly that of maladministration. The Ombudsman did not recommend any further action to rectify the error as the Council as already recalculated the claim and apologised.

4.3 The table below details the type of enquiries received by the LGO. The logged figures do not match the decided figures as the decided figures are based on the decisions made during 2019/2020. Some of these decisions will relate to enquiries logged in a previous year and likewise the LGO will not have reached a decision during 2019/20 on all of the enquiries logged during the year.

Ombudsman Category	Logged by Ombudsman
Benefits and Council Tax	3
Corporate/Other Services	2
Environmental Services	1
Housing	1
Planning and Development	4
Total	11

4.4 The LGO annual review letter is attached to this report as **Appendix 1**. There is a dedicated section on their website which contains a host of information to assist elected Members and the Ombudsman encourages elected members to make use of these resources. This can be found at www.lgo.org.uk/scrutiny

5.0 Regulation of Investigatory Powers Act

5.1 The Regulation of Investigatory Powers Act 2000 (RIPA) is the law governing the use of covert surveillance techniques by public authorities. Local authorities are empowered to carry out covert surveillance only for the purposes of preventing or detecting crime, or preventing disorder and only where such action is necessary, proportionate, justified and compatible with human rights. The Council endeavours to keep such surveillance to a minimum.

5.2 Since 1 November 2012 local authorities have been required to obtain judicial approval prior to using covert techniques. Additionally, since this date local authority use of directed surveillance under RIPA has been limited to the investigation of crimes, which attract a six month or more custodial sentence, with the exception of offences relating to the underage sale of alcohol and tobacco.

5.3 Under the legislation it is the responsibility of the designated Senior Responsible Officer, which for the Council is currently the Director – Governance and Organisational Development, to ensure regular reports to Members on the Council’s use of RIPA powers.

5.4 The Council’s usage of RIPA has always been low and it should be noted that there have been **NO** authorisations of covert surveillance by the Council for the last 6 years. The last inspection of the Council’s use of RIPA took place on 20 April 2016. The outcome of that inspection, which was very positive, was reported to the Committee on 1 December 2016. Inspections are undertaken by the Office of Surveillance Commissioner every 3 years and the Council has been contacted by the OSC to undertake an inspection this Autumn. There are a number of reasons for the Council’s low usage of RIPA, which reflect similar findings with other local authorities, namely:

- The transfer of benefit fraud investigation from local authorities to the DWP;
- The constraints introduced by the change in the legislation now requiring judicial authorisation for surveillance;
- Reduced resources;
- A concentration on deterrence rather than prosecution;
- Adverse reporting in the national media affecting attitudes of both elected Members and officers to covert surveillance; and

- A concentration on using overt as opposed to covert surveillance as a means of investigation.

6.0 Equalities Implications

6.1 Any customer comments received that highlight a possible equality issue are specifically referred to the Council's Equalities Working Group for review and appropriate action to be taken.

7.0 Financial Implications

7.1 There are no financial implications arising from this report.

8.0 RECOMMENDATION

That the report be noted.

Reasons for Recommendation

To update the Council's RIPA Policy and inform Members of activities in relation to information requests, complaints made to the Local Government Ombudsman and the use of RIPA in 2019/20.

Background Papers

Nil

For further information please contact: Karen White regarding RIPA on ext. 5240, Jill Baker regarding Ombudsman enquiries on ext. 5810 and Sue Bearman on ext. 5935 for Information Governance.

Karen White
Director – Governance & Organisational Development

22 July 2020

By email

Mr Robinson
Chief Executive
Newark & Sherwood District Council

Dear Mr Robinson

Annual Review letter 2020

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2020. Given the exceptional pressures under which local authorities have been working over recent months, I thought carefully about whether it was still appropriate to send you this annual update. However, now, more than ever, I believe that it is essential that the public experience of local services is at the heart of our thinking. So, I hope that this feedback, which provides unique insight into the lived experience of your Council's services, will be useful as you continue to deal with the current situation and plan for the future.

Complaint statistics

This year, we continue to place our focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have made several changes over recent years to improve the data we capture and report. We focus our statistics on these three key areas:

Complaints upheld - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated. A focus on how often things go wrong, rather than simple volumes of complaints provides a clearer indicator of performance.

