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**Friday 12, February 2021**

**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: Monday, 22 February 2021 at 6.00 pm**

**VENUE: Broadcast from 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](mailto: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.

1. Apologies for Absence
2. Declarations of Interest by Members and Officers and as to the Party Whip
3. Declarations of Intention to Record the Meeting
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### **Policy Items for Decision**

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### **Finance Items for Decision**

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### **Policy Items for Information**

None

### **Finance Items for Information**

None

### **Confidential and Exempt Items**

None

# Public Document Pack Agenda Item 4

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** broadcast from the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 21 January 2021 at 6.00 pm.

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

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

ALSO IN ATTENDANCE: Councillor R Holloway and Councillor M Skinner

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.

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

Councillor T. Wendels and Sanjiv Kohli, Director-Resources and Deputy Chief Executive, declared interests in Agenda Item Numbers 13 and 15 (exempt) – Arkwood Developments - Loan Agreement as Directors of Arkwood Developments Limited.

Nigel Hill, Elections & Democratic Services Business Manager, declared an interest in exempt Agenda Item No. 18(d) – Service Reviews – Elections & Democratic Services.

### 175 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

### 176 MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020

The minutes from the meeting held on 26 November 2020 were agreed as a correct record and signed by the Chairman.

### 177 CHAIRMAN'S REPORT

The Chairman updated the Committee on the Council's response to the Covid-19 Pandemic, noting the continual processing of grants to support local businesses, and progress with the vaccination centre at Newark Showground and the transport options that were available to residents to access the site. He expressed his thanks to all staff for their continuing hard work and effort in responding to the Pandemic. It was noted that the 'R' rate within the District was reducing, but was still at a high level.

The Chairman also reported on the current flood warnings and recent incidents of flooding within the District. He advised that some evacuations were underway and warnings had been issued to at risk properties. He confirmed that staff were ready to respond to further flooding as appropriate, and with any clean-up activities, should further flooding occur.

178 FORWARD PLAN OF POLICY & FINANCE ITEMS

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

179 EQUALITY AND DIVERSITY STRATEGY 2021-23

The Director – Governance & Organisational Development presented a report concerning a light touch review of the Council’s Equality and Diversity Strategy. The Strategy had been due for review in 2020, however, given the challenges faced by the District, initially by the floods in February, followed by the outbreak of the pandemic, it was considered not appropriate to go out to consultation. It was therefore proposed to undertake a light touch review to ensure that the Council continues to have an up to date document, and that a full review be undertaken once the results from the 2021 census were available.

AGREED (unanimously) that the revised Equality & Diversity Strategy for 2021/23 be approved.

Reason for Decision

To ensure the Council can continue to fulfil its obligations under the Equality Act 2010 and the Public Sector Equality Duty.

180 E-NEWSLETTERS

The Assistant Director - Transformation & Communications presented a report which sought to replace the Council’s printed version of the Voice newsletter, to an E-newsletter format. Within this move, there was also a proposal to incorporate an alternative provision for tenants, where previously a quarterly printed publication was provided by Newark & Sherwood Homes. The proposal was not to return to a primary printed publication, either for residents or tenants, but to introduce an E-newsletter format which would equally be useable for both purposes and add a range of additional functionality.

The report outlined the benefits of moving to E-newsletters which included cost savings, interactive nature, issuing timely publications, as well meeting objectives within the Community Plan. Subject to approval, a procurement exercise would be undertaken to acquire the required software to produce E-newsletters and consultation would be required with tenants regarding the choices available and giving them the option to receive a paper version.

As Chairman of the Homes & Communities Committee, Councillor T. Wendels confirmed that this Committee, at their meeting held on 18 January 2021, did support

the recommendation to move to E-newsletters. However, concerns had been raised by the Committee that residents of the District should not miss out on information by not having paper copies. Councillor D Lloyd advised that certain publications would still be sent in paper form, such as Council Tax bills and rent change notifications and other information could be included with these. In addition, it was proposed that the implementation of the introduction of E-newsletters be reviewed in order to ensure residents and tenants were able to access appropriate information.

AGREED (unanimously) that:

- (a) the proposed move to E-Newsletters to replace the current printed versions of the Voice and the development of an E-newsletter platform as set out in paragraph 4 of the report, be approved;
- (b) the proposal to move to E-Newsletters, as an alternative provision for Council tenants to replace the printed publications they previously received, be approved in principle, subject to the outcome of the consultation referred to in paragraph 5.2 of the report; and
- (c) the Homes & Communities and Policy & Finance Committees both receive a review, when appropriate, on the implementation of both schemes.

#### Reason for Decision

To move forward with a modern digital way to communicate with our residents, which provides better value for money and best meets the needs of the resident and tenant.

#### 181 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2021 AS AT 30 NOVEMBER 2020

The Business Manager – Financial Services presented a report which compared the Revised Budgets with the Projected Outturn forecast for the period ending 31 March 2021. The forecast was based on eight months performance on the Council’s revenue and capital budgets including the General Fund Revenue, Housing Revenue Account (HRA) and Capital Programme. The accounts showed a projected unfavourable variance against the revised budget of £0.942m on service budgets, with an overall unfavourable variance of £0.478m. Appendix A to the report detailed the variances in service areas and other budgets.

It was noted that the main reason for the projected unfavourable variance of £0.942m was because the Council was predicted to receive £1.719m less income from sales, fees and charges than budgeted for. However, it was estimated that the Council would be able to claim between £0.400m and £0.500m from the government in compensation for loss of income which would reduce the projected overall unfavourable variance.

The HRA budget showed a projected favourable variance against the revised budget of £2.042m. In respect of the Capital Programme, the additions and amendments

which required approval were detailed in Appendix C to the report. If these variations were approved the revised budget would be reduced to £35.906m.

AGREED (unanimously) that:

- (a) the General Fund projected unfavourable outturn variance of between £0.078m (unfavourable) and £(0.022)m (favourable) be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £2.042m be noted;
- (c) the variations to the Capital Programme at Appendix C be approved;  
and
- (d) the Capital Programme revised budget and financing of £35.906m be approved.

#### Reason for Decision

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

#### 182 2021/22 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Business Manager - Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2021/22. The report showed the actual outturn of the Housing Revenue Account for the year 2019/20; examined the proposed income and expenditure on the Housing Revenue Account for 2021/22 in accordance with Section 76 of the Local Government and Housing Act 1989; and provided indicative figures of income and expenditure for the financial years 2022/23 to 2024/25. The report also made recommendations to set rent levels and service charges for 2021/22 with effect from April 2021.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2021, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (unanimously) to recommend to Full Council at its meeting on 9 February 2021:

- (a) the HRA budget for 2021/22, as set out in Appendix A1 to the report;
- (b) an increase of 1.5% (CPI + 1%) in the 2021/22 rents of all properties in the HRA as at 31 March 2021;
- (c) an increase of 1.5% (CPI + 1%) in all 2021/22 service charges, except for the television (TV) licence costs payable by tenants of Gladstone House; and
- (d) that the TV licence costs payable by tenants of Gladstone House in 2021/22 remain at £0.21 per week.

### Reason for Decision

To advise Members of the proposed HRA budget and changes in rent and service charge levels for 2021/22 and for these to be recommended to Council at its meeting on 9 February 2021.

#### 183 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2021/22

The Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2021/22. Appendices A and B to the report summarised the budget proposed for the Committee for 2021/22 by service team and subjective level respectively. Appendix C to the report listed the reasons for increases or decreases of over £10,000 between the 2020/21 initial budget and proposed 2021/22 budget for services in Policy & Finance Committee. A schedule of proposed levels of fees and charges pertaining to the Committee were given at Appendix D.

The Committee's proposed 2021/22 budget was £490,000 more than its 2020/21 initial budget; an increase of 10%. The £490,000 increase in the Committee's proposed 2021/22 budget was comprised of a £709,000 increase in employee costs and a £26,000 increase in running cost, partially offset by a £245,000 increase in income.

AGREED (unanimously) that the following recommendations be made to Policy & Finance Committee at its meeting on 22 February 2021:

- i. the 2021/22 base budget in Appendix A to the report, for inclusion in the overall council budget;
- ii. and to Full Council on 9 March 2021 the 2021/22 fees & charges in Appendix D to the report.

### Reason for Decision

To ensure that the budgets and fees and charges finally proposed for 2021/22 are recommended to the Policy & Finance Committee on 22 February 2021.

#### 184 BUSINESS RESILIENCE PROGRAMME

The Business Manager – Economic Growth presented a report which outlined proposals for the delivery of a Business Resilience Programme focussing on key sectors identified in the Council's Economic Growth Strategy. It was proposed that a fund of £300,000 be allocated to a series of programmes designed with sector delivery partners to enable business resilience and growth in identified sectors. This programme would be complimentary to the existing Retail High Street Diversification Fund created by the Council in November 2020 which was targeted at independent retailers.

The Programme would be delivered by the private sector and enabled through a



procurement exercise to suppliers with specialisms in identified sectors. It was considered that this would assist in minimising the reliance on the public sector via solely grant provision and enable long term supported economic growth.

AGREED (unanimously) that the creation of £300,000 budget be approved, for the delivery of a Newark & Sherwood Business Resilience Programme running through 2021/22, funded through £100,000 use of the Additional Restrictions Grant and a one off contribution from the Council's 2021/22 budget.

Reason for Decision

Businesses have endured a difficult year with the pandemic, and whilst survival has been the priority as we move into a national vaccination programme it is important for business and industry are able to adapt and build resilience. This approach will allow our local businesses in the identified key sectors of our economy, to have the necessary support for future economic growth.

185 ARKWOOD DEVELOPMENTS LIMITED - LOAN AGREEMENT

The Business Manager – Law & Information Governance presented a report which updated Members in relation to the Council's loan arrangements with Arkwood Developments Limited. It was reported that the terms of the loan agreement were now almost finalised, and once agreed in principle, there would be a final review in the context of new state subsidy rules before the agreement was finalised.

It was noted that the Director – Governance & Organisational Development and the Business Manager – Financial Services had previously been given delegated authority by the Committee to finalise and enter into the loan agreement on behalf of the Council.

AGREED (unanimously) that the report be noted.

Reason for Decision

To facilitate the progress of the housing development at Bowbridge Road by Arkwood Developments Limited, and future developments.

186 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.

187 ARKWOOD DEVELOPMENTS LIMITED - LOAN AGREEMENT

The Committee noted the exempt report regarding the Loan Agreement with Arkwood Developments Limited.

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

1972).

188 LITIGATION MATTER

The Committee considered an exempt report regarding a litigation matter.

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

189 DEVELOPMENT OF THE FORMER ROBIN HOOD HOTEL

The Committee considered an exempt report regarding the development of the former Hotel.

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

190 SERVICE REVIEWS

The Committee considered exempt reports relating to a number of Service Reviews.

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

Meeting closed at 7.43 pm.

Chairman

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

Document is Restricted

**Forward Plan of Policy & Finance Committee Decisions from 1 March 2021 to 28 February 2022**

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.

<b>Meeting Date</b>	<b>Subject for Decision and Brief Description</b>	<b>Contact Officer Details</b>
01.04.21	Stodman Street Delivery Vehicle (Exempt)	Neil.cuttell@newark-sherwooddc.gov.uk
01.04.21	Customer Insights	<a href="mailto:Ella.brady@newark-sherwooddc.gov.uk">Ella.brady@newark-sherwooddc.gov.uk</a>
01.04.21	Armed Forces Action Plan	<a href="mailto:natalie.cook@newark-sherwooddc.gov.uk">natalie.cook@newark-sherwooddc.gov.uk</a>
24.06.21	London Road Car Park Extension Options Appraisal (Exempt)	<a href="mailto:matt.lamb@newark-sherwooddc.gov.uk">matt.lamb@newark-sherwooddc.gov.uk</a>
24.06.21	Commissioning External Partners - Service Level Agreements	Andy.hardy@newark-sherwooddc.gov.uk
23.09.21	Climate Emergency Update	<a href="mailto:Briony.ashton@newark-sherwooddc.gov.uk">Briony.ashton@newark-sherwooddc.gov.uk</a>

## POLICY AND FINANCE COMMITTEE

22 FEBRUARY 2021

### PAY POLICY STATEMENT 2021/22

#### **1.0 Purpose of Report**

1.1 To seek approval of the Pay Policy Statement for 2021/22.

#### **2.0 Background Information**

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

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

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

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

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

2.1.3 The term 'remuneration' covers:

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

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

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

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

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

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

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

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

### **3.0 Proposals**

#### **3.1 Summary of Changes to the 2021/22 Pay Policy Statement**

3.1.1 The Trades Unions have yet to present a pay claim for 2021/21 but the Council have budgeted for a 1% pay increase across all grades. The PPS therefore shows pay scales as of 1 April 2020. It will be amended once the pay awards have been settled.

3.1.2 A summary of the changes are minimal but are included below:

- Addition of 1FTE Assistant Director post which was introduced in mid-2020 to support the Senior Leadership Team to drive change, ongoing performance improvement and take the lead on a range of top priority and high profile initiatives.
- The document now includes the new Business Manager posts which have been created following the transfer back in house of the housing service.

### 3.2 Current Status

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

### 4.0 Equalities Implications

- 4.1 The policy has been developed with due regard and consideration to equalities matters and all other policies, procedures and agreements currently in operation within the Council.

### 5.0 Financial Implications (FIN20-21/6763)

- 5.1 As referred to in paragraph 3.1.1, the National Joint Council (NJC) for Local Government Services' pay award for 2021/22 has not yet been finalised. A 1% increase to the basic salaries of most posts has been assumed in the proposed 2021/22 General Fund revenue budget report elsewhere on this meeting's agenda, in line with the recommendation from a meeting of East Midlands Councils on 22/01/2021. It is possible that the costs of the 2021/22 pay award will exceed the pay increases currently budgeted for. If the 2021/22 pay award agrees a more than 1% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 2% increase in basic pay for 2021/22 would result in around £147,560 needing to be funded from reserves.

### 6.0 Digital Implications

- 6.1 There are no digital implications arising from the report.

### 7.0 RECOMMENDATION

**That the Pay Policy Statement for 2021/22 be approved for presentation to Full Council.**

### Reasons for Recommendation

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

#### Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

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

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

Local Government Transparency Code 2014

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



For further information please contact Caroline Glass on extension 5308.

Please note that the background documents referred to within the Pay Policy Statement will be linked to the document once it has been approved by Full Council and published on the Authority's website.

Karen White  
Director - Governance & Organisational Development

**NEWARK & SHERWOOD DISTRICT COUNCIL****Pay Policy Statement 2021/2022****1.0 Introduction**

1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2021/22 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as at 1 April 2020 pending finalisation of ongoing negotiations with the recognised Trades Unions. Once the 1 April 2021 pay award has been implemented this Statement will be revised to reflect the new rates.

**2.0 Objectives of the Policy**

2.1 The objectives of the policy are to ensure:

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

**3.0 Policy Statement**

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

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

**4.0 Scope of the Policy****4.1 Individuals Affected**

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

## 4.2 Council Policies

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

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

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

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

## 4.3 Pay Bargaining - the National Context

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

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

## 4.4 Remuneration of the Council's Lowest Paid Employees

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

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

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £17,842. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed above.

#### 4.5 Living Wage Foundation

4.5.1 In April 2013 the Council adopted a policy of paying all employees a Living Wage through the application of a pay supplement to fund the difference between the hourly rates (defined at the lowest substantive point at which a Council officer can be paid).

4.5.2 The Living Wage Foundation increased its Living Wage to £9:50 per hour on 1 October 2020. The Living Wage Supplement will continue to be paid during the forthcoming financial year should the Council's minimum hourly rate fall below that amount once the 2021/22 pay award has been implemented.

#### 4.6 Pay Multiples

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

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

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median<sup>1</sup> average earnings across the Council.

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

### 5.0 Remuneration of Chief Officers

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

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);

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

- Assistant Director (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 3 or above (Section 2 (8) of the Act).

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

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

### 5.3 Chief Executive/Head of Paid Service

#### 5.3.1 Terms and Conditions of Service

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

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

#### 5.3.2 Remuneration

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

Scale point 1	£111,177
Scale point 2	£115,453
Scale point 3	£119,729
Scale point 4	£124,005
Scale point 5	£128,281

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

#### 5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience and current level of remuneration (where appropriate). Having considered all of these factors the Chief

Officers Appointment Panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

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

#### 5.3.4 Increases and Additions to Remuneration

- Incremental Progression

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

- Pay Awards

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

- Expenses

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

#### 5.3.5 Arrangements for the Post of Returning Officer

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

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

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

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

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

#### 5.3.6 General Terms and Conditions

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

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

##### 5.4.1 Terms and Conditions of Service

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

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

##### 5.4.2 Remuneration

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

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

##### 5.4.3 Pay Scale for Deputy Chief Executives

Scale point 1	£94,487
Scale point 2	£99,000
Scale point 3	£102,006
Scale point 4	£105,442

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

##### 5.4.4 Pay Scale for Directors

Scale point 1	£74,802
Scale point 2	£77,860
Scale point 3	£80,363
Scale point 4	£83,421
Scale point 5	£85,924

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

Director – Governance & Organisational Development

Director – Planning & Growth

Director – Communities & Environment

Director - Housing, Health & Wellbeing

#### 5.4.5 Pay Scale for Assistant Director

91% of Director Pay Scale £68,069

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

Zone 1/SCP1 £50,053

Zone 1/SCP2 £51,165

Zone 1/SCP3 £52,277

Zone 1/SCP4 £53,388

Zone 2/SCP1 £54,502

Zone 2/SCP2 £55,614

Zone 2/SCP3 £56,726

Zone 2/SCP4 £57,839

Zone 3/SCP1 £58,949

Zone 3/SCP2 £60,063

Zone 3/SCP3 £61,176

Zone 3/SCP4 £62,290

Zone 4/SCP1 £63,403

Zone 4/SCP2 £64,517

Zone 4/SCP3 £65,631

Zone 4/SCP4 £66,745

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

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

Business Manager - Public Protection

Business Manager - Financial Services

Business Manager – Planning Development

Business Manager - Revenues & Benefits

Business Manager – Housing Strategy & Development

Business Manager – Environmental Services

Business Manager - Asset Management & Car Parks

Business Manager - Tourism

Business Manager – Housing Management

Business Manager - Housing, Health & Community Relations

Business Manager – Law and Information Governance



Business Manager – ICT and Digital Services  
Business Manager – Economic Development  
Business Manager – Elections & Democratic Services  
Business Manager – Housing Assets and Repairs  
Business Manager - Housing Income  
Capital Projects Manager

#### 5.4.7 Remuneration on Recruitment/Appointment

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

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

#### 5.4.8 Increases and additions to Remuneration

- Incremental Progression  
Incremental progression for Directors and Assistant Directors is by annual increment until the top point of the grade is reached. Before an annual increment is awarded, it must be clearly evidenced that the post holder:
  - Has made satisfactory progress against the targets set in their previous performance appraisal;
  - Demonstrates, continues to demonstrate or has made substantial progress towards achieving the Council's defined competences for a post at the Director level.

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

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

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

- Pay Awards  
Pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Honoraria and Ex-gratia Payments  
The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

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

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

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

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

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

#### 5.4.9 Arrangements for Election Duties

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

#### 5.4.10 General Terms and Conditions

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

#### 5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

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

### 5.5 Business Managers

#### 5.5.1 Terms and Conditions of Service

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

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

Business Manager – Administration  
 Business Manager – Customer Services & Communications  
 Business Manager – Heritage, Culture & Visitors  
 Business Manager – Planning Policy  
 Business Manager – Human Resources & Training

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

### 5.5.2 Remuneration

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

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

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

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

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

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

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

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	34 – £37,890	35 – £38,890	36 – £39,880	Business Manager – Administration
NS15	40 – £43,857	41 – £44,863	42 – £45,859	Business Manager – Planning Policy
NS16	43 – £46,845	44 –£48,214	45 – £48,806	Business Manager – Customer Services and Communications Business Manager – Heritage, Culture and Visitors Business Manager - Human Resources and Training

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

### 5.5.3 Remuneration on Recruitment

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

### 5.5.4 Increases and Additions to Remuneration

- Incremental Progression  
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards  
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Other  
Officers engaged on NJC conditions of service may in some circumstances receive honoraria/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will differ according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC conditions of service can be accessed here [\[link to document to be inserted\]](#).
- Market Supplements  
The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market for some posts. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council. In circumstances where this does occur the Council will follow the approved policy. [\[link to document to be inserted\]](#)
- Expenses  
In accordance with the agreement the Council pays reasonable out-of- pocket expenses actually incurred.
- Meals and Accommodation Charges  
Officers may receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the Travel and Subsistence Policy [\[link to document to be inserted\]](#).