Compliance with recommendations - We recommend ways for authorities to put things right when faults have caused injustice. Our recommendations try to put people back in the position they were before the fault and we monitor authorities to ensure they comply with our recommendations. Failure to comply with our recommendations is rare. An authority with a compliance rate below 100% should scrutinise those complaints where it failed to comply and identify any learning.

Satisfactory remedies provided by the authority - We want to encourage the early resolution of complaints and to credit authorities that have a positive and open approach to

resolving complaints. We recognise cases where an authority has taken steps to put things right before the complaint came to us. The authority upheld the complaint and we agreed with how it offered to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

This data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 29 July 2020, and our Review of Local Government Complaints. For further information on how to interpret our statistics, please visit our [website](#).

Resources to help you get it right

There are a range of resources available that can support you to place the learning from complaints, about your authority and others, at the heart of your system of corporate governance. [Your council's performance](#) launched last year and puts our data and information about councils in one place. Again, the emphasis is on learning, not numbers. You can find the decisions we have made, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the tool with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

Earlier this year, we held our link officer seminars in London, Bristol, Leeds and Birmingham. Attended by 178 delegates from 143 local authorities, we focused on maximising the impact of complaints, making sure the right person is involved with complaints at the right time, and how to overcome common challenges.

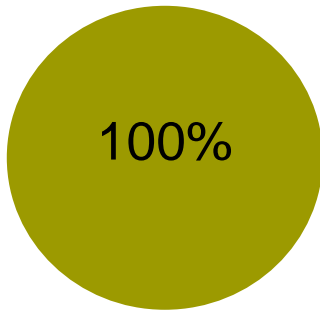
We have a well-established and successful training programme supporting local authorities and independent care providers to help improve local complaint handling. During the year, we delivered 118 courses, training more than 1,400 people. This is 47 more courses than we delivered last year and included more training to adult social care providers than ever before. To find out more visit www.lgo.org.uk/training.

Yours sincerely,



Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Complaints upheld



100% of complaints we investigated were upheld.

This compares to an average of **45%** in similar authorities.

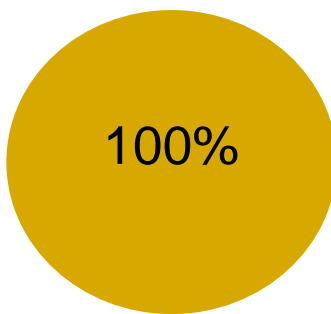
1
upheld decision

Statistics are based on a total of 1 detailed investigation for the period between 1 April 2019 to 31 March 2020

Compliance with Ombudsman recommendations

No recommendations were due for compliance in this period

Satisfactory remedies provided by the authority



In **100%** of upheld cases we found the authority had provided a satisfactory remedy before the complaint reached the Ombudsman.

This compares to an average of **20%** in similar authorities.

1
satisfactory remedy decision

Statistics are based on a total of 1 detailed investigation for the period between 1 April 2019 to 31 March 2020

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

ANNUAL STANDARDS REPORT FOR THE PERIOD 1 APRIL 2019 – 31 MARCH 2020

1.0 Purpose of the Report

1.1 To consider the Annual Standards Report for the period 1 April 2019 to 31 March 2020. Members will be aware that this report is usually submitted to the June meeting of the Committee, but it was deferred until this meeting given the requirement to hold virtual meetings and the large amount of business the Committee had at their June meeting.

2.0 Background

2.1 At its meeting on 10 March 2016 the Council deleted the Standards Committee from the committee structure with its remit being incorporated in to the Policy & Finance Committee. It was further agreed that the Annual Report relating to standards issues be brought to the Policy & Finance Committee.

3.0 Code of Conduct Complaints

3.1 The Monitoring Officer received ten complaints within the period 1 April 2019 to 31 March 2020. Seven complaints resulted in no further action being taken, three complaints are still being considered but these all relate to parish councillors.

4.0 Formal Investigation and Code of Conduct Hearing

4.1 There were no formal investigations or Code of Conduct Hearings required for the period 1 April 2019 to 31 March 2020.

5.0 Register of Members Interests

5.1 Register of Interests Forms for Newark & Sherwood District Council Members were issued to all Members following the District Council elections held on 2 May 2019. These were required to be completed and returned within 28 days of the election. These have been returned from all Members and are published on the Council's website.

5.2 Town and Parish Councillors are also required to complete a Register of Interest form within 28 days of the election which are also published on the Council's website.

6.0 RECOMMENDATION

That the annual report be noted.

Reason for Recommendation

To provide Members with details of the standards complaints in 2019/20.

Background Papers

Nil

For further information please contact Nigel Hill, Business Manager – Elections & Democratic Services on Ext 5243.

Karen White

Director - Governance & Organisational Development and Monitoring Officer

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.

Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

**Subject: Newark Towns Fund – Submission of Town Investment Plan
Heritage Action Zone – Entering into Contract with Historic England**

Appropriate Committee: Policy & Finance and Economic Development Committees

Details of Item (including reason(s) for use of urgency procedure):

That the Chief Executive, utilising officer delegated powers will:

1. Submit to the Ministry for Housing, Communities & Local Government (MCHLG) a copy of the Newark Town Investment Plan (TIP), as approved by the Newark Towns Board on or before 31 July 2020; and
2. Will enter into a contract on behalf of Newark & Sherwood District Council with Historic England for Newark to become a Heritage Action Zone (HAZ)

Newark Towns Fund and Town Investment Plan

In November 2019 Newark-On-Trent was one of 100 towns nationally identified as eligible to apply to Government for up to £25m. Proposals were required to be worked up via and approved by a Towns Board and reflected in the submission of a draft Towns Investment Plan to Government.

The Newark Towns Board has now met on 5 occasions and has worked to develop and agree Newark's challenges, an overall strategy for change and a number of flagship ambitious, transformational and critically deliverable projects with various organisations and industry. This strategy and investment is contained within a draft TIP which will now be presented to Government, which was approved by the Newark Towns Board on 17 July 2020. The TIP remains draft and not for publication until such time as the Government has agreed its contents and signed Heads of Terms with the Council to fund the projects. Such terms will be presented in due course, if, as, and when negotiations with the Government progress.

The TIP development process has involved extensive consultation with partners, the public, and local government. There have been 6 no. meetings of Towns Board sub groups which have focused on themes of 1) Education, Business and Skills, 2) Infrastructure, 3) Town Centre & Culture. There have been at least two presentations to all Town and Parish Councils within the towns fund area in addition to two briefings of all Members of the District Council. Public consultation was done remotely, using an online survey (over 1700 responses), CVS telephone interviews and a creative writing competition for schools in lockdown on the future of Newark. Cohort 1 of Towns Fund TIP submission must be made on or before 31 July 2020. After that, there is an up to 2 month period of negotiation with Government to agree Heads of Terms and a final TIP. There is then an up to 12 month period to develop businesses cases and draw down monies on any agreed projects. It is expected updates will be provided to the September and November cycles of Committee, notably Economic Development and Policy and Finance.

Heritage Action Zone (HAZ)

In May 2019 Historic England launched a Heritage High Street Action Fund (known as a HAZ) aimed at finding new ways to champion and revive historic high streets. 69 high streets across England, including Newark were successful at this expression of interest stage.

Since that time officers have been working with colleagues from Historic England to refine the HAZ boundary (Appendix 1) and agree the scope of the proposals, which will be:

- Urgent condition surveys and appraisals of key heritage at risk within the HAZ area, (including the Corn Exchange and former White Hart Inn);
- Shop front and upper floors 'development guide';
- Public realm and way-finding feasibility and visioning;
- Review of the local council tax and business rate regime to encourage repurposing and better utilisation of floor space, including upper floors;
- Tenant Advice document which will provide advice on how to approach lease and repair arrangements and good practice for re-negotiating leases (on both sides);
- Publication of a local book on Newark Heritage by Historic England.
- Creation of a cultural program of events, led by Inspire but created and delivered by a Cultural Consortium including NSDC.

In tandem with the above, the Newark Conservation Area Appraisal is to be completed by the end of 2020.