#### 5.5.5 Arrangements for Election Duties

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

#### 5.5.6 General Terms and Conditions

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

#### 5.6 General Policies on Remuneration and Recruitment

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

##### 5.6.1 Performance Related Pay and Bonuses

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

##### 5.6.2 Benefits in Kind

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

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

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

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

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

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

#### 5.6.5 Severance Packages over £75,000

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

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

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

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

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

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

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

#### 5.6.6 Settlement Agreements

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

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

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

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

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

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

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

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

#### 5.6.8 Use of "Off Payroll" Arrangements

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

### **6.0 Publication and Access to Information**

6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced in it.

6.2 Local authorities must details of the following data on their websites:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000;
- the name of each employee and details of their remuneration, for employees whose salary is at least £150,000;
- details of remuneration and job title of certain senior employees whose salary is between £50,000 and £150,000 and a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) for all employees whose salaries exceeds £50,000.

## **7.0 Equality Implications**

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

## **8.0 Approval/Review**

8.1 Before it takes effect, the Pay Policy Statement has to be approved by a resolution of the Council.

8.2 In accordance with existing Constitutional arrangements proposed amendments to terms and conditions of employment are referred to the Policy and Finance Committee for consideration and approval, before being referred through to the Joint Consultative Committee (JCC) to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures is delegated to the Head of Paid Service after prior consultation at the JCC.

8.3 Given that the Pay Policy Statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for it to be considered by the Policy and Finance Committee and any amendments made thereto before it is referred on to Full Council for approval.

8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of the Policy & Finance Committee.

8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by the Policy & Finance Committee.



## POLICY AND FINANCE COMMITTEE

22 FEBRUARY 2021

### YORKE DRIVE REGENERATION UPDATE

#### **1.0 Purpose of Report**

1.1 This report is to provide a specific update to the Committee on the implications for the council of not securing Affordable Homes Programme (AHP) grant funding from Homes England (or alternative grant funding) against the Yorke Drive Regeneration Project.

#### **2.0 Background Information**

2.1 The council secured circa £1m Estate Regeneration funding from the Ministry of Housing, Communities and Local Government in 2017 which has funded the progression of the Yorke Drive project through to securing outline planning permission in 2020.

2.2 Since 2017 officers have maintained open dialogue with Homes England considering alternative and appropriate funding streams for delivery of the project.

2.3 In 2017 a provisional offer for circa £2m was made from the 'Accelerated Construction Fund'. However, at that time, financial modelling showed that the project required significantly higher levels of gap funding to be viable. Officers began working up a separate bid to the 'Small Sites Fund' and an application for Shared Ownership Affordable Homes Programme Funding (SOAHP).

2.4 The main constraint with both the Small Sites Fund and SOAHP has been the timeframe for the spend to be used i.e. by March 2021, whereas the project will not start onsite delivery until September 2021. Therefore the council began the process of working with a 'Strategic Partner', a separate intermediary who can deliver SOAHP on behalf of Homes England, but with an extended spend timetable to 2022.

2.5 Homes England staff and Council Officers worked to ensure that the project could be evidenced to meet Homes England funding criteria with changes to the outline planning permission approved by the Planning Committee in November 2019 to help evidence the need for funding.

2.6 In April 2020, the Policy and Finance Committee approved to move forward with the preferred developer Lovell Partnerships Ltd and set the maximum Council contribution to the project which was dependent on grant being secured to the value of £3.76m to offset the council's contribution.

#### **3.0 Current Funding Position**

3.1 In September 2020, Homes England launched their new Affordable Homes Programme (AHP) 2021 - 2026. The new prospectus specifies that:

*Please note, this funding does not provide grant for: **Regeneration** – the replacement of homes demolished through regeneration work is not eligible for funding.*

- 3.2 Despite this statement, senior officers made a strong argument (given the previous detailed discussions with Homes England) that at least a proportion of the properties within the new development should continue to be eligible for funding. However, on 14 January 2021, Homes England confirmed their position that despite the arguments put forward and previous verbal and written correspondence in support of the scheme, they are unable to support the project in its current form under the AHP 2021-2016.
- 3.3 Whilst officers have also secured a position on the Local Enterprise Partnerships (D2N2) 'reserve' list of projects for grant funding, this potential source will only be successful if an existing project to which the funding is currently allocated cannot deliver. In addition, there is an expectation that the Ministry of Housing, Communities and Local Government will launch a fund to bring forward 'Brownfield' sites with a proportion of this money earmarked for regeneration, however the prospectus for this fund has not yet been released.
- 3.4 In summary, there is no guarantee at this point that any external grant will be secured to fund this project; though Officers will continue to seek opportunities to attract funding.
- 3.5 In order to progress the project, the council is required to enter into the full Development Agreement with Lovell Partnerships Ltd by the end of March 2021. This will commit the council to the full costs of the development.

#### **Risk of continuing without securing grant**

- 3.6 Capacity within the Housing Revenue Account
- 3.6.1 As part of the council's annual budget-setting process, the council's 30-year Housing Revenue Account Business Plan (HRA BP) is updated to reflect the budgets set for the next four financial years – the Medium Term Financial Plan (MTFP) period.
- 3.6.2 The Yorke Drive scheme has been modelled into the version of the HRA BP which formed the basis of the 2021/22 HRA budget and rent setting report approved by Full Council on 9 February 2021. This took into account the HRA capital programme and future budget assumptions, and **included the receipt of nil grant** from Homes England in relation to this scheme. Despite the receipt of nil grant, the current HRA capital programme, including the future years of the development programme, remains affordable within the overall HRA BP.
- 3.6.3 As a consequence of not securing the funding from Homes England, the Council will need to review future projects and profiling of budgets in order to direct resources to this programme to ensure its successful delivery. This will also necessitate securing external funding for future qualifying housing projects.
- 3.7 Emerging / Unforeseen costs
- 3.7.1 Whilst the review of the business plan provides comfort, at present, that the project is affordable, it must also be noted that the HRABP may have to absorb any future additional costs associated with requirements emerging from the Government White Paper - The Charter for Social Housing, the ongoing review of the councils services to identify improvements and emerging legislative commitments on fire and building safety.

### 3.8 Reputation

- 3.8.1 The strategic case for the transformation of Yorke Drive remains sound and has been evidenced through the Bridge Ward Neighbourhood study which acts as the evidence base for the project. Whilst this project directs significant Council resources into one area of the District, the need to invest is clear.

### **Risk of not continuing with the project as grant cannot be secured**

### 3.9 Project Delivery

- 3.9.1 If the council decides not to continue with the project now that grant funding cannot be secured, then this will mean that whilst the rationale for intervention at Yorke Drive remains, the needs of the residents and the need to regenerate the area will not be met. Yorke Drive is a strategic estate regeneration project, set to transform the entire area, and its evidenced need has secured strong support from existing tenants, owner occupiers and strong cross party support, reflected through its inclusion in the Community Plan.

### 3.10 Financial

- 3.10.1 Should the Council choose to not progress with the project, then it will become liable for the developers costs totalling £449,061.99 under the Enabling Agreement. However, this risk would be somewhat mitigated as the work undertaken under the agreement will not be wasted as the designs and reserved matters application would position the project well for future funding streams as a 'shovel ready' scheme.
- 3.10.2 In addition to liability under the Enabling Agreement, the council has already purchased a number of properties on the estate as part of the land assembly for the project. Whilst again this financial risk can be mitigated as the purchased properties can all be converted to rental properties within the HRA, this will undoubtedly have an impact on reputation, particularly amongst those owner occupiers whose homes were purchased under a voluntary arrangement to avoid a compulsory purchase order.

### 3.11 Reputation

- 3.11.1 The council has progressed this project over the last five years with a confidence in the positivity and support from Homes England and in turn we have raised expectations amongst residents that their neighbourhood will be transformed. Withdrawing from the project therefore will impact negatively upon the Council's reputation.

### 3.12 Securing grant at a later stage

- 3.12.1 There is a chance that over the life of the project additional funding streams may become available, particularly given the governments requirement to support the construction sector and wider economy post Covid19. Therefore there remains a possibility that grant can be secured against the project but this is very unlikely to be in place before the March 2021 deadline to enter into a contract with the developer. It is therefore important to seek approval that the project can be delivered without grant if necessary.

#### **4.0 Equalities Implications**

4.1 No additional Equalities Implications, specifically related to the nine protected characteristics have been identified within this report.

#### **5.0 Digital Implications**

5.1 No additional digital implications identified.

#### **6.0 Financial Implications (FIN20-21/5897)**

6.1 The costs relating to the Yorke Drive regeneration programme were modelled into the HRA BP prior to the exempt report approved by this Committee in April 2020. At that point in time, the receipt of grant was assumed within the HRA BP.

6.2 Subsequent to the decision by Homes England, further modelling of the HRA BP has taken place in order to remove the grant funding in relation to this scheme. This modelling has shown that despite the receipt of nil grant, the current HRA capital programme, including the future years of the development programme, remains affordable within the overall HRA BP.

6.3 As a consequence of not securing the funding from Homes England, the Council will need to review future projects and profiling of budgets in order to direct resources to this programme to ensure its successful delivery. This will also necessitate securing external funding for future qualifying housing projects.

6.4 The capital programme report elsewhere on this agenda includes the total cost of the scheme, apportioned between the General Fund and HRA, **whilst assuming nil grant funding.**

#### **7.0 Community Plan – Alignment to Objectives**

7.1 The rationale for the project has been clearly articulated in this and previous reports, its strategic importance is reflected through its inclusion in the Council's Community Plan. Following extensive and continued consultation with residents on the estate, the project is also supported by the overwhelming majority of residents.

7.2 The proposals directly relate to the following objectives within the Community Plan:

- *Improve the cleanliness and appearance of the local environment*
- *Reduce crime and antisocial behaviour, and increase feelings of safety in our communities*
- *Reduce levels of deprivation in target areas and remove barriers to social mobility across the district*
- *Improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes*
- *Increase participation with the Council and within local communities*

With the objective to

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

With the supporting action of

*Direct delivery of homes:*

- Progressing implementation of Yorke Drive regeneration scheme;

## **8.0 Comments of Director**

- 8.1 The Council has progressed this project over the last five years with a confidence in the positivity and support from Homes England and in turn we have raised expectations amongst residents that their neighbourhood will be transformed. Withdrawing from the project therefore will impact negatively upon the Council's reputation.
- 8.2 This is remains a key project for the Council in our Community Plan and it is very disappointing we have been unable to secure the indicated funding from Homes England to support its progress. Despite this, it is important that this project is progressed and therefore further re-modelling of the HRA BP has been undertaken to demonstrate that despite the receipt of no grant from Homes England, the current HRA capital programme, including the future years of the development programme, remains affordable within the overall HRA BP.
- 8.3 The HRA BP will be re-profiled and kept under regular review to ensure that future improvement and growth programmes remain affordable. This will also necessitate securing external funding for future qualifying housing projects.

## **9.0 RECOMMENDATION**

**That the Committee approve the progression of the Yorke Drive Project, within the existing financial approvals and cost envelope, as agreed by the Policy & Finance Committee on 2 April 2020, without the inclusion of grant funding.**

### **Reason for Recommendation**

**To ensure delivery of the Yorke Drive Regeneration Project.**

### **Background Papers**

None.

For further information please contact Cara Clarkson on Ext 5923

Suzanne Shead  
Director of Housing, Health and Wellbeing

**POLICY & FINANCE COMMITTEE**  
**22 FEBRUARY 2021**

**2021/22 PROPOSED GENERAL FUND REVENUE BUDGET**

**1.0 Purpose of Report**

- 1.1 To enable the Policy & Finance Committee to consider the spending proposals in the Council's proposed 2021/22 General Fund revenue budget.
- 1.2 To enable the Committee to make recommendations on the 2021/22 budget to Full Council for its meeting on 9 March 2021.

**2.0 Background Information**

- 2.1 This report sets out details of the council's proposed General Fund revenue budget for the 2021/22 financial year. The budget proposals were formulated in accordance with the framework set out in the council's Constitution, and builds on the draft 2021/22 GF revenue budget reports presented to each functional Committee last month. The GF revenue budget has been prepared in accordance with the council's budget setting strategy for 2021/22 which was approved by this Committee on 25 June 2020.

**3.0 Financial Summary**

- 3.1 The council's proposed 2021/22 General Fund (GF) revenue budget is shown in further detail in **Appendices A1** and **A2** to this report. The current overall position is summarised below:

<b>Line in Appendix A1</b>		<b>2021/22 (£)</b>
5	Total service budgets	17,043,600
11	Total other operating income & expenditure	1,427,620
16	Total financing and investment income & expenditure	(348,980)
28 & 29	Less capital reversals	(2,241,300)
	<b>Total Expenditure</b>	<b>15,880,940</b>
17 to 21	Other government grants	(1,117,480)
22	New Homes Bonus (NHB)	(1,187,310)
23 to 26	Non-Domestic Rates (NDR) (Business Rates)	(7,565,810)
30 & 31	Contributions to or (from) Usable Reserves	1,683,040
<b>33</b>	<b>Net call on Council Tax</b>	<b>7,693,380</b>
34 to 36	Council Tax Adjustments	(411,640)
<b>37</b>	<b>Amount to collect through Council Tax</b>	<b>7,281,740</b>

**4.0 Development of Proposed 2021/22 General Fund Revenue Budget**

- 4.1 The proposed 2021/22 General Fund revenue budget collates various types of information, such as the:
- a) level of government grant receivable;
  - b) expected level of council tax and business rates income;
  - c) expected level of other income, such as from fees and charges;

- d) expected level of spend on employees; and
- e) expected use of reserves.

4.2 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA)

4.3 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information crucial for setting the next financial year’s budget. The provisional settlement was announced on 17 December 2020. The final settlement has yet to be announced.

4.4 The Settlement Funding Assessment (SFA) which the government will give councils next year is a combination of Revenue Support Grant (RSG) and the council’s local share of redistributed business rates.

4.5 The government will pay Newark and Sherwood £3.762m in SFA for 2021/22. This amount is the same as 2020/21. The table below breaks down the council’s SFA for the four financial years between 2018/19 and 2021/22. This shows a reduction in government funding of 16.1% over that period.

	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)
Revenue Support Grant (RSG)	592,374	82,785	84,134	84,599
Baseline Funding Level (BFL)	3,537,702	3,618,775	3,677,736	3,677,736
Compensation for under-indexing the Business Rates multiplier	81,072	117,923	147,404	191,626
<b>Settlement Funding Assessment (SFA)</b>	<b>4,211,148</b>	<b>3,819,483</b>	<b>3,909,274</b>	<b>3,953,961</b>

4.6 The freeze in the 2021/22 SFA is because of delays to government’s reform of the local government finance system. The government’s planned reforms are mainly to increase the proportion of business rates retained locally; and to make fairer the government’s annual funding allocations for local authorities. The government previously intended for these reforms to take effect from 2020/21, though now intends for these reforms to take effect from 2022/23. In light of this one year delay, the government have rolled forward the 2020/21 settlement for 2021/22.

4.7 The overall core spending power for the Council includes the Settlement Funding Assessment and other areas of government funding. The table below shows the governments assumption on the Council’s core spending power (CSP):

2020/21 (£m)	Funding Type	2021/22 (£m)
3.909	Settlement Funding Assessment	3.954
7.018	Council Tax	7.305
1.741	New Homes Bonus	1.187

0.000	Lower Tier Services Grant	0.220
0.038	Rural Services Delivery Grant	0.040
<b>12.706</b>	<b>Total</b>	<b>12.706</b>

This shows that, using the government's assumptions regarding housing growth and increases in the average band D council tax amount, the council's CSP for 2021/22 is the same in cash terms as for 2020/21. Together with employee and other costs increasing due to inflation, the table above shows that the council's funding has actually reduced in real terms.

The above is based solely on the government's projections. The reality around Council Tax is somewhat different from this. The table in section 3.1 shows that the actual Council Tax the council expects to be able to generate during 2021/22 will be £7.282m; £23,000 less than the government's forecast. Factoring £7.282m into the table above, the council's total spending power for 2021/22 is £12.683m; a reduction of 0.2%. Where the impact of the increase in Council Tax is taken out, this then represents a 5% reduction in core spending power.

- 4.8 In addition to the council's BFL payment from the government, the council may also receive business rates from the Nottinghamshire Business Rates Pool and retain a proportion of locally generated business rates. Further details can be found in paragraph 4.41.

#### Proposed 2021/22 Council Tax

- 4.9 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 4.10 An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.
- 4.11 Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2016/17, 2017/18 and 2020/21, the core principle was 2%; and for 2018/19 and 2019/20, the core principle was 3%.
- 4.12 The proposed core principle for 2021/22 is 2%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2021/22 relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.
- 4.13 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 1.94%, or £3.46 per year based on the band D average. Members should note that 73% of the properties in Newark and Sherwood are in bands A to C, and therefore the increase for these properties will be less than £3.46 per year.
- 4.14 The council tax base (being the number of band D equivalent properties within the district) assumes a 1.79% increase on 2020/21, to account for both a change in methodology and increase in number of properties within the District.



Proposed 2021/22 Budget – General Principles

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

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2021/22 were:</p> <ul style="list-style-type: none"> <li>- a 1% increase in the basic salary of most posts;</li> <li>- an increase in pay point for employees not at the post's highest pay point; and</li> <li>- a 3.5% vacancy rate.</li> </ul> <p>3.5% of the council's total salary budget, or £540,530, has been budgeted to be saved from posts that remain vacant for a period of time before being filled.</p>
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2019 for the three years between 2020/21 and 2022/23.</p> <p>The council's budgeted pension-related costs have increased, because its total 2021/22 basic pay budgets have increased. The council's primary rate (charged as a proportion of basic salary at employee level) is 17.5%.</p> <p>The council's secondary rate (<b>Appendix A1</b>, line 7) (a fixed contribution to past service costs) for 2021/22 is notionally the same as for 2020/21. The reason the cost is notional is because the council has already paid its secondary rate costs for 2021/22. The council received a discount for paying its secondary rate costs for the three years between 2020/21 and 2022/23 in 2020/21.</p> <p>The pension strain costs budget for 2020/21 (<b>Appendix A1</b>, line 8) that has been previously been budgeted for within the Other Operating Income &amp; Expenditure heading has been moved to the Policy &amp; Finance Committee for 2021/22.</p>
c)	General Inflation	<p>Most income budgets and non-pay expenditure budgets have been uplifted by 3%, higher than the Bank of England's 2% target rate for inflation. Some costs, such as insurance and utilities, are expected to increase by more than 2%; and others, such as fixed-price goods and services, are expected to increase by less than 2%.</p>
d)	Average Interest Rate re External Debt	<p>The council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p>

e)	Capital Charges	<p>The proposed budgets for each Committee (<b>Appendix A1</b>, lines 1-4) includes the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges to be reversed out (<b>Appendix A1</b>, lines 28-29) and replaced with the cost to the council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) (<b>Appendix A1</b>, line 12). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.</p>
f)	Capital Financing Charges	<p>The council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2021/22 to be approved by Council on 9 March 2021.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p>

**Total Expenditure after Reversal of Capital Charges (**Appendix A1**)**

- 4.16 Total council expenditure budgets in 2021/22 are £2,357,560 more than in **Error! Reference source not found.**, after capital charges have been reversed (**Appendix A1**, lines 28 and 29).

Line		2020/21 (£)	2021/22 (£)	Variance
5	Total service budgets	14,520,920	17,043,600	<b>2,522,680</b>
11	Total other operating income & expenditure	1,633,290	1,427,620	<b>(205,670)</b>
16	Total financing and investment income & expenditure	<b>(291,430)</b>	<b>(348,980)</b>	<b>(57,550)</b>
28 & 29	Reversal of Capital Charges	<b>(2,339,400)</b>	<b>(2,241,300)</b>	<b>98,100</b>
	<b>TOTAL</b>	<b>13,523,380</b>	<b>15,880,940</b>	<b>2,357,560</b>

- 4.17 The table below details the council's net budget requirement for 2021/22, broken down by gross expenditure and gross income:

Line		2021/22 gross expenditure	2021/22 gross income	2021/22 net expenditure
	Total service budgets ( <b>Appendix A2</b> )	47,656,590	<b>(30,612,990)</b>	<b>17,043,600</b>
11	Other operating income & expenditure	1,427,620	0	<b>1,427,620</b>
16	Total Financing and Investment income & expenditure	696,160	<b>(1,045,140)</b>	<b>(348,980)</b>
22 & 31	New Homes Bonus (NHB)	1,187,310	<b>(1,187,310)</b>	<b>0</b>
28 & 29	Reversal of Capital Charges	<b>(3,031,300)</b>	790,000	<b>(2,241,300)</b>

	<b>TOTAL</b>	<b>47,936,380</b>	<b>(32,055,440)</b>	<b>15,880,940</b>
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4.18 The main reasons for changes in 2021/22 service expenditure are listed below:

<b>Type of service spend change</b>	<b>Reason for change in service spend</b>	<b>Change in proposed 2021/22 budget, compared to 2020/21 initial budget (£)</b>
Employees	Largely due to: - an increase in the number of posts budgeted for in 2021/22; and - a 1% increase in basic pay budgeted for most employees, and associated increases in oncosts.	1,357,930
Recharges to Housing Revenue Account (HRA)	Largely because the council now directly pays for spend which used to be borne by Newark and Sherwood Homes (NSH), and so the recharging of these to the HRA.	(796,010)
Rent and Rates	Largely due to rental shortfall on rental units and non-domestic rates (NDR) payable for sites temporarily not occupied by tenants (because of the council's planned developments).	490,450
Rents, Sales, and Fees and Charges	Largely due to reduced income from Car Parks, Heritage and Culture, and Newark Livestock Market; partly offset by rental unit rents receivable.	485,435
Contractual and Other Services	Largely due to the £640,000 increase to the Active4Today management fee for 2021/22.	468,440

4.19 The table in paragraph 4.18 shows that there is a large increase in employee costs across the General Fund (GF). This is offset by increased income from various sources, the largest source being the Housing Revenue Account (HRA). Where officers are now managed within GF services, a recharge back to the HRA for the cost of those officers is also budgeted for. The table below at paragraph 4.19 provides further detail.

4.20 Further details can be found in the 2021/22 General Fund (GF) revenue budget reports presented to each Committee in January 2021.

#### 2021/22 Employee Plan

4.21 The council predicts that it will have 558.95 full-time equivalent (FTE) employees at the end of 2020/21. This is predicted to increase to 579.19 FTEs by the end of 2021/22. The majority of the 20.24 FTE increase predicted for 2021/22 relates to changes in the Communities & Environment and Housing, Health and Wellbeing directorates. Further details can be found in the staffing establishment report elsewhere on this meeting's agenda. Further details can be found at Appendix X.

## Fees and Charges Review

- 4.22 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary amend its charges or charging regime.
- 4.23 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.
- 4.24 The proposals for the levels of fees and charges to be implemented from 1 April 2021 were subject to scrutiny by each of the Committees during the January cycle and have now been updated where appropriate. The council is currently budgeting to receive £5.244m of income from fees and charges in 2021/22. This is a decrease of £0.096m from 2020/21.
- 4.25 The table below summarises the services which provide the council with most of its fees and charges income, and the fees and charges income budgeted from these services for 2021/22:

Service	2020/21 original income budget (£)	2021/22 proposed income budget (£)	Summary
Building Control	n/a	n/a	The council is part of the East Midlands Building Consultancy (EMBC), along with South Kesteven District Council (SKDC) and Rushcliffe Borough Council. SKDC are the lead authority.  Building Control fees for 2021/22 will be published on the EMBC website once these have been agreed.
Planning	960,000	977,760	Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including how to access the statutory fees chargeable, can be found in <b>Appendix C</b> .
Car and Lorry Parking	1,238,320	1,042,220	The fees for car parking are proposed to be frozen for the 2021/22 financial year, though increases have been proposed for lorry charges. Further details can be found in <b>Appendix D</b> .
Culture	671,600	409,300	The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2021/22 are the same as those in 2020/21. Further details can be found in <b>Appendix F</b> .

Environmental Health	119,300	114,130	<p>The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for some of the discretionary environmental health fees for 2021/22, to ensure that the council recovers the full cost of services provided. Further details can be found in <b>Appendix O</b>.</p> <p>The dog warden charges proposed for 2021/22 are the same as those in 2020/21. Further details can be found in <b>Appendix P</b>.</p>
Trade Waste, Recycling and Garden Bins	1,480,730	1,487,340	<p>Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities.</p> <p>Further details of these and the other proposed charges for 2021/22 can be found in <b>Appendix Q</b>.</p>

- 4.26 Details of the council's proposed charges for 2021/22 for services not listed above can be found in **Appendices C-W**.

Capital Financing net of Interest Receivable (**Appendix A1**, line 16)

- 4.27 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.
- 4.28 Despite the recent 1% reduction in the cost of borrowing from the Public Works Loan Board (PWLB), the Council will still seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury Strategy (which is subject to a separate report which was considered by the Audit and Accounts Committee on 3 February 2021, and will be approved by Full Council on 9 March 2021) and due diligence through the council's Treasury Advisers.
- 4.29 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise some of its reserves on projects such as the Yorke Drive Regeneration and Pavilion and contribution to the funding gap for the Southern Link Road. This means that as cash backed by these reserves will be utilised, there is a need to borrow money to ensure that the Council has cash at hand to service its day to day costs.

- 4.30 There is an increase overall in net additional income in Capital Financing costs of £57,550 (**Appendix A1**, line 12) in 2021/22. This represents the cost of capital financing decisions taken in previous years where there hasn't been capital resources available to fund the capital spend. The 2021/22 interest payable and investment income receivable budgets are more favourable than for 2020/21, because the Council has not borrowed as much in 2020/21 as it originally anticipated due to the additional coronavirus-related grants it received to distribute to businesses.
- 4.31 All treasury investments are made in line with the Council's Treasury Management Strategy and due to the current climate and investment rates being at all-time low the investment income expectation for 2021/22 will be kept to a minimum. Advice from the council's external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or from reserves

- 4.32 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.
- 4.33 The council's s151 Officer has reviewed the adequacy of the council's financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.
- 4.34 The table below summarises the amount of council earmarked reserves as at 31 March 2020, and forecasts of these as at 31 March 2021 and 31 March 2022.

	At 31 March 2020 (£)	Forecast at 31 March 2021 (£)	Forecast at 31 March 2022 (£)
Revenue Reserves and Balances	24,148,229	22,369,425	16,865,155
Capital Reserves	10,783,435	9,340,480	7,361,089
Ring Fenced Reserves	138,584	138,584	138,584
<b>Total Reserves</b>	<b>35,070,248</b>	<b>31,848,489</b>	<b>24,364,828</b>

- 4.35 **Appendix B** lists all of the council's current reserves.

General Fund Balance

- 4.36 The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 4.37 The council's total forecast reserves and general fund balance to 31 March 2022 is £25,864,828. This is 153% of the forecast Net Budget Requirement of £15,880,940. This

compares with a national average for District Councils of 150%. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.

- 4.38 The budget has been prepared in accordance with the budget strategy approved by members of the Policy and Finance Committee on 25 June 2021. The draft budget (and Medium Term Financial Plan) has been scrutinised and challenged by the council's senior management team, the Leader and Deputy Leader of the council, the council's functional committees and the Policy and Finance Committee. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling political group. The s151 Officer of the council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2021/22.

#### Parish and Town Council Precepts

- 4.39 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 4.40 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2021/22. These details will be included in the revenue budget and council tax setting report to be presented to Council on 9 March 2021.

#### Business Rates/Non-Domestic Rates (NDR) (Appendix A1, lines 23-26)

- 4.41 Under the NDR system, businesses pay councils based on the open market rental value of their business property as at 1 April 2015, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2021/22 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses 1.3p per pound more than this (51.2p per pound, or 51.2%).
- 4.42 As mentioned in paragraph 4.7, though the government has allocated £3.678m of business rates to the council for 2021/22, the total amount of business rates retained by the council in 2021/22 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2020/21 and 2021/22.
- 4.43 The council is budgeting to retain £7.566m of business rates for 2021/22 (Appendix A1, lines 23-26). This includes:
- the £3.678m referred to in paragraph 4.42;
  - local growth above this baseline;
  - the surplus of £0.514m reported at 2019/20 year-end;
  - £7.140m of additional Section 31 grants received during 2020/21 to compensate councils for the distribution of the expanded retail discount;
  - £0.690m from relevant renewable energy projects;
  - £0.767m in relation to the government's local tax income guarantee scheme;
  - an allowance of £0.681m to be set aside in order to fund future charges on the General Fund in relation to the current in-year deficit on the Collection Fund; and

- £6.347m of deficit business rates income forecasted for the end of 2020/21.

4.44 There are two main factors why the amount of business rates the council is budgeting to retain for 2021/22 is significantly more than the government's business rates allocation for the council. These are:

- a) an increase in the total rateable value of all business premises within the district; and
- b) the release of surpluses built up from previous years.

#### Council Tax Requirement

4.45 As explained in paragraph 4.39, Council Tax Requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.

4.46 The council's 2021/22 net budget requirement is £15,880,940, as shown in the table in paragraph 3.1. This is partly offset by government grant income of £1.117m; projected business rates income of £7.566m and projected transfers to reserves of £0.496m. After including these sources of income, the net call on the Collection Fund before Parish Precepts are added is £7,281,740 (**Appendix A1**, line 33).

#### Subjective Analysis

4.47 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2021/22 by statutory categories used to categorise expenditure and income.

#### Risk Assessment and Sensitivity

4.48 As mentioned in paragraph 4.32, section 25 of the *Local Government Act 2003* requires the council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.

4.49 In considering the council's proposed budget for 2021/22 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £72,820 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £38,550 of net expenditure.

4.50 Various assumptions were required to be made when preparing the proposed 2021/22 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

#### **2021/22 pay award**

4.51 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 4.15, the 2021/22 budgets have been prepared assuming a 1% uplift to the basic



salaries of most posts, in line with the recommendation from a meeting of East Midlands Councils on 22/01/2021.

- 4.52 The National Joint Council (NJC) for Local Government Services' pay award for 2021/22 has not yet been finalised. It is possible that the costs of the 2021/22 pay award will exceed the pay increases currently budgeted for. If the 2021/22 pay award agrees a more than 1% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 2% increase in basic pay for 2021/22 would result in around £147,560 needing to be funded from reserves.

### Income

- 4.53 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2021/22 income budgets for services have been set at levels considered achievable.
- 4.54 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £52,240, or a council tax increase equivalent to £1.32 per property (0.72%).
- 4.55 Officers closely monitor income levels as part of the council's monthly budget monitoring processes, and the Senior Leadership Team also continue to regularly scrutinise income levels.
- 4.56 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

### Other significant potential risks

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

a)	Interest rates	<p>The proposed 2021/22 budget includes amounts for both interest payable (<b>Appendix A1</b>, line 14) and interest receivable (<b>Appendix A1</b>, line 15). This is because the council expects that it will both borrow money and lend money throughout the 2021/22 financial year.</p> <p>The budgeted amounts for 2021/22 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2021/22 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council's overall budget.</p>
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b)	General Inflation	<p>As mentioned in paragraph 4.15, the proposed service budgets for 2021/22 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2020. There was a 0.6% increase in inflation (Consumer Prices Index (CPI)) over the 12 months of the 2020 calendar year.</p> <p>Inflation rate increases have ranged between 0.2% and 1% between April 2020 and December 2020, though are expected to increase towards the Bank of England's target rate in 2021.</p> <p>Though it is likely that actual inflation rates throughout 2021/22 will differ from the government's own forecasts for 2021/22 and the 3% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council's budget.</p>
c)	National Living Wage (NLW)	<p>As referenced in paragraph 4.52, the council pays most of its employees in line with NJC terms and conditions.</p> <p>Council employees on the NJC's lowest pay point are paid £9.25 per hour in 2020/21, broadly in line with the Living Wage Foundation's Real Living Wage for 2019/20 (November 2019 – October 2020). This is £0.53 more than the 2020/21 NLW of £8.72 per hour, and £0.34 more than the 2021/22 NLW of £8.91 per hour.</p> <p>Though the pay award for 2021/22 has not yet been finalised, it seems likely that the 2021/22 pay of employees at the NJC's lowest pay point will increase to £9.50 per hour or thereabouts, in line with the Living Wage Foundation's current Real Living Wage.</p>
d)	Apprenticeship Scheme	<p>In addition to Apprenticeship Levy payments the council is required to make to the government (<b>Appendix A1</b>, line 6), the council employs apprentices, some of whom are paid for from its 'training' reserve (<b>Appendix B</b>).</p>
e)	Reserves	<p>As mentioned in paragraphs 4.32 and 4.33, the council has reviewed the adequacy of the financial reserves proposed in the 2021/22 budget, as statutorily required.</p>

## 5.0 **Proposals**

5.1 Officers are proposing to the Committee that it recommends to Council at its meeting on 9 March 2021:

- a) the council's General Fund revenue budget for 2021/22; and
- b) the 2021/22 fees & charges in **Appendices C to W**.

## 6.0 **Digital Implications**

6.1 There are no digital implications directly arising from this report.

## **7.0 Equalities Implications**

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

## **8.0 Financial Implications (FIN20-21/3877)**

8.1 As this report is financial in nature, the financial implications of the proposed 2021/22 General Fund revenue budget have been covered within the body of this report.

## **9.0 Community Plan – Alignment to Objectives**

9.1 The Community Plan 2020-2023 was approved by Full Council on 13 October 2020, and sets out sets out the Council’s objectives over the next three years, building on previous published plans for the same time period.

9.2 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of all the objectives within the refreshed Community Plan.

9.3 The Employee Plan in the staffing establishment report on this meeting’s agenda covers the activities of all council employees, and therefore supports the council to achieve all of the Community Plan 2020-2023 objectives.

## **10.0 RECOMMENDATION**

**That the Committee recommends to Full Council at its meeting on 9 March 2021, that:**

- i. the following amounts be now calculated by the council for the 2021/22 financial year, in accordance with Sections 31 to 36 of the *Local Government Finance Act 1992* as amended by the *Localism Act 2011*:**
  - 1. £47,936,380 being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the District Council’s gross expenditure for 2021/22);**
  - 2. £32,055,440 being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the District Council’s gross income for 2021/22); and**
  - 3. £15,880,940 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year;**
- ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2021/22;**

- iii. the budget amounts included in the report be the council's budget for 2021/22;  
and
- iv. the fees and charges shown in Appendices C to W be implemented with effect from 1 April 2021.

**Reason for Recommendations**

To enable Policy & Finance Committee to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the *Local Government Finance Act 1992*, as amended by the *Localism Act 2011*, for the purposes of setting Council Tax levels for the 2021/22 financial year.

**Background Papers**

Nil

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

Sanjiv Kohli  
Director - Resources and Deputy Chief Executive

## SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Committee	2020/21 £	Estimate 2021/22 £	More or (Less) £
<b>1 Economic Development Committee</b>	1,619,680	2,340,390	720,710
<b>2 Homes &amp; Communities Committee</b>	1,892,010	2,203,580	311,570
<b>3 Leisure &amp; Environment Committee</b>	5,612,500	6,555,520	943,020
<b>4 Policy &amp; Finance Committee</b>	5,396,730	5,944,110	547,380
<b>5 Total Service Budgets</b>	<b>14,520,920</b>	<b>17,043,600</b>	<b>2,522,680</b>
<b>Other Operating Income &amp; Expenditure</b>			
<b>6 Apprenticeship Levy</b>	39,000	42,000	3,000
<b>7 Pensions - employer's lump sum</b>	543,850	551,300	7,450
<b>8 Pension strain costs</b>	255,000	0	(255,000)
<b>9 Corporate Contingencies</b>	200,000	200,000	0
<b>10 Drainage Levy</b>	595,440	634,320	38,880
<b>11 Total other operating income &amp; expenditure</b>	<b>1,633,290</b>	<b>1,427,620</b>	<b>(205,670)</b>
<b>Financing and Investment income &amp; expenditure</b>			
<b>12 Minimum Revenue Provision (MRP)</b>	555,820	615,230	59,410
<b>13 Financial Instruments Adjustment</b>	0	3,650	3,650
<b>14 Interest Payable</b>	155,380	77,280	(78,100)
<b>15 Interest Receivable</b>	(1,002,630)	(1,045,140)	(42,510)
<b>16 Total Financing and Investment income &amp; expenditure</b>	<b>(291,430)</b>	<b>(348,980)</b>	<b>(57,550)</b>
<b>Taxation and Non Specific Grant Income</b>			
<b>Other Government Grants</b>			
<b>17 Revenue Support Grant</b>	(84,130)	(84,600)	(470)
<b>18 Rural Services Delivery Grant</b>	(38,000)	(39,860)	(1,860)
<b>19 2021/22 only: Lower Tier Services Grant</b>	0	(219,670)	(219,670)
<b>20 2021/22 only: COVID-19 Funding: Tranche 5</b>	0	(620,480)	(620,480)
<b>21 2021/22 only: Local Council Tax Support Grant</b>	0	(152,870)	(152,870)
<b>22 New Homes Bonus</b>	(1,740,990)	(1,187,310)	553,680
<b>Non Domestic Rates (NDR)</b>			
<b>23 Retained NDR</b>	(5,645,410)	(5,608,580)	36,830
<b>24 Spreading of two-thirds of 2020/21 deficit to reserves</b>	0	681,490	681,490
<b>25 Section 31 Grants</b>	(2,078,890)	(1,872,040)	206,850
<b>26 NDR: local tax income guarantee scheme</b>	0	(766,680)	(766,680)
<b>27 Total Taxation and Non Specific Grant Income</b>	<b>(9,587,420)</b>	<b>(9,870,600)</b>	<b>(283,180)</b>
<b>Contributions to or (from) Reserves and Balances</b>			
<b>Contributions to or (from) Unusable Reserves</b>			
<b>28 Reversal of capital expenditure</b>	(3,039,400)	(3,031,300)	8,100
<b>29 Reversal of capital income</b>	700,000	790,000	90,000
<b>30 Contributions to or (from) Usable Reserves</b>	1,340,750	495,730	(845,020)
<b>31 New Homes Bonus grant to reserves</b>	1,740,990	1,187,310	(553,680)
<b>32 Total Contributions to or (from) Reserves and Balances</b>	<b>742,340</b>	<b>(558,260)</b>	<b>(1,300,600)</b>
<b>33 Net call on Council Tax</b>	<b>7,017,700</b>	<b>7,693,380</b>	<b>675,680</b>
<b>Council Tax Adjustments</b>			
<b>34 Returned Council Tax Surplus</b>	0	(428,320)	(428,320)
<b>35 Spreading of two-thirds of 2020/21 deficit to reserves</b>	0	94,060	94,060
<b>36 Council tax: local tax income guarantee scheme</b>	0	(77,380)	(77,380)
<b>37 To be collected through Council Tax</b>	<b>7,017,700</b>	<b>7,281,740</b>	<b>264,040</b>