Equalities Implications

One of the key aims of the Cultural Programme is to engage with all members of the community. This work is on-going and will continue through the lifetime of the HAZ Scheme. We anticipate that new groups will form and we will make it a priority to seek out 'hard to reach' communities and encourage people to participate in our community and cultural activities and events. We are committed to moving from engagement and participation to partnership working and co-production with our communities.

Financial Implications

Towns Fund Revenue

Work to complete the TIP has been absorbed within the £162,019 awarded to the Council as part of its Towns Fund revenue allocation as part of the launch of the Towns Fund Prospectus in November 2019. Any additional revenue commitments will be sought from an additional revenue 'ask' as part of the TIP negotiation with Government

Towns Fund Capital

Some of the TIP proposals are on Council-owned land. Any detailed business case(s) for projects developed would need to be worked through in consultation with the Council. All will be subject to separate decisions, depending on budgetary timings by the Policy & Finance Committee and/or Full Council.

HAZ Revenue Current Year

For the current financial year, a total of £47,750 was expected to be committed by NSDC. This includes a contribution towards the HAZ officer post (this will be slightly less than anticipated due to the delay in appointment from April) and the tax and rates review. Modest sums would go towards key buildings such as the Corn Exchange and former White Hart. Historic England's contribution for this financial year is £86,250. See Appendix 2 for summary.

HAZ Revenue Future Years

For year 2021/22, NSDC contribution is £42,750

2022/23 - £23,250

2023/24 - £11,250

The total expenditure over the whole 4 years is £125k.

The remaining monies will be made up of £275k from Historic England and £150k from the private sector (eg. businesses who will contribute to shop front replacements).

Decision

1. Submit to the Ministry for Housing, Communities & Local Government (MCHLG) a copy of the Newark Town Investment Plan (TIP), as approved by the Newark Towns Board on or before 31 July 2020; and
2. Entering into a contract on behalf of Newark and Sherwood District Council with Historic England for Newark to become a Heritage Action Zone (HAZ)

Reason for Decision

To secure funding for the transformational regeneration of the town and to protect and enhance the towns listed and non-listed assets.

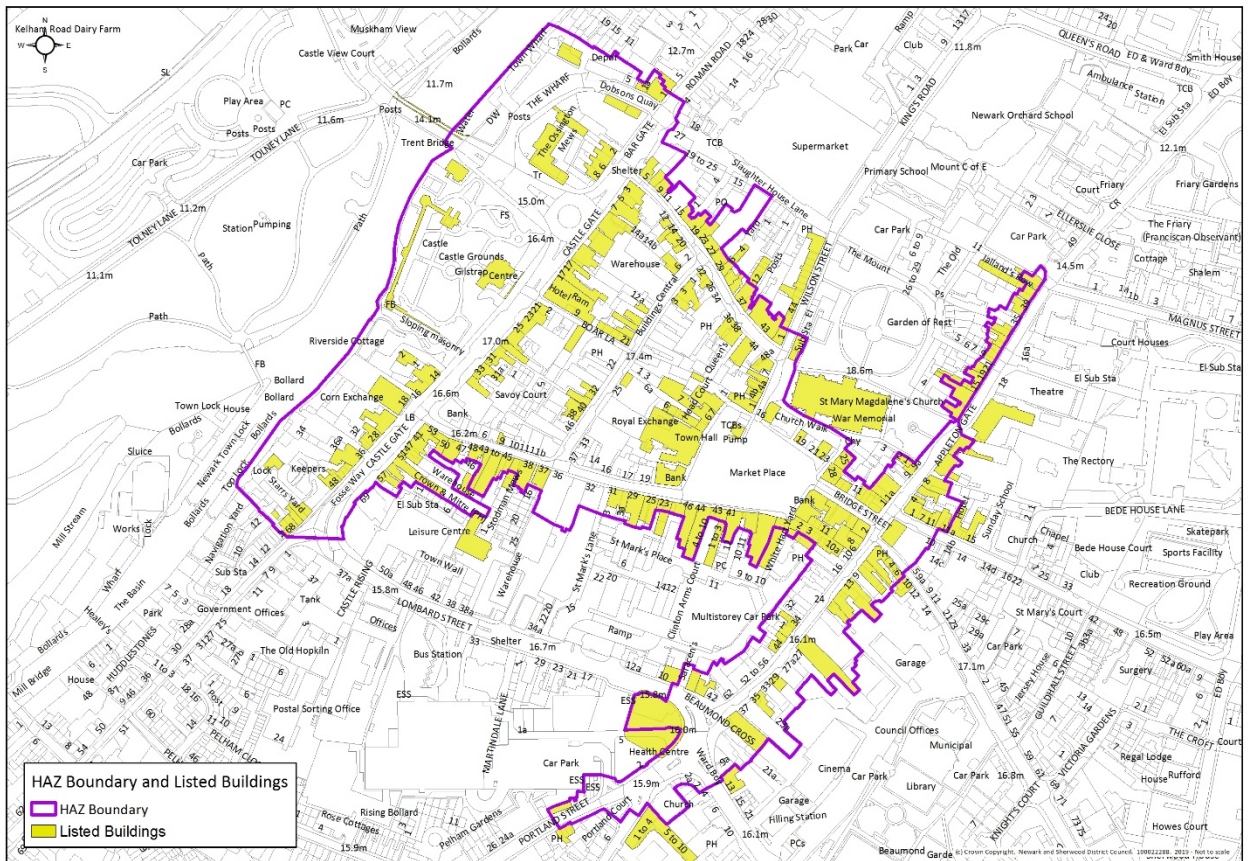
Members Consulted:

Councillor David Lloyd	22 nd July 2020
Councillor Keith Girling	22 nd July 2020
Councillor Paul Peacock	29 th July 2020
Councillor Peter Harris	Voicemail on 22 nd July 2020
Councillor Gill Dawn	22 nd July 2020

Signed 

Date: 29 July 2020

APPENDIX 1



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.

Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

Subject: Parish & Town Council Initiative Fund and Community, Sports & Arts Grants Scheme

Appropriate Committees: Leisure & Environment, Homes & Communities and Policy & Finance

Details of Item

This urgency item is required to secure delegated authority to make grant awards under the Parish & Town Council Initiative Fund and the Community, Sports & Arts Grants Scheme in order to comply with the Council's Constitution and Financial Regulations.

Members will be aware that the Parish & Town Council Initiative Fund was approved by Policy & Finance Committee on 26 September 2019. However, the recommendation did not secure the necessary officer delegation to the appropriate Director to confirm the grant awards based on the recommendations of the Member Panel.

The Member Panel established by the Policy & Finance Committee met virtually on 21 May 2020 and the notes from this meeting are attached as an appendix to this urgency item. This urgent decision gives delegated authority to the Director – Housing Health & Wellbeing, following consultation with the Member Panel, to make the grant awards in accordance with the Council's approved Constitution and Financial Regulations. This delegation covers the decisions made on 21 May 2020 and future panel meetings going forward.

This urgency item also clarifies the position in respect of the Council's Community, Sports & Arts Grant Scheme. This scheme has been in operation for many years and was last reviewed when the Council operated a Cabinet System of decision-making. During this period of administration, the Portfolio Holder had delegated power to make decisions on grant awards through this scheme. However, following the return to the Committee System the recommendations of the Member Panel (Chairman and Vice Chairman and Opposition Spokesperson of Leisure & Environment Committee) are now to be delegated to the Director

– Housing, Health & Wellbeing for decision, to ensure that the decisions are in accordance with the Council’s approved Constitution and Financial Regulations.


Decision

That the Director – Housing, Health & Wellbeing be given delegated authority to approve grants based on Member recommendations through the Parish & Town Council Initiative Scheme and the Community, Arts & Sports Grant Scheme to ensure that the decisions are in accordance with the Council’s approved Constitution and Financial Regulations.

Members Consulted:

Cllr. David Lloyd – Leader of the Council and Chairman of Policy & Finance
Cllr. Paul Peacock – Leader of the Labour Group/Opposition Spokesperson for Policy & Finance
Cllr. Peter Harris – Leader of the Liberal Democrat Group
Cllr. Gill Dawn – Leader of the Independent Group
Cllr. Roger Jackson – Chairman of Leisure & Environment
Cllr. Yvonne Woodhead - Opposition Spokesperson for Leisure & Environment
Cllr. Tim Wendels – Chairman of Homes & Communities
Cllr. Kath Arnold - Opposition Spokesperson for Home & Communities

All Members consulted on 18 August 2020, Urgency Item emailed and follow up telephone call or voice mail message left.