CODE	DESCRIPTION	2020/21 INITIAL BUDGET	2021/22 BASE BUDGET	MORE OR (LESS)
111	SALARIES AND WAGES	10,837,670	11,703,940	866,270
112	OTHER SALARIES/WAGES PAYMENTS	31,390	31,700	310
113	NATIONAL INSURANCE	1,042,960	1,093,740	50,780
114	SUPERANNUATION	1,877,930	2,318,340	440,410
115	OTHER EMPLOYERS CONTRIBUTIONS	21,860	22,020	160
	<b>EXPENDITURE: EMPLOYEES</b>	<b>13,811,810</b>	<b>15,169,740</b>	<b>1,357,930</b>
211	REPAIRS AND MAINTENANCE	481,000	687,440	206,440
212	ENERGY COSTS	312,080	336,510	24,430
213	RENT	164,290	493,260	328,970
214	RATES	497,860	659,340	161,480
215	WATER SERVICES	78,920	110,405	31,485
217	CLEANING AND DOMESTIC	7,610	30,900	23,290
219	CONTRIBUTION TO FUNDS	395,860	424,940	29,080
311	TRANSPORT	722,190	778,070	55,880
313	CONTRACT HIRE OP LEASE	6,500	6,700	200
315	CAR ALLOWANCES	94,990	72,080	(22,910)
411	EQUIPMENT AND FURNITURE	344,340	374,440	30,100
412	MATERIALS	34,560	42,660	8,100
421	CATERING	125,310	81,670	(43,640)
431	CLOTHING AND UNIFORMS	31,780	35,540	3,760
441	GENERAL OFFICE EXPENSES	324,830	263,870	(60,960)
451	CONTRACTUAL	1,214,930	1,904,120	689,190
452	OTHER SERVICES	1,156,610	976,425	(180,185)
461	COMMUNICATIONS AND COMPUTING	958,390	1,133,410	175,020
462	IEG	1,200	5,000	3,800
471	STAFF	41,040	32,360	(8,680)
472	MEMBERS	263,150	290,880	27,730
473	CHAIRMAN	8,130	8,200	70
481	GRANTS	456,330	485,930	29,600
482	SUBSCRIPTIONS	62,400	63,780	1,380
491	INSURANCE	251,980	282,220	30,240
492	CONTRIBS TO FUNDS AND PROVISNS	202,890	506,890	304,000
493	OTHER	1,333,980	1,092,630	(241,350)
497	DISCOUNTS	4,870	3,890	(980)
928	RECHARGE NON GF ACCOUNTS	(1,787,470)	(2,583,480)	(796,010)
611	HOUSING BENEFITS	20,632,400	20,713,340	80,940
612	OTHER TRANSFER PAYMENTS	80,000	142,130	62,130
821	CAPITAL CHARGE	3,039,400	3,031,300	(8,100)
	<b>EXPENDITURE: NON-EMPLOYEES</b>	<b>31,542,350</b>	<b>32,486,850</b>	<b>944,500</b>
911	GOVERNMENT GRANTS	(21,585,570)	(21,733,520)	(147,950)
922	CONTRIBUTIONS FROM OTHER LAS	(286,310)	(287,410)	(1,100)
928	RECHARGE NON GF ACCOUNTS	(786,650)	(935,820)	(149,170)
931	SALES	(538,940)	(393,450)	145,490
932	FEES AND CHARGES	(4,820,070)	(4,682,840)	137,230
933	RENTS	(1,859,530)	(1,633,030)	226,500
938	FEES AND CHARGES	(475,930)	(561,710)	(85,780)
939	OTHER RECEIPTS	(480,240)	(385,210)	95,030
	<b>INCOME</b>	<b>(30,833,240)</b>	<b>(30,612,990)</b>	<b>220,250</b>
	<b>REVENUE</b>	<b>14,520,920</b>	<b>17,043,600</b>	<b>2,522,680</b>

## SUMMARY OF RESERVE BALANCES

## APPENDIX B

General Fund Revenue Reserves	Reason for reserve	Balance as at 31 March 2020	Balance as at 1 April 2020	Estimated Balance as at 31 March 2021	Estimated Balance as at 31 March 2022
<b>Council Funds:</b>					
Investment Realisation Fund	A buffer from potential future losses on external investments	(90,935)	(90,935)	(90,935)	(90,935)
Election Expenses Fund		(33,440)	(33,440)	(33,440)	(33,440)
Insurance Fund		(305,395)	(305,395)	(305,395)	(305,395)
Repairs And Renewals Fund	To pay for future repairs, maintenance and renewals of property and equipment	(2,362,467)	(2,362,467)	(2,200,000)	(1,200,000)
Building Control Surplus	Statutory building control reserve	(33,305)	(13,362)	(13,362)	(13,362)
Museum Purchases Fund	Partly a bequest from the Nicholson estate	(22,524)	(22,524)	(22,524)	(22,524)
Training Provision	To pay for additional training needs and apprentice costs	(127,132)	(61,763)	(61,763)	(61,763)
Restructuring And Pay		(214,927)	(214,927)	(143,000)	(143,000)
Court Costs	To pay for unplanned court costs	(58,959)	(58,959)	(58,959)	(58,959)
Change Management Fund	To enable and facilitate the changing working environment	(13,333,541)	(14,204,037)	(11,823,715)	(6,823,715)
Enforcement Reserve	Provides additional funding for enforcement-related activities	(95,200)	(95,200)	(46,360)	(46,360)
Flooding Defence Reserve	To mitigate the impact of flooding	(250,000)	(250,000)	(250,000)	(250,000)
Emergency Planning Reserve	To replenish the emergency planning store's stock (of, for example, aqua-sacs)	(50,000)	(50,000)	(42,651)	(42,651)
Planning Costs Fund	To pay for unplanned planning enquiries or appeals	(201,140)	(201,140)	(141,388)	(141,388)
Growth And Prosperity Fund	Think BIG (Business Investment for Growth) loans to businesses in the district	(127,366)	(127,366)	(127,366)	(127,366)
Refuse Bin Purchase	If the cost of buying bins exceeds the revenue budget the service has available	(15,000)	(15,000)	(15,000)	(15,000)
Fuel And Energy Reserve		(70,142)	(70,142)	(65,142)	(65,142)
Management Carry Forward	Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year	(675,823)	(675,823)	0	0
NNDR Volatility Reserve	A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes	(793,348)	(793,348)	(793,348)	(793,348)
Community Initiative Fund		(200,000)	(200,000)	(195,543)	(195,543)
MTFP Reserve	To cover future years' deficits, if all other actions to cover deficits are insufficient	(1,485,932)	(3,169,591)	(3,169,591)	(3,665,321)
Asset Maintenance Fund	To fund works identified from asset condition surveys	(250,000)	(250,000)	(236,000)	(236,000)
Capital Project Feasibility Fund	To fund feasibility works in relation to potential capital schemes	(250,000)	(250,000)	(131,960)	(131,960)
Community Engagement Fund	To assist communities with their efforts to battle COVID-19	(300,000)	(300,000)	(235,000)	(235,000)
General Fund Balance		(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>Total Council Funds</b>		<b>(22,846,577)</b>	<b>(25,315,420)</b>	<b>(21,702,442)</b>	<b>(16,198,172)</b>
<b>Grants:</b>					
Homelessness Fund	To pay for relevant costs from the government's homelessness-related grants	(576,018)	(576,018)	(408,192)	(408,192)
Revenue Grants Unapplied	Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused	(430,526)	(198,287)	(132,686)	(132,686)
Community Safety Fund	To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNCSPP)	(166,163)	(166,163)	(22,525)	(22,525)
Energy & Home Support Reserve	To assist vulnerable residents with heating/boiler issues	(103,171)	(77,805)	(77,805)	(77,805)
Welfare Reform Reserve		(25,774)	(25,774)	(25,774)	(25,774)
<b>Total Grants</b>		<b>(1,301,652)</b>	<b>(1,044,047)</b>	<b>(666,982)</b>	<b>(666,982)</b>
<b>Total General Fund Revenue Reserves</b>		<b>(24,148,229)</b>	<b>(26,359,467)</b>	<b>(22,369,425)</b>	<b>(16,865,155)</b>
<b>General Fund Capital Reserves</b>					
Capital Financing Provision	Resources such as New Homes Bonus (NHB) grant to pay for capital spend	(1,376,480)	(2,246,976)	(830,956)	(1,360,431)
Capital Receipts	Receipts from selling General Fund (GF) assets to pay for capital spend	(1,209,006)	(1,209,006)	(311,575)	197,291
Grants & Contributions Unapplied	Capital funding received which does not yet need to be spent	(8,197,949)	(8,197,949)	(8,197,949)	(6,197,949)
<b>Total General Fund Capital Reserves</b>		<b>(10,783,435)</b>	<b>(11,653,931)</b>	<b>(9,340,480)</b>	<b>(7,361,089)</b>
<b>Ring-Fenced Reserves</b>					
Mansfield Crematorium	Statutory, because council is part of Mansfield and District Crematorium	(138,584)	(138,584)	(138,584)	(138,584)
<b>Total Ring-Fenced Reserves</b>		<b>(138,584)</b>	<b>(138,584)</b>	<b>(138,584)</b>	<b>(138,584)</b>
<b>Total Reserves</b>		<b>(35,070,248)</b>	<b>(38,151,982)</b>	<b>(31,848,488)</b>	<b>(24,364,828)</b>

**PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are inclusive of VAT)*

Development Category	2020/21 charge	2021/22 charge
<p><b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b>                      New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more.                      Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1,490</b></p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                      Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Planning Development</p>	<p>Fixed charge of <b>£1,540</b> - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                      Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p><b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b>                      Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p>	<p><b>£1,860</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                      For development proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p>	<p><b>£1,920</b></p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.                      For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>



<p><b>CATEGORY B – MAJOR DEVELOPMENT</b> Residential development of between 50 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p>	<p><b>£1,400</b> This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p>	<p><b>£1,450</b> This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p><b>CATEGORY C – SMALL SCALE MAJOR DEVELOPMENT</b> Residential development of between 11 and 49 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares</p>	<p><b>£1,000</b> This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter</p>	<p><b>£1,030</b> This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p><b>CATEGORY D – SMALL SCALE OTHER DEVELOPMENT</b> Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p><b>£560</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p><b>£580</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p><b>CATEGORY E – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b> Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p><b>£198</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p><b>£204</b> This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>

<p><b>CATEGORY F – WIND TURBINES</b></p>	<p><b>£1,240</b></p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed.</p>	<p><b>£1,280</b></p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>
<p><b>CATEGORY G – HOUSEHOLDER APPLICATIONS</b> Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)</p>	<p><b>£62</b></p> <p>Unless an exemption has advised that planning permission is required. In which case advice on likely acceptability can be obtained for <b>£24</b>.</p>	<p><b>£64</b></p> <p>This will cover a site visit by the case officer and one letter.</p>
<p><b>CATEGORY H – REQUESTS FOR CONFIRMATION OF COMPLIANCE WITH S106 AGREEMENTS</b> Where a request is made for confirmation of compliance with a legal agreement associated with a planning permission, whether it be through submission of details to comply or for subsequent requests to confirm requirements have been met.</p>	<p><b>£100</b></p>	<p><b>£105</b></p>
<p><b>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT</b></p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>

<b>CATEGORY J - VARIATIONS/MODIFICATIONS TO SECTION 106 PLANNING OBLIGATIONS NOT SUBJECT TO AMENDMENT FOLLOWING SUBMISSION OF A NEW PLANNING APPLICATION</b> i.e. those variations/modifications sought independently by a developer	N/A	<b>£100</b>
<b>CATEGORY K - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA</b>	N/A	<b>£50</b>
<b>CATEGORY L - FOLLOW-UP ADVICE</b> This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).	N/A	Half of the fees applicable to Category I.
<b>CATEGORY M - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS</b> This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.	N/A	<b>£4,400</b>
<b>CATEGORY N - ENQUIRIES SEEKING CONFIRMATION WHETHER PERMITTED DEVELOPMENT RIGHTS HAVE BEEN REMOVED FROM A PROPERTY/PIECE OF LAND</b>	N/A	<b>£40</b>
<b>Pre-application proposals presented by the applicant/developer prior to submission of a planning application or applications presented prior to determination.</b> A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum [will need a link once the document is finalised and on the website]. The fee is in addition to the fee levels above.	N/A	<b>£500</b> unless a Planning Performance Agreement has been entered into and includes this cost.

<b>Planning Policy documents</b>	<b>2020/21 charge</b>	<b>2021/22 charge</b>
Amended Core Strategy (Adopted March 2019)	N/A	<b>£15</b>
Allocations & Development Management DPD	N/A	<b>£15</b>
Policies Map (also known as the Proposals Map)	N/A	<b>£22</b>
Supplementary Planning Documents and Statement of Community Involvement	N/A	<b>£0</b>

Where charges are levied this is based on actual cost of document production.

Requests for Confirmation of Compliance with S106 Agreements		
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	N/A	<b>£36</b>
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	N/A	<b>£36 + £36 per hour</b> for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	N/A	<b>£100</b>

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

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

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

**Pre Application Advice**

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices, though via Microsoft Teams where not possible, such as in light of COVID-19) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

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

## QUALIFICATION

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

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

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

## PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

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

## CONTACT US

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

**CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE***(Car Park charges are all inclusive of VAT)*

<b>Newark Car Parks</b>	<b>Duration</b>	<b>2020/21 charge</b>	<b>2021/22 charge</b>
<b>INNER TOWN</b> London Road Balderton Gate Town Wharf Appletongate	30 minutes	<b>£0.50</b>	<b>£0.50</b>
	1 hour	<b>£1.00</b>	<b>£1.00</b>
	2 hours	<b>£1.50</b>	<b>£1.50</b>
	2-3 hours	<b>£2.50</b>	<b>£2.50</b>
	3-4 hours	<b>£4.50</b>	<b>£4.50</b>
	Over 4 hours	<b>£7.50</b>	<b>£7.50</b>
	After 6pm (Evening Charge)	<b>£1.00</b>	<b>£1.00</b>
<b>OUTER TOWN</b> Riverside (former Tolney Lane) Riverside Arena Livestock Market Castle House	1 hour	<b>£1.00</b>	<b>£1.00</b>
	2 hours	<b>£1.50</b>	<b>£1.50</b>
	2-4 hours	<b>£2.00</b>	<b>£2.00</b>
	4-5 hours	<b>£2.50</b>	<b>£2.50</b>
	5 hours and above	<b>£3.00</b>	<b>£3.00</b>
	After 6pm (Evening Charge)	<b>£1.00</b>	<b>£1.00</b>
<b>Dedicated Motorcycle Bay</b> <b>Newark:</b> London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.		
<b>LORRY PARKING</b>			
Lorry Parking - Fixed Charge		<b>£16.50</b>	<b>£18.50</b>
Lorry Parking (with meal voucher)		<b>£20.50</b>	<b>£21.50</b>

Coaches - (with meal voucher)		<b>£5.00</b>	<b>£5.00</b>
<b>SEASON TICKETS</b>			
INNER TOWN (Newark) (limited issue)	Per month	<b>£84.00</b>	<b>£84.00</b>
	Per quarter	<b>£193.00</b>	<b>£193.00</b>
	Per year (7 days per week)	<b>£700.00</b>	<b>£700.00</b>
OUTER TOWN (Newark) (limited issue)	Per month	<b>£47.00</b>	<b>£47.00</b>
	Per quarter	<b>£123.00</b>	<b>£123.00</b>
	Per year (Monday - Friday only)	<b>£350.00</b>	<b>£350.00</b>
	Per year (7 days per week)	<b>£450.00</b>	<b>£450.00</b>
<b>CONTRACT CAR PARK RATES</b>			
Barnby Gate	Per quarter	<b>£208.00</b>	<b>£208.00</b>
	Per annum	<b>£800.00</b>	<b>£800.00</b>
<b>CONTRACT CAR PARK RATES</b>			
The Palace	Per quarter		
	Per annum	<b>£600.00</b>	<b>£600.00</b>
<b>CONTRACT CAR PARK RATES</b>			
Pelham Street	Per annum	<b>£500.00</b>	<b>£500.00</b>
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

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

**RIVERSIDE MARKET – ECONOMIC DEVELOPMENT COMMITTEE**

*(Charges are not subject to VAT)*

DAY	ITEM	2020/21 CHARGE	2021/22 CHARGE
WEDNESDAY	MARKET STALL	£17.00	£17.00
	PITCH - PER LINEAR METRE	£6.00	£6.00



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

	2020/21 Charge	2021/22 Charge
<b><u>Theatre Hire:</u></b>		
<b><u>With Stage &amp; Dressing Rooms as Equipped</u></b>		
<b><u>Full Theatre : 602 Seats</u></b>		
Per day with one performance – week days Commercial Hire	<b>£1,836</b> (£1,530 + VAT)	<b>£1,836</b> (£1,530 + VAT)
Per day with one performance - weekends Commercial Hire	<b>£2,448</b> (£2,040 + VAT)	<b>£2,448</b> (£2,040 + VAT)
Per day with two performances - weekdays Commercial Hire	<b>£3,366</b> (£2,805 + VAT)	<b>£3,366</b> (£2,805 + VAT)
Per day with two performances - weekends Commercial Hire	<b>£3,978</b> (£3,315 + VAT)	<b>£3,978</b> (£3,315 + VAT)
Week Hire: Monday-Saturday	<b>£11,322</b> (£9,435 + VAT)	<b>£11,322</b> (£9,435 + VAT)

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

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

Technical Assistant – week days*	<b>£22.80</b> (£19.00 + VAT)	<b>£22.80</b> (£19.00 + VAT)
Technical Assistant - weekends**	<b>£27.60</b> (£23.00 + VAT)	<b>£27.60</b> (£23.00 + VAT)

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

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

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

**National Civil War Centre – Newark Museum**  
**(Charges are inclusive of VAT, unless otherwise stated)**

Proposed Ticket Types	Notes	2020/21 charge	2021/22 charge
<b>Day Tickets</b>			

Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	<b>£8.00</b>	<b>£8.00</b>
Concession		<b>£7.00</b>	<b>£7.00</b>
Children 5-16		<b>£4.00</b>	<b>£4.00</b>
Children under 5		<b>Free</b>	<b>Free</b>
Family (up to 5)		<b>£20.00</b>	<b>£20.00</b>
Annual Pass - Adult		<b>£15.95</b>	<b>£15.95</b>
Annual Pass - Concession		<b>£13.95</b>	<b>£13.95</b>
Annual Pass - Children		<b>£7.95</b>	<b>£7.95</b>
<b>Groups</b>			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	<b>£15/head</b> <b>£2</b> discount for all partner organisations (EH, Art Fund, etc.)	<b>£15/head</b> <b>£2</b> discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		<b>£5/head</b> , min 10, max per session 20	<b>£5/head</b> , min 10, max per session 20

Volunteer-led Town/Civil War Tour		£5 adult, £3 child	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	£6/head
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	£6/head
Coach Parking @ Lorry Park	FOC	FOC	FOC

**Miscellaneous Charges**

*(Charges subject to VAT, unless otherwise stated)*

	Notes	2020/21 charge	2021/22 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£192 plus travel expenses (£160 + VAT)	£192 plus travel expenses (£160 + VAT)

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

<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p>Charity from <b>£24/hr</b> (£20 + VAT)                      Educational/ Training/Meeting: From <b>£30/hr</b> (£25 + VAT)                       Event Rate: <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>	<p>Charity from <b>£24/hr</b> (£20 + VAT)                      Educational/ Training/Meeting: From <b>£30/hr</b> (£25 + VAT)                       Event Rate: <b>£44.40 - £62.40/hr</b> (£37 - £52 + VAT)</p>
<p><b>Workshop</b>  <i>(Charges are not subject to VAT)</i></p>	<p>Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.</p>	<p><b>£15.50 - £25</b></p>	<p><b>£15.50 - £25</b></p>
<p><b>Tudor Hall</b></p> <p>Hourly rate</p> <p>Day rate for meetings</p> <p>Event rate</p>	<p>New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client’s needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><b>£102</b>, max 3 hr hire (£85 + VAT)                       Charity/Community <b>£474</b> (£395 + VAT)                      Corporate <b>£714</b> (£595 + VAT)   <b>£954 - £1,560</b> (£795 - £1,300 + VAT)</p>	<p><b>£102</b>, max 3 hr hire (£85 + VAT)                       Charity/Community <b>£474</b> (£395 + VAT)                      Corporate <b>£714</b> (£595 + VAT)   <b>£954 - £1,560</b> (£795 - £1,300 + VAT)</p>



Hire a costumed performer		£105/evening	£105/evening
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Hire Location	Additional Information	2020/21 Charge	2021/22 Charge
In Hours – Guided tours	Occupancy : Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£5.50 £6.50 £9.00	£5.50 £6.50 £9.00
Microfiche Copies		£5.00 plus £2.00 admin (very rarely requested)	£5.00 plus £2.00 admin (very rarely requested)
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£5.00 – reflects time processing charges	£5.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£10.00 – reflects time processing charges	£10.00 – reflects time processing charges