Signed: 

Date: 24 August 2020

Director – Housing, Health and Wellbeing

PARISH AND TOWN COUNCIL INITIATIVE FUND - GRANT PANEL

THURSDAY, 21ST MAY, 2020

Present:

Councillors Maureen Dobson (Committee Member), K Girling (Committee Member), P Harris (Committee Member), R Holloway (Committee Member), R Jackson (Committee Member), N Mison (Committee Member), P Peacock (Committee Member) and T Wendels (Committee Member)

Apologies: Councillor D Lloyd

1 Appointment of Chairman

AGREED Councillor R Jackson was appointed Chairman of the Parish & Town Council Initiative Fund – Grant Panel for the ensuing year.

2 Declarations of Members Interests

Councillor P Peacock declared an interest on the Edwinstowe Parish Council Grant application on the grounds of bias, as he was a member of Edwinstowe Parish Council and took no part in the vote.

3 Terms of Reference

The Grant Panel considered the Terms of Reference for the Parish and Town Council Initiative Fund – Grant Panel.

The District Council's Community Relations Team managed the Parish and Town Council Initiative Fund established to assist and enable communities to bring about a positive and lasting change for the benefit of the whole community.

Applications for funding were sought from Town and Parish Council's within the Newark and Sherwood district. Where no formal parish council existed, the local District Councillor, with endorsement from the parish, would be eligible to apply on its behalf.

The focus of the £200,000 grant fund would be Cleaner, Safer, Greener (CSG) in line with the Council's commitment to making the District a better place to live and to 'improve the cleanliness and appearance of the local environment'. The grant fund would have themed rounds and would be available for projects that demonstrate lasting community benefit aligned to CSG principles.

The funding could contribute towards any project that improved a community asset whether that was a community building, the purchase of new equipment, the creation of local community projects and initiatives and supporting community focused groups in order to improve community engagement and community resilience in respect of the principles of CSG.

Members suggested that the scoring matrix be included in the report for future meetings and also requested how the funds would be distributed over the next four rounds of meetings. It was confirmed that a report regarding the distribution of the funding would be submitted to the next meeting of the Panel.

AGREED that:

- (a) the Terms of Reference for the Parish and Town Council Initiative Fund – Grant Panel be noted;
- (b) the scoring matrix be included in the report for future meetings; and
- (c) a report regarding the distribution of the funding be submitted to the next Panel meeting.

4 Parish & Town Council Grant Applications

The Panel considered applications from six Parish Councils: Blidworth, Edingley, Edwinstowe, Kings Clipstone, South Clifton and South Muskham.

The project outlined the total cost, the amount the applicant had applied for and whether the request met the Greener criteria. The information was contained within a table for Member consideration. Each application which was appended to the report, was considered individually.

a) Blidworth Parish Council

An application had been submitted on behalf of Blidworth Parish Council requesting a Grant for £220, 49% of the project cost of £448. The project met the Greener criteria and scored 100/100.

The project aimed to provide litter picking equipment for use in the village. Purchase of litter picking equipment including 20 litter pickers, 10 handy hoop bag holders, 48 pairs of protective gloves and 2 large boxes of refuse sacks.

Members commented that the scheme was suitable and met the criteria, the equipment cost however appeared expensive and they questioned whether the equipment could be sourced by the Council through procurement to achieve a better cost.

AGREED (unanimously) that:

- (a) a Grant for £220 be awarded to Blidworth Parish Council for the purchase of litter picking equipment for use in the village; and
- (b) the Health Improvement & Community Relations Manager make enquiries regarding securing the equipment through the Council's procurement procedure, to secure best value.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

b) Edingley Parish Council

An application had been submitted on behalf of Edingley Parish Council requesting a Grant for £9,403.60, 50% of the project cost of £18,807.20. The project could offer greener elements but would be subsidiary and scored 50/100.