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

**Other Income***(Charges are inclusive of VAT)***Additional Information****2020/21 Charge****2021/22 Charge**

Loans Box Fines

Late return of boxes

**£16.00****£16.00**

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

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

Purpose	2020/21 Charge	2021/22 Charge
Adult	<b>£6.00</b>	<b>£6.00</b>
Senior	<b>£5.00</b>	<b>£5.00</b>
Child	<b>£3.00</b>	<b>£3.00</b>
Family	<b>£16.00</b>	<b>£16.00</b>

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

<b>Charity/ Local</b>			
<b>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</b>			
<b>Current Stalls - only hirers to be phased into new pricing structure over two years</b>			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre’s discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		<b>£0.00</b>	<b>£0.00</b>
Use of Castle Gardens for wedding photographs - professional photographers only		<b>£0.00</b>	<b>£0.00</b>

## LAND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

*(Charges are inclusive of VAT where applicable)*

Type of Search	Relevant Act or Order	2020/21 Charge	2021/22 Charge
LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£26.00</b>	<b>£26.00</b>
Con29 Residential	Local Land Charges Act 1975	<p><b>£93.60</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>	<p><b>£93.60</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>
Full Search Residential	Local Land Charges Act 1975	<p><b>£119.60</b></p> <p><b>Includes cost of LLC1 (£26.00) and Con29 Residential (£93.60 includes VAT). VAT is only applicable on CON29 element.</b></p>	<p><b>£119.60</b></p> <p><b>Includes cost of LLC1 (£26.00) and Con29 Residential (£93.60 includes VAT). VAT is only applicable on CON29 element.</b></p>

Con29 Commercial	Local Land Charges Act 1975	<p><b>£127.20</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>	<p><b>£127.20</b></p> <p>Please note, previous charge from Via East Midlands is now split into 2 parts follows. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p> <ul style="list-style-type: none"> <li>• Via East Midlands: £18.00 plus VAT; and</li> <li>• Notts County Council Rights of Way: £11.00 plus VAT</li> </ul>
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	Local Land Charges Act 1975	<p><b>£45.00</b></p> <p>Please note, the charge includes charge from Notts County Council of £32.50 plus VAT. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p>	<p><b>£45.00</b></p> <p>Please note, the charge includes charge from Notts County Council of £32.50 plus VAT. The following figures include a 5% increase as previous increases have only been provided after our budget setting process. The increase is consistent with 2019/20 increase:</p>

Optional Questions Remainder NSDC only deal with questions which relate to us. All other questions are answered by NSDC	Local Land Charges Act 1975	<b>£13.20</b>	<b>£13.20</b>
Written Enquiries	Local Land Charges Act 1975	<b>£22.80</b>	<b>£22.80</b>
Additional Parcels LLC1 (Note: cannot charge VAT on this search)	Local Land Charges Act 1975	<b>£6.50</b> (Note: cannot charge VAT on this search) No change as currently monitoring progress of transfer of LLC1 search to The Land Registry	<b>£6.50</b> (Note: cannot charge VAT on this search) No change as currently monitoring progress of transfer of LLC1 search to The Land Registry
Additional Parcels CON29	Local Land Charges Act 1975	<b>£12.36</b>	<b>£12.36</b>
Personal Search	Local Land Charges Act 1975	NIL – undertaken by external body	NIL – undertaken by external body
Light Obstruction Notice – Registration Fee for putting on local land charge	Rights of Light Act 1959	<b>£88.20</b>	<b>£88.20</b>
Expedited Search – Quick return search (3 day turnaround) Can add VAT for Con 29 element	Local Land Charges Act 1975	<b>£22.20</b>	<b>£22.20</b>



CON29 Individual requests	Residential 2020/21 Charge	Commercial 2020/21 Charge	Residential 2021/22 Charge	Commercial 2021/22 Charge
1.1 a-i	£18.60	£30.90	£18.60	£30.90
1.1 j-l	£12.72	£20.40	£12.72	£20.40
1.2	£8.75	£8.75	£8.75	£8.75
3.1	£2.06	£2.78	£2.06	£2.78
3.3	£3.71	£5.77	£3.71	£5.77
3.7	£3.71	£5.77	£3.71	£5.77
3.8	£2.06	£2.78	£2.06	£2.78
3.9	£2.06	£2.78	£2.06	£2.78
3.1	£10.80	£10.80	£10.80	£10.80
3.11	£2.06	£2.78	£2.06	£2.78
3.12	£5.66	£8.24	£5.66	£8.24
3.13	£3.71	£5.77	£3.71	£5.77
3.14	£3.71	£5.77	£3.71	£5.77
3.15	£6.70	£6.70	£6.70	£6.70

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

Facility	Purpose		2020/21 Charge	2021/22 Charge	
<b>Parks &amp; Playing Fields</b>	Football Season (13 matches or more)	Seniors	<b>£500.00</b>	<b>£500.00</b>	
		Juniors	<b>£280.00</b>	<b>£280.00</b>	
		Mini Soccer	<b>£150.00</b>	<b>£150.00</b>	
	Football Pitch (per match)	Seniors	<b>£49.00</b>	<b>£49.00</b>	
		Juniors	<b>£30.00</b>	<b>£30.00</b>	
		Mini Soccer	<b>£20.00</b>	<b>£20.00</b>	
	Hire of Park - commercial use		<b>£566</b> per day	<b>£566</b> per day	
	Hire of Park - charities		<b>£103</b> but waived at the discretion of SLT	<b>£103</b> but waived at the discretion of SLT	
	Circuses		<b>£381</b> per day	<b>£381</b> per day	
	Funfairs	Large Fair		<b>£370</b> per day	<b>£370</b> per day
		Small Fair		<b>£283</b> per day	<b>£283</b> per day
	Sponsorship	Bedding Displays		<b>£800</b> per annum	<b>£800</b> per annum
Forest School Sessions			<b>£5.00</b> per person	<b>£5.00</b> per person	
Outdoor Fitness Camps			<b>£6.90</b> per session	<b>£6.90</b> per session	
<b>Lincoln Road Pavilion</b>	Hire of Pavilion		<b>£10.10</b> per hour	<b>£10.10</b> per hour	

**STREET NAMING & NUMBERING CHARGES - LEISURE & ENVIRONMENT COMMITTEE**

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

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

**Proposed Fee Schedule:**

*(Charges are not subject to VAT)*

<b>Service</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	<b>£30.00</b>	<b>£30.00</b>
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	<b>£85.00</b> admin fee plus <b>£30.00</b> per plot* requiring renumbering/naming	<b>£90.00</b> admin fee plus <b>£30.00</b> per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	<b>£85.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties <b>£15.00</b> for every additional property thereafter	<b>£90.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties <b>£15.00</b> for every additional property thereafter

<p>Rename or numbering of street where requested by Parish Council and/or residents including notification</p>	<p><b>£85.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties affected by change <b>£15.00</b> for every additional property thereafter affected by change</p>	<p><b>£90.00</b> admin fee plus <b>£30.00</b> per property for up to 10 properties affected by change <b>£15.00</b> for every additional property thereafter affected by change</p>
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\*Includes naming of a building and all affected properties (e.g. block of flats)

*Terms and Conditions:*

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

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

Relevant Act or Order*	Duration	2020/21 Charge	2021/22 Charge	
1. Hypnotism – Grant	Ref 001	Occasional for specific dates	<b>£75.00</b>	<b>£75.00</b>
2. Sex Establishment – Grant/Renewal	Ref 002	Up to 1 year	<b>£3,540.00</b>	<b>£3,540.00</b>
3. Vehicle Licences -				
(a) Hackney Carriage	Ref 003	Annual	<b>£235.00</b>	<b>£235.00</b>
(b) Private Hire Vehicle	Ref 003	Annual	<b>£185.00</b>	<b>£185.00</b>
(c) Ambulance Vehicles	Ref 003	Annual	<b>£115.00</b>	<b>£115.00</b>
(d) Hackney Carriage/Private Hire Drivers	Ref 003	3 years or lesser depending on circumstances	<b>£145.00</b> renewal <b>£220.00</b> new applicants	<b>£145.00</b> renewal <b>£220.00</b> new applicants
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	Per Year	<b>£55.00</b>	<b>£55.00</b>
(f) Ambulance Drivers	Ref 003	3 years or lesser depending on circumstances	<b>£110</b> renewal <b>£95</b> new applicants	<b>£110</b> renewal <b>£95</b> new applicants
(g) Ambulance Drivers over 65	Ref 003	Annual	<b>£40.00</b>	<b>£40.00</b>
(h) Private Hire Operators	Ref 003	5 years *		
(i) Basic			<b>£350.00</b>	<b>£350.00</b>
(ii) plus per vehicle			<b>£35.00</b>	<b>£35.00</b>
(i) Ambulance Operators	Ref 003	5 years *		

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

There is no recommendation to increase fees in 2021/22 due to the economic crisis

**GAMBLING ACT 2005 – DISCRETIONARY FEES - HOMES & COMMUNITIES COMMITTEE**

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

*(Charges are inclusive of VAT where applicable)*

Activity	Application type	2020/21 Charge	2021/22 Charge
<b>BINGO</b>	New application	<b>£1,200.00</b>	<b>£1,200.00</b>
	Application for reinstatement of licence	<b>£800.00</b>	<b>£800.00</b>
	Application for provisional statement	<b>£1,200.00</b>	<b>£1,200.00</b>
	Application to convert provisional statement	<b>£650.00</b>	<b>£650.00</b>
	Application to Vary licence	<b>£1,000.00</b>	<b>£1,000.00</b>
	Application to transfer licence	<b>£150.00</b>	<b>£150.00</b>
	Notification of Change	<b>£60.00</b>	<b>£60.00</b>
	Copy of Licence	<b>£50.00</b>	<b>£50.00</b>
	Annual Fee	<b>£520.00</b>	<b>£520.00</b>
<b>ADULT GAMING CENTRE</b>	New application	<b>£950.00</b>	<b>£950.00</b>
	Application for reinstatement of licence	<b>£500.00</b>	<b>£500.00</b>
	Application for provisional statement	<b>£1,200.00</b>	<b>£1,200.00</b>
	Application to convert provisional statement	<b>£650.00</b>	<b>£650.00</b>
	Application to Vary licence	<b>£830.00</b>	<b>£830.00</b>
	Application to transfer licence	<b>£150.00</b>	<b>£150.00</b>
	Notification of Change	<b>£60.00</b>	<b>£60.00</b>
	Copy of Licence	<b>£50.00</b>	<b>£50.00</b>
<b>ADULT GAMING CENTRE</b>	Annual Fee	<b>£520.00</b>	<b>£520.00</b>
	New application	<b>£950.00</b>	<b>£950.00</b>

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



Copy of Licence	£50.00	£50.00
Annual Fee	£530.00	£530.00

**GAMBLING ACT 2005 - FEES SET BY STATUTE - HOMES & COMMUNITIES COMMITTEE**

*(Charges are inclusive of VAT where applicable)*

Permit		2020/21 Charge	2021/22 Charge
<b>Family Entertainment Centre</b>	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
<b>Prize Gaming Permits</b>	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
<b>Gaming Machines in Alcohol Licensed Premises</b>	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 –existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 – new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
	Existing Operators (transition)	£100.00	£100.00

<b>Club Gaming and Club Machine Permits</b>	New Application	<b>£200.00</b>	<b>£200.00</b>
	Renewal	<b>£200.00</b>	<b>£200.00</b>
	Variation	<b>£100.00</b>	<b>£100.00</b>
	Annual Fee	<b>£50.00</b>	<b>£50.00</b>
	Copy of Permit	<b>£15.00</b>	<b>£15.00</b>
<b>Temporary use notice</b>		<b>£100.00</b>	<b>£100.00</b>
<b>Small society Lottery</b>	Exempt Lotteries – Registration Fee	<b>£40.00</b>	<b>£40.00</b>
	Exempt Lotteries – Annual Fee	<b>£20.00</b>	<b>£20.00</b>

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

<b>Type of licence</b>	<b>Comments</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence –additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Minor Variation		<b>£89.00</b>	<b>£89.00</b>
Personal Licence		<b>£37.00</b>	<b>£37.00</b>
Temporary event Notice		<b>£21.00</b>	<b>£21.00</b>
<b>There are currently no proposals by the Government to increase these fees in 2021/22</b>			

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

<b>Size</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Full page (210mm wide x 295mm deep)	<b>£1,335.60</b>	<b>N/A</b>
½ page (210mm wide x 147.5mm deep)	<b>£801.60</b>	<b>N/A</b>
¼ page	<b>£466.80</b>	<b>N/A</b>
Back (Full page dimensions)	<b>£1,639.20</b>	<b>N/A</b>

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

Type of licence	Relevant act or Notes	Duration	2020/21 Charge	2021/22 Charge	
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£220</b>	<b>£220</b>
Renewal				<b>£220</b>	<b>£220</b>
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	<b>£175</b>	<b>£175</b>
Renewal				<b>£175</b>	<b>£175</b>
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	<b>£165</b> <b>£50</b>	<b>£165</b> <b>£50</b>
Renewal				<b>£200</b>	<b>£200</b>
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis	Annual	<b>£230 + Vet Fees</b>	<b>£230 + Vet Fees</b>
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£195</b>	<b>£195</b>
Renewal				<b>£195</b>	<b>£195</b>
		Compliance & Inspection Fee		<b>£80</b>	<b>£80</b>
5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual		
Initial				<b>£210</b>	<b>£210</b>
Renewal				<b>£210</b>	<b>£210</b>
		Compliance & Inspection Fee		<b>£100</b>	<b>£100</b>

6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	The fees have been calculated on a full cost recovery basis	Annual			
				Person	<b>£125</b>	<b>£125</b>
		Where the premises already hold a licence the charge is £120 per additional treatment				
				Premises	<b>£120</b>	<b>£120</b>
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
				Initial	<b>£180</b>	<b>£180</b>
				Renewal	<b>£155</b>	<b>£155</b>
				No massage (just sunbeds)	<b>£170</b>	<b>£170</b>
				Renewal	<b>£130</b>	<b>£130</b>
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual			
				New	<b>£525</b>	<b>£525</b>
				Renewal	<b>£195</b>	<b>£195</b>
				Transfer	<b>£240</b>	<b>£240</b>
9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis	First licence valid for 4 years Renewal valid for 6 years			
				Initial Inspection	<b>£550</b>	<b>£550</b>
				Renewal	<b>£400</b>	<b>£400</b>
				Periodic 3 year inspection	<b>£400</b>	<b>£400</b>
				Transfer	<b>£200</b>	<b>£200</b>
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual			
				Initial	<b>£190</b>	<b>£190</b>
				Renewal	<b>£190</b>	<b>£190</b>

		Compliance & Inspection Fee		£80	£80
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£175	£175
12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£175	£175
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£75	£75
14. High Hedges	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off		
1st stage				£240	£250
2nd stage				£400	£420
15. Licence Application for House in Multiple Occupation	Ref 012	The fees have been calculated on a full cost recovery basis	One off		
Single application				£730	£750
Multiple applications at same time				£550	£570
Variation of licence				£50	£55
16. Scrap Metal Dealer	Ref 013	The fees have been calculated on a full cost recovery basis	Three years		
Site Licence				£380	£390
Collectors Licence				£160	£165
17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				£365	£380
Plus, per additional unit		Depends on total number of pitches		£9	£10
Annual Fee				£9 per pitch	£10 per pitch



Transfer/amendment of licence			£170	£175
Depositing Site rules			£140	£145

### CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2020/21 Charge	2021/22 Charge
Health & Purity Certificate		£35.00	£36.00
Foot & Mouth Health Certificate		£200.00	N/A
Condemnation Certificate		£250.00	£260.00
<b>Environmental Site Reports</b>	<i>Prices include VAT</i>		
Home Buyer Version		£120.00	£125.00
Detailed version		£360.00	£370.00
Housing immigration check		£110.00	£120.00

### PRIVATE WATER SUPPLIES

Activity	Notes	2020/21 Charge	2021/22 Charge
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£50.00	£50.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£25.00

Check Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs
Audit Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs

**\*Relevant act/ Order References**

Ref 001 - Hypnotism Act 1952

Ref 002 - Local Government (Miscellaneous Provisions) Act 1982

Ref 003 - Local Government (Miscellaneous Provisions) Act 1976

Ref 004 - Animal Boarding Establishments Act 1963

Ref 005 - Dangerous Wild Animals 1976

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

Ref 007 - Riding Establishments Acts 1964 and amended 1970

Ref 008 - Nottinghamshire County Council Act 1985

Ref 009 - Zoos Licensing Act 1981

Ref 010 - Pet Animal Act 1951

Ref 011 - Anti Social Behaviour Act 2003

Ref 012 - Housing Act 2004

Ref 013 - Scrap Metal dealers Act 2013

**DOG WARDEN - LEISURE & ENVIRONMENT COMMITTEE**

*(Prices are not subject to VAT)*

<b>STRAY DOGS:</b>	<b>Duration</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
This includes Government fee, Local Authority charge, and kennelling costs.	1 Day	<b>£83.00</b>	<b>£83.00</b>
	2 Days	<b>£91.00</b>	<b>£91.00</b>
	3 Days	<b>£99.00</b>	<b>£99.00</b>
Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	4 days	<b>£107.00</b>	<b>£107.00</b>
	5 Days	<b>£115.00</b>	<b>£115.00</b>
	6 Days	<b>£123.00</b>	<b>£123.00</b>
	7 Days	<b>£131.00</b>	<b>£131.00</b>

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

**TRADE WASTE CONTRACT CHARGES - LEISURE & ENVIRONMENT COMMITTEE**

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

*(Prices include VAT where applicable)*

<b>Trade Waste, Recycling and Garden Bins</b>				
We have set figures for these services and have used a disposal cost provided by Nottinghamshire County Council (disposal authority).				
<b>REFUSE</b>				
<b>Bin Size</b>	<b>2020/21 Collection Charge</b>	<b>2020/21 Disposal Charge</b>	<b>2021/22 Collection Charge</b>	<b>2021/22 Disposal Charge</b>
140L	£2.21	£1.44	£2.28	£1.44
240L	£2.73	£2.47	£2.81	£2.47
360L	£3.35	£3.71	£3.45	£3.71
660L	£4.89	£6.80	£5.04	£6.80
1100L	£7.21	£11.33	£7.43	£11.33
Pre-Paid Sacks	£1.75	£0.62	£1.80	£0.62
Clinical	£2.16	£7.55	£2.22	£7.90
<b>RECYCLING</b>				
<b>Bin Size</b>	<b>2020/21 Collection Charge</b>	<b>2020/21 Disposal Charge</b>	<b>2021/22 Collection Charge</b>	<b>2021/22 Disposal Charge</b>
140L	£2.21	£0.34	£2.28	£0.35
240L	£2.73	£0.58	£2.81	£0.61
360L	£3.35	£0.87	£3.45	£0.91
660L	£4.89	£1.59	£5.04	£1.67
1100L	£7.21	£2.65	£7.43	£2.79
Pre-Paid Sacks	N/A	N/A	N/A	N/A
Clinical	N/A	N/A	N/A	N/A
<b>Trade Waste contract charges</b>				
			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Alteration Fee			£37.00	£38.00
Lockable Bin			£37.00	N/A

Access Fee (Maximum)			5 – 10% of total cost dependent on site	5 – 10% of total cost dependent on site
<b>Domestic Garden Bins</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Price per bin			<b>£35.00</b>	<b>£35.00</b>
<b>Cost of bin for new properties</b>				
<b>Bin Size</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
140L			<b>£32.00</b>	<b>£32.00</b>
240L			<b>£32.00</b>	<b>£32.00</b>
360L			<b>£48.00</b>	<b>£48.00</b>
660L			<b>£258.00</b>	<b>£258.00</b>
1100L			<b>£284.00</b>	<b>£284.00</b>
Developers delivery charge (per load)			<b>£60.00</b>	<b>£62.00</b>
<b>Bulky Waste Charges</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Domestic Bulky Waste				
	First Item		<b>£13.00</b>	<b>£13.00</b>
	Subsequent item		<b>£7.00</b>	<b>£7.00</b>
Electrical Items				
	First Item		<b>£13.00</b>	<b>£13.00</b>
	Subsequent item		<b>£7.00</b>	<b>£7.00</b>
Large Items which are not covered by the above charges			<b>£62 per hour</b>	<b>£62 per hour</b>
<b>Commercial Fridges</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Per Unit			<b>£90.64</b>	<b>£93.36</b>
Collection and Transport			<b>£113.30</b>	<b>£116.70</b>
<b>Cleansing Services Hours</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
1hour			<b>£64.00</b>	<b>£64.00</b>
1.5 hours			<b>£96.00</b>	<b>£96.00</b>
2 hours			<b>£128.00</b>	<b>£128.00</b>