The project would repurpose a builder's yard (including derelict portacabins) and provide a grass matrix mat surfaced car park on part of school field behind Edingley Old Schoolroom. The car park would help to reduce on street parking near the busy village hall, thereby reducing congestion. The increased parking facilities would be a benefit to businesses in the centre of the village as more people would be able to visit. There was also the potential to attract more passing trade enhancing the centre of the village.

Members considered the application and felt that the scheme did not meet the criteria, but was more suited to the 'Safer' scheme which would come in the next round of funding. The Health Improvement & Community Relations Manager confirmed that he would work with Edingley Parish Council to try and secure them funding through a different scheme.

AGREED (unanimously) that a Grant would not be awarded to Edingley Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

c) Edwinstowe Parish Council

An application had been submitted on behalf of Edwinstowe Parish Council requesting a Grant for £20,000, 29% of the project cost of £69,000. The project met the Greener criteria and scored 100/100.

The project included the installation of a 30.36kWp Solar PV System with a 49kWh Lithium Battery Storage System and a 1000l Hot Water System heated purely by Solar PV fitted topavilion at Sherwood Fields, Edwinstowe. The project also included de-commissioning of the current ineffective gas boilers and isolation of the gas supply. The pavilion was owned by Edwinstowe Parish Council with a long term lease to the Robin Hood Colts, an Edwinstowe based sports organisation that provided football activities for boys and girls of all ages, including two senior teams.

Members considered the application and felt that the scheme was suitable to be awarded grant funding.

AGREED (unanimously) that a Grant be awarded to Edwinstowe Parish Council.
(Having declared an interest, Councillor P Peacock took no part in the vote).

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	Did not vote
T Wendels	For

d) Kings Clipstone Parish Council

An application had been submitted on behalf of Kings Clipstone Parish Council requesting a Grant for £9,431.79, 52.6% of the project cost of £17,930. The project did have some green aspects but were subsidiary and scored 97/100.

The Parish Council purchased a playing field in 2017 and the Councillors and a group of residents started to develop what was a storage shed into a meeting place. The “Village Shed”, a new community facility was established, however for this to be successful on a regular basis, more permanent facilities were required, such as a kitchen and additional shed to accommodate toilet facilities were essential. The “Village Shed” had easy access for all and was in walking distance for most residents and would aid community spirit & social inclusion.

Members considered the application but felt that the scheme did not meet the greener criteria. The Health Improvement & Community Relations Manager commented that there had been a Government Village Hall scheme which had currently run out of money, however he thought that as the scheme had been successful a future scheme may come forward. The Health Improvement & Community Relations Manager would work with Kings Clipstone Parish Council and try and secure some funding through alternative schemes.

AGREED (unanimously) that a Grant would not be awarded to Kings Clipstone Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

e) South Clifton Parish Council

An application had been submitted on behalf of South Clifton Parish Council requesting a Grant for £266.44, 31% of the project cost of £859.72. The project met the Greener criteria and scored 100/100.

The project would provide a Refill Station to be established at South Clifton's Sports Pavilion as part of an initiative to reduce consumption of domestic single-use plastic. The Refill Station would allow villagers in South and North Clifton and adjacent communities to purchase environmentally-friendly household and personal care products which were cruelty-free, plastic-free and organic that could be decanted directly into their own containers. The scheme would significantly reduce quantity of single-use plastics bought and disposed of, as well as promoting products that were more earth-friendly. The refill station would open once a week initially and would be run by a team of volunteers.

Members considered the application and felt that the scheme was perfect to achieve grant funding.

AGREED (unanimously) that a Grant be awarded to South Clifton Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

f) South Muskhams Parish Council

An application had been submitted on behalf of South Muskhams Parish Council requesting a Grant for £3,900, 41.8% of the project cost of £9,322.60. The project met the Greener criteria and scored 100/100.

The project included the installation of 24 solar panels on the village hall roof to generate renewable energy to increase energy efficiency of the building and reduce reliance on

importing power. The hall was the only public building serving 2 rural villages, neither of which had mains gas nor was in the designated place of safety in the event of flooding, loss of power or other emergency as outlined in the Parish Councils Emergency plan.

Members considered the application and felt it was a good scheme.