3 hours			£192.00	£192.00
4 hours			£256.00	£256.00
5 hours			£320.00	£320.00
<b>Emptying bins (cost per empty of bin)</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Litter bins			£0.80	£0.80
Dog Bins			£2.00	£2.00
<b>Vehicle Workshop Services</b>			<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
	MOT's		N/A	£45.00
	Air Conditioning re-gas		N/A	£50.00
	External Servicing of vehicles		N/A	£45 per hour

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

**PUBLIC CONVENIENCE CHARGES - LEISURE & ENVIRONMENT COMMITTEE**

<b>Public Convenience</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Gilstrap Centre	20p	20p



**CASTLE HOUSE - CIVIC SUITE HIRE CHARGES & PARTNERS DESK CHARGES - POLICY & FINANCE COMMITTEE**

*(Prices are exclusive of VAT)*

<b>No Webcasting</b>			
<b>Room</b>	<b>Duration</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
G2	Hourly charge	<b>£15.00</b>	<b>TBC</b>
G3	Hourly charge	<b>£15.00</b>	<b>TBC</b>
Civic 1	Hourly charge	<b>£25.00</b>	<b>TBC</b>
Civic 2	Hourly charge	<b>£25.00</b>	<b>TBC</b>
Civic 3	Hourly charge	<b>£15.00</b>	<b>TBC</b>
Civic 4	Hourly charge	<b>£15.00</b>	<b>TBC</b>
Civic 1 + 2	Hourly charge	<b>£40.00</b>	<b>TBC</b>
Civic 3 + 4	Hourly charge	<b>£25.00</b>	<b>TBC</b>
Civic 2+3+4	Hourly charge	<b>£40.00</b>	<b>TBC</b>
Civic 1+2+3+4	Hourly charge	<b>£65.00</b>	<b>TBC</b>
Desk Charge	Per Desk	<b>£4,420</b>	<b>TBC</b>

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

Room	Seating Capacity	Duration	2020/21 Charge	2021/22 Charge
Cafferata Suite	Maximum capacity 70 (theatre style)	Full day	<b>£258.00</b>	<b>£252.00</b>
		Half day	<b>£159.60</b>	<b>£187.20</b>
		Hourly rate	<b>£43.20</b>	<b>£50.40</b>
Trent Suite	Maximum capacity 10	Full day	<b>£85.40</b>	<b>N/A</b>
		Half day	<b>£67.20</b>	<b>N/A</b>
		Hourly rate	<b>£19.20</b>	<b>N/A</b>
Gresham	Maximum 20 (10 during COVID-19)	Full day	<b>N/A</b>	<b>£132.00</b>
		Half day	<b>N/A</b>	<b>£84.00</b>
		Hourly rate	<b>N/A</b>	<b>£24.00</b>
Friary	Maximum 16 (8 during COVID-19)	Full day	<b>N/A</b>	<b>£132.00</b>
		Half day	<b>N/A</b>	<b>£84.00</b>
		Hourly rate	<b>N/A</b>	<b>£24.00</b>
11C (or other office depending on occupancy)	Maximum 4 (2 during COVID-19)	Full day	<b>N/A</b>	<b>£84.00</b>
		Half day	<b>N/A</b>	<b>£42.00</b>
		Hourly rate	<b>N/A</b>	<b>£12.00</b>

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

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

<b>Council Tax</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Summons	<b>£80</b>	<b>£80</b>
Liability Order	With summons	With summons

<b>NNDR</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Summons	<b>£100</b>	<b>£100</b>
Liability Order	With summons	With summons

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

**TEMPORARY ACCOMMODATION - HOMES & COMMUNITIES COMMITTEE**

<b>Seven Hills, Newark and Wellow Green, Ollerton</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
Hostel Service Charge	<b>£31.31</b> per week	<b>£31.78</b> per week
Hostel Support Charge (non-Housing Benefit (HB))	<b>£4.29</b> per week	<b>£4.35</b> per week

**PRIVATE SECTOR CARELINE SERVICE - HOMES & COMMUNITIES COMMITTEE**

<b>Product</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
<b>Lifeline</b> - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	<b>£4.25</b> per week	<b>£4.30</b> per week
Lifeline installation fee	<b>£25.00</b> one-off	<b>£25.00</b> one-off
Keysafe	<b>£40.00</b> one-off	<b>£40.00</b> one-off
<b>Product</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
<b>Safer Homes package</b> - Provision of a dispersed alarm, pendant, smoke detector, carbon monoxide (CO) monitor and keystore. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	<b>£5.50</b> per week	<b>£5.60</b> per week
Safer Homes package installation fee	<b>£35.00</b> one-off	<b>£35.00</b> one-off

<b>Product</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
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<p><b>Sensor monitoring</b></p> <p>To receive this service tenants must also subscribe to the lifeline service.</p> <p>The sensors available are:</p> <ul style="list-style-type: none"> <li>i. Additional sensor</li> <li>ii. Smoke alarms</li> <li>iii. Carbon monoxide alarms</li> <li>iv. Flood alerts</li> <li>v. Bed sensors</li> <li>vi. Panic alarms</li> <li>vii. Fall detectors</li> </ul>	<p><b>£2.50</b> for two to five sensors, per week</p>	<p><b>£2.55</b> for two to five sensors, per week</p>
Sensor monitoring installation fee: existing customers	<b>£0.00</b>	<b>£0.00</b>
Sensor monitoring installation fee: new customers	<b>£35.00</b> one-off	<b>£35.00</b> one-off

<b>Product</b>	<b>2020/21 Charge</b>	<b>2021/22 Charge</b>
<p><b>Welfare calls</b></p> <p>To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> <li>- 5 x 5 minute calls per week made to the customer on agreed days between the hours of 6am and 8pm within a mutually agreed 1 hour time slot.</li> <li>- Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required.</li> </ul>	<p><b>£4.25</b> per week</p>	<p><b>£4.30</b> per week</p>

## INTRODUCTION

## REVIEW OF 2020/2021

The Staffing Establishment Report for 2020/2021 produced early in 2020 predicted an increase of 15.83 full-time equivalents (FTEs) to an establishment of 551.10 FTEs at 31st March 2021. In the current review staffing levels are estimated to be 558.95 FTEs as at 31<sup>st</sup> March 2021.

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

2020/21		2021/22		
Actual Employee Establishment at 31.03.20	Directorate	Planned Employee Establishment at 31.03.21	Planned Variations	Anticipated Employee Establishment at 31.03.22
0.00	<b>Transformation &amp; Communications</b>	18.00	0.00	18.00
89.68	<b>Resources &amp; Deputy Chief Executive</b>	83.76	1.00	84.76
151.16	<b>Communities &amp; Environment</b>	164.53	9.48	174.01
59.46	<b>Governance &amp; Organisational Development</b>	86.53	0.62	87.15
66.86	<b>Growth &amp; Regeneration</b>	44.26	1.20	45.46
168.12	<b>Housing, Health &amp; Wellbeing</b>	161.87	7.94	169.81
<b>535.28</b>		<b>558.95</b>	<b>20.24</b>	<b>579.19</b>
19.00	Joint Negotiating Committee	26.00	-3.00	23.00
85.45	Grades NS 11-17	99.29	7.20	106.49
43.42	Grades NS 9-10	75.07	1.79	76.86
219.28	Below Grade NS 9	358.59	14.25	372.84
168.12	TUPE IN STAFF	0.00	0.00	0.00
<b>535.27</b>		<b>558.95</b>	<b>20.24</b>	<b>579.19</b>

## **POLICY & FINANCE COMMITTEE**

**22 FEBRUARY 2021**

### **2021/22 TO 2024/25 MEDIUM TERM FINANCIAL PLAN**

#### **1.0 Purpose of Report**

1.1 To present the council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2021 and 31 March 2025 (2021/22 to 2024/25).

#### **2.0 Background Information**

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

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

#### **3.0 Proposals**

3.1 The MTFP at Appendix A shows that the council is able to set a balanced budget for 2021/22 whilst being able to contribute funds to reserves in order to mitigate future anticipated shortfalls in funding.

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

#### **4.0 Digital Implications**

4.1 There are no digital implications directly arising from this report.

#### **5.0 Equalities Implications**

5.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for. This includes one-off activities, whether paid for from revenue or capital resources.

#### **6.0 Financial Implications (FIN20-21/7645)**

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

#### **7.0 Community Plan – Alignment to Objectives**

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



## **8.0 RECOMMENDATION**

**That the Committee recommends the 2021/22 to 2024/25 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 9 March 2021.**

### **Reason for Recommendation**

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

### **Background Papers**

2021/22 Proposed General Fund (GF) Revenue Budget  
Capital Programme 2021/22 to 2024/25  
Statement of Accounts 2019/20

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

Sanjiv Kohli  
Director – Resources and Deputy Chief Executive

**2021/22 TO 2024/25 MEDIUM TERM FINANCIAL PLAN (MTFP)**

The council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2020 and 31 March 2024 (2020/21 to 2023/24, or 2020/24) was presented to this Committee on 20 February 2020 and approved by Full Council on 9 March 2020.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2021/22 and 2024/25 (2021/25).

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2021/22 and 2024/25; and
- c) enable members to make decisions which ensure the council's future financial sustainability.

The MTFP tries to do this by:

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

**1.1 Financial Projections**

The table below shows high level budget projections for the next four years, assuming annual increases of 1.94% in the rate of average band D council tax (excluding local precepts), together with annual increases in the council tax base based on forecast housing growth.

	<b>2021/22 (£m)</b>	<b>2022/23 (£m)</b>	<b>2023/24 (£m)</b>	<b>2024/25 (£m)</b>
Net Service Expenditure (less capital charges)	14.802	13.425	13.668	14.138
Total Other Expenditure	1.079	1.513	2.256	2.526
<b>Total Expenditure</b>	<b>15.881</b>	<b>14.938</b>	<b>15.924</b>	<b>16.664</b>
Business Rates: receivable annually	(6.744)	(5.742)	(5.840)	(5.938)
Business Rates: previous surpluses	(1.022)	0.000	0.000	0.000
Business Rates: other adjustments	0.200	0.000	0.000	0.000
Council Tax: receivable annually	(7.282)	(7.516)	(7.757)	(8.007)
Council Tax: previous surpluses	(0.475)	0.000	0.000	0.000
Council Tax: other adjustments	0.063	0.000	0.000	0.000
Other Grants	(1.117)	0.000	0.000	0.000
<b>Contribution (to) or from Reserves</b>	<b>(0.496)</b>	<b>1.680</b>	<b>2.327</b>	<b>2.719</b>

## 1.2 Core Spending Power (CSP)

CSP is a measure of the resources made available to local authorities to fund service delivery, based on the government's annual Local Government Finance Settlement (LGFS).

The final LGFS for the 2021/22 financial year was approved by ministers on the 4<sup>th</sup> February 2021. The headline increase in CSP of 4.6% for local authorities is predicated on 87% of this increase being funded from council tax increases. The CSP assumes that authorities will increase Council Tax by the maximum amounts available to them (without triggering referenda), as well as tax base increases based on optimistic forecast housing growth.

The table below outlines the government's anticipated CSP for NSDC:

2020/21 (£m)	Funding Type	2021/22 (£m)
3.909	Settlement Funding Assessment	3.954
7.018	Council Tax	7.305
1.741	New Homes Bonus	1.187
0.000	Lower Tier Services Grant	0.220
0.038	Rural Services Delivery Grant	0.040
<b>12.706</b>	<b>Total</b>	<b>12.706</b>

This shows that, using the government's assumptions regarding housing growth and increases in the average band D council tax amount, the council's CSP for 2021/22 is the same in cash terms as for 2020/21. Together with employee and other costs increasing due to inflation, the table above shows that the council's funding has actually reduced in real terms.

The above is based solely on the government's projections. The reality around Council Tax is somewhat different from this. The table in section 1.1 shows that the actual Council Tax the council expects to be able to generate during 2021/22 will be £7.282m; £23,000 less than the government's forecast. Factoring £7.282m into the table above, the council's total spending power for 2021/22 is £12.683m; a reduction of 0.2%.

The individual elements of the table are described within the sections below.

## 1.3 Financial Landscape

The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21, but delayed these to 2021/22 in light of Brexit. It has now delayed these reforms further to 2022/23 at the earliest in light of COVID-19. Given the additional year's delay, the government plans to roll forward the 2020/21 settlement to 2021/22.

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

The impact of the government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income in 2020/21 and 2021/22 is around £3m more in

each year than was expected in the 2019/23 MTFP approved on 7 March 2019. This includes surpluses not forecasted for within the 2019/23 MTFP.

The government has not yet indicated when it plans to carry out a multi-year Spending Review to enable the reformed systems for business rates retention and annual funding allocations to be implemented. The Chancellor may set this out in his budget on 3 March 2021.

As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the council's current modelling of funding projections for 2022/23 and future years are subject to high levels of volatility. The Council continues to liaise with external consultants to provide advice and technical support on the forecasting of future funding levels.

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

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

#### **1.4 Fair Funding Review**

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

The government now plans to use an updated approach to distributing funding to councils from 2023/24.

The review will broadly focus on three main areas:

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

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

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

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

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

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

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

### **1.5 Retained Business Rates**

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

The government plans to implement a reformed business rates retention system, though for changes not to take place until 2022 at the earliest. The reforms aim to:

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

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

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

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

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

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

The council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2022/23 and future years are subject to higher levels of volatility.

The government has proposed freezes to the proportions of businesses' rateable values (RVs) payable as business rates in 2021/22, though has not yet proposed the reliefs it will require councils to implement for 2021/22:

- a freeze in the provisional small business NDR multiplier at 49.9p;

- a freeze in the provisional NDR multiplier at 51.2p;

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

The council expects to receive around £1.9m in section 31 grants in 2021/22 for its cost of administering statutory NDR reliefs.

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

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

The total rateable value (RV) of all business premises within the district anticipated at the beginning of 2021/22 is £108.0m.

The council currently has 23 businesses with appeals outstanding regarding the RVs of their premises, and 56 businesses with challenges. The total reduction in RV being requested by businesses with appeals is £0.418m, and is estimated to be £1.717m for those with challenges (prospective appeals). If all of the appeals and challenges from these businesses are successful and backdated to the dates currently estimated, there would be an estimated total cost of £1.669m in settling these appeals (£0.668m) and challenges (£1.001m). These settlement payments would be a one-off, funded from a provision (£4.197m at 2019/20 year-end) which has been specifically set aside to pay for the cost of successful business rate appeals.

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

## **1.6 Council Tax**

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

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

Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2016/17, 2017/18 and 2020/21, the core principle was 2%; and for 2018/19 and 2019/20, the core principle was 3%.

The proposed core principle for 2021/22 is 2%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2021/22 relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.

For the years between 2016/17 and 2019/20, Members agreed annual average band D council tax increases of 1.94%, and for 2020/21, an increase of £5.00 (2.88%). The council's MTFP assumes annual increases of 1.94%.

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

The council's MTFP assumes that the 2021/22 CTB will be 1.79% higher than the 2020/21 CTB, and that there will be a 1.25% increase in CTB for 2022/23 and subsequent years.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 1.94% in 2021/22, compared to if council tax was kept at 2020/21 levels:

<b>Effect of council tax changes</b>	<b>2021/22 (£m)</b>	<b>2022/23 (£m)</b>	<b>2023/24 (£m)</b>	<b>2024/25 (£m)</b>	<b>MTFP (£m)</b>
Additional income from 1.94% increase in all years	0.139	0.143	0.148	0.152	<b>0.582</b>

### **Local Tax Income Guarantee Scheme**

The Government previously announced that in-year deficits on the Collection Fund (for both Business Rates and Council Tax separately) were to be spread over a three-year period. These losses have arisen based on the original assumptions of collectible rates for the 2020/21 financial year made during January 2020, some two months prior to the full impact of the pandemic emerging nationally, compared with current assumptions.

The three-year spreading of deficits was one mechanism that the Government utilised in order to support councils with the impact of the reduction in collectible rates. In the LGFS, the government also confirmed that it would compensate councils for 75% of irrecoverable losses in both 2020/21 Council Tax income and 2020/21 Business Rates income.

For Council Tax, losses in scope will be measured through a comparison of each authority's Council Tax Requirement and an adjusted Net Collectable Debit. For Business Rates, losses in scope will be measured through a comparison of income as calculated in the statistical collection forms NNDR1 (which sets out the proposed collection performance for the next financial year) and NNDR3 (which sets out the actual performance through the previous financial year). The NNDR1 is produced annually in January, with the NNDR3 annually in April. The NNDR1 produced in January 2020 will therefore be compared with the NNDR3 that will be created in April 2021.

The council's share of the impact of the in-year deficits, spreading and Local Income Tax Guarantee Schemes are in the table below:

	<b>Business Rates (£m)</b>	<b>Council Tax (£m)</b>
In-year deficit	1.022	0.141
Amount to be charged to the General Fund each year	0.341	0.047
Local Income Tax Guarantee Scheme	0.767	0.077

The table in section 1.1 includes not only a charge to the GF equal to one-third of the current in-year deficit which should be made during 2021/22, but also the proposed setting aside of funds equal to two-thirds of the 2021/22 in-year deficits to fund the charges to the GF in 2022/23 and 2023/24. This is to cushion the impact on funding the council's costs in the latter two financial years.

### **1.7 New Homes Bonus (NHB)**

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

The government plans to consult on the future of NHB, with a view to implementing reform in 2022/23.

Details of the government's provisional NHB allocations for 2021/22 and future years are in the table below. This includes legacy payments for 2018/19 and 2019/20; no legacy payment in respect of 2020/21; and a new one-year allocation for 2021/22.

<b>Year</b>	<b>2021/22 (£m)</b>	<b>2022/23 (£m)</b>	<b>2023/24 (£m)</b>	<b>2024/25 (£m)</b>
2018/19	0.379			
2019/20	0.409	0.409		
2020/21	0.000			
2021/22	0.399			
<b>Total</b>	<b>1.187</b>	<b>0.409</b>	<b>0.000</b>	<b>0.000</b>

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

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

The 2019/20 to 2022/23 MTFP approved by Council on 9 March 2019 proposed to allocate 50% of NHB receipts to reserves and 50% for the capital financing of assets with lives of less than 10 years (short-life assets). It is intended that this policy will continue.



## 1.8 Income from Fees and Charges

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

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

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

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

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

- received in 2019/20;
- initially budgeted for 2020/21, as part of last year's budget setting process;
- is currently budgeting to receive in 2020/21; and
- is proposing to budget for 2021/22.

	<b>2019/20 actuals (£m)</b>	<b>2020/21 initial budget (£m)</b>	<b>2020/21 revised budget (£m)</b>	<b>2021/22 base budget (£m)</b>
Fees & Charges	5.878	5.296	5.329	5.198

As mentioned in section 1.11, the fees and charges budgets proposed for 2021/22 are at levels considered achievable. Further details on the fees and charges budgets for 2021/22 can be found in the 2021/22 proposed General Fund revenue budget report.

The pandemic has severely impacted how much income councils receive in 2020/21 from sales, fees and charges (SFC). The government therefore introduced the Income Compensation Scheme in 2020/21 to compensate councils for expected losses in SFC income. This scheme compensated councils for 75% of their lost SFC income after deducting 5% as an acceptable tolerance of volatility.

The Income Compensation Scheme was originally due to end on 31 March 2021, though in light of the impacts of the pandemic, the LGFS determined that the scheme would continue until at least 30 June 2021. As the compensation that councils receive for the first quarter of 2021/22 will be based on their original 2020/21 budgets, it is not affected by the budgets that councils set for 2021/22 (based on current levels of anticipated activity).

## **COVID-19 emergency funding for local government: tranche 5**

To date, the Government have distributed £4.607bn in COVID-19 emergency funding for local government. Of this, this council has received £1.821m over four tranches for the 2020/21 financial year. As the funding is not ring-fenced in nature, the council is not restricted in how it chooses to utilise it.

Within the LGFS, the government announced an allocation of £1.55bn (tranche five) to support councils with additional COVID-19 related costs in 2021/22. The council's allocation of £0.620m has been built into the overall budget to support additional expenditure.

### **1.9 Reserves and Balances**

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

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

Council's generally hold useable reserves for three purposes:

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

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

**Appendix B** shows the balances which comprised the council's total reserves at the end of 2019/20 and at the beginning of 2020/21. **Appendix B** also shows the balances expected to comprise the council's total reserves at the end of 2020/21 and 2021/22.

One of the most important principles used to prepare the MTFP is that council reserves and other one-off resources are not used to balance ongoing budget pressures: that all other mitigating actions are used before the use of one-off resources. Over the years, the council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; support and improve service delivery; and offset declining levels of income. Whilst this principle still exists, the council has set up a Medium Term Financial Plan reserve over the last two financial years, in order to mitigate future pressures based on the uncertainty over local government funding. This reserve will be released over the medium-term in order to smooth the impact of anticipated funding reductions arising from changes in the local government funding formula.

Members and officers are required to ensure the council operates as a going concern: that the council will continue to fulfil its functions for the foreseeable future. If this were not the case, for example, because of an imprudent use of council reserves, the council's external auditors would

be required to express a going concern opinion (GCO). A GCO would be the external auditor's way of expressing significant doubt on the council's ability to operate longer-term.

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

### **ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES**

The *Local Government Act 2003* requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves.

The council's total forecast reserves and general fund balance to 31 March 2022 is £25,864,828. This is 153% of the forecast Net Budget Requirement of £15,880,940. This compares with a national average for district councils of 150%. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.

The budget for 2021/22 has been prepared in accordance with the budget strategy approved by members of the Policy and Finance Committee on 25 June 2021. The same strategy has been adopted for the period of the MTFP. The draft Medium Term Financial Plan has been scrutinised and challenged by the council's senior management team, the Leader and Deputy Leader of the council, the council's functional committees and the Policy and Finance Committee. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling political group.

The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates) are introduced – particularly against the backdrop of recovering from the impact of COVID-19. The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government's departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The council's current projections within the Medium Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

#### **1.10 Assumptions made within the MTFP**

Finance officers and budget holders have developed detailed budgets for 2021/22 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 1% annual increase in basic pay has been assumed for 2021/22, in line with the recommendation from a meeting of East Midlands Councils on 22/01/2021. A 3% increase has been assumed for each subsequent year of the council's MTFP.

The National Joint Council (NJC) for Local Government Services' pay award for 2021/22 has not yet been finalised. The costs of the 2021/22 pay award may exceed the pay increases currently budgeted for. If the 2021/22 pay award is agreed at a higher rate than the 1% increase in basic

pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

Most non-pay expenditure budgets have been uplifted by 3% in each year of the council's MTFP, higher than the Bank of England's 2% target rate for inflation. Some costs, such as insurance and utilities, are expected to increase by more than 2%; and others, such as fixed-price goods and services, are expected to increase by less than 2%.

The council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2021/22, which was recommended for approval by Full Council on 9 March 2021 by the Audit and Accounts Committee on 3<sup>rd</sup> February 2021.

### **1.11 Proposed strategy for bridging the funding gap**

The table below shows the contributions to and from reserves currently projected for each year of the council's MTFP, and the actions currently proposed to mitigate the annual contributions from reserves projected for 2022/23, 2023/24 and 2024/25:

	<b>2021/22 (£m)</b>	<b>2022/23 (£m)</b>	<b>2023/24 (£m)</b>	<b>2024/25 (£m)</b>
<b>Contribution (to) or from reserves</b>	<b>(0.496)</b>	<b>1.681</b>	<b>2.327</b>	<b>2.719</b>
Use of MTFP reserve to offset contributions from reserves in future years	0.496	(1.581)	(1.527)	(0.431)
Dividends from Arkwood Developments Ltd	-	-	(0.500)	(0.500)
Savings from service reviews	-	(0.100)	(0.100)	(0.200)
Savings/efficiencies from making business processes more efficient	-	-	(0.100)	(0.200)
Increased income from the council becoming more commercial	-	-	(0.100)	(0.200)
Rental income from town centre regeneration	-	-	-	(0.150)
<b>Contribution (to) or from reserves, after proposed mitigations above</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.038</b>

The table shows a total anticipated shortfall of £1.038m in funding over the four-year period. Forecasts of anticipated efficiencies and additional income have been updated from the 2020/24 MTFP approved on 9<sup>th</sup> March 2020.

During the Budget Monitoring process for the 2020/21 financial year the council expects to receive NDR income from the Nottinghamshire Business Rates Pool. Due to the volatility of the economic environment, together with the fact that the pool spans a large geographical area with multiple different local authorities, a forecast outturn position is not currently known. Income received from the pool for 2020/21 will be transferred to the council's Medium Term Financial Position (MTFP) reserve, so that it can be used to contribute to future years' deficits, in the event that a deficit remains after all other mitigating actions taken to offset future year deficits.

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

Since 2010, the council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 1.11), it is essential that the council continues to identify areas where spend can be reduced and/or income increased. This is so that the council can continue to operate sustainably longer-term, and to minimise the council's use of one-off resources (as mentioned in section 1.8).

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

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in sections 1.6 and 1.12, the council can increase council tax in 2021/22 by the greater of 1.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £72,820 of net expenditure.

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

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

Pressures	Increase in 2022/23 budget, compared to 2021/22 budget (£m)	Increase in 2023/24 budget, compared to 2022/23 budget (£m)	Increase in 2024/25 budget, compared to 2023/24 budget (£m)
Employees	0.445	0.435	0.507
Newark Town Council devolution grant	0.040	0.045	0.048
Internal Drainage Board Levies	0.038	0.040	0.042

0

### 1.12 Risks Associated with the Budget Process

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

- higher than expected inflation and/or interest rates;
- the council receiving lower than expected amounts of grant funding and/or other income;

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

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

In considering the council's proposed budget for 2021/22 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £72,820 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £38,550 of net expenditure.

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

### **Employee costs**

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 63% of the council's proposed controllable service expenditure budget for 2021/22 (total spend, excluding spend on capital costs, recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 1% pay award currently budgeted for 2021/22 and/or the 3% pay awards currently budgeted for subsequent years. For example, a 2% increase in basic pay for 2021/22 (1% more than currently budgeted for) would result in around £147,560 needing to be funded from reserves for 2021/22. Additional funding would also need to be found for subsequent years, as the higher than expected pay for 2021/22 would result in higher than expected pay in subsequent years.

### **Income**

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2021/22 income budgets for services have been set at levels considered achievable.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £520,000 in 2021/22.

## **Interest rates**

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

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

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2021/22 will likely differ from those budgeted.

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

## **Inflation**

Most income budgets and non-pay expenditure budgets have been uplifted by 3%, higher than the Bank of England's 2% target rate for inflation. Some costs, such as insurance and utilities, are expected to increase by more than 2%; and others, such as fixed-price goods and services, are expected to increase by less than 2%.

The most recent month for which inflation data was available at the time of writing, December 2020, had a 0.6% increase in inflation (Consumer Prices Index (CPI)) over the 12 months of the 2020 calendar year.

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

### **1.13 Capital Investment Programme and Funding**

The overall approved General Fund Capital Programme for the period from 2021/22 to 2024/25 totals £56.639m. £14.429m is financed by external grant funding for the Southern Link Road (SLR), Stodman Street Regeneration, Newark Buttermarket, Disabled Facilities Grant (DFG's) and Flood Grants. The grants in relation to the SLR have already been received and are held on the Council's balance sheet as a conditional grant. The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the forms of contributions from external partners and S106 receipts amount to £3.750m. This relates to the Southwell Leisure Centre extension and improvement of facilities to increase the membership base and also an expectation of £3m of external financing towards the Castle Gatehouse project.

Council internal capital resources employed amount to £12.428m, which relates to the Southern Link Road, Yorke Drive Regeneration and Pavilion, the Council's contribution to the works at Southwell Leisure Centre and replacing parts of the Council's refuse fleet and other equipment.

In 2021/22 Community Infrastructure Levy receipts will be used to finance the cost of £5.600m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.

Borrowing is the balancing figure for the capital expenditure at £23.433m. This type of financing, attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

The current Capital resources available for allocation to Capital schemes (including an assumption of allocated New Homes Bonus (NHB) from 2021/22 as proposed in section 1.6) is detailed below:

<b>Capital Resources Available</b>	<b>Estimated balance as at 1 April 2021</b>	<b>2021/22 Commitments</b>	<b>2022/23-2024/25 Commitments</b>	<b>Closing Balance as at 31 March 2025</b>
Capital Financing Provision	860,956	(3,781)	(727,550)	129,625
General Fund Capital Receipts	413,575	(386,865)	65,925	92,365
Capital Grants & Contributions Unapplied *	8,234,861	(2,815,000)	(1,599,779)	3,820,082
<b>Total resources available</b>	<b>9,509,392</b>	<b>(3,205,646)</b>	<b>(2,261,404)</b>	<b>4,042,072</b>

\*£3.820m is the estimated balance at 2024/25 which relates to Community Infrastructure Levy (CIL) and is therefore ring fenced for schemes relating to infrastructure.

### **Borrowing Requirements within Current Approved Capital Programme**

In order to fully finance the Capital Programme every year an element of borrowing is required where capital resources are not available. As above, the total borrowing over the life of this MTFP amounts to an estimated £23.433m within the current approved capital programme.



## SUMMARY OF RESERVE BALANCES

## APPENDIX B

General Fund Revenue Reserves	Reason for reserve (where known and/or name is not self-explanatory)	Balance as at 31 March 2020	Balance as at 1 April 2020	Estimated Balance as at 31 March 2021	Estimated Balance as at 31 March 2022
<b>Council Funds:</b>					
Investment Realisation Fund	A buffer from potential future losses on external investments	(90,935)	(90,935)	(90,935)	(90,935)
Election Expenses Fund		(33,440)	(33,440)	(33,440)	(33,440)
Insurance Fund		(305,395)	(305,395)	(305,395)	(305,395)
Repairs And Renewals Fund	To pay for future repairs, maintenance and renewals of property and equipment	(2,362,467)	(2,362,467)	(2,200,000)	(1,200,000)
Building Control Surplus	Statutory building control reserve	(33,305)	(13,362)	(13,362)	(13,362)
Museum Purchases Fund	Partly a bequest from the Nicholson estate	(22,524)	(22,524)	(22,524)	(22,524)
Training Provision	To pay for additional training needs and apprentice costs	(127,132)	(61,763)	(61,763)	(61,763)
Restructuring And Pay		(214,927)	(214,927)	(143,000)	(143,000)
Court Costs	To pay for unplanned court costs	(58,959)	(58,959)	(58,959)	(58,959)
Change Management Fund	To enable and facilitate the changing working environment	(13,333,541)	(14,204,037)	(11,823,715)	(6,823,715)
Enforcement Reserve	Provides additional funding for enforcement-related activities	(95,200)	(95,200)	(46,360)	(46,360)
Flooding Defence Reserve	To mitigate the impact of flooding	(250,000)	(250,000)	(250,000)	(250,000)
Emergency Planning Reserve	To replenish the emergency planning store's stock (of, for example, aqua-sacs)	(50,000)	(50,000)	(42,651)	(42,651)
Planning Costs Fund	To pay for unplanned planning enquiries or appeals	(201,140)	(201,140)	(141,388)	(141,388)
Growth And Prosperity Fund	Think BIG (Business Investment for Growth) loans to businesses in the district	(127,366)	(127,366)	(127,366)	(127,366)
Refuse Bin Purchase	If the cost of buying bins exceeds the revenue budget the service has available	(15,000)	(15,000)	(15,000)	(15,000)
Fuel And Energy Reserve		(70,142)	(70,142)	(65,142)	(65,142)
Management Carry Forward	Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year	(675,823)	(675,823)	0	0
NNDR Volatility Reserve	A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes	(793,348)	(793,348)	(793,348)	(793,348)
Community Initiative Fund		(200,000)	(200,000)	(195,543)	(195,543)
MTFP Reserve	To cover future years' deficits, if all other actions to cover deficits are insufficient	(1,485,932)	(3,169,591)	(3,169,591)	(3,665,321)
Asset Maintenance Fund	To fund works identified from asset condition surveys	(250,000)	(250,000)	(236,000)	(236,000)
Capital Project Feasibility Fund	To fund feasibility works in relation to potential capital schemes	(250,000)	(250,000)	(131,960)	(131,960)
Community Engagement Fund	To assist communities with their efforts to battle COVID-19	(300,000)	(300,000)	(235,000)	(235,000)
General Fund Balance		(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
<b>Total Council Funds</b>		<b>(22,846,577)</b>	<b>(25,315,420)</b>	<b>(21,702,442)</b>	<b>(16,198,172)</b>
<b>Grants:</b>					
Homelessness Fund	To pay for relevant costs from the government's homelessness-related grants	(576,018)	(576,018)	(408,192)	(408,192)
Revenue Grants Unapplied	Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused	(430,526)	(198,287)	(132,686)	(132,686)
Community Safety Fund	To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNCSPP)	(166,163)	(166,163)	(22,525)	(22,525)
Energy & Home Support Reserve	To assist vulnerable residents with heating/boiler issues	(103,171)	(77,805)	(77,805)	(77,805)
Welfare Reform Reserve		(25,774)	(25,774)	(25,774)	(25,774)
<b>Total Grants</b>		<b>(1,301,652)</b>	<b>(1,044,047)</b>	<b>(666,982)</b>	<b>(666,982)</b>
<b>Total General Fund Revenue Reserves</b>		<b>(24,148,229)</b>	<b>(26,359,467)</b>	<b>(22,369,425)</b>	<b>(16,865,155)</b>
<b>General Fund Capital Reserves</b>	<b>Reason for reserve</b>	<b>Balance as at 31 March 2020</b>	<b>Balance as at 1 April 2020</b>	<b>Estimated Balance as at 31 March 2021</b>	<b>Estimated Balance as at 31 March 2022</b>
Capital Financing Provision	Resources such as New Homes Bonus (NHB) grant to pay for capital spend	(1,376,480)	(2,246,976)	(830,956)	(1,360,431)
Capital Receipts	Receipts from selling General Fund (GF) assets to pay for capital spend	(1,209,006)	(1,209,006)	(311,575)	197,291
Grants & Contributions Unapplied	Capital funding received which does not yet need to be spent	(8,197,949)	(8,197,949)	(8,197,949)	(6,197,949)
<b>Total General Fund Capital Reserves</b>		<b>(10,783,435)</b>	<b>(11,653,931)</b>	<b>(9,340,480)</b>	<b>(7,361,089)</b>
<b>Ring-Fenced Reserves</b>	<b>Reason for reserve</b>	<b>Balance as at 31 March 2020</b>	<b>Balance as at 1 April 2020</b>	<b>Estimated Balance as at 31 March 2021</b>	<b>Estimated Balance as at 31 March 2022</b>
Mansfield Crematorium	Statutory, because council is part of Mansfield and District Crematorium	(138,584)	(138,584)	(138,584)	(138,584)
<b>Total Ring-Fenced Reserves</b>		<b>(138,584)</b>	<b>(138,584)</b>	<b>(138,584)</b>	<b>(138,584)</b>
<b>Total Reserves</b>		<b>(35,070,248)</b>	<b>(38,151,982)</b>	<b>(31,848,488)</b>	<b>(24,364,828)</b>

## POLICY & FINANCE COMMITTEE

22 FEBRUARY 2021

### CAPITAL PROGRAMME 2021/22 TO 2024/25

#### **1.0 Purpose of Report**

1.1 In accordance with the Financial Regulations 6.2.3, Policy & Finance Committee is required to consider the Capital Programme and recommend to the Council the final Programme for approval. This report details the proposed capital schemes over the medium term, together with the available resources to finance this.

#### **2.0 Background Information**

2.1 During summer 2020, capital appraisal forms were circulated to Business Managers and the Senior Leadership Team (SLT) to inform the proposed capital programme. Completed forms were scored in conjunction with the scoring matrix set within the Capital Strategy (as approved by Council on 9 March 2020), based on a comparison of service priorities against finance costs. SLT considered the results of this exercise and the proposed capital programme included within this report, contains those schemes that were agreed to be appropriate.

#### **3.0 Capital Expenditure – General Fund**

3.1 The Council intends to spend £59.639m in general fund capital expenditure from 2021/22 to 2024/25.

3.2 The major schemes in this programme are:

<b>Scheme Name</b>	<b>Summary of Proposed Financing</b>
Homeless Hostel	Borrowing
Yorke Drive Regeneration and Community Facility	Revenue Contribution
Castle Gatehouse	Third Party Contribution – to be determined
Southern Link Road Contribution	External Grant supplemented by a revenue contribution
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
32 Stodman Street	£2m Town Fund, with the remainder supplemented by borrowing

3.3 The impacts of all borrowing has been included in the Treasury Management Strategy and the Medium Term Financial Plan. Details of individual schemes are shown in **Appendix A**.

#### **4.0 Capital Expenditure – Housing Revenue Account (HRA)**

4.1 The Council intends to spend £56.895m from the HRA from 2021/22 to 2024/25. This is made up of £21.839m on existing property investment and £35.056m on Affordable Housing.

4.2 The Housing, Health and Wellbeing directorate will review and update the property investment programme against the records kept for all properties to ensure budget levels are sufficient for works coming up in the medium term.

4.3 Major schemes included in the HRA are:

- Yorke Drive Estate Regeneration
- Phases 4 and 5 of the Council House Development Programme

4.4 Details of individual schemes are shown in **Appendix B**.

## 5.0 Resources Available

5.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards delivery of the capital programme.

5.2 The most significant grants currently forecast over the medium term are from the Towns Fund (currently awaiting MHCLG approval), the Better Care Fund (BCF) for Disabled Facilities Grants (DFG's). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Local Enterprise Partnership (LEP) Grant received during 2016/17 in relation to the Southern Link Road, which is forecast to be utilised subject to further external funding being made available to bridge the current funding gap.

5.3 Capital Receipts

	<b>General Fund £'m</b>	<b>HRA £'m</b>	<b>1-4-1 £'m</b>	<b>Total £'m</b>
Balance @ 1 Apr 2021	0.414	1.659	0.402	<b>2.475</b>
Estimated Receipts 2021/22 – 2024/25	3.265	1.000	2.437	<b>6.702</b>
Approved for Financing 2021/22 – 2024/25	3.586	2.584	1.761	<b>7.931</b>
<b>Unallocated Capital Receipts Balance</b>	<b>0.093</b>	<b>0.075</b>	<b>1.078</b>	<b>1.246</b>

5.4 The general fund capital receipts of £3.265m are made up of the sale of the Robin Hood Hotel over and above the original investment made (£0.122m) and the deferred proceeds of the sale of Bowbridge Road Land to Arkwood Developments Ltd (£2.350m) and the anticipated sale of residential units from the Stodman Street Development (£0.792m). There are currently no other sales of general fund land.

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

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

Officers continue to monitor the deadlines closely and maximising use where practicable within the new build programme in order to avoid having to pay the remaining balances to Government with interest.

- 5.6 Where appropriate, the use of finite capital resources is prioritised. Borrowing is utilised for assets with longer asset lives, where the impact of interest and Minimum Revenue Provision (MRP) can be spread over the useful economic life of the asset, whilst minimising the impact on the General Fund. Leasing is also tightly controlled within the revenue budgets for the same reason, and is rarely used as the interest rates remain low, therefore borrowing is currently a more attractive means of financing capital expenditure.

## 6.0 Financing

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

### General Fund Programme Summary

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Committed Schemes Expenditure</b>				
Other Services	32.326	23.644	2.413	1.256
<b>Total Expenditure</b>	<b>32.326</b>	<b>23.644</b>	<b>2.413</b>	<b>1.256</b>
<b>Capital Expenditure Financing</b>				
Borrowing	15.243	7.190	1.000	0
Government Grants	5.594	7.115	0.860	0.860
Contributions from Third Parties	1.756	1.994	0	0
Community Infrastructure Levy	3.640	1.960	0	0
Capital Receipts	0.509	2.366	0.365	0.346
Capital Reserve	0.554	0.489	0.188	0.050
RCCO	5.030	2.530	0	0
<b>Total Resources Available</b>	<b>32.326</b>	<b>23.644</b>	<b>2.413</b>	<b>1.256</b>

### Housing Capital Programme Financing Summary

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
<b>Committed Schemes Expenditure</b>				
Housing Services - HRA	25.035	16.170	10.460	5.229
<b>Total Expenditure</b>	<b>25.035</b>	<b>16.170</b>	<b>10.460</b>	<b>5.229</b>
<b>Capital Expenditure Financing</b>				
Borrowing	12.022	11.609	5.059	0
Government Grants	0	0	0	0
Contributions from Third Parties	0	0	0	0
Capital Receipts	1.880	1.144	0.661	0.660
Housing Services Revenue Support (MRR)	11.133	3.417	4.740	4.569
<b>Total Resources Available</b>	<b>25.035</b>	<b>16.170</b>	<b>10.460</b>	<b>5.229</b>

6.2 At year-end, once all the capital expenditure has been finalised (including accrued expenditure) the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

## **7.0 RECOMMENDATION**

**That the General Fund schemes set out at Appendix A and the Housing Services schemes set out at Appendix B be recommended to Full Council on 8 March 2021 as committed expenditure in the Capital Programme for 2021/22 to 2024/25.**

### **Reason for Recommendation**

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

### **Background Papers**

Capital Strategy 2020/21 report to Council 9 March 2020

Capital Programme 2021/22 – 2024/25 Report to SLT on 17 November 2020

Capital Strategy 2021/22 report to Audit and Accounts 3 February 2021

For further information, please contact Jenna Norton on Ext. 5327.

Sanjiv Kohli

Deputy Chief Executive, Resources and S151 Officer

	SCHEME	For information only					2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
		EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	Actual Spend Pre 2020/21	2020/21 Forecast				
<b>GENERAL FUND</b>										
TA3286	Information Technology Investment		2,017,655	2,017,655	183,325	576,330	370,000	467,000	150,000	271,000
TC1000	New Council Offices	68,500	7,607,628	7,676,128	7,390,103	286,025				
TC3016	Legionella Remedial Works		135,060	135,060	1,648	133,412				
TC3130	Lorry Park Shower upgrade		45,400	45,400		45,400				
TC3131	Extension to London Road Car Park		115,000	115,000	7,593	0	107,407			
TC3134	Works to SFACC		250,000	250,000	226,440	23,560				
TC3135	Works to Buttermarket	659,273	461,542	1,120,815	250,762	175,000	695,053			
TC3138	Lord Hawke Way Remedial Works & Bond		384,150	384,150		384,150				
TC3139	Appletongate Resurfacing		27,060	27,060		27,060				
TC3140	Car Park Ticket Machine Replacement		60,000	60,000			60,000			
TC3141	Improvements to Newark Beacon		52,000	52,000			52,000			
TC3142	Common Lighting at Industrial Estates		60,000	60,000			25,000	20,000	15,000	
TC3143	Roller Shutter Doors at Industrial Units		200,000	200,000			90,000	75,000	35,000	
TC3144	Fire & Security Rear Entrance Doors at Industrial Units		120,000	120,000			40,000	40,000	40,000	
TC3145	Fire Signage and Emergency Lighting at Industrial Units		200,000	200,000			75,000	75,000	50,000	
TC3146	Electrical Upgrades to Industrial Units		180,000	180,000			100,000	80,000		
TC3148	RHH Units Fit Out		350,000	350,000			350,000			
TC	<b>RESOURCES</b>	<b>727,773</b>	<b>12,265,495</b>	<b>12,993,268</b>	<b>8,059,871</b>	<b>1,650,937</b>	<b>1,964,460</b>	<b>757,000</b>	<b>290,000</b>	<b>271,000</b>
TA1216	Dukeries LC New Pool	250,000	2,798,530	3,048,530	119,678	2,187,000	741,852			
TA1217	Southwell Leisure Centre Improvements		1,500,000	1,500,000			1,500,000			
TA1218	Leisure Equipment Purchase		760,000	760,000				760,000		
TA1219	Blidworth LC Steam & Sauna Facility	30,974	44,026	75,000	51,246	23,754				
TA1220	Vehicular Access Control at Newark Sports and Fitness Centre		16,680	16,680		16,680				
TA2210	Purchase of Alms Houses	387,200	316,800	704,000		704,000				
TB6154	S106 Community Facilities Provision Community	408,375	0	408,375	252,192	156,183				
TB6162	Loan to Magnus Academy		240,000	240,000		240,000				
TB6163	Clipstone Welfare - S106	66,385	0	66,385		66,385				
TF3228	Homeless Hostel		3,000,000	3,000,000		120,000	2,880,000			
TA3097	Yorke Drive Regeneration and Community Facility		3,358,000	3,358,000		130,000	3,228,000			
TF6807	Warm Homes on Prescription	347,882	210,000	557,882	97,943	179,939	70,000	70,000	70,000	70,000
TF6809	Fairholme Park Conversion to Mains Gas	123,130	0	123,130		123,130				
TA	<b>HOUSING HEALTH &amp; WELLBEING</b>	<b>1,613,946</b>	<b>12,244,036</b>	<b>13,857,983</b>	<b>521,059</b>	<b>3,947,071</b>	<b>8,419,852</b>	<b>830,000</b>	<b>70,000</b>	<b>70,000</b>
TA3053	Museum Improvements		770,000	770,000	538,192		231,808			
TA3056	NCWC Tudor Hall		200,000	200,000		200,000				

TB2253	Vehicles & Plant		5,101,794	5,101,794	1,664,528	1,190,010	495,856	1,519,000	182,000	50,400
TB3144	Play Area Resurfacing		81,150	81,150		81,150				
TB3154	Castle Gatehouse Project	93,630	4,131,970	4,225,600	200,450		1,006,288	2,012,575	1,006,287	
TB3160	Castle Electrical Upgrade & Fire Alarm Installation		85,000	85,000		85,000				
TB6161	S106 Vicar Water Play Area Improvements	46,915	17,085	64,000	25,704	38,296				
TC3136	Climate Change		330,000	330,000		30,000	75,000	75,000	75,000	75,000
TC3137	Upgrade Door Entry at Brunel Drive Depot		51,820	51,820	9,593	42,227				
TC3147	Street Scene Building Upgrade		43,000	43,000			43,000			
TF2000	CCTV Replacement Programme	10,000	160,000	170,000	19,500	150,500				
TF3221	Southwell Flood Mitigation	233,421	220,000	453,421		453,421				
TF3227	Lowdham Flood Alleviation		200,000	200,000				200,000		
TF3229	Bicycle Storage - Safer Neighbourhoods	34,000	0	34,000		34,000				
TF6011	Private Sector Disabled Facilities Grants	3,399,254	761,782	4,161,036	599,254	761,782	700,000	700,000	700,000	700,000
TF6012	Discretionary DFG	282,340	270,000	552,340	52,340	140,000	90,000	90,000	90,000	90,000
TF6020	Flood Grants - 2020		500,000	500,000		250,000	250,000			
TA	<b>COMMUNITIES &amp; ENVIRONMENT</b>	<b>4,099,560</b>	<b>12,923,601</b>	<b>17,023,161</b>	<b>3,109,561</b>	<b>3,456,386</b>	<b>2,891,952</b>	<b>4,596,575</b>	<b>2,053,287</b>	<b>915,400</b>
TC2005	Land Acquisition - Dukeries	0	70,000	70,000		70,000				
TC2006	Purchase of Land at Bowbridge Road	0	1,020,760	1,020,760		1,020,760				
TE3268	Southern Link Road Contribution	3,000,000	9,019,215	12,019,215	1,019,215		2,000,000	9,000,000		
TE	<b>GROWTH</b>	<b>3,000,000</b>	<b>10,109,975</b>	<b>13,109,975</b>	<b>1,019,215</b>	<b>1,090,760</b>	<b>2,000,000</b>	<b>9,000,000</b>	<b>0</b>	<b>0</b>
TG1002	Contribution to Robin Hood Hotel		3,300,000	3,300,000	708,390	2,591,610				
TG1003	Housing Regeneration Loan Facility		11,409,849	11,409,849			11,409,849			
TG	<b>CAPITAL INVESTMENT</b>	<b>0</b>	<b>14,709,849</b>	<b>14,709,849</b>	<b>708,390</b>	<b>2,591,610</b>	<b>11,409,849</b>	<b>0</b>	<b>0</b>	<b>0</b>
TI1001	Joesph Whittaker School Contribution	620,000	0	620,000		620,000				
TI1002	A1 Overbridge Improvements		5,600,000	5,600,000			3,640,000	1,960,000		
TI	<b>Community Infrastructure Levy</b>	<b>620,000</b>	<b>5,600,000</b>	<b>6,220,000</b>	<b>0</b>	<b>620,000</b>	<b>3,640,000</b>	<b>1,960,000</b>	<b>0</b>	<b>0</b>
TT1000	Towns Fund - 32 Stodman Street Regeneration	2,284,000	6,500,000	8,784,000		284,000	2,000,000	6,500,000		
TT1001	Towns Fund - Construction College	389,000	0	389,000		389,000				
TT1002	Towns Fund - Cycle Infrastructure	77,000	0	77,000		77,000				
TT1003	Towns Fund - Newark Gateway Cattlemarket Ph1		275,000	275,000		275,000				
TT	<b>Towns Fund</b>	<b>2,750,000</b>	<b>6,775,000</b>	<b>9,525,000</b>	<b>0</b>	<b>1,025,000</b>	<b>2,000,000</b>	<b>6,500,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL GENERAL FUND</b>	<b>12,811,279</b>	<b>74,627,957</b>	<b>87,439,236</b>	<b>13,418,096</b>	<b>14,381,764</b>	<b>32,326,114</b>	<b>23,643,575</b>	<b>2,413,287</b>	<b>1,256,400</b>

		For information only								
	SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	Actual Spend Pre 2020/21	2020/21 Forecast	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget
<b>HOUSING REVENUE ACCOUNT</b>										
<b>PROPERTY INVESTMENT PROGRAMME</b>										
S91100	ROOF REPLACEMENTS		1,600,000	1,600,000		0.00	400,000	400,000	400,000	400,000
S91115	Roof Replacement Works		200,000	200,000		200,000.00				
S91116	Flat Roof Replacements		200,000	200,000		200,000.00				
<b>S711</b>	<b>ROOF REPLACEMENTS</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>		<b>400,000.00</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
S91200	KITCHEN & BATHROOM CONVERSIONS		6,000,000	6,000,000		0.00	1,500,000	1,500,000	1,500,000	1,500,000
S91218	Kitchen & Bathrooms		1,500,000	1,500,000		1,500,000.00				
<b>S712</b>	<b>KITCHEN &amp; BATHROOM CONVERSIONS</b>	<b>0</b>	<b>7,500,000</b>	<b>7,500,000</b>		<b>1,500,000.00</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>
S91300	EXTERNAL FABRIC		1,300,000	1,300,000		100,000.00	300,000	300,000	300,000	300,000
S91336	Ext Fab Works		200,000	200,000		200,000.00				
S91337	Conservation Area Doors			0						
<b>S713</b>	<b>EXTERNAL FABRIC</b>	<b>0</b>	<b>1,500,000</b>	<b>1,500,000</b>		<b>300,000.00</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
S91400	DOORS & WINDOWS		680,000	680,000		0.00	170,000	170,000	170,000	170,000
S91412	Doors & Windows		170,000	170,000		170,000.00				
<b>S714</b>	<b>DOORS &amp; WINDOWS</b>	<b>0</b>	<b>850,000</b>	<b>850,000</b>		<b>170,000.00</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
S91500	OTHER STRUCTURAL		241,000	241,000		50,000.00	41,000	50,000	50,000	50,000
S91511	Walls Re-Rendering		200,000	200,000		0.00	50,000	50,000	50,000	50,000
S91534	Gutter Repairs		50,000	50,000		50,000.00				
<b>S715</b>	<b>OTHER STRUCTURAL</b>	<b>0</b>	<b>491,000</b>	<b>491,000</b>		<b>100,000.00</b>	<b>91,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
S93100	ELECTRICAL		2,400,000	2,400,000		0.00	600,000	600,000	600,000	600,000
S93115	Rewires		600,000	600,000		600,000.00				
<b>S731</b>	<b>ELECTRICAL</b>	<b>0</b>	<b>3,000,000</b>	<b>3,000,000</b>		<b>600,000.00</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
S93200	SMOKE ALARMS		0	0						
S93205	Carbon Monoxide Detectors		500,000	500,000			0	250,000	250,000	
<b>S732</b>	<b>SMOKE ALARMS</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>		<b>0.00</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>
S93300	PASSENGER LIFTS		0	0						



<b>S733</b>	<b>PASSENGER LIFTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
S93500	HEATING		2,200,000	2,200,000	0.00	550,000	550,000	550,000	550,000
S93510	Heating / Boilers		550,000	550,000	550,000.00				
<b>S735</b>	<b>HEATING</b>	<b>0</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>550,000.00</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
S93600	ENERGY EFFICIENCY		600,000	600,000	0.00	150,000	150,000	150,000	150,000
S93622	PV Invertors		0	0					
S93624	EE Boilers		150,000	150,000	150,000.00				
<b>S736</b>	<b>ENERGY EFFICIENCY</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>150,000.00</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
S95100	GARAGES, FOOTPATHS, WALKWAYS		300,000	300,000	0.00	75,000	75,000	75,000	75,000
S95109	Garages		134,000	134,000	25,000.00	34,000	25,000	25,000	25,000
S95115	Resurfacing works		75,000	75,000	75,000.00				
<b>S751</b>	<b>GARAGE FORECOURTS</b>	<b>0</b>	<b>509,000</b>	<b>509,000</b>	<b>100,000.00</b>	<b>109,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
S95200	ENVIRONMENTAL WORKS		750,000	750,000	150,000.00	150,000	150,000	150,000	150,000
S95203	Car Parking Schemes		650,000	650,000	250,000.00	100,000	100,000	100,000	100,000
S95206	Chatham Court Target Hardending - Safer Neighb	50,000	0	50,000	50,000.00				
S95250	Communal Lighting		100,000	100,000	20,000.00	20,000	20,000	20,000	20,000
S95252	Flood Defence Systems		50,000	50,000	10,000.00	10,000	10,000	10,000	10,000
S95253	Play Areas		100,000	100,000	0.00	40,000	20,000	20,000	20,000
S95254	Estate Remodelling		325,000	325,000	65,000.00	65,000	65,000	65,000	65,000
S95293	Fencing Works		0	0					
<b>S752</b>	<b>ENVIRONMENTAL WORKS</b>	<b>50,000</b>	<b>1,975,000</b>	<b>2,025,000</b>	<b>545,000.00</b>	<b>385,000</b>	<b>365,000</b>	<b>365,000</b>	<b>365,000</b>
S97100	ASBESTOS		200,000	200,000	0.00	50,000	50,000	50,000	50,000
S97115	Asbestos Surveys		30,000	30,000	30,000.00				
S97116	Asbestos Removal		20,000	20,000	20,000.00				
<b>S771</b>	<b>ASBESTOS</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>50,000.00</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
S97200	FIRE SAFETY		250,000	250,000	50,000.00	50,000	50,000	50,000	50,000
S97221	Fire Doors Various Locations		0	0					
S97218	Enhanced Fire Risk Assessments		600,000	600,000	150,000.00	300,000	150,000		
<b>S772</b>	<b>FIRE SAFETY</b>	<b>0</b>	<b>850,000</b>	<b>850,000</b>	<b>200,000.00</b>	<b>350,000</b>	<b>200,000</b>	<b>50,000</b>	<b>50,000</b>
S97300	DDA IMPROVEMENTS		97,531	97,531	17,531.00	20,000	20,000	20,000	20,000

<b>S773</b>	<b>DDA IMPROVEMENTS</b>	<b>0</b>	<b>97,531</b>	<b>97,531</b>		<b>17,531.00</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
S97400	DISABLED ADAPTATIONS		2,000,000	2,000,000		0.00	500,000	500,000	500,000	500,000
S97416	Major Adaptations		430,000	430,000		430,000.00				
S97417	Minor Adaptations		30,000	30,000		30,000.00				
S97418	Adaptations Stair Lifts/Hoists		42,469	42,469		42,469.00				
<b>S774</b>	<b>DISABLED ADAPTATIONS</b>	<b>0</b>	<b>2,502,469</b>	<b>2,502,469</b>		<b>502,469.00</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
S97500	LEGIONELLA		150,000	150,000		30,000.00	30,000	30,000	30,000	30,000
<b>S791</b>	<b>LEGIONELLA</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>		<b>30,000.00</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
S99100	PROPERTY INVESTMENT CONTINGENCY		250,000	250,000		50,000.00	50,000	50,000	50,000	50,000
S99102	Investment Programme Fees		0	1,507,500		378,800.00	270,680	278,190	285,930	293,900
<b>S791</b>	<b>UNALLOCATED FUNDING</b>	<b>0</b>	<b>250,000</b>	<b>1,757,500</b>		<b>428,800.00</b>	<b>320,680</b>	<b>328,190</b>	<b>335,930</b>	<b>343,900</b>
	<b>SUB TOTAL PROPERTY INVESTMENT</b>	<b>50,000</b>	<b>25,925,000</b>	<b>27,482,500</b>	<b>0.00</b>	<b>5,643,800.00</b>	<b>+5,525,680</b>	<b>+5,613,190</b>	<b>+5,470,930</b>	<b>+5,228,900</b>
<b>AFFORDABLE HOUSING</b>										
SA1031	Site Acquisition (Incl RTB)		2,551,029	2,551,029	92,500	780,000.00	1,678,529			
SA1033	Yorke Drive Estate Regeneration	986,766	13,510,001	14,496,767	938,337	1,085,429.74	3,741,900	3,741,900	4,989,200	
SA1034	Former ASRA Properties Purchase		1,074,579	1,074,579		1,074,579.00				
SA1047	New Build Programme Contingency		245,156	245,156	135,354	109,802.26				
SA1048	Boughton Extra Care Scheme	2,080,000	6,857,000	8,937,000	1,769,396	6,567,604.48	600,000			
SA1053	Phase 2 Cluster 3 - Hawtonville	545,568	1,471,276	2,016,844	1,864,537	152,306.88				
SA1060	Phase 3		75,719	75,719	75,719	0.00	0			
SA1061	Phase 3 Cluster 1 - Stand Alone		1,615,000	1,615,000	545,842	1,069,158.00				
SA1062	Phase 3 Cluster 2 - Various	211,000	1,457,000	1,668,000	33,692	1,634,308.00				
SA1063	Phase 3 Cluster 3		1,870,000	1,870,000		1,870,000.00				
SA1064	Phase 3 Cluster 4		3,432,900	3,432,900		706,000.00	2,726,900			
SA1070	Phase 4		7,102,730	7,102,730		0.00	7,102,730			
SA1071	Phase 4 Cluster 1 Fire Station		1,460,000	1,460,000		700,000.00	760,000			
SA1080	Phase 5		9,714,900	9,714,900			2,900,000	6,814,900		
SA3001	Ollerton Local Office Refurbishment & Repurpose		50,000	50,000		50,000.00				
SC2000	Careline Analogue to Digital		80,540	80,540		80,540.00				
	<b>SUB TOTAL AFFORDABLE HOUSING</b>	<b>3,823,334</b>	<b>52,567,829</b>	<b>56,391,164</b>	<b>5,455,376</b>	<b>15,879,728.36</b>	<b>19,510,059</b>	<b>10,556,800</b>	<b>4,989,200</b>	<b>0</b>
	<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>3,873,334</b>	<b>78,492,829</b>	<b>83,873,664</b>	<b>5,455,376</b>	<b>21,523,528.36</b>	<b>25,035,739</b>	<b>16,169,990</b>	<b>10,460,130</b>	<b>5,228,900</b>