AGREED (unanimously) that a Grant be awarded to South Muskham Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

5 Future meeting dates

Members commented that the Microsoft Teams meeting had gone well and would welcome future virtual meetings as this was a more efficient use of their time. It was suggested that the next meeting takes place in October 2020, preferably on a Monday at 2.30pm.

AGREED that the next meeting would take place in October 2020, on a Monday at 2.30pm.

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.

Given the current emergency in respect of the Covid 19 pandemic and the decision taken to suspend committee meetings while social distancing measures continue, the urgency decision provision under Paragraph 7.2.1 of the Council's Constitution has been widened to extend the consultation to include the Leaders of all the political groups on the Council.

Subject:

Lorry Park Shower Upgrade

Appropriate Committee:

Policy & Finance and Economic Development

Details of Item (including reason(s) for use of urgency procedure):

Background Information

During the COVID-19 lockdown, the Council have kept Newark Lorry Park operating at full capacity, providing valuable parking facilities to keep the supply chains moving throughout the UK. Many Lorry Parks closed causing major issues for the haulage Industry.

Throughout this period, income forecasts were adjusted to represent expected losses. We anticipated that the lorry park would have reduced HGV parking for at least 3 months whilst the economy and sectors of the haulage industry recovered. The base budget represented 700 HGV's parking weekly and this was reduced by 25% for 12 weeks.

Snap Parking stated that many Lorry Parks that remained open suffered losses of around 30%.

A takeaway service was offered alongside the ranch café to continue to provide our loyal customers with food and refreshments throughout the lockdown period.

By continuing to operate, by the 7th week into the lockdown period we have seen our original target number of 700 HGV's parking at the Lorry Park. Taking into account current trends we believe that we will now be much closer to achieving our income target originally set for 2020-2021 for Lorry Park parking income.

However, considering these numbers we now have issues with the washroom facilities at the site. With around 150-160 drivers parking overnight, providing enough shower facilities during peak times with only 3 gents showers in the gents washroom area is proving difficult. To ensure we operate in a COVID-secure way, we have introduced additional extensive cleaning of the facility and a maximum capacity of four drivers in the gent's washroom.

Proposals

For many months, we have been looking at ways of continuing our improvements at Newark Lorry Park. Following the extension of the parking areas, introducing a Fuel Bunker and improving our offer at the Ranch Café, we are looking to meet expectations over the business plan period earlier than anticipated.

A budget of £15,000 was added to the Capital Programme to allow for improvements to the facilities during the 2020/21 budget process. However, due to the number of users of the washroom facilities, additional facilities are required to avoid the drivers queuing for lengthy periods waiting for a shower.

It is proposed to purchase a new modular shower block facility at a cost of £45,400. This would provide six new showers. Having a shower block separate from the washroom and toilets will help with the higher demand; continue our improvements on site as well ensuring the facilities are safe and COVID-secure for the users.

Equalities Implications

No equality implications.

Financial Implications

The Capital Programme currently has a budget of £15,000, approved at Policy & Finance Committee on 20 February 2020.

To ensure the facilities are COVID-secure, additional expenditure of £30,400 will be required. The additional funding received from the Ministry for Housing, Communities and Local Government (MHCLG) for COVID-19 related expenditure can finance this increase in budget.

Decision

To increase the current £15,000 Lorry Park Shower Upgrade scheme budget by £30,400 (financed by the allocation from MHCLG for additional expenditure as a result of COVID-19) to £45,400.

Reason for Decision

In order to start work as soon as possible making safe facilities for users.

Members Consulted:

Councillor David Lloyd - Chairman of Policy & Finance Committee – 03/08/2020
Councillor Paul Peacock - Opposition Spokesperson Policy & Finance – 03/08/2020
Councillor Gill Dawn – Leader - Independent Group – 03/08/2020
Councillor Peter Harris – Leader – Liberal Democrats - 03/08/2020
Councillor Keith Girling - Chairman of Economic Development Committee - 06/08/2020
Councillor Neal Mitchell – Opposition Spokesperson of Economic Development
Committee - 06/08/2020

A handwritten signature in black ink, written in a cursive style, enclosed within an oval shape.

Signed _____

Date 10/09/20

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

Document is Restricted

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted