



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Friday, 4 September 2020

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

Members of the Committee:

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

Substitute Members:

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

MEETING: Homes & Communities Committee
DATE: Monday, 14 September 2020 at 6.00 pm
VENUE: Broadcast from Castle House, Great North Road, Newark, Notts NG24 1BY

You are hereby requested to attend the above 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 Karen Langford on karen.langford@newark-sherwooddc.gov.uk 01636 655992.

AGENDA

Page Nos.

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. | Declaration of any Intention to Record the Meeting | |
| 4. | Minutes of meeting held on 20 January 2020 | 5 - 10 |
| 5. | Chairman's Report | |
| 6. | Forward Plan - August 2020 to July 2021 | 11 - 12 |

Part 1 - Items for Decision

- | | | |
|-----|---|---------|
| 7. | Housing Advisory Group Terms of Reference | 13 - 15 |
| 8. | Council Housing Allocations Scheme - Annual Update | 16 - 27 |
| 9. | The Digital Declaration | 28 - 36 |
| 10. | Newark and Sherwood Community Lottery | 37 - 46 |
| 11. | Bassetlaw & Newark and Sherwood Community Safety Partnership Progress and Performance Update 2019/20 and Review of Priorities for 2020/21 | 47 - 60 |

Part 2 - Items for Information

- | | | |
|-----|---|---------|
| 12. | Safer Streets Fund | 61 - 65 |
| 13. | Housing Services Compliance Performance | 66 - 76 |
| 14. | Tenancy Policy Review | 77 - 88 |
| 15. | Housing Services Quarter 1 Performance | 89 - 94 |
| 16. | Yorke Drive Regeneration Update | 95 - 98 |

17.	Projects Update for the Seven Hills Modular Development Scheme	99 - 102
18.	Homes & Communities Revenue and Capital Forecast Outturn Report to 31 March 2021 as at 31 July 2020	103 - 121
19.	Urgency Item Taken During Covid-19	122 - 129

Confidential & Exempt Items

20.	Exclusion of the Press and Public	
	To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.	
21.	Telephony & Call Centre Solution	130 - 136

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 20 January 2020 at 6.00 pm.

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

Councillor M Brock, Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor M Brown, Councillor S Carlton, Councillor L Dales, Councillor L Goff, Councillor Mrs S Saddington and Councillor P Peacock (Substitute)

ALSO IN ATTENDANCE: Councillor Mrs P Rainbow and Councillor M Skinner

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold (Committee Member)

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

Councillor Mrs S Saddington declared a personal interest in Agenda Item No. 10. Councillor Saddington is a Member of the Fire Authority.

39 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that there would be live streaming of the meeting undertaken by the Council.

40 MINUTES OF MEETING HELD ON 25 NOVEMBER 2019

AGREED (unanimously) that the Minutes of the meeting held on 25 November 2019 be approved as a correct record and signed by the Chairman.

41 SHERWOOD & NEWARK CITIZENS' ADVICE - ANNUAL PERFORMANCE 2018/2019

The Committee considered the joint report of the Business Manager – Housing, Health & Community Relations and the Homeless Strategy Officer which sought to inform Members of the achievements of performance targets for the commissioned debt management and homeless prevention service to residents in the district for the financial year 2018/2019 by Sherwood & Newark Citizens' Advice (SNCA).

The report provided Members with details in relation to the Debt Advice Service's Service Level Agreement between the Council, SNCA and Newark and Sherwood Homes including a table of performance indicators with target and outturn figures. The SNCA Annual Report for 2018/2019 was attached as an appendix to the report.

In considering the report a Member queried how clients travelled to meet with advisors. In response, the Chief Officer of SNCA, Jackie Insley, advised that clients travelled in a variety of ways and that a home visit would be undertaken but only in exceptional circumstances. Interviews were also conducted over the telephone and using the internet.

A Member queried whether further information was available to those who were entitled to Universal Credit and also to landlords who tenants were in receipt of the benefit. Ms Insley advised that the DWP had offered training to landlords and that SNCA would also assist a tenant who breached their set working hours, thereby potentially affecting their entitlement. The Business Manager also advised that a Landlord Liaison Officer was available at the Council.

Members also commented on the unacceptable length of time taken to carry out a mandatory reconsideration of a Personal Independence Payment. Ms Insley stated that they would assist the individual through the process and also collate and feedback information to the Department of Work & Pensions. Ms Insley added that the process could take up to 10 months which was too long.

In response to a query about volunteers, Ms Insley stated that recruitment was difficult, especially from younger people. She also added that as the SNCA was a Charity, it was also difficult to recruit Trustees.

AGREED that:

- (a) the contents of the report be noted, particularly the performance outturns for the commissioned debt management and homeless prevention service to residents in the district for the financial year 2018/2019; and
- (b) Ms Insley pass on the thanks of the Council for the continued work of the Sherwood & Newark Citizens' Advice.

42 HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2020/21

The Committee considered the joint report of the Director – Communities & Environment and the Deputy Chief Executive/Director – Resources in relation to the budget and scales of fees and charges for those areas falling under the remit of the Homes & Communities Committee for 2020/2021.

The report set out the proposals for recommendation to the Policy & Finance Committee on 20 February 2020 in relation to the base budget for 2020/2021 for inclusion in the overall Council budget and the 2020/2021 fees and charges.

In considering the report Members queried whether grants to external organisations had been reduced. The Business Manager – Financial Services advised that the main decrease in grants was due to those awarded to Parish Councils, a number of years previously, coming to an end.

In response to Members noting the increase in budget for ICT and communications, the Business Manager advised that the Council were moving towards a hosted environment and the licence fees for that were costly. The increase in cost was also attributable to the employment of an ICT Technical Project Officer.

It was further noted that the Energy & Homes Support had reduced. Members were advised that the previous Project Officer post had been linked to a grant which was no longer available. The Director advised that the work previously undertaken by that postholder was now embedded in the day to day working of the Council.

A Member queried how the reintroduction of housing management would affect the Committee's budget in future. The Business Manager advised that the housing budget was managed by Newark and Sherwood Homes through the Housing Revenue Account which was separate to that of the Committee's revenue budget.

AGREED that the following be recommended to the Policy & Finance Committee on 20 February 2020:

- (a) the 2020/2021 base budget (Appendix A) for inclusion in the overall Council budget; and
- (b) to Council on 9 March 2020, the 2020/2021 fees and charges (Appendix D).

43 HOUSING MANAGEMENT IMPLEMENTATION - PROJECT UPDATE

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

The report set out the background to the decision to bring the housing management service back in-house with details in relation to: TUPE; Staff Engagement; Pensions; Branding; Tenant Engagement, Influence and Accountability, Transfer of Assets and Savings Identified being provided at paragraph 3.

In considering the report Members welcomed the progress made and noted that the implementation date had now moved from April 2020 to February 2020.

Councillor Peacock proposed that Recommendations (b) and (c) be subject to slight amendment as follows:

- (b) the number of committee members on the Advisory Group be increased from 2 to 3.
- (c) the further report setting out proposals for future tenant engagement and involvement etc. to include a timetable for the works.

AGREED that:

- (a) the project update be noted;
- (b) the proposals for an interim arrangement, for an Advisory Group comprising of the Chairman, Vice-Chairman, three Committee Members, senior housing officers and the three tenant board members (as set out in paragraphs 3.5.3 to 3.5.7 of the report) be approved, with the Director – Governance & Organisational

Development having delegated authority to put the arrangements in place including retaining remuneration for the tenant board members on a pro-rata basis and that the Homes & Communities Committee nominate the three Committee Members to the Advisory Group as follows:

Councillor Mrs Kathleen Arnold
Councillor Mrs Irene Brown
Councillor Michael Brown

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

44 PUBLIC SPACE CCTV

The Committee considered the report of the Business Manager – Public Protection which sought to provide Members with an update of public space CCTV and future issues facing the system within Newark & Sherwood.

The report set out the primary objectives of the service when it was first introduced in 1999. It also provided information as to the stakeholders and partners of the current provision together with a note of the assets; cameras; monitoring and staffing; finance; and recording of incidents. The proposals were listed in paragraph 3 of the report which were that a full review of the public space CCTV system be undertaken and also a review of the CCTV Policy and Procedures to ensure full compliance with the relevant codes of practice.

Members raised the issue of the previously agreed coverage in Edwinstowe and the length of time it was taking to reach a permanent solution. The Business Manager advised that the intention had been to install a fixed camera but this was not now possible. The only option was to use a fibre optic solution which was proving difficult to source. He noted that a portable camera was currently in operation. In response to concerns raised that the cost benefit review may result in all coverage being withdrawn, if it was shown that no criminal behaviour was recorded, the Business Manager advised that it had been the decision of the Committee that the camera be installed and this would be actioned and added that he accepted that the presence of a camera acted as a deterrent.

A Member queried whether it would be possible to gain additional funding from the Police if they were used for traffic enforcement purposes. The Business Manager advised that whilst some local authorities used them to assist with the issuing of Fixed Penalty Notices, it was understood that this was not something that Nottinghamshire County Council wished to pursue.

A Member queried whether it was possible to use the current cameras in conjunction with a public address system which enabled the operator to let the public know that they were being observed. The Business Manager advised that there were two issues with the use of a PA system. One was due to the ratio of the number of cameras and operatives monitoring them. Sometimes there was only one individual monitoring approximately 135 camera feeds. The second issue was the infrastructure which would be required to enable the use of a PA system. The Council cameras were either fibre optic or used via wifi and it was not always possible to transmit audio through such equipment.

In acknowledging the need to review the cameras and the cost benefits thereof, the Chairman stated that consideration must be given to the original primary objective of reducing the fear of crime and anti-social behaviour.

AGREED that:

- (a) the current activity recorded by the public space CCTV network in Newark & Sherwood be noted;
- (b) a review of the whole system, including each camera, be undertaken with a further report being presented to the Homes & Communities Committee;
- (c) a review of the CCTV Policy be undertaken and a revised Policy be produced for consideration at a future meeting of the Committee; and
- (d) a review of the financial contributions made to CCTV be undertaken with the findings and options being reported to a meeting of the Committee for a future financial model.

45 EMPTY HOMES UPDATE

The Committee considered the report of the Business Manager – Public Protection which sought to provide Members with information on the current position with empty homes in the district.

The report set out the number of various reasons that a property may remain empty and the local district picture in comparison to that of neighbouring authorities. The pattern of empty homes over the past 10 years was detailed at paragraph 3.4 of the report with the enforcement action of the Council's Environmental Health service being listed in paragraphs 3.7 to 3.12.

In noting that any property which remained empty for 2 years or more was subject to 200% council tax, a Member queried what the income therefrom was used for, as the Council did not employ a dedicated Empty Homes Officer. The Business Manager advised that the Council did not take a proactive approach to the issue and it was therefore difficult to formulate a strategy to deal with it. He advised that some work had previously been done with Mansfield District Council with a view to sharing the resource of their dedicated officer. However, the individual was redeployed as the role had not been cost effective. He added that he would make enquiries as to whether the monies were ring-fenced for any specific use.

Members agreed that it was to be welcomed that the Council were not complacent in tackling the issue but concern remained in relation to the number of long term empty properties.

AGREED that the report be noted together with the range of actions taken to bring long term empty properties back into use.

46 HOUSING REVENUE ACCOUNT - DEVELOPMENT PROGRAMME UPDATE

The Committee considered the report of the Business Manager – Housing Strategy & Development which sought to provide Members with an update on the progress being made with the 5 year Housing Revenue Account Development Programme and the Extra Care Scheme in Boughton.

The report set out the background to the delivery of additional affordable homes across the district which was a strategic priority for the Council. Details of the number of homes to be provided and already delivered were listed in section 2 of the report. It was noted that Phase One had been completed with details of the progression of Phases Two, Three and Four being reported in paragraphs 3.5 to 3.14. Members were advised that the contract to develop the Boughton Extra Care Scheme had been awarded to North Midland Construction following a procurement exercise with an indicative practical completion date of March 2021. Financial details of the scheme were provided in section 4 of the report.

AGREED that the progress being made with both the 5 year Housing Revenue Account Development Programme and Extra Care Scheme in Boughton be noted.

47 HOMES & COMMUNITIES COMMITTEE'S FORWARD PLAN

The Committee considered the Forward Plan for February 2020 to January 2021 with the Chairman inviting Members to put forward any items they would wish to be considered by Committee at a future meeting.

The Vice-Chairman advised that new legislation was coming into force in April 2020 in relation to Energy Performance Certificates which would affect landlords of properties in Band E or above. She advised that there would be a report to Committee in March 2020.

Councillor Carlton commented that he would wish to see a formal mechanism for reporting back from the meetings he attended as the Council's representative on the Nottinghamshire Police & Crime Panel.

Meeting closed at 7.25 pm.

Chairman

Forward Plan of Homes & Communities Committee Decisions from 1 August 2020 to 31 July 2021

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

These committee meetings are open to the press and public.

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

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
23 Nov 2020	Sherwood and Newark Citizens Advice – Presentation by their Chief Officer on 2019-20 Performance	leanne.monger@newark-sherwooddc.gov.uk
23 Nov 2020	Discretionary and Community Grants Programme 2019-20 Performance	leanne.monger@newark-sherwooddc.gov.uk andy.hardy@newark-sherwooddc.gov.uk
23 Nov 2020	Community Engagement Strategy	leanne.monger@newark-sherwooddc.gov.uk andy.hardy@newark-sherwooddc.gov.uk
23 Nov 2020	Homelessness Prevention and Rough Sleeper Strategy – Annual Delivery Update (to include phase 2 homelessness review findings)	leanne.monger@newark-sherwooddc.gov.uk Cheska.asman@newark-sherwooddc.gov.uk
23 Nov 2020	Annual Rough Sleeper Count & Severe Weather Emergency Provision & results of Next Steps bid	leanne.monger@newark-sherwooddc.gov.uk Cheska.asman@newark-sherwooddc.gov.uk
23 Nov 2020	Yorke Drive Regeneration Project Update	Cara.clarkson@newark-sherwooddc.gov.uk
23 Nov 2020	Affordable Housing Delivery Report	jill.sanderson@newark-sherwooddc.gov.uk
23 Nov 2020	Findings of the District Wide Housing Needs Study	jill.sanderson@newark-sherwooddc.gov.uk
23 Nov 2020	Grounds Maintenance (Matt Finch) EXEMPT	Andrew.Kirk@newark-sherwooddc.gov.uk Ben.Stacey@newark-sherwooddc.gov.uk

23 Nov 2020	Housing Management Implementation Update	Karen.White@newark-sherwooddc.gov.uk
23 Nov 2020	Right to Buy	Tara.Lockwood@newark-sherwooddc.gov.uk
18 Jan 2021	UK Resettlement Scheme (UKRS)	leanne.monger@newark-sherwooddc.gov.uk maria.brambles@newark-sherwooddc.gov.uk
15 March 2021	Home Energy Conservation Act (HECA) Bi Annual Report	leanne.monger@newark-sherwooddc.gov.uk helen.richmond@newark-sherwooddc.gov.uk

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

HOUSING ADVISORY GROUP TERMS OF REFERENCE

1.0 Purpose of Report

- 1.1 This report seeks the Committee's approval for the terms of reference for the housing advisory group.

2.0 Background Information

- 2.1 Following the transfer of the housing service into the Council on 1 February 2020, the Homes & Communities Committee has responsibility for the quality of tenants' homes and the services they receive. It also has responsibility for ensuring legal and regulatory compliance, including relating to health and safety compliance.
- 2.2 The Committee is committed to taking into account the views of tenants and other customers as it fulfils its responsibilities. It is also committed to enabling tenants to hold it to account for the quality of their homes and the services they receive.
- 2.3 At its last meeting, the Committee agreed to undertake a full review of tenant involvement and engagement. Whilst this takes place, the Committee agreed to establish the housing advisory group as an interim arrangement.
- 2.4 Set out below are the proposed terms of reference for the housing advisory group. These were discussed by members of the group at its first meeting on 25 February and when the housing advisory group was reformed on 31 July 2020.

3.0 Equalities Implications

- 3.1 There are no direct equalities implications which arise from this report.

4.0 Financial Implications

- 4.1 There are no financial implications which arise from this report.

5.0 Community Plan – Alignment to Objectives

- 5.1 The housing advisory group will assist the Committee in the delivery of several of the objectives of the Community Plan 2019-23.

6.0 Comments of Director

- 6.1 These terms of reference enable the housing advisory group to contribute to the Committee's oversight of housing services whilst the review of tenant involvement and engagement takes place.

7.0 RECOMMENDATION

To approve the terms of reference for the housing advisory group.

Reason for Recommendation(s)

To confirm the remit of the housing advisory group.

Background Papers

Terms of reference for the housing advisory group.

For further information please contact Suzanne Shead on 07515 112732

Suzanne Shead
Director – Housing, Health and Wellbeing

TERMS OF REFERENCE**1.0 Remit**

- 1.1 Following the transfer of the housing service into the Council on 1 February 2020, the Homes & Communities Committee has responsibility for the quality of tenants' homes and the services they receive. It also has responsibility for ensuring legal and regulatory compliance, including relating to health and safety compliance.
- 1.2 The Committee is committed to taking into account the views of tenants and other customers as it fulfils its responsibilities. It is also committed to enabling tenants to hold it to account for the quality of their homes and the services they receive. As a full review of tenant involvement and engagement has been commissioned, the Committee has put in place the Housing Advisory Group as an interim arrangement.
- 1.3 The role of the Housing Advisory Group is to create an informal forum through which the comments/views of the tenant representatives can be heard about a range of tenant-related matters and then be incorporated into the consideration of these items by the Homes & Communities Committee.

2.0 Duration and Procedures

- 2.1 The Housing Advisory Group will meet regularly and the meetings should be coordinated with those of the Homes & Communities Committee.
- 2.2 The Housing Advisory Group does not have any delegated authority or decision making powers. It will cease following the implementation of the outcomes of the review of tenant involvement and engagement.

3.0 Membership

- 3.1 Membership will comprise the Chairman or Vice Chairman of the Homes & Communities Committee, the three NSH tenant board members, three Committee Members and senior housing officers ie:
 - Michael Frettsome (NSH Tenant Board member)
 - Patricia Jarvis (NSH Tenant Board member)
 - Susan Murphy (NSH Tenant Board member)
 - Councillor Tim Wendels (Chairman) – Chair of housing advisory group
 - Councillor Rhona Holloway (Vice-Chairman) – Vice chair of housing advisory group
 - Councillor Kathleen Arnold
 - Councillor Irene Brown
 - Councillor Michael Brown
 - Suzanne Shead – Director of Housing, Health & Wellbeing

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

COUNCIL HOUSING ALLOCATION SCHEME – ANNUAL UPDATE

1.0 Purpose of Report

- 1.1 To provide the Committee with its annual update on the application of the Council's Housing Allocations Scheme and to update on the amends made to the Scheme following Committee approval in November 2019.

2.0 Background Information

- 2.1 As part of its previous work programme, this Committee oversaw a detailed review of the Council's Housing Allocations Scheme, which was launched in April 2017.
- 2.2 On the 25 November 2019, the Committee received and approved the recommendations contained in a report which proposed further amendments regarding Suitability Criteria and the removal of inconsistency of allocation dependant on route; homelessness or housing register.

3.0 Annual Update

- 3.1 The Council's Housing Allocation Scheme has been successfully and effectively implemented on the Council's behalf by Newark and Sherwood Homes under the Management Agreement until February 2020 when the housing service was fully reintegrated back into the Council.
- 3.2 The current version (4b) of the scheme refers to this delegated approach however work has been carried out to remove all mention of Newark and Sherwood Homes from the document; the principles of the scheme remain the same.
- 3.3 The current version of the Scheme went live in November 2019, following the successful implementation of the amendments approved by Committee in June and November 2019.
- 3.3 In line with the annual update an impact report is attached at **Appendix A**

Banding and Lettings Data

- 3.4 The table below shows the number of applicants, by their bandings that were registered for housing at the end of quarter 4 2019/20.

	Total number of Applicants by end of Quarter 4 2019/20
Number of Applicants on register	4043
Applicants in Band 1	135
Applicants in Band 2	305
Applicants in Band 3	1270
Applicants in Band 4	2333

- 3.5 In addition to the number of applicants on the housing register below are details of the number of allocations made throughout 2019/20.

	Total number of Lettings for 2019/20
Total Lettings	434
Lettings to Band 1	53
Lettings to Band 2	189
Lettings to Band 3	110
Lettings to Band 4	25

- 3.6 100% of all lettings made in 2019/20 had a local connection to the District which is consistent with that of previous years.
- 3.7 The overarching feedback from this assessment is that the majority of the changes are creating positive improvement and are achieving their desired outcomes. There are some amendments to the scheme, such as the Right to Move Regulations and Fostering/Adoption where the impact and outcomes cannot be measured at this time as there have not been applicants who fulfil these criteria. Both of these are legal requirements and therefore will remain within the policy and ongoing monitoring of the Scheme will continue.
- 3.8 To provide assurance to Members, and in accordance with the Scheme, there remains in place an Project Group that meets quarterly to regularly review the Allocations Scheme to ensure its requirements are being implemented and that it continues to meet relevant legislation and any new duties placed upon the Council.

Registration and Bidding Online

- 3.9 Since 4 April 2019, those looking for a new home have been able to complete an application to join the housing register, view available properties and register interest in a property online via the customer portal 'MyAccount'.
67% of applications received 2019/20 have been on-line.
- 3.10 Recap – Minor Amends
- 3.11 The Project Group identified an augmentation to the Suitability Criteria which required improved clarity be given to applicants who had contact with their children but whom did not live with them; access for shared parenting. Policy now states very clearly that we will not provide a second bedroom for children, with the caveat that exceptional circumstances would be reviewed on an individual basis. Further explanation was added to the Policy which reflected that used by HMRC dependency rules.
- 3.12 The Project Group also added further clarity to the Suitability Criteria for applicants who are pregnant with regard to the number of bedrooms they are eligible for.
- 3.13 A new additional category was added to assist larger families due to limited stock and turnover.

4.0 Equalities Implications

- 4.1 No equalities implications have been identified from the Equalities Impact Assessment carried out which takes into account the specific needs of persons with protected characteristics to ensure the Council's responsibilities under the Equalities Act 2010 have been fully considered and met.

5.0 Financial Implications

- 5.1 Any associated costs with these proposals they will be contained within the Council's allocated revenue budgets.

6.0 Community Plan – Alignment to Objectives

- 6.1 The Allocations Scheme supports the following objective:
- i. Improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in healthy life expectancy and other health outcomes
 - ii. Reduce levels of deprivation in target areas and remove barriers to social mobility across the district

7.0 Comments of Director(s)

This report outlines the impact of our Allocations Policy against the applicants on our housing register, giving transparency to allocations and has updated to reflect housing coming back into the Council as well as clarity around bedroom eligibility and pregnancy.

8.0 RECOMMENDATION(S)

- (a) that Members note the contents of this report which provides an annual update on the Council's Housing Allocations Scheme
- (b) that delegated authority be given to the Director of Housing, Health and Wellbeing to approve any further minor amends required that do not require formal consultation, to ensure the Scheme continues to adhere to statutory requirements.

Reason for Recommendation(s)

To ensure the Council has a fit for purpose Housing Allocations Scheme which is a statutory requirement under the Housing Act 1996.

Background Papers

Nil

For further information on the content of this report please contact Julie Davidson, Tenancy & Estates Manager on ext. 5542

Allocations Scheme - Impact Report August 2020**Author – Julie Davidson**

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
<u>ELIGIBLE PERSONS</u>					
Local Connection (LC) Criteria:					
<p>To join the Housing Register, an Applicant must usually have been resident in the District of Newark and Sherwood for the following time periods or qualifying criteria:</p> <ol style="list-style-type: none"> 1. 2 consecutive years or; 2. 3 out of the last 5 years or; 3. 5 or more consecutive years in which family members have been resident within the District (family members include parents, those with parental responsibility or guardianship, grandparents and siblings); 4. employment for an average of 16 hours per week for the last 6 months or more or; 5. Applicants who are statutory homeless or; 6. Special conditions might include, but is not limited to, the need for specialist medical or support services which are available only in NSDC or; Right to Move Regulations 7. Former and serving members of the 	To meet statutory duties to local households in housing need	100% awarded to those with Local Connection to district	100% awarded to those with Local Connection to the district	The Scheme allows for exceptions in cases of Hard to Let Properties	Amendment to the Scheme has achieved the desired outcome.

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
armed forces*.					
Affordability:					
<p>An Applicant would not normally be made an offer of accommodation, if they own or have interest in another property in the UK or abroad that is reasonable to occupy.</p> <p>Generally an Applicant in these circumstances will only be considered for supported housing, extra care, re-designated and adapted properties set against their housing needs.</p> <p>All Applicants will be required to complete a financial assessment and will be required to self-certify their financial position, with relevant supporting evidence to confirm their ability to sustain a tenancy in line with NSDC's Tenancy Agreement.</p>	<p>To meet statutory duties to local households in housing need</p> <p>To manage demand and encourage applicants to self-manage their housing choices and make informed decisions</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.</p>	70 applicants have registered for general needs properties who have stated they have a property reasonable to occupy.	74 applicants have registered for general needs properties who have stated they have a property reasonable to occupy.	This amendment was introduced to manage supply and demand but to also ensure that accommodation is available for those in the greatest housing need.	Amendment to the scheme has achieved the desired outcome. No general needs accommodation has been allocated to an applicant where they have stated they had a property that was reasonable for them to occupy.

REASONABLE PREFERENCE

Homeless Part VII: Direct Offers

For statutory homeless households to be awarded a separate category within Band One and suitable direct offers to be made in order to discharge duty.	<p>To meet statutory duties to local households in housing need</p> <p>To make best use of the supply of affordable</p>	<p>Allocations made to homeless households</p> <p>Band 1 = 49</p>	<p>Allocations made to homeless households</p> <p>B1 – 10</p>	Amendments made to better support HRA implementation and balance the distribution of accommodation to ensure that no one	Amendments to the scheme has achieved the desired outcome.
---	---	---	---	--	--

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
	housing stock in the District, contributing towards a vibrant housing market	Band 2 = 22 Band 3 = 2	B2 – 30 B3 – 4	route dominates the scheme but that all applicants have a chance of securing accommodation based on their assessed need and that through put in temporary accommodation is not impacted upon.	
Medical / Welfare:					
Prioritise medical circumstances across Bands One, Two and Three rather than just Band One and Three.	To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market	Medical priority awarded: Band 1 = 28 Band 2 = 197 Band 3 = 455	Medical priority awarded: B1 = 27 B2 = 209 B3 = 543	Medical band 1's remaining consistent with a slight increase in bands 2 and 3.	The use of the medical matrix has allowed for a more definitive assessment made of applicants housing needs thus supporting best use of stock and housing applicants with priority needs first.
Ex Armed Forces:					
The Armed Forces England Regulations 2012 provide that Additional Preference must be given to an applicant with urgent	To meet statutory duties to local households in housing need	We have 6 applicants on the housing	We have 8 on the housing register who have been	Consideration was given to the [signed 2013] Community Covenant	2 applicants with additional preference were rehoused in 2019-

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
<p>housing needs who falls within one of the Reasonable Preference categories.</p> <p>An Applicant, who has been assessed as having Reasonable Preference, awarded a Band 2 and who meets the additional preference criteria will be have their banding increased by a maximum of one band. Those already awarded Band 1 will be given an additional six months waiting time.</p>		register who have been awarded additional preference.	awarded an additional preference	between NSDC and the Armed Forces Community in Newark and Sherwood.	20

Right to Move Regulations:					
<p>The Allocation of Housing (Qualification Criteria For Right To Move) (England) Regulations 2015 (the 2015 Regulations) provide that local authorities must not disqualify certain Applicants on the grounds that they do not have a local connection with the authority's district where the Applicant is a 'Relevant Person' being a person who:-</p> <ol style="list-style-type: none"> 1. Has Reasonable Preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and 2. Need to move because the tenant works in the district, or 3. Need to move to take up an offer of work. 	<p>To support applicants to meet their housing aspirations, across housing tenures</p> <p>To manage demand and encourage applicants to self-manage their housing choices and make informed decisions</p> <p>To ensure the Councils equal opportunities obligations are met.</p>	No applicant has applied under the RTM regulations.	No applicant has applied under the RTM regulations.	NSDC opted for the minimum quota set at 1% of housing allocations which was based on the actual number of allocations in the 2017.	Insufficient data available to assess the impact of this amendment at this time

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
ADDITIONAL PREFERENCE					
Move on from Supported Housing Projects be categorised as Band Two (instead of Band One)		18 R2Ms registered	25 R2Ms registered	This was amended in Policy to ensure Band 1 Statutory Homeless Applicants were not outnumbered by R2M applicants.	Amendment to the Scheme has achieved the desired outcome.
Move adaptations to effective and efficient from Band One	To improve management / facilitate move on due to a lack of supply of such properties	10 moves	9 Moves	This figure remains consistent and applies to those households requiring more specialist accommodation due to disability	Minimal impact
Changing Places to be expanded to two beds and to demote applicants if they are not actively bidding within a 12 month period.	To improve management / facilitate move on due to a lack of supply and prevent under occupancy and knock on impact to HRA BP	112 applicants	103 applicants		This amendment continues to have a positive impact.
Remove applicants of tied houses or service tenancies not required to leave (17.4.3)	Reducing number of applicants on the register with no prospect of being housed - in band 4	No applicants registered	No applicants registered		Insufficient data available to assess the impact of this amendment at this time
OTHER AMENDMENTS					

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
To amend qualification for an additional bedroom for an unborn child from 26 weeks pregnancy to 36 weeks	<p>To meet statutory duties to local households in housing need</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.</p>	N/A	N/A	This is a preventative measure to avoid any arrears accruing due to under occupancy charge prior to child being born	Minimal impact
<p>Penalising Refusals -</p> <p>Applicants who refuse two offers of accommodation will have their application suspended for six months and will be unable to bid for properties advertised during this period.</p> <p>If a further refusal of an offer of accommodation is made, following reinstatement on the Housing Register, a twelve month suspension will be applied.</p>		<p>We currently have 4 applicants on 6 month suspension and 0 applicants on the 12 month suspension</p> <p>On average 86% of properties are accepted at 1st offer</p>	<p>We currently have 3 applicants on 6 months suspension and 0 on the 12 month suspension</p> <p>On average 79% of properties are accepted at 1st offer</p>	<p>This was introduced to prevent repeat refusals and the associated administrative resource. The slight dip in the acceptance relates mainly to the refusal of supported accommodation due to the garden being too big, poor parking provision or the accommodation being too small.</p>	Acceptance rates at first offer remain high.
Foster Caring/Adopting					
To allow foster carers/those adopting requiring additional bedrooms to be allocated suitable size properties, assessed on an individual basis in liaison and as confirmed in writing by social care (s14	To manage demand and encourage applicants to self-manage their housing choices and make informed decisions	No applicant registered with these requirements	No applicant registered with these requirements	Statutory guidance makes clear that it is expected that social homes go to people go to people who generally	Insufficient data available to assess the impact of this amendment at this time

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
suitability of property types)				need them.	
<u>RECENT AMENDMENTS/ADDITIONS</u>					
If you have a shared residence order or staying access for children, you are not automatically entitled to bedrooms for your children. As long as a child/ren have one home of an adequate size, we will not provide a second home for child/ren.	<p>To meet statutory duties to local households in housing need</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.</p>	N/A	N/A	<p>We have monitored this most recent amendment by recording the appeals received from applicants</p> <p>We have received 12 appeals, 5 of which were upheld and the additional bedroom eligibility allowed.</p>	<p>Supports and aligns with the principles of the HRA in that children are only housed once.</p> <p>Very recent amendment so monitoring will continue</p>
<p>Addition: If you have a large family that may have little or no prospect of finding a property, which is large enough for your needs, we may permit bids for properties smaller than you need.</p> <p>In such circumstances, before any amendments are made to your bedroom eligibility; applicant approval will be sought to consent to considering smaller</p>	To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.	N/A	N/A		Very recent amendment so monitoring will continue

<u>Amendment</u>	<u>Scheme Objective/s</u>	<u>April 2019</u>	<u>April 2020</u>	<u>Commentary</u>	<u>Impact</u>
property types. Applicants should note that the Council will not consider offers of accommodation that would make your household statutorily overcrowded and applicants are not required to accept smaller properties although they may face significant wait times for alternative accommodation.					
A woman with a pregnancy confirmed by an appropriate medical practitioner, will be counted as a household with a child after 36 weeks of pregnancy and therefore qualify for a bedroom each. If she already has one child, the unborn baby will be treated as if it were the same sex. If she has two or more dependent children residing with her, consideration for additional bedroom eligibility may be applied to the application following the birth of the child.	<p>To meet statutory duties to local households in housing need</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.</p>	N/A	N/A	This is a preventative measure to avoid any arrears accruing due to under occupancy charge prior to child being born	Minimal impact

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

THE DIGITAL DECLARATION

1.0 Purpose of Report

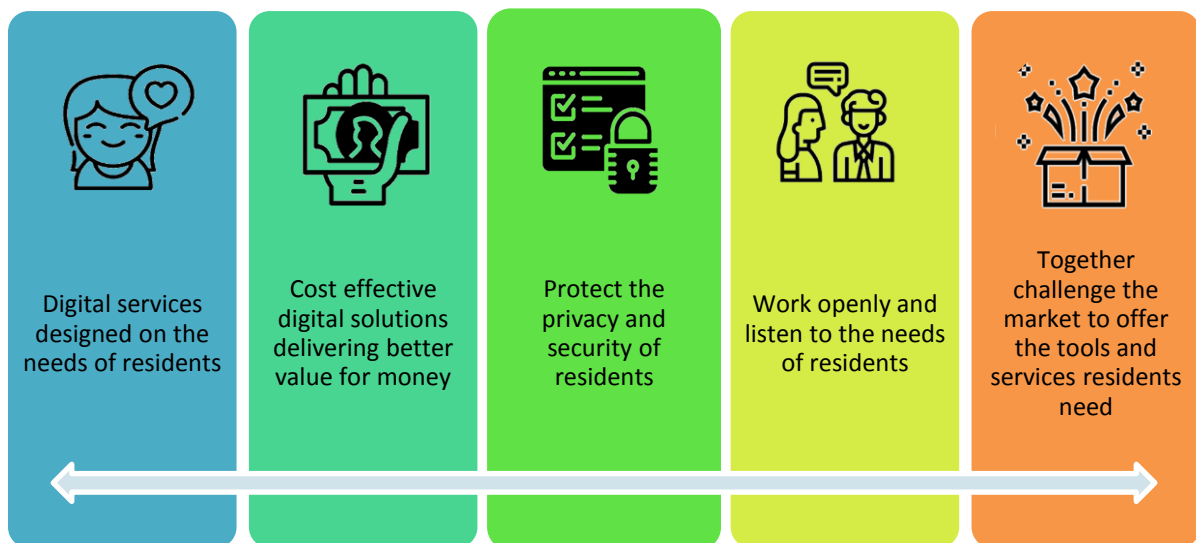
- 1.1 To endorse Newark and Sherwood District Council signing the 'Local Digital Declaration' committing Newark and Sherwood District Council to work towards being a Digital Council.

2.0 Background Information

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

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

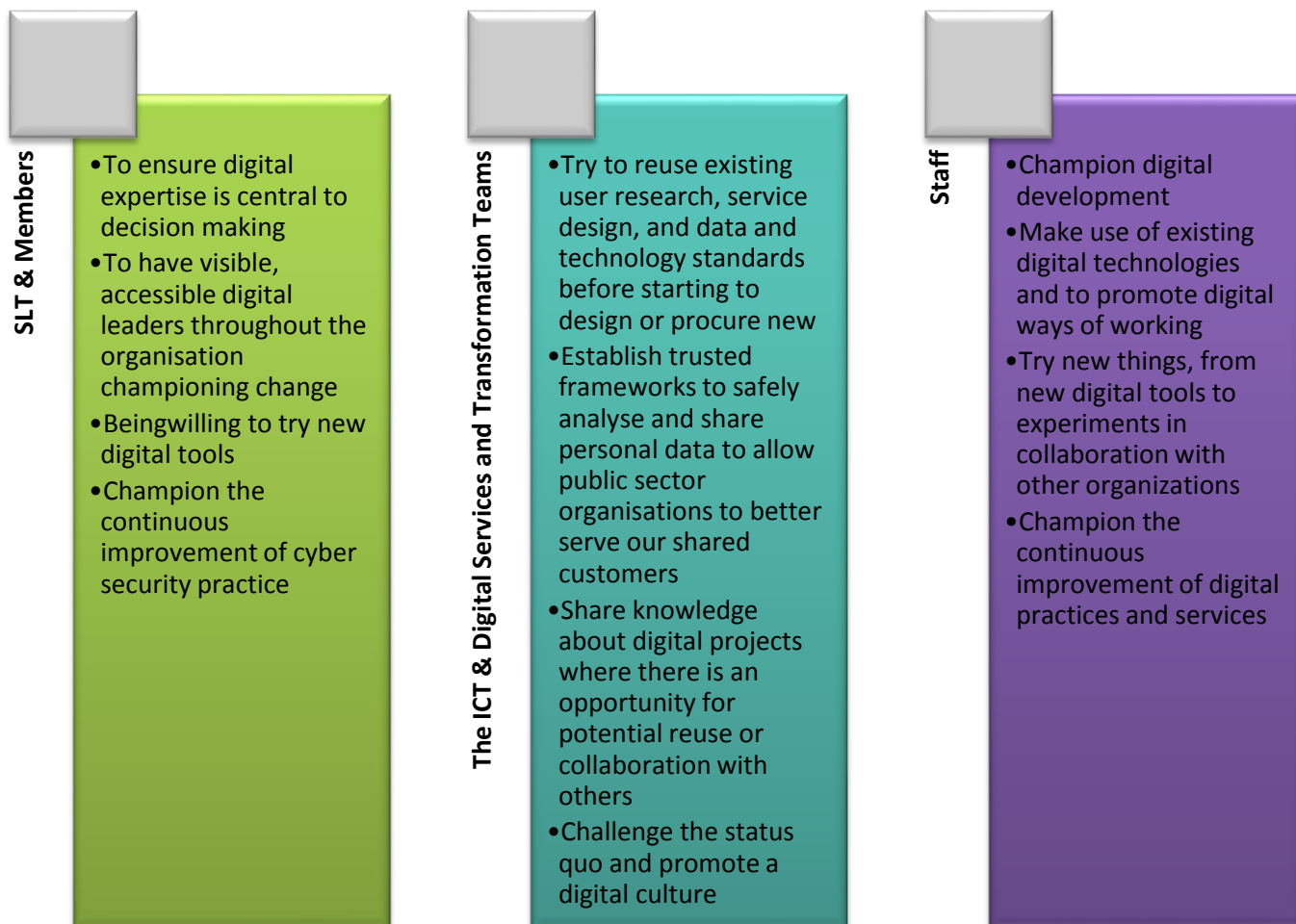
- 2.2 This diagram highlights what these commitments would mean for residents;



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

3.0 Proposals

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



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

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

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

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

4.0 Equalities Implications

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

5.0 Financial Implications (FIN20-21/8953)

- 5.1 There are no financial implications arising from this report. Any financial implications will be considered through SLT and relevant committees for each project.

6.0 Community Plan – Alignment to Objectives

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

7.0 RECOMMENDATIONS

- a) **Members to endorse the Local Digital Declaration for approval at Policy & Finance Committee;**

b) Members to approve the introduction of a digital implications Committee report header

Reason for Recommendations

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

Background Papers

Nil

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

Sanjiv Kohli, Director of Resources.

The Local Digital Declaration

A common aspiration for the future of local public services

July 2018

Introduction

This declaration affirms our collective ambition for local public services in the internet age, and our commitments to realising it. It commits us working on a new scale to:

- design services that best meet the needs of citizens
- challenge the technology market to offer the flexible tools and services we need
- protect citizens' privacy and security
- deliver better value for money

This joint endeavour was initiated by the UK Ministry for Housing, Communities and Local Government (MHCLG), the Government Digital Service (GDS), and a collection of local authorities and sector bodies from across the UK. We invite all local authorities and the organisations we collaborate with to join us by signing the Declaration and committing to deliver a first action from which we can all benefit.

The opportunity

Never before has it been possible to collaborate so effectively, to deliver services across so many boundaries, to interrogate our data so insightfully, to realise such great efficiencies, and to reshape public services for the benefit of all while retaining local sovereignty.

Great work has already been done to transform our services using digital tools and technology. But we have an opportunity to do more.

Our ambition

We want to co-create the conditions for the next generation of local public services, where technology is an enabler rather than a barrier to service improvements, and services are a delight for citizens and officials to use. We know that one size doesn't fit all, but by developing common building blocks local authorities will be able to build services more quickly, flexibly and effectively. Only in this more open and flexible market will we unlock our full potential for innovation.

Our ambition requires both a culture shift and a technology shift, and we've agreed 5 principles to help us do it:

1. We will go even further to redesign our services around the needs of the people using them. This means continuing to prioritise citizen and user needs above professional, organisational and technological silos.
2. We will 'fix our plumbing' to break our dependence on inflexible and expensive technology that doesn't join up effectively. This means insisting on modular building blocks for the IT we rely on, and open standards to give a common structure to the data we create.

3. We will design safe, secure and useful ways of sharing information to build trust among our partners and citizens, to better support the most vulnerable members of our communities, and to target our resources more effectively.
4. We will demonstrate digital leadership, creating the conditions for genuine organisational transformation to happen, and challenging all those we work with to embrace this Local Digital Declaration.
5. We will embed an open culture that values, incentivises and expects digital ways of working from every member of our workforce. This means working in the open wherever we can, sharing our plans and experience, working collaboratively with other organisations, and reusing good practice.

Our commitments

MHCLG will establish a delivery team to support all Declaration co-signatories in realising this ambition. It will play a leadership role within central government, advocating for the approach set out in this declaration. It will work with councils as equal partners to create the tools and conditions for reform, delivering common technical patterns and routes to procurement for core services. And, as part of a collective effort alongside local government networks, it will help local authorities find out about priority projects that support this mission and support the continued growth of the local digital community.

In addition, each co-signatory will commit to the following activities:

Our leaders, service managers, board members and politicians will:

- A. Make sure that digital expertise is central to our decision-making and that all technology decisions are approved by the appropriate person or committee. This will ensure that we are using our collective purchasing power to stimulate a speedy move towards change.
- B. Have visible, accessible leaders throughout the organisation (publishing blogs, tweeting and actively participating in communities of practice), and support those who champion this Declaration to try new things and work in the open.
- C. Support our workforce to share ideas and engage in communities of practice by providing the space and time for this to happen.
- D. Publish our plans and lessons learnt (for example on blogs, [Localgov Digital slack](#); at sector meetups), and talk publicly about things that have could have gone better (like the [GOV.UK incident reports blog](#)).
- E. Try new things, from new digital tools to experiments in collaboration with other organisations.

- F. Champion the continuous improvement of cyber security practice to support the security, resilience and integrity of our digital services and systems.

Our transformation, information technology and digital teams will:

- G. Research how to reuse existing user research, service design, common components, and data and technology standards before starting to design or procure something new.
- H. Build capacity in service-design, so that each service we transform is informally tested by our peers against our national [service standard](#) where appropriate (GDS will be publishing a local-friendly iteration).
- I. Where appropriate every new IT solution procured must operate according to the [technology code of practice](#), putting us in control of our service data, using open standards where they exist and contributing to their creation where they don't.
- J. Share knowledge about digital projects where there is an opportunity for potential reuse or collaboration with others.
- K. Work together to establish the trust frameworks we need to safely analyse and share personal data. This will allow us to better serve our shared customers and reduce the need to ask citizens for the same information multiple times.
- L. Work together to create common solutions that allow us to check people's eligibility for services with central government and others in real time with their consent.
- M. Take inspiration and ideas from a wide range of sources, and participate individually in communities of practice and interest outside the organisation (for example, [LocalGovCamp](#), [OneTeamGov](#), and related networks and events).

Co-publishers



HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

NEWARK & SHERWOOD COMMUNITY LOTTERY

1.0 Purpose of Report

- 1.1 To secure member approval to the launch of an on-line Newark and Sherwood Community Lottery ("the Lottery") to help fund discretionary support for the local voluntary and community sector, and to enable such organisations to raise funds which will directly benefit local people and communities.

2.0 Background Information

- 2.1 Members will be aware that the introduction of a districtwide Community Lottery was agreed as a Year 2 priority in the adopted Community Plan 2019-2023 and in order to do so the Council will need to enter into a contract with its preferred Lottery promoter Gatherwell. In order to progress the implementation of "the Lottery" member approval and an annual budget is required.
- 2.2 As budget pressures continue to increase over the next few years, there will inevitably be an impact on the funding available for partnerships with local voluntary and community organisations (referred to in this report as 'good causes') in the medium term. In order to alleviate some of those budget pressures, a number of other councils have introduced a local lottery as a potential new source of income to provide funding to good causes.
- 2.3 Lotteries have long been a way of smaller organisations raising income, for which they are regulated under the Gambling Act 2005 ("the Act"). The Act creates eight categories of permitted lottery. The Act includes, as a permitted category of lottery, a "local authority lottery". Local authority lotteries are promoted by the authority and require the authority to be licensed by the Gambling Commission. The net proceeds from a local authority lottery may be used for any purpose for which the authority has the power to incur expenditure.
- 2.4 Local Authority lotteries have to deliver a minimum of 20% of proceeds to purposes for which the authority has the power to incur expenditure – this report proposes to deliver up to 60% of the Lottery proceeds to good causes.
- 2.5 Until a few years ago, local authorities had not entered into this form of fundraising due to perceived risks to a council's reputation, contradictions with anti-poverty work, and concerns about the gambling aspects of such a service. However, things have moved on in the last few years, and there is now a clear precedent set for local authorities to get involved in this kind of activity, as long as the marketing material is clear that it is principally a fundraising platform for local good causes, the lottery is properly regulated, and supports the licensing objectives set out in the Act which are;
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
 - Ensuring that gambling is conducted in a fair and open way;
 - Protecting children and other vulnerable people from being harmed or exploited by

gambling.

- 2.6 Local authority lotteries can be operated in-house or in partnership with an External Lottery Manager (ELM). An ELM is defined in section 257 of the Act as someone that is a person or a body who makes arrangements for a lottery on behalf of a society or local authority, but is not a member, officer or employee of the society or authority. All ELMs must hold a lottery manager's operating licence before they can manage a lottery on behalf of a local authority. This is in addition to the operating licence held by the local authority. It is important to note that whilst ELMs may run a lottery on behalf of the local authority, it is the responsibility of the local authority to ensure that the lottery is conducted in such a way as to ensure that it is lawful, and fully complies with the Act, all licence conditions and licensing codes of practice.
- 2.7 In addition to operating licences from the Gambling Commission, a local authority is required to have at least one, preferably two Personal Management Licence (PML) holders for the authority, even if the lottery is run by an ELM. The ELM will have their own PML holders.
- 2.8 Investigations into options have been undertaken and a meeting with a leading ELM "Gatherwell" has been held to understand the workings of a lottery in practice. Information from Gatherwell feeds through this report, as best practice. It should be noted that although Gatherwell are not the only ELM in operation, Gatherwell are identified as a specialist and leading provider of local authority lottery schemes, and are identified as low risk by the Gambling Commission. They are licensed by the Gambling Commission to run lotteries on behalf of good causes and local authorities across the UK. Starting in 2015 with Aylesbury Vale, they launched the first on-line local authority lottery in the UK and now have 89 local authority awarded contracts with 72 live websites and 17 in development, as well as over 1,000 schools across the UK using 'Your School Lottery' platform (which is where they evolved from).
- 2.9 Lotteries like these attract a number of different supporters – those motivated by the odds and the prizes on offer, those with a dual motivation of giving to a good cause but with the incentive of winning a prize, and the altruistic supporter who will support because of the good cause alone and will often donate any prizes back to the good cause as well.
- 2.10 There are four well-known national lotteries running in England and Wales – the Euromillions, the National Lottery, the Health Lottery, and the Postcode Lottery. Set out in the table below are some background statistics regarding those providers for comparison:

Provider	Odds of jackpot win	Odds of any prize win	% share to good causes	% share to operator/ owner
Euromillions	1:140m	1:13	28%	22%
National Lottery	1:45m	1:54	28%	22%
Health Lottery	1:2m	1:209	20%	22%
Postcode Lottery	Unclear	Unclear	27.5%	32.5%

3.1 It is proposed that the Council establish a Newark and Sherwood Community Lottery in the following way:

Aims of the Lottery

3.2 The Lottery would need to have a set of aims or unique selling point that resonates with local players. Officers believe that there is a place for a lottery that is focused on:

- Delivering the proceeds locally – a Newark and Sherwood Community Lottery would deliver benefits to local causes only i.e. players can be assured that the proceeds will stay within the district.
- Maximising benefits to the community – to bolster support and to help in continuing the good work that the Council already does. The proposal in this report has up to 60% of proceeds being given to good local causes.
- Minimising costs – whatever delivery route is adopted it will need to minimise set-up costs, meaning the lottery will need to be largely self-financing, and any funding distribution mechanism should tap into existing distribution routes.
- Delivering winners locally – whilst anyone could play, it is likely that players will be locally based, and hence it will be easier to maximise the value from winners' stories and encourage more participation.
- Facilitating a wider benefit – whilst the lottery will help current funding of good causes, it will also enable local good causes to fundraise in partnership with us. This can be seen as the Council *enabling* good causes to help themselves, by reducing the barriers to lottery type funding i.e. the costs of licensing and administration. It will also open up a way for good causes to create new links with repeat donors.
- In a Covid world charities and voluntary community organisations have struggled to fundraise through normal channels therefore the lottery will provide a welcomed platform to generate much needed resources to will support local good causes.
- Helping to shift resident's perceptions – of what the Council can do and is here for, in line with our community plan objectives.

Form of the Lottery

3.3 One overriding issue regarding the form is that the Lottery will have to be online. This is due to the costs of distribution and sales, which would be incurred in any other way. This fits with the Council's digital approach and the lottery will be able to be accessed via a desktop, mobile, or tablet. In order to comply with the Act the Council will need to hold a remote lottery operating licence to have this type of lottery.

3.4 The suggested model would enable groups to 'sign up' to take part in the lottery specifically raising the 50% share for their good causes. By signing up they would have their own web page for the lottery helping them in engaging players and raising income. This option removes a number of hurdles for groups who might struggle to take part in their own lotteries (e.g. holding their own licence and setting up infrastructure to enable the lottery to run). This 50% is distributed to the specific good causes that sign up to the scheme, and the use of the remaining 10% (of the 60% proceeds) would be determined by the Council.

- 3.5 The Council would be the overall licence holder and control the good causes joining the scheme. Players buying tickets through specific web pages would know that the proceeds are for that specific good cause. This in turn motivates the group to gain more players to support their specific cause. This option in effect operates as an 'umbrella' scheme within the main Newark and Sherwood Community Lottery.
- 3.6 The Council would need to define eligibility criteria against which applications for good causes wishing to join the lottery would be assessed. It is proposed that the development of these criteria, and the ultimate determination on which good causes will receive proceeds, be delegated to the Deputy Chief Executive and Director of Resources in consultation with the Leader of the Council or the Chairman of Homes and Communities Committee.
- 3.7 All sales for the lottery would operate via a dedicated website (specific good causes would have their own landing pages), and be funded via an online Direct Debit or payment card for tickets. This approach is needed to keep operating costs at a minimum and also mitigates against the issues related to addictive gambling as payment is at specified times for specified amounts.

Delivery Options

- 3.8 In essence the options for delivery of a lottery are either in-house or through an External Lottery Manager (ELM).
- In-house – this option would see the setting up of the necessary posts and systems to run a lottery in-house. This has not been fully costed, but it is considered to be circa £80k-100k for set-up costs alone. This would include a lottery manager and the necessary development of software systems to enable the lottery to run.
 - External Lottery Manager – this option would see a contract arrangement with an existing deliverer of lotteries in the market place. This in effect means 'buying-in' the skills and expertise of an existing provider and sharing the risk with them to deliver the lottery. The ELM will deliver all aspects of running the lottery, from ticket payments, prize management and licensing, and share with the Council and the good causes, the role of marketing.
- 3.9 It is proposed that rather than allocating officer time and significant cost to setting up and managing an in-house lottery, an ELM is used to oversee the operations of the local lottery. There are very few ELM's in the marketplace, and as indicated, Gatherwell are specialists in delivering local authority lotteries. It is therefore proposed to utilise Gatherwell as an ELM for the lottery, initially with an agreement for a one-year period with an option to extend to a second year.
- 3.10 Gatherwell already perform this operation for 72 councils so far, including districts, metropolitans, counties and unitary councils, and their remit is to increase funding to good causes. No other quotes have been obtained from lottery providers as there does not appear to be any other company that can facilitate this type of local authority lottery (refer to paragraph 2.6).
- 3.11 It is proposed that if approval is given to establish the Lottery using Gatherwell as ELM, that a report be given to the Chair of Audit and Accounts Committee in accordance with the Council's Contract Standing Orders explaining why further quotes were not obtained.

How the Lottery Operates

3.12 The lottery focuses on enabling local good causes to raise additional funding for their services, and would operate as set out below:

- Each ticket costs £1 of which 50p goes solely to the specific good causes signed up to take part in the lottery, a further 10p provides funding for the Council to determine its use, which provides funding to other good causes making a total of up to 60p available. In comparison, the Health lottery allocates 20% to good causes and the UK Lotto allocates 28%.
- Players select which good cause they want their money to go to, and each 50p amount is paid directly to that specific good cause on a periodic basis by the ELM.
- Of the remaining balance, 20p is allocated for prize money, 17p goes to the External Lottery Manager, and 3p is VAT, which is reclaimable by the Council.
- Participation is on-line (or telephone for those who don't have access to the internet), and no tickets are sold in shops, offices or on the street.
- Tickets have to be bought in advance and payment is via debit card or Direct Debit. Evidence from other participating local authorities has shown that over 50% of supporters use Direct Debit as a recurring payment method, creating a degree of income stability. The remaining 50% buy blocks of tickets in either 1, 3, 6 or 12 month blocks. It is not possible to buy individual tickets each week as the focus of the lottery is to provide rolling funding for good causes.
- The Lottery is based on a different principle to the UK Lotto. The numbers used are the results of the Australian Super 66 which is a combination lottery that uses only the numbers 0 to 9 which are then randomly drawn by a computer. As the Super 66 is drawn weekly on a Saturday morning (UK time) the deadline for participating in the local lottery is midnight Friday.
- Players (aged 16 or over) are able to choose 6 numbers, and to win the weekly jackpot they must match both the numbers and sequence as drawn. Players can also win a prize if the ticket matches the sequence of the first or last 2, 3, 4, or 5 numbers drawn.
- Multiple tickets are able to be purchased, and numbers can be changed by players.
- Players also have the option to donate their winnings to their chosen good cause if they so wish (other local authority experience has shown that circa 10% of winners have donated their prize back to the good cause).
- The jackpot is an insured prize, and is a guaranteed pay out of £25,000 per winner (even if multiple people win the jackpot it is not shared or rolled over). The ELM takes out insurance to cover all prizes and the risk of ticket sales not being sufficient to cover the prize pay-out lies with ELM.

	Winning Odds	Prize
6 numbers	1: 1,000,000*	£25,000

5 numbers	1: 55,556	£2,000
4 numbers	1: 5,556	£250
3 numbers	1: 556	£25
2 numbers	1:56	3 free tickets
Overall odds of winning any prize	1:50	n/a

* Note: The odds of winning the Health lottery jackpot is 1:2m and the Euromillions jackpot is 1:140m

- 3.13 All day-to-day management will be conducted by the ELM. This includes processing new players, distributing prizes and income for good causes. The ELM will also provide significant tailored marketing support to good causes and the Council, and assist players should they experience difficulties. However, it is the Council's decision as to whom it identifies as a good cause.
- 3.14 The ELM will send newsletters to all good causes signing up to the lottery providing updates on their lottery. The Council will help publicise the Lottery and support its take up. Apart from licensing and marketing costs, the lottery will be self-funding.
- 3.15 The process of setting up a local authority lottery normally takes about six months from the date of agreement to approval by the Gambling Commission.

Responsible Gambling

- 3.16 Lotteries are the most common type of gambling activity across the world, and considered to be a 'low risk' form with respect to the emergence of problem gambling. This is due to its relatively controlled form. The Lottery will help mitigate against many of the issues related to addictive gambling by:
- Being only payable via pre-arranged sign up (not 'spur of the moment') and non-cash methods (as players have to pay in advance via card or Direct Debit).
 - There is no 'instant gratification' or 'instant reward' to take part, due to the midnight deadline whilst the results are released the following day.
 - Promotion of the lottery will be mainly via the good causes to their supporters.
 - The lottery will be fully compliant with the Gambling Commission's licensing code of practice, which includes self-exclusion and links with support organisations.
 - Gatherwell recommend that each council becomes a member of the Lotteries Council, which provides a range of services for its members, including acting as independent arbitrator for lottery providers should a dispute arise, free access to advice from specialists, and representation with regulators and legislators. The Lotteries Council will also make a contribution to the Responsible Gambling Trust on behalf of each of its members.
 - The minimum age for participation in a local authority lottery is 16 years. A person commits an offence if they invite or allow someone under 16 to enter such a lottery. The Council will ensure that appropriate written policies are in place to help prevent

and deal with cases of under-age play. Gatherwell, when acting as ELM, require players to declare their age as 16 or over and undertake back office and random checks to verify dates of birth and ensure no under-age players. As part of the licensing objectives the Council are required to ensure that children and other vulnerable people are not harmed or exploited by the lottery.

- The Council, as licence holder will take all reasonable steps to ensure that information about how to gamble responsibly and how to access information for help in respect of problem gambling is readily available.

- 3.17 Due to these factors it is reasonable to believe that the Newark and Sherwood Community Lottery as proposed, will not significantly increase problem gambling, and that the benefits to good causes in the borough from the proceeds of the lottery outweigh the possible negative issues.
- 3.18 In order to comply with the licensing requirements under the Act it is proposed that the authority to apply for any operating licences on behalf of the Council be delegated to the Deputy Chief Executive and Director of Resources.
- 3.19 It is proposed that the Deputy Chief Executive be nominated as the Personal Management Licence holder for the Lottery and be given authority to apply for such a licence and to nominate a deputy for the purposes of business continuity and to avoid lottery suspension.
- 3.20 An equality impact assessment has been completed (Appendix 1) and there are no consequences arising from the recommendation that adversely affects or interferes with individual's rights and freedoms as set out in the Equalities Act 2010.

Alternative Options

- 3.21 A number of different delivery options are considered within this report and have been taken into account in developing the recommendation.
- 3.2 The standard alternative option is to not establish the Lottery. This option is not recommended as the reasons for introducing a lottery are deemed to be worthy in respect of supporting local good causes.
- 3.3 Another option is to deliver the lottery in-house or use an alternative ELM. As outlined in the report, the financial implications of running the lottery in-house are estimated to be £80k-£100k for set up alone, and the Council does not have the necessary skill or resource to establish the lottery, and as such it is preferable to "buy-in" the support for a cheaper, more efficient way of establishing the Lottery. Recent market research undertaken highlighted that there are a number of ELM's in the market, and these have been reviewed for their respective working methods, areas of specialisms and prize distribution. The research covered the following companies:
- Tower Lottery – only deals with Charities (mainly air ambulances);
 - Prize Provision – only runs sports club lotteries;
 - CFP Data – only provides an online raffle and printed lottery card service;
 - Brightsource – none or very little experience in working with local authorities;
 - Woods Group – none or very little experience in working with local authorities;
 - Sterling Lotteries – do not primarily focus on local good causes, and require the local authority to undertake the administration of the scheme;

- Gatherwell - their model minimises officer time spent on the project and maximises funding available to local good causes. They also have an extensive record of working with local authorities and are specialists in delivering this type of lottery, and as such, understand local authorities' needs and requirements.

Gatherwell is therefore recommended as the preferred ELM to deliver the Lottery

4.0 Equalities Implications

- 4.1 There are no adverse implications identified in respect of the proposals contained in this report in respect of the Equalities Act.

5.0 Financial Implications – FIN20-21/6869

- 5.1 The estimated cost of setting up the lottery is estimated to be £7,500 as follows:

- Gatherwell set up fee - £5,000 which will include:
 - Website design, hosting, maintenance and development;
 - Payment gateway investments (dedicated Direct Debit and payment card accounts);
 - Dedicated support telephone number, email and social media accounts;
 - Marketing strategy support and generic design creation;
 - Gambling licence application support;
 - Training for licence holders.
- Gambling Commission licence - £692 (£519 in Year 1 with 25% discount) per year plus £244 initial application fee;
- Lotteries Council membership - £350 per year plus £25 application fee;
- Launch event – costs of circa £1,200 but will be kept as low as possible.

- 5.2 Once launched, the ongoing costs will be as follows:

- Gatherwell will not charge a set annual fee, as their costs will be covered by the 17p service charge from each £1 ticket. The full set of services outlined above will still be provided.
- Gambling Commission licence and Lotteries Council membership, which together currently cost £1,042.
- Ongoing marketing of the lottery will mainly be the responsibility of individual good causes who will promote the lottery to their supporters and the general public in anticipation of raising income. The Council will provide additional support by placing promotional material and press releases in relevant publications and on-line. It is anticipated that this will be a minimal cost, both in terms of officer time and money as this type of support will only occur 3 or 4 times per year, at most.

- 5.3 The costs of the initial set up will be funded from the Change Management Reserve. The ongoing costs will be paid out of the Council's 10p share. The estimated 3% VAT element is also reclaimable by the Council. Any further advertising costs will also be met from the Council's share of the proceeds.

- 5.4 The Council's proceeds from the lottery will initially be used to pay for the ongoing costs of the lottery. Any further use of the proceeds has yet to be determined, as this will be entirely dependent upon the number of players and tickets sold. However, it is reasonable to estimate a return for the council of between £5,000 and £10,000 pa as the lottery becomes established which could be donated to the Chairman's charity.
- 5.5 Although exact returns for the Community Lottery cannot be guaranteed, other well established local authority lotteries are achieving an average of 1,500 to 2,500 tickets per week. Based on 52 weeks per year x 50p contribution, monies raised directly for good causes over the year could be within the range £39,000 to £65,000.
- 5.6 Given the estimated ticket sales above, the amount retained by Gatherwell from ticket sales could be in the range of £255 - £425 per week, so there is an estimated contract value for contracting with Gatherwell of £13,260 - £22,100 per year. The initial contract period will be for one year with an option to extend for a further year, depending on the success of the Lottery and the value of proceeds each financial year. In addition an annual review will be undertaken to ensure that the lottery is running in line with the aims set out in this report.

6.0 Community Plan – Alignment to Objectives

- 6.1 The introduction of a Community Lottery is currently listed as a year 2 priority in the current Community Plan 2019 - 2023 and will also features in the Refreshed Community Plan which will be considered by Policy and Finance at its September Committee meeting on 24 September 2020.

7.0 RECOMMENDATION(S)

7.1 It is recommended that Committee:

- a) **Agrees to the establishment of the Newark and Sherwood Community Lottery for the purpose of raising funds to support good causes that benefit residents of the District.**
- b) **Approves the procurement of Gatherwell as an External Lottery Manager to run the operational side of the lottery.**
- c) **Approves a project budget of £7,500 to establish and implement the lottery.**
- d) **Authorises the Deputy Chief Executive and Director of Resources, in consultation with the Leader of the Council or the Chair of Homes and Communities Committee, to establish criteria for determining which good causes can participate in the Lottery, and apply those criteria.**
- e) **Authorises the Deputy Chief Executive and Director of Resources to apply for any necessary licences from the Gambling Commission to enable the Lottery to operate.**
- f) **Appoints the Deputy Chief Executive and Director of Resources as the personal licence holder for the Lottery and authorises him to apply for the personal licence and identify a deputy for business continuity purposes and to avoid lottery suspension.**

- g) Delegates the management and oversight of the Lottery and the authority to approve appropriate policies and procedures associated with the Lottery to the Deputy Chief Executive and Director of Resources.**

Reason for Recommendation(s)

To help in addressing the potential budgetary pressures facing the Council and its funded partnerships in the future, and to help organisations become more adept at different models of fundraising with the ultimate aim of becoming more self-sufficient.

To ensure that the Lottery is run effectively and lawfully, and without placing an unnecessary operational burden on the Executive.

Background Papers

Nil.

For further information please contact Andy Hardy, Health Improvement and Community Relations Manager on Ext 5708 or Leanne Monger, Business Manager – Housing, Health and Community Relations on Ext 5545.

Suzanne Shead
Director of Housing, Health and Wellbeing

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

BASSETLAW & NEWARK AND SHERWOOD COMMUNITY SAFETY PARTNERSHIP PROGRESS AND PERFORMANCE UPDATE 2019/20 AND REVIEW OF PRIORITIES FOR 2020/21

1.0 Purpose of Report

- 1.1 To consider the progress and performance of the CSP priorities for 2019/20 and to review and refresh the priorities for 2020/21.

2.0 Background Information

- 2.1 An in depth review of the CSP priorities was undertaken in early 2019 and it was agreed that the following priorities would be adopted for 2019/20

The priorities are:

- Domestic Violence
- Burglary
- Rural Crime
- Area based work/Town Centre Issues
- Gypsy and Travellers (Newark)
- Community Cohesion
- Knife Crime
- Exclusions (Bassetlaw)

- 2.2 The priorities were developed following as assessment of crime and disorder, substance misuse and re-offending, that was drawn from evidence from the previous 12-month period. Local intelligence was also used to inform the review.
- 2.3 The Partnership Delivery Group (PDG) as tasked with delivering the strategic priorities and action plan developed by the Joint Strategic Group (JSG).
- 2.4 The work of the Operational Groups are directed by the PDG based on the Partnership priorities identified by the JSG.

3.0 Severity Profile

- 3.1 In 2018 The Safer Nottinghamshire Board (SNB) agreed to develop an alternative approach to identifying priorities across the Community Safety Partnerships (CSPs). This involved the development of localised partnership profiles based upon severity scores, as opposed to only volume crime data. This was to address those crime types that are deemed riskier and more harmful to our communities. The OPCC subsequently funded three police researchers to undertake this work in 2019, who have since been developing the 'products' that are aimed at informing local partnership planning responses. Two geographical priority areas were identified per district/borough based on a severity assessment in 2018.
- 3.2 The areas identified in BNS are:

Bassetlaw:

Workshop South and Workshop North

Newark and Sherwood

Newark (Castle, Bridge and Magnus and Devon wards)

Bilsthorpe, Lowdham and Villages (Lowdham, Dover Beck, Rainworth South and Blidworth, Farnsfield, Bilsthorpe, Rainworth North and Rufford and Trent (part of) wards.

- 3.3 The 'Crime Severity Score' is designed to reflect the relative harm of offending, rather than how many crimes there are. All of the profiles produced identified the same top four priorities. These were:

Violence with injury (no breakdown for domestic, NTE or gang/youth related)

Rape and sexual offences (no breakdown for offender known or not known)

Residential burglary

ASB*

*Anti-social behaviour (ASB) was included in each profile despite there being no data, as it is recognised as an issue across the board. This became the fifth priority on each profile and the forth priority varied.

- 3.4 The severity report also identified what it termed 'Other issues', these were:

Other Theft" (Workshop South, North and Newark)

Robbery of Personal Property" (Workshop South and Newark)

Vehicle Crime" (Workshop North)

Violence without Injury" (Newark)

- 3.5 The expectation from the OPCC was for the severity profiles to set the priorities for annual community safety action planning. However, the CSPs also have local policing priorities to consider, as well as those of the SNB.
- 3.6 Funding for CSP comes via the OPCC and for 2020/21 it has been agreed by the Safer Nottinghamshire Board that the funding allocation is to be based upon severity. Therefore, the applications needed to reflect a response to severity priorities, regardless of other local priorities.

4.0 Local Policing Priorities

- 4.1 Every quarter the local authority and the police meet to agree on the local policing priorities for the forth coming 3 months. The discussion is supported by local authority data, local crime data and the OPCCs crime survey. This process began in October 2019
- 4.2 The priorities identified in Newark and Sherwood for 2019/20 have been:

October 2019 Vehicle Crime

January 2020 Vehicle crime

March 2020 ASB

July 2020 ASB

5.0 Performance in 2019/20

- 5.1 Set out in the table in Appendix One are the projects and achievements delivered by the Community Safety Partnership in 2019/2020. These are in the main delivered by the police or the local authority and one of the challenges that remains in the engagement of other partners at a local level who consider 'Community Safety' a police/council issue.
- 5.2 The table aims to show the links between the CSP priorities and those identified in the severity profile and via the local policing priorities process.

6.0 Proposals

- 6.1 The SNB are currently considering how the usefulness of the Severity Profiles might be improved with the information within them being more focused and timelier. However, they are seen as the priorities that CSPs should work towards in producing action plans and funding bids for the CSP activities.
- 6.2 The severity profile priorities are wide ranging and it is possible, as can be seen by the table in appendix one, for more local priorities to be developed that meet both local need and address the severity profile priorities.
- 6.3 There is already strong link between the severity profiles to priorities already in place for N&S and Bassetlaw. However, the severity profile highlighted ASB as a priority and the increase in ASB being seen at the moment due to the COVID 19 lockdown does suggest that ASB should be identified in its own right as a priority for the CSP.
- 6.4 It is also proposed that the local priorities, exclusions for Bassetlaw and Gypsy and Traveller Community for N&S remain as these are still seen as important local issues. The Rural Crime priority links across number of issues in the partnership area and this is proposed to remain.
- 6.5 The police response locally has been amended in light of Covid -19 and therefore it is proposed that the Neighbourhood Policing Inspector be invited to the next meeting to give an update on the policing of Newark and Sherwood.

7.0 Equalities Implications

- 7.1 It is considered that there are no adverse equalities implications arising from this report. It should be noted that local priority for NSDC is the Tolney Lane area. The CSP recognises the specific characteristics of the people living in that area.

8.0 Financial Implications

- 8.1 None from this report. All actions are met from existing budgets.

9.0 Community Plan – Alignment to Objectives

- 9.1 The Safer Streets Initiative will align with the Community plan theme to 'Reduce crime and anti-social behaviour, and increase feelings of safety in our communities.'

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

10.0 RECOMMENDATIONS that:

a) Members are asked to note the performance of the BNSCSP; and

b) Approve the following priorities for 2020/21

Domestic Violence

Burglary

Rural Crime

Area based work/Town Centre Issues

Gypsy and Travellers (Newark)

Community Cohesion

Knife Crime

Exclusions (Bassetlaw)

Anti-Social Behaviour

(c) That the Neighbourhood Policing Inspector be invited to the next meeting of the Committee to give an update on the policing of Newark and Sherwood.

Reason for Recommendations

To update members on work of the CSP

Background Papers

Nil

For further information please contact Alan Batty on Ext 5467

Matthew Finch

Director – Communities and Environment

CSP priority	Link to Severity Profile	Link to local Policing Priorities	Actions achieved in Bassetlaw	Actions achieved in Newark and Sherwood	Comments
Domestic Violence	Violence with Injury Rape and sexual offences		StandbyHer project Information to Pubwatch Social media messages GREAT project – Equation in Gringley on the Hill primary	Days of Action - linked to White Ribbon Campaign. Social media messages. Working with partner organisations. Stalls with information. Information to licensed premises and via Pubwatch. Ollerton - Newark - Hawtonville - Town Centre Work in Schools – Equation in Dukeries, Newark Academy, Magnus, Mount Primary Joint training with NSDC Housing staff and Notts Women’s Aid	Ongoing support to the MARAC across BNS. Sanctuary Scheme Support to Accommodation (Refuge) Steering group. Domestic Homicide Reviews.
Burglary Agenda Page 51	Residential burglary		Sanctuary Scheme and working with Housing Services around decent home provision.	Safety Stalls including advice on burglary Ollerton Day of Action – 23 rd October 2019 Saturday 29 th June 10-2.30pm – Newark Market Place (part of Newark Day of Action) Thursday 4 th July 2.30 – 7.30pm –	Engagement Days took place in October and November 2019 and Crime Reduction materials were distributed and advice given. Further work was scheduled for March 2020, but this was suspended due to Covid 19. This included work to target

				Newark Market Place (part of Newark Day of Action)	harden the homes of a number of vulnerable, elderly residents; however, when circumstances allow, this work will continue.
Rural Crime		Vehicle crime	<p>Operation Jericho</p> <p>Joint operations with Private Sector, NCC, Police and BDC</p> <p>Serving of CPW's and CPN's re motorbike nuisance. Working with Welbeck Estate and National Trust</p> <p>Deployment of Capture Cars</p>	HGV/Fuel Thefts	<p>Operation Magna - Police action to target HGV and fuel thefts on the A1 and in the surrounding village areas, was supported by the Partnership.</p> <p>StandbyHerProject to be raised at Rural Crime Group</p>
<p>Area based work/Town Centre Issues</p> <p>Agenda Page 52</p>	<p>Violence with Injury</p> <p>Residential burglary</p> <p>ASB</p>	<p>ASB</p> <p>Vehicle crime</p>	<p>Night Time Economy work with EH, Licensing, Community Safety & Police.</p> <p>Targeting Illegal Taxi Operations</p> <p>Pubwatch reinvigorated</p> <p>Street outreach provision around rough sleepers.</p> <p>Mamba, Crack Cocaine.</p> <p>Vehicle related nuisance ASB on the increase apparent links to the use of Nitrous Oxide capsules, working with</p>	<p>PSPO – Alcohol related ASB , Newark Town Centre</p> <p>Graffiti Project –mapping of graffiti in Newark town centre and surrounding area – revised Graffiti Policy under Environmental Services</p> <p>Ollerton Night of Action – 21st February 2020</p> <p>ASB patrols</p> <p>Off License checks – Challenge 25 Licensed premises checks</p> <p>7 off licences visited (2 @ Edwinstowe and 5 @ Ollerton & Boughton) 2 failed</p>	<p>NTE: Taxi Marshalls were deployed in Newark town centre during the busy Christmas and New Year period. They ensured that people visiting the town centre were dispersed in an efficient and orderly manner, thus preventing problems arising. In excess of 500 individuals per peak night were enabled to leave the town centre without trouble.</p> <p>Operation Vow (NTE) - support provided to Police by</p>

			<p>police, fire and others to address.</p> <p>Enforcement of PSPO and extensive use of deployable CCTV. CPW's & CPN's. Injunctions and CBO's as appropriate</p> <p>Intelligence feed from North Notts BID Ambassadors</p>	<p>to id our 22 year old volunteer on Challenge 25 test purchasing. All the others passed. . Other licensing checks were made at the premises and a few actions identified such as licence summary not on display, CCTV time on monitors incorrect, use of refusals books to be improved.</p> <p>3 pubs at Ollerton targeted for Challenge 25 test purchase, only 1 of them asked for id from our volunteer. The Licensees at the other 2 were informed / advised that their staff had failed to ask for id and although she was over 18 she did look quite young and should have been asked at 2 Pubs at Ollerton and 2 at Edwinstowe were visited and inspected. Drugs wipes testing in toilets was carried out and positive indicators found in 3 of them. Licensees were all given advice about action they can take to prevent/deter drug use. Young person's/customers were also asked to produce id to officers and did so.</p> <p>Ollerton Day of Action – 23rd October 2019</p> <p>Safety stall Outreach safety items to</p>	<p>the CSP to ensure appropriate response in respect of NTE related problems such as Drug Driving/Drug use.</p> <p>Complex Needs Worker: The Complex Needs Worker continued to engage with the most complex and vulnerable individuals in the District.</p> <p>Whilst the average caseload was six; the CNW has also worked in conjunction with the Police and the N&S Public Protection Team to reduce the number of Street Drinkers by offering them support and advice with alcohol problems and, on occasions, other substance misuse problems; signposting those with additional needs to the relevant services.</p> <p>Joint Patrols: with Police and NSDC Licensing. Checks made on Licensed premises.</p> <p>Nights of Action with 'Challenge 25' checks made.</p>
--	--	--	---	---	---

				<p>older/vulnerable residents via NASH and NCHA</p> <p>Bike Marking</p> <p>Graffiti project on skate park</p> <p>Focus on Domestic Violence</p> <p>Challenge 21 Licensing checks</p> <p>Halloween Focus – safety/posters</p> <p>Fire Safety Checks</p> <p>Graffiti Removal</p> <p>Speed Watch</p> <p>Newark Day of Action - Tuesday 25th June</p> <p>ASB & Street drinker patrols – multi-agency</p> <p>Saturday 29th June 10-2.30pm – Newark Market Place (part of Newark Day of Action)</p> <p>Safety Stall and Bike Marking</p> <p>Held a safety stall with the emphasis on bike marking to reflect the recent spike in bike thefts – Community Safety provided new bike marking kits and bike lights, provided bike locks. On general safety, provide fridge magnets/emergency/useful contact numbers/credit card wallets/purse bells.</p> <p>Council/Fire/Police in attendance</p>	<p>County Lines mapping</p> <p>Quarterly County Lines meetings ongoing in Newark and Sherwood - Chaired by Insp Sutton. Main NSDC issues related to addresses being “cuckooed” for drug distribution purposes. No intel regarding young people being involved in county lines. Mapping exercise undertaking highlighting young people at risk of county lines – linked this to young people who concerns have been raised about CSE/CCE and ASB. Work ongoing.</p>
--	--	--	--	--	---

				<p>Thursday 4th July 2.30 – 7.30pm – Newark Market Place (part of Newark Day of Action)</p> <p>Safety Stall and Bike Marking 2.30-7.30pm as above with police and Fire Service</p> <p>Diversionary Activities – 4.30pm – 7pm – with NCC Youth Justice Service, police, Fire.</p> <p>Bike Marking Project (initially Newark but now District-wide)</p> <p>Community Safety and Police to combat bike theft/raise awareness – sessions have now taken place across the district (could get figures from Rob Harrison is required)</p> <p>A number of sessions have been linked in with A4T across the district</p> <p>ASB Enforcement: <i>*I've only included those that are specific to priority areas (towns) and/or related to ASB priorities:</i></p> <p><i>Criminal Behaviour Orders</i> secured in 2019/20 within town centres related to ASB:</p> <p><i>Shop Theft/ASB (Newark)</i></p>	
--	--	--	--	--	--

				<p>Terri Styring – 2 year CBO Michael Lowe – 2 year CBO Jay Parkinson – 5 year CBO</p> <p><i>Licensed Premises/ASB (Newark)</i> Shamus Doyle – 5 year CBO</p> <p>3 ASB Warnings/Withdrawing the Right letters ref. begging/ASB/street drinking</p> <p><i>Community Protection Warnings (Newark):</i> 4 issued on persistent street drinkers</p> <p><i>Community Protection Warnings: (Ollerton)</i> 3 issued due to young people/ASB</p> <p>St Mary Magdalena Church Gardens & Magnus Song School – high level of ASB and crime (including violent incidents in 19/20) Temporary CCTV installed in Song School Priority joint agency patrols Environmental services carrying out a programme of works to “design out” ASB in the Church Gardens</p> <p>Ollerton ASB – young people Young people running over roofs of business premises CCTV Press release CPW issued</p>	
--	--	--	--	---	--

				<p>CAP Clipstone officially launched September 2019 (Helen Ellison)</p> <p>CAP Ollerton & Edwinstowe continuing.</p>	
Community Cohesion	ASB	ASB	<p>Engagement days through BDC community engagement lead.</p> <p>Utilising NCC Youth Outreach provision for Hot spot areas</p> <p>Community Speedwatch</p>	<p>ASB/Youth Engagement (Newark)</p> <p>5 events (3 in Newark Market Place and 2 at Riverside Park) – partnership working to engage young people and deter ASB. Events included climbing wall/arts & craft/Hill Holt outreach/Nottingham Forest Football club outreach/NCC Youth Justice teams/NCC Youth Outreach teams/virtual boxing/ local boxing club/graffiti art.</p> <p><i>*Riverside events designed to engage with families and young people from the traveller community (not exclusive to).</i></p> <p>Water Safety Day – Council/Fire Service/Police/Royal Navy Reserves.</p> <p>Over 100 primary school pupils attended Water Safety Day on June 2nd 2019.</p> <p>Bespoke sessions by Fire Service into 2 local primary schools – Lovers Lane</p>	<p>Community Speedwatch: The aim was to set up new CSW groups and support existing ones by providing access to equipment, training and signage.</p> <p>New Speedwatch equipment was purchased and 4 new CSW groups were set up across Newark and Sherwood and volunteers trained and have been active in their communities.</p> <p>Additional work was planned; however, work was suspended as a result of Covid 19 but has been given the go-ahead to start again within the next 6 weeks.</p>

				and Holy Trinity. Neighbourhood Watch <i>Beacon Ward – 11 new schemes (as of 30/05/2019) set up on within Beacon Ward, with requests for 2 further meetings in February 2020 (could find out exact figures if needed)</i>	
Knife Crime	Violence with Injury		Knife Amnesty – Operation Sceptre	Neil Hudson Youth Worker - Interventions Team (North) Nottinghamshire County Council Specific to Knife Crime & Violent Crime – joint working in Ollerton, Hawtonville and Newark town centre	Police: deployed the knife arch in Newark town centre around public houses and at the railway station. Op Sceptre - knife amnesty - As part of Nottinghamshire Police's operation around knife crime, a knife bin was located in Castle House.
Exclusions	ASB Residential burglary		Work continuing with Academy's increased invites to Child in Need, Child Criminal Exploitation and Youth Violence and Child Criminal Exploitation Meeting, locally and countywide	N/A	
Gypsy and Travellers	ASB	ASB	Bassetlaw issues relate to the settled traveller community who historically have had a great deal of involvement in and around drug related activity and ASB.	Water Safety Day – Council/Fire Service/Police/Royal Navy Reserves Over 100 primary school pupils attended Water Safety Day on June 2 nd 2019.	Water Safety: Approximately 100 children were given advice regarding water safety through talks given by all involved agencies. It was deemed to be very successful

			<p>This working is ongoing on a daily basis with Housing & NPT.</p>	<p>Bespoke sessions by Fire Service into 2 local primary schools – Lovers Lane and Holy Trinity.</p> <p>Water Safety Patrols – joint patrols with police, Fire, ASB team/CPOs along Mill Lane bridge specifically to engage and educated young people from traveller community/deter water related ASB along the Wharf side/directed at passing waterways traffic.</p> <p>ASB/Youth Engagement (Newark)</p> <p>5 events (3 in Newark Market Place and 2 at Riverside Park) – partnership working to engage young people and deter ASB. Events included climbing wall/arts & craft/Hill Holt outreach/Nottingham Forest Football club outreach/NCC Youth Justice teams/NCC Youth Outreach teams/virtual boxing/ local boxing club/graffiti art.</p> <p><i>*Riverside events designed to engage with families and young people from the traveller community (not exclusive to)</i></p>	<p>and the head teacher of the school involved was very keen to be invited to any further events.</p> <p>Swimming Project: 10 females between the ages of 11 – 16 attended 10 swimming sessions for an hour at a time. They had none or very little experience in the water and at the conclusion of the project they were all far more competent swimmers. Those that had been very nervous were now confident in and around the water and they could all swim between 15 – 50 metres.</p> <p>Healthy Eating Project: run by NSDC Public Protection Team and involved a group of young Traveller girls to encourage them to lead healthy lifestyles.</p> <p>Hill Holt Wood Project:</p> <p>Education around horticulture, woodcraft land management and construction for young GRT residents of Tolney Lane and settled Traveller young</p>
--	--	--	---	--	---

					<p>people from Hawtonville, aimed at bringing young males, who traditionally leave formal education at a young age, back into an educational setting and to achieve a formal qualification in a subject that they find interesting and is important to their culture and acceptable to their families.</p> <p>Two groups of young males participating; however, the course had to be put on hold as a result of Covid 19. Arrangements will be made to re-start this work as soon as possible.</p>
--	--	--	--	--	--

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

SAFER STREETS FUND

1.0 Purpose of Report

- 1.1 To update members on the success of a bid to the Safer Streets Fund and to agree a set of local actions to deliver the bid.

2.0 Background Information

- 2.1 In January 2020 the Home Office released the prospectus to allow Police and Crime Commissioners to submit bids for the Safer Streets Fund 2020/21. The objectives of the fund are:

- Reduce acquisitive crime in areas that receive funding – making residents safer and reducing demand on the police to focus on more complex crimes
- Build evidence about the impact of targeted investment in situational prevention in high crime areas to strengthen the case for future investment, both at a local and national level
- Grow local capability to undertake data driven problem solving and capture evidence and practical learning about how best to implement situational interventions to prevent crime

- 2.2 Using county wide data the Office of the Police and Crime Commissioner (OPCC) identified two areas of Newark where acquisitive crime was high based on the number of crimes per 100,000 population. These were the Chatham Court Area and the Lovers Lane/Northgate area. The actual defined geography of the areas is defined by the boundary of the lower super output census area for the two locations. The maps of the two areas are attached as Appendix 1 and 2 to this report.

- 2.3 The OPCC put together a small project team to work on the bid and to identify the types of interventions that would be delivered if the bid was successful. The bid was subsequently submitted in April. The bid for Newark was the only one submitted for Nottinghamshire

- 2.4 In July it was announced by the Home Office that the Nottinghamshire bid had been successful and an award of £550,000 has been made to deliver the actions set out in the bid.

- 2.5 As stated above the main focus of the bid was required to be around the reduction of acquisitive crime. Including vehicle crime. Therefore the project activities have been designed to reflect this.

- 2.6 The table below sets out the activities and the lead organisation.

Activity	Lead Organisation	Supporting Organisation
Bicycle Property Marking & Security Events	Nottinghamshire Police	Newark and Sherwood DC
Assessment and Oversee Installation of ANPR	Nottinghamshire Police	Nottinghamshire County Council
Establishing new community hub at Chatham Court	Newark and Sherwood DC	Nottinghamshire County Council
Safer Streets Patrol and Enforcement Operations	Nottinghamshire Police	Newark and Sherwood DC
Environmental Improvements (Street cleansing Repairs)	Newark and Sherwood DC	Nottinghamshire County Council
Neighbourhood Capacity Building + Neighbourhood Watch	Nottinghamshire County Council	Newark and Sherwood DC
Establish a Residents Parking Permit Scheme	Newark and Sherwood DC	Nottinghamshire County Council
Project Management & Governance	Office of the Police and Crime Commissioner	Newark and Sherwood DC
Street Lighting	Nottinghamshire County Council	Nottinghamshire Police
Target Harden Chatham Court	Newark and Sherwood DC	Nottinghamshire Police
Target Hardening General	Nottinghamshire Police	

2.7 The project has to be completed by 31st March 2021 and work has already started.

2.8 One of the key deliverables set out in the bid was the reinstatement of a Community Hub based within one of the NSDC flat units at Chatham Court. It is envisaged that this will create a multi-agency single point of contact to allow for community engagement across the range of housing tenures.

2.9 It should also be noted that the bid also allows for investment in the council's own housing stock to 'target harden' against theft and burglary.

3.0 Proposals

3.1 In order to ensure that the project is completed within the time frame and that the measures outlined in the bid are delivered it is propose that a small NSDC project team will established to plan and monitor those elements to be actioned locally. This will be led by Matthew Finch with representatives from Public Protection, Community Engagement, Tenancy and Estates Management and Environment Services.

4.0 Equalities Implications

4.1 There will be a range of people from, for example different backgrounds, nationality, religions, etc within the two bid areas. All communications and engagements will need to be targeted appropriately so as to reach a range of communities.

5.0 Financial Implications

- 5.1 The Community Hub at Chatham Court will require the use of a single flat unit within the complex. This will mean a loss of income from that unit. The other match funding for the bid was officer time and small incidentals and this will be met from existing budgets.

6.0 Community Plan – Alignment to Objectives

- 6.1 The Safer Streets Initiative will align with the Community plan theme to 'Reduce crime and anti-social behaviour, and increase feelings of safety in our communities.'
- 6.2 The actions proposed will assist in the delivery of this element of the Community Plan.

7.0 RECOMMENDATIONS that:

- a) **Members are asked to note the success of the Safer Streets Bid.**

Reason for Recommendations

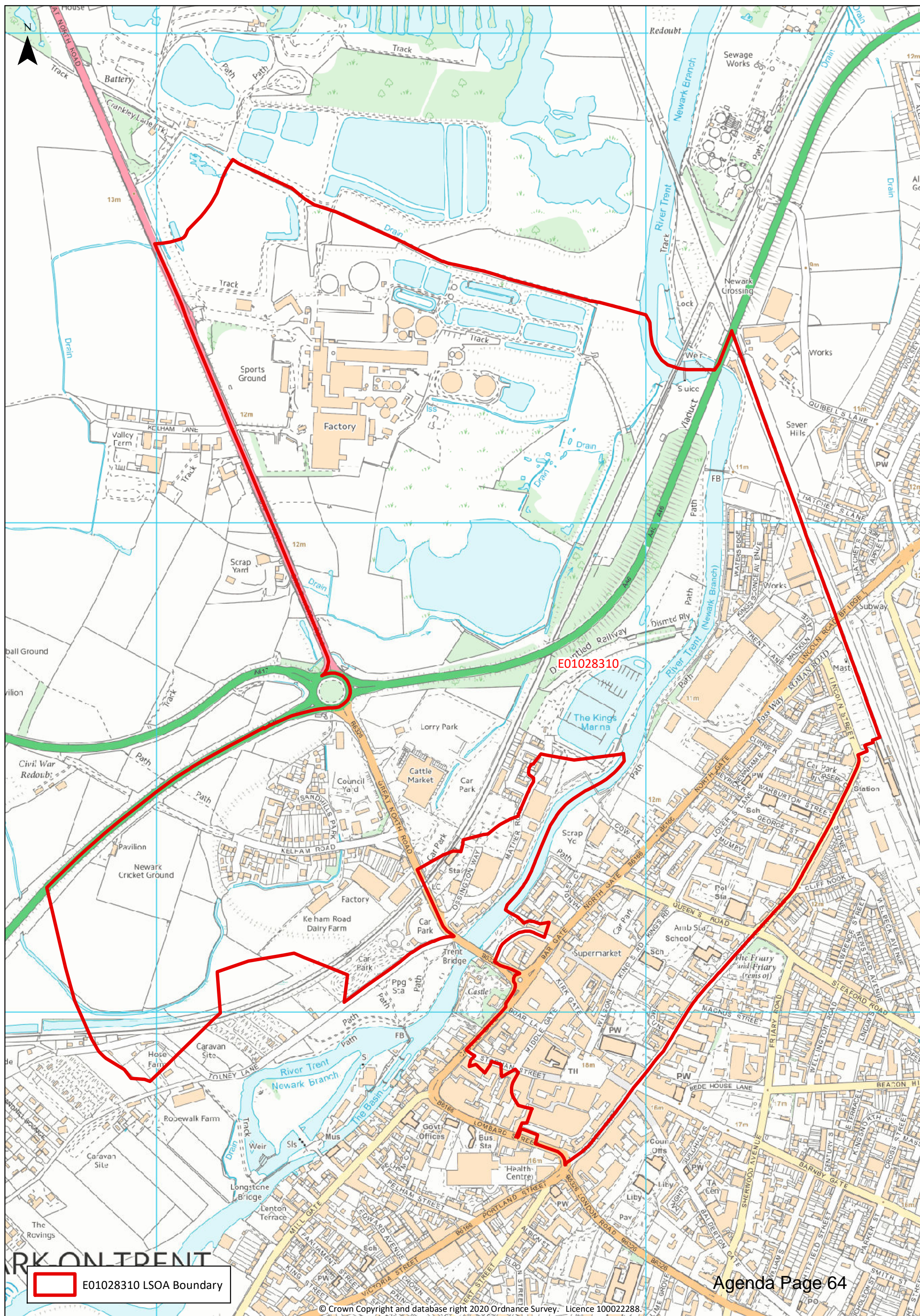
To update members on Safer Streets bid and the actions arising from it.

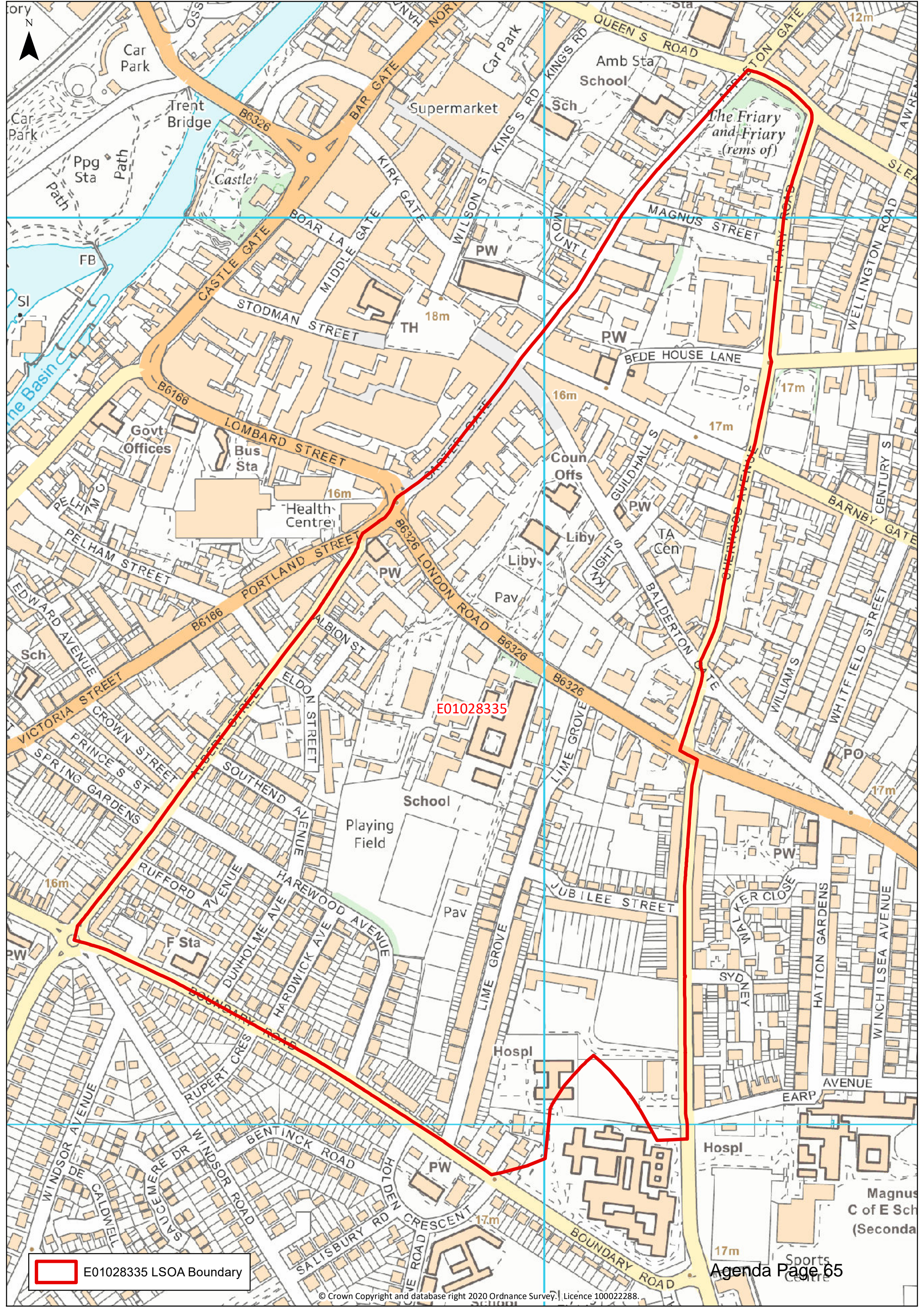
Background Papers

Nil

For further information please contact Alan Batty on Ext 5467

Matthew Finch
Director – Communities and Environment





E01028335

E01028335 LSOA Boundary

HOMES & COMMUNITIES COMMITTEE

14 September 2020

HOUSING SERVICE COMPLIANCE PERFORMANCE

1.0 Purpose of Report

- 1.1 This report provides the Committee with an overview of compliance performance of the housing service at the end of July 2020.

2.0 Background Information

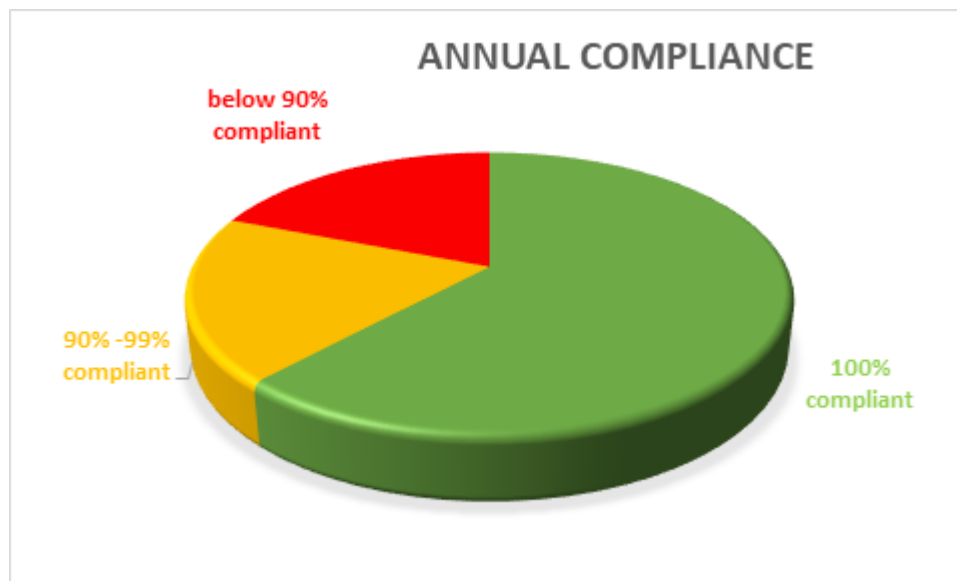
- 2.1 Following the transfer of the housing service back to the Council on 1 February 2020, the Committee now has the direct responsibility to ensure that homes and services are of a high standard and meet legal and regulatory requirements.
- 2.2 This report gives a summary of the performance of the housing service compliance functions at the end of July 2020.
- 2.3 This is the first opportunity for Members to consider performance as a service provider, rather than to assess the performance of its contractor, Newark & Sherwood Homes.
- 2.4 Work is underway to review the information which is provided to Members to oversee Council performance, so the content of this report is likely to change over time. This version of the report provides Members with an opportunity to comment on the information required by the Committee to oversee the performance of housing services compliance functions, its frequency and format.

3.0 Performance report

- 3.1 The report contains information on compliance performance to provide Members with oversight and input into these essential services. The report includes, amongst other matters information on the following:
- Landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water. It also summarises details of the Council's housing stock.
- 3.2 A separate report will be submitted to this committee relating to the operational performance of other key housing services.
- 3.3 The metrics included in this report, and its supporting commentary, are drawn from those which were previously reported to the NSH Board and to the Committee. The NSH Board most recently considered service performance at its meeting on 30 January (data was reported to 31 December 2019). The Committee last considered NSH's performance on 25 November (data was reported to 30 September 2019).
- 3.4 Current overall performance is shown in the pie chart below. To assist the reader, performance against the 22 indicators are RAG rated, as follows:

Red: below 10% of target
Amber: Within 10% of target.
Green: At target.

- 3.5 The 22 areas that are reported upon, are broken down as follows:
- 100% compliant - 14 areas
 - 90%-99% compliant - 4 areas
 - below 90% compliant - 4 areas
- 3.6 Full details of these performance indicators along with associated commentary are included at Appendix 1 to this report. In the main, all the areas out of compliance relate to issues arising from the COVID-19 lockdown.



- 3.7 Of note within the amber segment is the position on gas servicing, which is 1% out of compliance with 49 properties not having their annual service carried out by the anniversary date of the previous service. Prior to lock down this figure was around 5 properties in any given month, rising to a peak of 158 properties in June, at the height of the pandemic. This increase is due to the Council following HSE guidance and supported our most clinically vulnerable tenants and those over 70, by postponing their service, where requested, for a 12-week isolation period, as prescribed by the government at the time.
- 3.8 These properties are now being reintroduced into the servicing programme following the government's decision to end the shielding process from 1st August 2020. To put this into context, during the period of the pandemic between 15th April and 31st July, our gas servicing contractor has completed gas servicing and safety checks to 2655 properties, with only 49 outstanding and out of compliance. We anticipate the servicing programme and the numbers out of compliance will return to single figures by end of October 2020, subject to there being no second wave of the pandemic.
- 3.9 Within the red segment, the report highlights contractor delays and access problems, due to the pandemic, affecting our performance on the servicing of oil-fired heating and undertaking periodic electrical testing. Both programmes are now back underway with our contractors following approved safe systems of work. The other servicing delayed by the

pandemic relates to certain lifts (not passenger) and hoists both of which we anticipate will be caught up by end of August, subject to access.

- 3.10 Our domestic asbestos surveys have been delayed throughout the period of the pandemic due to the very intrusive nature of this type of work. These surveys will recommence shortly with a new contractor engaged who will follow our safe systems of work when working in tenants homes.

4.0 Equalities Implications

- 4.1 There are no direct equalities implications arising from this report. This is because it is not currently possible to report the impact of housing services on different customer groups and by equality strands.

5.0 Financial Implications

- 5.1 There are no direct financial implications arising from this report. However, it should contribute to Members' understanding of the way in which resources are allocated to meet our statutory and regulatory responsibilities to ensure we keep our tenants and residents safe in their homes.

6.0 Community Plan – Alignment to Objectives

- 6.1 The performance of the housing service contributes to the delivery of several of the objectives of the Community Plan 2019-23 (as amended).

7.0 Comments of Director

- 7.1 This report provides the Committee with its first opportunity to consider the performance of the housing service since it was transferred back into the Council from NSH. A previous report due to be considered in March 2020, was deferred due to the COVID-19 lockdown.
- 7.2 It's essential that the Committee receives high quality, timely information to enable it to oversee the Council's management of tenants' homes and services, so feedback is welcome around content and how it is presented.
- 7.3 In addition, feedback is also welcome on areas of service where the Committee would benefit from a more in depth briefing to enhance Members' understanding of the services being provided including our legal and regulatory responsibilities.

8.0 RECOMMENDATION(S)

That the Committee notes the performance of the housing service compliance functions.

That Members feedback their observations about the content and presentation of performance information.

Reason for Recommendation(s)

This is the first opportunity for members of the Homes & Communities Committee to consider the performance of the housing management service following its transfer from NSH back into the Council on 1 February.

Background Papers

Compliance Performance

For further information please contact Steve Haywood, Strategic Lead, Asset & Development on 07882719655

Suzanne Shead
Director – Housing, Health & Wellbeing

Appendix 1- Compliance performance

Sherwood District Council Compliance Reporting

For the month of July 2020 (Housing Services Compliance Performance)

Prepared by Mark Plant/ Adrian Tutty

1) Asset Base

Total no. of individual dwellings / properties being managed	5523
Total no. of “blocks” being managed Note: “Blocks” relates to multiple dwellings contained within one building i.e. flats, bedsits, maisonettes, apartments, HMO’s etc.	334
Total no. of non-residential units (i.e. commercial properties including offices, retail units, storage facilities etc.)	3

2) Stock Type

Residential	Number of Units
Social & affordable housing	
General Needs (Social rented)	2947
Shared Ownership	0
Housing for older people	2576
Supported housing	92
Affordable (non-social) housing	
Market Rented	0
Affordable Rented	278
Leasehold (Leaseholder owns 100% of equity)	159
Other – Wellow Green and Seven Hills	39
Non-Housing	
Offices and commercial premises	18
Garages & car parking spaces	461
Community centres	33

How to Read This Report

This document reports on the compliance activities due to take place each month.

The Annual Target column indicates the total number of compliance activities expected in the year.

The number of activities due in the month is shown in the column headed **Target for Month**.

Note: Any work **not** carried out in the previous month will be carried forward and added to this figure.

The Total for Month column records the actual number of compliance activities carried out in the month



The **Currently Out of Compliance** column records the number of activities due in the month but not completed by the end of the month. This is also the total currently Out of Compliance for the year to date.



The final two **Compliance** columns record the annual and monthly compliance percentage at the time of the report.



A rating is included to assist the reader, as follows:

- Green: At target.
- Amber: Within 10% of target.
- Red: below 10% of target



3) Work Activity

Fire	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Fire Risk Assessments (Type 1)	135	0	0	0	100% 	100% 
Comments: Total number of annual reviews required is 135. The new programme of Type 3 FRA's commences in October 2020 which will continue through until March 2021. Budgets have been increased to meet the increased cost of any additional work identified through this more in-depth inspection.						

Fire	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Fire Alarm Testing (inc. emergency lighting)	6760	563	563	0	100% 	100% 
Comments: There are 130 sites which receive a weekly visit, this frequency is currently under review.						

Fire	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Sprinkler Servicing	3	0	0	0	100% 	100% 
Comments:						



This item relates to the sprinkler system at the extra care scheme, Gladstone House and a pair of houses on Beech Avenue, New Ollerton which require a sprinkler system under the building regulations.

Asbestos	Annual Target	Target for Month	Total to Date	Currently Out of Compliance	Compliance	
					Annual	Month
Asbestos Surveys (Domestic)	333	84	5	79	76.28% 	5.95% 

Comments:



The programme has not mobilised this financial year because of the COVID-19 lockdown.

There is no statutory requirement to carry out domestic asbestos surveys and it is considered good practice to do so, we have 1047 NSDC properties have no asbestos data at present. Asbestos surveys were commenced with a 20% survey in 2008 and circa 333 surveys on domestic dwellings per annum, this is a fluid target as it is subject to removal costs where the material is identified and needs to be replaced. The surveys completed to date relate to surveys prior to kitchen & bathrooms installations.

Asbestos	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Asbestos Surveys (Communal)	112	0	0	0	100% 	100% 



Comments:

A programme of re-inspecting any high/medium risk asbestos found and not replaced, will commence in December 2020/21 as required by the Asbestos Management Regulations.

Heating Systems	Annual Target	Target for Month	Total for Month	Currently Out of Compliance*				Compliance	
				Apr	May	Jun	Jul	Annual	Month
Valid Gas Annual Safety Inspection*	5191	854	805	4	3	7	35	99.06% 	94.26% 



*Note: Although the total out of compliance is 49 this is down from a peak of 158 during lockdown.



The lockdown affected the completion of gas services with some tenants shielding/self-isolating and either postponing or refusing access. Shielding ended at the start of August and properties where tenants were previously shielding are going through the "No Access" procedure.



Heating Systems	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Solid Fuel	28	3	3	0	100% 	100% 



Comments:



Heating Systems	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Oil Servicing	207	116	41	75	63.77%	35.34%

						
<p>Comments:</p> <p>Servicing restarted on 16 June 2020 once COVID-19 safe systems of work were agreed with the contractor. The monthly target of 116 are those due in the month plus uncompleted services from previous months delayed due to the lockdown.</p> <p>Service dates are being grouped to geographic areas, so compliance dates are more closely aligned going forward.</p>						



Heating Systems	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
LPG Servicing	3	0	0	0	100% 	100% 
Comments:						

Heating Systems	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Commercial Boilers	3	0	0	0	100% 	100% 
Comments: Gladstone House, De Lacy Court and Vale View.						



Electrical 5 Year	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Domestic Testing	472	368	104	264	44.07% 	28.26% 
<p>Comments:</p> <p>Properties have been electrically tested within either 10 years or 5 years depending upon their place within the programme. We are also on target to progress to the full 5-year testing cycle for all properties, which is now recognised as best practice.</p> <p>The Contractor suspended work due to lockdown until early May 2020, and is now completing a restricted programme of testing, avoiding tenants who are shielding or over 70 years of age, where requested. It is anticipated the contractor will catch up the programme before year end. The annual target is those properties still necessary to achieve full five-year compliance by the year end and the target for month figure includes properties carried forward from the period the service was suspended.</p>						

Electrical Testing	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Non-domestic Testing	130	0	0	0	100% 	100% 



Comments:
All non-domestic electrical testing is completed and certified in line with a five-year testing programme

Electrical Testing	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
PAT Testing	38	0	0	0	100% 	100% 



Comments:
PAT testing is completed and not programmed to restart until September 2020.

Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Legionella	120	10	10	0	100% 	100% 

Comments:
The programme is progressing on target and a Legionella Risk Assessment has been completed as require for each building. Additional work is now taking place to produce a 'written Scheme' for each building to mitigate any issues highlighted within the risk assessment and describes the ongoing testing and cleansing regime. All current Risk assessments are now being reviewed.



Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
General Block Inspections	1164	97	93	4	99.66% 	95.88% 



Comments:
Four inspections have not been completed and are in hand.



Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Play Park Inspections	884	85	85	0	100% 	100% 

Comments:
17 Parks, each inspected weekly.
Currently on target with no issues to report



Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month

Tree Surveys	1	0	0	0	100% 	100% 
Comments: Tree surveys are undertaken every 5 years and were completed in March 2019						



Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Passenger and Goods Lift Servicing	96	8	7	1	98.96% 	87.50% 
Comments: Programme progressing on schedule. Outstanding service has been booked for completion this month.						

Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Stair lift Servicing	95	19 (10 due in month and 9 catch up)	16	3	96.84% 	84.21% 



Comments:
The contractor has continued to offer service during the Coronavirus lockdown but access rates have been affected by tenants self-isolating. Efforts are being made to access the outstanding properties. The outstanding services will be rebooked and should be carried out by end of August 20.

Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Hoist Servicing	36	9	4	5	86.11% 	44.44% 

Comments:
The contractor has continued to offer service during the Coronavirus lockdown but access rates have been affected by tenants self-isolating. The outstanding services will be rebooked and should be carried out by end of August 20.

Other Safety Works	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Commercial Ductwork	1	0	0	0	100% 	100% 

Comments:
This relates to Gladstone House commercial boiler. Inspection carried out by H&S officer as part of Fire Risk Assessment.

Gladstone House	Annual Target	Target for Month	Total for Month	Currently Out of Compliance	Compliance	
					Annual	Month
Bacteria Testing Potable	1	1	1	0	100% 	100% 

Water						
Comments:						

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

TENANCY POLICY REVIEW

1.0 Purpose of Report

- 1.1 To provide the Committee with a revised Tenancy Policy following the reintegration of the Housing Services and new legislation

2.0 Background

- 2.1 Each Local Authority is required to have a Tenancy Policy in line with the Localism Act 2011.
- 2.2 It sets out how we, as a local authority, will manage our tenancies ranging from the type of tenancies we will grant, how these can be assigned and ultimately how they can be ended (by us or the tenant)

3.0 The Policy

- 3.1 A revision was required due to the reintegration of the housing services into the Council, so all references to Newark and Sherwood Homes were removed.
- 3.2 A new statute relating to possession of properties was brought in under the Crime and Policy Act 2014 – updated August 2019. This is a new mandatory possession relating to ASB, and can be used where ASB has been proven in a court of law. So much like an introductory tenancy as long as process is correct the courts have no discretion and have to award outright possession.
- 3.3 Our overall aim is to create sustainable tenancies in appropriate accommodation in line with the tenant's needs resulting in the maintenance of a viable (and future proof) financial business plan
- 3.4 The revised Tenancy Policy has been circulated for comment to the Housing Advisory Group along with members of the Service Improvement Group

4.0 Equalities Implications

- 4.1 No equalities implications have been identified from the Equalities Impact Assessment carried out which takes into account the specific needs of persons with protected characteristics to ensure the Council's responsibilities under the Equalities Act 2010 have been fully considered and met.

5.0 Financial Implications

- 5.1 Any associated costs with these proposals they will be contained within the Council's allocated revenue budgets.

6.0 Community Plan – Alignment to Objectives

7.0 Comments of Director(s)

This update ensures compliance with the requirements of the Localism Act 2011 and gives clear guidance to all regarding how the Council manages their homes from inception to termination.

8.0 RECOMMENDATION(S)

(a) that Members note the revised Policy

Reason for Recommendation(s)

To ensure the Council has a current Tenancy Policy in place as per the requirement of the Localism Act 2011

Background Papers

Nil

For further information on the content of this report please contact Julie Davidson, Tenancy & Estates Manager on ext. 5542

Suzanne Shead

Director of Housing, Health and Wellbeing

Document Name:	Tenancy Policy
Effective Date:	September 2020
Date for Review:	September 2023
Version Number:	2
Approved by:	SLT 18.8.2020 Homes & Communities - TBC
Responsible Business Manager:	Julie Davidson

Contents

1.	Introduction	3
2.	Aims of the Policy	3
3.	Sustaining Tenancies	4
4.	Supporting Tenants	4
5.	Effective Use of Stock	4
6.	Tenancy Type	4
7.	Managing Tenancies	5
8.	Tenancy Amendments	5
9.	Succession	7
10.	Terminating a Tenancy	7
11.	Tenancy Fraud	8
12.	Privacy Statement	9

1. Introduction

- 1.1 The Localism Act 2011 requires every local authority to have a Tenancy Strategy and Tenancy Policy in place.
- 1.2 This Tenancy Policy sets out the approach adopted by the Council with regards to the letting of its housing stock across Newark and Sherwood, and provides direction on:
 - i. The kind of tenancies we will grant, and the reasons for granting tenancies of a particular type
 - ii. Where we grant tenancies for a fixed term, the length of these terms and the reason for the agreed fixed term
 - iii. The circumstances under which we will grant tenancies of a fixed term for less than five years
- 1.3 This policy is written in compliance with the Localism Act 2011 and the regulatory requirements in the 2012 Tenancy Standard therefore fulfilling the requirement for providers of social housing to publish clear and accessible policies, which outline their approach to allocations and tenancy management. This policy should be read in conjunction with the Council's Tenancy Strategy.
- 1.4 The Council aims to house those in the greatest need, make the best use of our stock profile and ensure we are aligned to our Community Plan.

2. Aims of the Policy

- 2.1 The aims of this Tenancy Policy are:
 - i. To promote the effective use of the available housing stock to reduce overcrowding, tackle under occupation and make the best use of adapted housing for disabled applicants and households.
 - ii. To assist in supporting and sustaining tenancies.
 - iii. To support the creation and maintenance of sustainable communities across Newark and Sherwood.
 - iv. To seek to provide tenants and applicants with opportunities to achieve broader life aspirations, for example in employment and education.
 - v. To maintain a viable financial Business Plan.
- 2.2 To support the delivery of these aims this policy has the following sections:
 - i. Sustaining Tenancies
 - ii. Supporting Tenants
 - iii. Effective Use of Stock
 - iv. Tenancy Type
 - v. Managing Tenancies
 - vi. Changing Tenancies
 - vii. Succession
 - viii. Ending a Tenancy

3. Sustaining Tenancies

- 3.1 Newark and Sherwood District Council is committed to making a positive difference to the lives of tenants whilst making the best possible use of the homes we own and manage.
- 3.2 We will provide all new tenants with clear information concerning the terms of their Tenancy Agreement including their and our responsibilities, and of the consequences of failing to keep to those terms. Should we become aware of breaches of Tenancy Agreements, we will intervene in line with the Tenancy Agreement and will seek to offer tenants appropriate support to help them remain in their home.

4. Supporting tenants

- 4.1 We will provide tenants with appropriate support and advice where possible tailored to their individual needs, to maximise opportunities for tenancy sustainment.
- 4.2 Our staff will, where appropriate, signpost to other agencies to provide more specific support and guidance.
- 4.3 Where tenants breach the Tenancy Agreement, we will take we will take appropriate action which could include a claim for possession of the property.

5. Effective Use of Stock

- 5.1 Newark and Sherwood District Council will, through the application of allocation policies and the subsequent issue of tenancies, seek to support the achievement of balanced communities. This will be in the context of addressing issues such as over and under crowding and the density of occupation within a community.
- 5.2 Welfare Reform affects tenants in receipt of benefits who are under occupying their homes by an additional one or more bedrooms for which they have been assessed as having a need. Initiatives to support affected tenants include the Changing Places Scheme and free access for all tenants to the national mutual exchange database: Homeswapper. This enables social tenants to swap their homes with other members of the scheme. Tenants must get our permission to exchange/swap tenancies but that permission will not be unreasonably withheld. Where a tenant wishes to move and has difficulty accessing the Homeswapper service, support will be provided.

6. Tenancy Type

- 6.1 Newark and Sherwood District Council will provide all new tenants with a Tenancy Agreement that sets out the rights and responsibilities of the tenant(s) and the rights and responsibilities of the landlord.
- 6.2 When letting properties, new tenants will be granted the most appropriate form of tenure for their circumstances as determined by us and in accordance with relevant statutes.

6.3 The new tenancy will be one of the following:

6.4 Introductory Tenancy

6.4.1 A 12 month introductory tenancy will be granted to all new Newark and Sherwood District Council tenants.

6.4.2 Failure to comply with the terms of the Tenancy Agreement may result in the introductory tenancy being extended (for a further 6 months) or terminated.

6.4.3 Full compliance with the terms of the introductory tenancy would usually see progression to a secure tenancy.

6.5 Secure Tenancy

6.5.1 A secure tenancy will usually be granted to new Council tenants who have successfully completed a 12 or 18 month introductory tenancy or tenants who transfer from an existing Newark and Sherwood District Council tenancy or social housing provider to another Council tenancy.

6.6 Non-Secure Tenancy or Licence

6.6.1 A non-secure tenancy or Licence would usually be granted to a tenant of the council or another landlord where they are occupying temporary or specialist accommodation.

7. Managing Tenancies

7.1 The Tenancy Agreement sets out the responsibilities of the tenant and the landlord. We will seek to provide this information in multiple formats to meet tenants' needs. We will also consult with tenants about any proposed significant changes to the Tenancy Agreement.

7.2 If a tenant breaches a condition of their Tenancy Agreement, we will take appropriate action to address this breach. We will intervene at the earliest possible stage when we become aware of a breach of tenancy and will explain the action a tenant is required to take to rectify any breaches where appropriate and what action will be taken by us.

7.3 Where a breach of tenancy has been identified, we will seek to provide the appropriate support to tenants to help them stay in their home, including identifying agencies who may be able to provide support to the tenant.

7.4 We will take appropriate and proportionate legal action where the Tenancy Agreement is breached.

8. Tenancy Amendments

8.1 Sole to Joint Tenancies

8.1.1 Sole tenants with either an introductory or secure tenancy may request to have a joint Tenancy Agreement meaning they would share their tenancy with another person. Joint tenancies will usually be created between:

- i. spouses or people living together as husband and wife;
- ii. civil partnerships;
- iii. siblings.

8.1.2 The same conditions apply to joint tenancies as sole tenancies.

8.1.3 Joint tenants are jointly and severally liable with regard to adhering to the terms and conditions of the tenancy. If one of the joint tenant breaches the tenancy it affects the tenancy in its entirety.

8.1.4 If the joint tenancy breaks down and there are any outstanding rent arrears then both tenants are equally liable for payment until the full arrears are cleared. We expect both tenants to pay an equal share of the debt but if either tenant fails to make payments the other tenant is liable for the full arrears.

8.1.4 If the sole tenant is in breach of any of the conditions of their current tenancy, then an application to create a joint tenancy may be refused.

8.2 Mutual Exchange

8.2.1 Existing secure and assured tenants may wish to enter into a mutual exchange with other Council tenants or tenants of other social housing providers. We recognise that mutual exchange is a useful way of satisfying housing needs and aspirations which cannot be met in other ways.

8.2.2 Tenants must obtain consent from us before carrying out a mutual exchange and we may attach conditions to consent for mutual exchange such as clearing rent arrears.

8.2.3 The circumstances under which we may withhold consent are outlined in Section 3 of the 1985 Housing Act and are detailed below:

- i. There is a Possession Order on the property.
- ii. A Notice of Seeking Possession has been served.
- iii. The tenant or any member of the household has behaved in an anti-social way and actions including possession proceedings, injunctions, anti-social behaviour orders or a demotion order against them are in place or are being sought.
- iv. The property is bigger than is needed by the family wishing to move into it.
- v. The property is not big enough for the family wishing to move into it.
- vi. The property is tied accommodation.
- vii. The landlord is a charity and the proposed new tenants moving into the property would conflict with the objectives of the charity.
- viii. The property has special features that make it suitable for occupation by a physically disabled person who needs it and if the exchange took place there would no longer be such a person living in the property.

- ix. The landlord is a Housing Association or Housing Trust that lets properties to particularly vulnerable people and if the exchange took place there would no longer be such a person living in the property.
- x. The property is supported housing for people with special needs and if the exchange took place there would no longer be such a person living in the property.
- xi. The property is the subject of a management agreement where the manager is a Housing Association and there are specific arrangements in place with which the proposed new tenant is not willing to participate.

9 Succession

- 9.1 We operate in line with Section 87 of the Housing Act 1985 (as amended by Section 160 of the Localism Act 2011) which provides for one statutory succession to a surviving spouse or civil partner. This right of succession applies to Council tenants holding an introductory or secure tenancy. In certain circumstances we may grant a new tenancy to close family members or carers (as long as they can fulfil the requirements in 9.2) after the death of the tenant. In some cases the family member may be required to move to a property more suited to their needs i.e. a smaller property.
- 9.2 Rights of succession will only be considered where the individual requesting to succeed the tenancy can demonstrate residence at the address both at the time of the tenant's death and the immediate 12 months prior to the tenant's death
- 9.3 The Localism Act 2011 makes the following amendments to the rules on succession. These are only applicable to new tenants from 1 April 2012.
- 9.4 Section 160
- 9.4.1 Section 160 removes the statutory right of those other than spouses and civil partners to succeed to a secure tenancy. However Section 160 also provides discretion for landlords to grant succession rights in addition to the statutory minimum of one succession to a spouse or civil partner.

10 Terminating a Tenancy

- 10.1 By Tenants
- 10.1.1 In accordance with the tenancy agreement we require 28 days' notice to terminate a tenancy during which time the rent will remain payable. The exception to this is non- secure tenancies, where we may accept less.
- 10.1.2 The Council may use discretion in exceptional circumstances to accept less than 28 days but this must be discussed and agreed with an officer of the Council prior to the notice to terminate a tenancy being given
- 10.1.3 Notice to end a tenancy must be provided in writing and where both joint tenants are still resident in the property we would expect both tenants to sign the termination notice. If one joint tenant is no longer residing in the property, it can be terminated by the remaining tenant. If a tenancy is being ended following the death of a tenant then the signature of the estates executor or next of kin will be required to end the tenancy. Where no executor or NOK are

available we will serve a Notice to Quit on any known relatives and/or the Public Trustees Office in London

- 10.1.4 If one party to a joint tenancy requests to stay in the property as a sole tenant, we would expect confirmation from the vacating tenant that they wish to relinquish their right to be a tenant by assigning the tenancy or an appropriate notice must be served by the leaving tenant to determine the joint tenancy. In cases where the tenancy is terminated by a joint tenant we may request the remaining tenant to move into a smaller/more suitable property if appropriate.

10.2 By Newark and Sherwood District Council

- 10.2.1 We may take steps to end a tenancy where there have been serious and/or persistent breaches of a tenancy, including the accumulation of rent arrears or where the tenant is no longer using the property as their only and principal home. Where this is the case the appropriate steps will be undertaken in line with the Tenancy Agreement to seek possession of the property.

- 10.2.2 Where a tenancy breach involves anti-social behaviour and the behaviour has been proven in court we will seek mandatory possession of the property; this ground is legislatively referred to as the 'absolute ground for possession for ASB'

- 10.2.3 The Council will consider the tenant's (and anyone residing with them) circumstances before determining whether it is appropriate to utilise the mandatory grounds for possession. The council will comply with the requirements of the Pre Action protocols set by the Civil Procedure Rules

10.3 Ending an Introductory Tenancy

- 10.3.1 In the event that we decide to extend or terminate an introductory tenancy, we will serve an appropriate notice to the tenant setting out the reasons for that decision. An introductory tenant has the right to apply for a review and appeal against this decision to extend or terminate their introductory tenancy.

- 10.3.2 All reviews will be carried out by an officer who has had no involvement in the original decision to serve the Notice.

- 10.3.3 If the decision to end the introductory tenancy is upheld, we may apply to court for an order to seek possession of the property.

- 10.3.4 If the decision to extend the introductory tenancy is upheld, we will extend the tenancy for a period of 6 months.

11 Tenancy Fraud

- 11.1 Tenancy fraud refers to a situation where a tenant has breached certain terms in the Tenancy Agreement by:

- i. Not using the property as the 'sole or principal home' but is advising they occupy the property i.e. subletting the property.

- ii. Attempting to obtain a property using false statements, for example falsely claiming to be homeless or using a forged passport or claiming to be someone else in order to access social housing.

11.2 We will proactively seek to prevent or stop tenancy fraud. This will include:

- i. Photographing new tenants at sign up and retrospectively through tenancy visits for existing tenants.
- ii. Requiring and checking signatures and means of electronic identification.
- iii. Exercises to change communal entry door system key fobs to identify unauthorised occupiers.
- iv. Use of Credit Reference Agency checks at the application stage to detect suspect sub-letting.
- v. Data sharing agreements with the Council and other registered providers.

11.3 Where such a breach of the Tenancy Agreement relating to tenancy fraud occurs we will take action to gain possession of the property and/or prosecute.

12 Privacy Statement

12.1 All information provided will be treated in compliance with the Data Protection Act 2018. We are legally able to process your personal data:

- i. when you have freely and explicitly provided your consent to this processing or
- ii. when we have a statutory duty to collect and process this information to provide the required service or undertake a statutory function
- iii. When your personal data forms part of a contract between you and the council

12.2 We will keep your information for the minimum time necessary as detailed in the Council's retention schedule

12.3 We may wish to share the information you supply with local or national Government Departments and other organisations. If you do not wish us to share your information, you should decline to provide the personal information requested. We will only share your information with other organisations if we are required to by law. We will not use your information for marketing purposes without your consent.

12.4 Your personal data will be stored securely and appropriate safeguards will be put in place for handling sensitive and special category information such as medical information

12.5 There are a number of rights that you may exercise depending on the legal basis for processing your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why we cannot meet these rights in full. This will be explained to you in more detail should you contact us for any of the reasons detailed below:

- i. request a copy of the personal information the council holds about you
- ii. to have any inaccuracies corrected
- iii. to have your personal data erased
- iv. to place a restriction on the council's processing of your data
- v. to object to processing and

vi. to request your data to be ported (data portability).

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

HOUSING SERVICES QUARTER 1 PERFORMANCE

1.0 Purpose of Report

- 1.1 To provide the Homes and Communities Committee with an overview of performance and satisfaction within housing services for Quarter 1 of 2020/21.

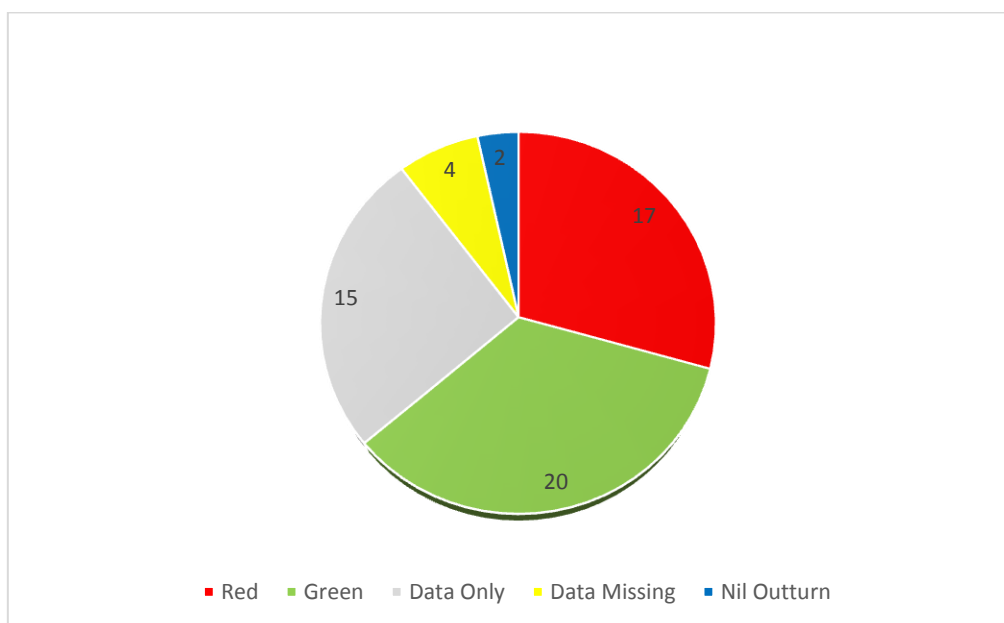
2.0 Background Information

- 2.1 The Committee has direct responsibility to ensure that homes and services are of a high standard and meet legal and regulatory requirements.
- 2.2 This report provides assurance to Members that standards and performance are high, and where they are not, actions are in place to address this, particularly where there are risks associated. Therefore enabling the Committee to meet its obligations outlined above.
- 2.3 Work is underway to review the information which is provided to Members to oversee Council performance, including a revision of the Community Plan Objectives. The revised Community Plan is being presented to Policy and Finance Committee on 24 September 2020 and the overall content of this report is likely to change in terms of the inclusion of new Community Plan performance indicators and actions.
- 2.4 In addition, Members also have an opportunity to comment on and review the information required by the Committee to oversee the performance of housing services, including the format in which it is presented.

3.0 Performance Monitoring

- 3.1 Performance monitoring is split into three elements to help Members consider different aspects of housing services performance.
- Performance Indicators – measured performance across a range of key services.
 - Customer satisfaction - feedback from surveys across key services.
 - Compliance performance – this covers landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water. It also summarises details of the Council's housing stock.
- 3.2 The first two elements are presented within this report, and given its significance, overall compliance is reported separately to this Committee.
- 3.3 Of the 58 quarterly PIs, 43 have a target and 15 are data only indicators. Of these 43, 20 are green (on or above target) and 17 are red (below target). Of the remaining 6, 4 have no data at this present time and 2 have a nil outturn (i.e. no surveys carried out for major works and no walkabouts were scheduled to take place during quarter 1). The 4 PIs with no data at this time are being worked upon and will be brought up to date and included within the report going forward. The PIs relate to under occupancy and careline.

Figure 3.4 Breakdown of PI Performance



3.5 During quarter 1, there were pressures to continue to deliver services whilst operating safely under Covid-19 restrictions and some of the most notable PIs to achieve target for this period were average number of days to complete void works, rent collected, rent arrears written off and emergency and urgent repairs completed within target.

3.6 The 17 PIs which have missed target are shown in the table below with comments outlining reasons.

Figure 3.7 PI Missed Targets

Indicator Name	Q1 2020/21		Status	Note
	Value	Target		
Number of properties without a valid Gas Servicing certificate	107	0		The coronavirus lock down has affected the completion of gas services with some tenants entering self-isolation. Our gas servicing contractor suspended its operations on 24 March 2020 in direct response to the COVID-19 lockdown. They remobilised, commencing servicing again on 15 April 2020. Access rates have been affected by this suspension and also because of tenants self-isolating/social distancing. Efforts are being made to improve access rates through telephone calls and home visits by NSDC employees.
% of rent loss through dwellings being vacant	1.30%	0.60%		Currently over target due to void properties standing empty for long periods due to Covid-19.
Average time (days) to re-let Council	56.5 days	16 days		Currently over target due to void properties standing empty for long periods due to Covid-19.

Indicator Name	Q1 2020/21		Status	Note
properties				periods due to Covid-19.
Customer Satisfaction with Disabled Adaptations	94%	100%		Only a small number of tenants were surveyed for adaptations (13), so this shortfall of 6% represents a small proportion of dissatisfied customers.
Customer Satisfaction with Gas Servicing	95%	100%		Dissatisfaction tends to be around the customer service of the contractor, attitude, friendliness etc. and some issues around social distancing.
Customer Satisfaction with Customer Access Services	93%	100%		Issues tend to be communication related and not being resolved.
Customer Satisfaction with Responsive Repairs	96%	100%		Very limited number of dissatisfied customers. Issues related to waiting times mostly.
Customer satisfaction with ASB	88%	100%		Very limited number of cases impacts greatly on this PI and often we receive negative comments for actions the Police have or have not taken, i.e. matters out of our control and policy.
Amount of current arrears as a % of annual rent debit	2.21%	1.80%		Arrears have missed target because of the current situation, but is also following a similar trend to this time last year. There was a spike in customers claiming universal credit during April and tenants waiting for furlough payment, which has had an impact. The expectation is that we will continue to recover the arrears accrued during this period over the coming months.
Former tenant arrears as a % of annual rent debit	1.15%	0.88%		Arrears have missed target because of the current situation, but is also following a similar trend to this time last year. The expectation is that we will continue to recover the arrears accrued during this period over the coming months.
% of tenancies paying by Direct Debit	62.47%	70%		Currently have 4,839 tenants with a weekly liable rent of which 3,000 are paying by direct debit. Work continues to encourage tenants to pay by direct debit as the preferred method of payment.

Indicator Name	Q1 2020/21		Status	Note
Arrears as a percentage of debit for Wellow Green	18.26%	13.50%		Arrears have missed target because of the current situation, but is also following a similar trend to this time last year. There was a spike in customers claiming universal credit during April and tenants waiting for furlough payment, which has had an impact. The expectation is that we will continue to recover the arrears accrued during this period over the coming months.
Amount of Current Arrears at quarter end (£)	£613,775.81	£420,000.00		Arrears have missed target because of the current situation, but is also following a similar trend to this time last year. There was a spike in customers claiming universal credit during April and tenants waiting for furlough payment, which has had an impact. The expectation is that we will continue to recover the arrears accrued during this period over the coming months.
% of routine repairs completed within target (non urgent)	95.39%	98.90%		Within Responsive Repairs we are trialling a new "Priority" system. This has moved us away from the old P1 to P6 and has introduced P1 for emergencies that are dealt with within 24 hours, P4 for routine repairs, with a target of 6 weeks and P5 for planned repairs with a target of 6 months. Therefore our performance reporting looks out but our response times are well within the target timescales set, with us responding and solving routine repairs on average within 4 weeks (24 days) out of the 6 week timescale.
Average "End to End" time for all reactive repairs (CALENDAR days)	10.29	6.16		This drop in performance is due to the pause on all but emergency works during lockdown, and the recovery period of completing the repairs backlog which extended the time required to complete them.
% of all reactive repairs completed within target time	92.20%	99.50%		This dip in performance is due to lockdown – though as repairs became more urgent they were prioritised and completed.
% of repairs completed "Right First Time"	92.20%	95.50%		This drop in performance is due to lack of materials through lockdown and carrying out emergency works.

4.0 Tenant Satisfaction

- 4.1 Customer satisfaction is monitored through the key housing services and undertaken independently by an external contractor.

Figure 4.2 Tenant Satisfaction Quarter 1

Service	Number of Completions	Quarterly Satisfaction %
Overall	314	94
Adapts (Major)	5	100
Adapts (Minor)	0	88
ASB	2	88
CAS	80	93
Complaints	0	N/A
Gas Servicing	165	95
Generic	2	93
Legionella	0	N/A
Lettings	0	100
Major works	0	N/A
Repairs	60	96
Right to Buy	0	100

- 4.3 The figures shown is for the levels of very satisfied or quite satisfied customers. This does not necessarily equate to the remaining percentage all being dissatisfied. Within the remaining amount are dissatisfied customers and those who have declared to be neither satisfied nor dissatisfied.
- 4.4 As the table above shows, most areas are performing at above 90% for the first quarter, with just two falling slightly below at 88% (ASB and Minor Adapts). Numbers in these areas are low and detail is given at 3.7 above.
- 4.5 Further work will take place throughout the year across all council services to measure customer satisfaction and use customer insight to improve performance.

5.0 Equalities Implications

- 5.1 There are no direct equalities implications arising from this report. This is because it is not currently possible to report the impact of housing services on different customer groups and by equality strands.

6.0 Financial Implications

- 6.1 There are no direct financial implications arising from this report. However, it should contribute to Members' understanding of the way in which resources are allocated and whether key financial assumptions (such as for rent loss on empty homes) are realistic.

7.0 Community Plan – Alignment to Objectives

- 7.1 The performance of the housing service contributes to the delivery of several of the objectives of the Community Plan 2019-23 and will continue to reflect this as outlined at 2.3.

8.0 RECOMMENDATION(S)

- 8.1 **That the Committee notes the performance of the housing service.**
- 8.2 **That Members feedback their observations about the content and presentation of performance information.**

Reason for Recommendation(s)

To enable the Homes and Communities Committee to proactively monitor and manage the performance of housing services as set out in the Community Plan.

Background Papers

Community Plan 2019/23

For further information please contact
Nicola Priest, Performance Officer 01636 655526

Suzanne Shead
Director – Housing, Health & Wellbeing 01636 655520

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

YORKE DRIVE REGENERATION UPDATE

1.0 Purpose of Report

- 1.1 To provide an update to the Committee on progress within the Yorke Drive Regeneration Project.

2.0 Background Information

- 2.1 The Yorke Drive Regeneration project emanated from the Bridge Ward Neighbourhood Study undertaken in 2012 and has the following objectives:

- Transformation of the estate and area through selective demolition and building of new mixed tenure homes for rent and sale
- To achieve a cross subsidy from the sale of market properties to support delivery of new affordable rented homes and improvements to the whole estate.
- Providing improved sports and leisure facilities for all (including a new sports pavilion).
- Improving road access and the road network in the area.
- Making the whole area a better and safer place to live
- Providing an economic stimulus to the Newark and Sherwood Economy

- 2.2 In September 2019, the Councils Policy and Finance Committee approved the use of Homes England's Procurement Framework: Delivery Partner Panel 3, as the method to procure a development partner. Through this process, Lovells (through their regeneration arm Compendium Living) were chosen as the successful partner.

- 2.3 The exempt report presented to P+F in Sept 2019, approved the maximum financial capital commitment from the council and the appointment of Lovells.

- 2.4 Outline planning permission was secured in November 2019. This was made possible through a grant of almost £1m from the Ministry of Housing, Communities and Local Governments Estate Regeneration Scheme which allowed the council to commission consultants Campbell Tickell to undertake master planning, financial modelling and coordinate the planning submission.

3.0 Project Update

- 3.1 Since April 2020, officers have been working with Lovells to agree an Enabling Agreement, a form of contract to cover enabling works before the full Development Agreement is entered into.

- 3.2 The Enabling Agreement prevents delays to the programme by progressing site investigations, surveys, design and reserved matters application whilst the detailed Development Agreement is drafted. The Council has been represented by Freeths solicitors in the drafting of the agreement (and in the drafting of the projects Heads of Terms) which are now agreed.

3.3 A timetable of expected works on site will be provided to residents and Ward Members before any onsite delivery begins (expected in September 2020).

3.4 An update against key areas of the project is presented below

Key actions	Update
Land Assembly through acquisition of privately owned properties.	<p>Fourteen privately owned properties fall within the demolition zone and the Council has begun the process liaising with owners with a view to purchasing these through an agreed voluntary sale.</p> <p>One property has been purchased with an additional four in the conveyance process.</p> <p>A compulsory purchase order will be sought as a last resort to ensure land assembly and Weightmans Law has been appointed to support the Council through this process if necessary. A further Committee Paper for approval to submit a CPO will be brought forward in due course.</p>
Acquisition of 1-9 Lincoln Court from Paragon Asra Housing Association	<p>The Council is looking to progress this acquisition with PA Housing Group, for which approval has already been obtained at the Committee meeting of 5th April 2018. The Council has also secured the agreement of Homes England to permit the grant attached to the properties to be put back into the scheme or into a Recycled Capital Grants Fund. Due to the delay in acquisition, PA are currently re-consulting with tenants.</p>
Development of Shared Equity Product	<p>As part of the Councils 'Resident Offer', the Council is providing the option of a shared equity purchase to owner-occupiers whose home falls within the demolition area. Working with Freeths, the project team is currently finalising the most effective mechanism to deliver shared equity. It is anticipated that this offer will be taken up by approximately 6 households.</p>
External funding (HE) secured	<p>Officers continue to liaise with Homes England to discuss funding opportunities to support delivery of the project, whilst also maximizing alternative opportunities e.g. D2N2 funding where appropriate.</p>
Preparedness for decant and move of 130 households	<p>The project phasing has been designed such that disruption to residents is minimized with one move only as far as is practicably possible. It is also anticipated that some households will choose to move off the Drive rather than be rehoused in the new development. The Councils Decant Policy was approved at Policy and Finance November 2019 with the Resident Compensation Guide approved in April 2020.</p> <p>To date five properties within the first six due for demolition have been decanted. In addition, natural voids (where a resident has chosen to leave of their own accord) are being held in the first phase.</p>
Management of vacant properties	<p>The Project Board considered the benefits and challenges of holding naturally occurring voids in Phase 1 on rent loss, the potential of ASB versus additional costs of statutory compensation payment and risks to the programme from delayed decant. It has been agreed that naturally occurring voids in Phase 1 will be held rather than re-let. Void properties have been shuttered and secured with</p>

	additional patrols from Community Protection Officers and Tenancy Officers to manage any potential ASB and fly tipping.
Reserved Matters Planning Phase 1 secured	The current programme anticipates a reserved matters application in December 2020 following resident consultation.
Community and resident involvement	<p>The project has continued to have a high level of community involvement and this is now evolving to reflect new ways of working in response to Covid-19 and include:</p> <ul style="list-style-type: none"> • Resident Panel meeting – first virtual meeting held 26th August 2020 • Newsletter – produced every 2 months – next due beginning of September following resident panel sign off • Facebook – regularly updated and utilized for a virtual ‘Meet the Developer’ on Facebook Live in July • Specific consultation with residents on: Procurement, Design, Pavilion and community facilities • Direct liaison with Ward Councillors
Pavilion stakeholders	A separate consultation exercise on the pavilion provision as part of the S106 has begun including internal stakeholders e.g. Environmental Services, Health Improvement and Community Relations and external users e.g. Fernwood Foxes and local residents. Further consideration is required on the future management of the facility and maximizing the benefit from this alongside other community facilities in the area.

4.0 Equalities Implications

- 4.1 Equality implications for this regeneration scheme have been considered with an Equality Impact Assessment presented to Policy and Finance Committee November 2018.

5.0 Financial Implications

- 5.1 The project remains within the approved cost envelope.
- 5.2 Once enabling works have been carried out, updated costs will be fed into the HRA Business Plan to ensure the project is still affordable as well as modelling in some options around affordability with less or no grant if necessary.

6.0 Community Plan – Alignment to Objectives

- 6.1 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.

- 6.2 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;

7.0 Comments of Director(s)

- 7.1 This reports sets out strong progress so far on the regeneration of Yorke Drive, in particular reaching the enabling stage and amending resident consultation to account for current circumstances. This is significant project for the Council and the district.

8.0 RECOMMENDATION(S)

- 8.1 **That progress on the delivery of the Yorke Drive Regeneration Project is noted.**

Reason for Recommendation(s)

To keep Homes and Community Committee apprised of progress.

Background Papers

Nil

For further information please contact Cara Clarkson on Ext 5923

Suzanne Shead

Director of Housing, Health and Wellbeing

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

PROJECT UPDATE FOR THE SEVEN HILLS MODULAR DEVELOPMENT SCHEME

1.0 Purpose of Report

- 1.1 To update members as to progress on the project to replace the existing facility at Seven Hills.

2.0 Background Information

- 2.1 As part of the Housing Act 1996 the Council is under a statutory duty to provide temporary accommodation for all homeless applicants who meet the required criteria. Presently, this is delivered through the temporary accommodation provisions at Seven Hills, Quibells Lane, Newark and Wellow Green, Newark Road, Ollerton.
- 2.2 Due to the changing makeup of household sizes this has meant that the provision at Seven Hills is no longer fit for purpose, primarily because it does not provide the necessary flexibility of room sizes and configurations to best meet the needs of homeless households placed in this accommodation. It must also be acknowledged that the current quality of the accommodation offered, is below that which we would like to offer.
- 2.3 Members have previously approved the progression of a detailed design for a replacement scheme on the existing site, at the committee meeting held on the 30th of September 2019.

3.0 Proposals

- 3.1 Following the Homes and Communities Committee's approval to proceed with the project we undertook soft market testing to; engage with suppliers in shaping the construction choice, establish the level of design to be provided to suppliers and confirm the appropriate procurement route to market. This was progressed in November 2019.
- 3.2 The research revealed that the route to market for schemes delivered using modern methods of construction (MMC), differ greatly from a traditional form of construction where the scheme is built entirely on site. We received a wide variety of responses from suppliers, with some seeking to provide an off the shelf solution, whilst others were able to provide a unique product tailored to our needs. Delivery timescales again varied widely with some suppliers as short as 10 weeks whilst others indicated 30 weeks, this is attributable to the different scope of product offered. None of the suppliers were able to offer a firm indication of budget.
- 3.3 With only limited clarity from this exercise in how best to engage with the supply chain, papers were taken to the Senior Leadership Team in December 2019 and February 2020, as a result of further research being conducted and meetings with MMC suppliers. SLT approved progression of the scheme as a MMC solution and it was determined that we would put out a formal expression of interest through an established modular delivery framework. We approached the LHC who are a not-for-profit central purchasing body who develop OJEU-compliant frameworks, specifically for the use of publicly funded contracting authorities.

- 3.4 The expression of interest was undertaken in May 2020, it was sent to a shortlist of eight firms and we received two responses. Notwithstanding the poor rate of response, it was again apparent to note that even using an established framework, there was a lack of consistency in the construction detail required by the supply chain. The two products proposed in the responses were so different in their offering, as to be incomparable if taken forward to formal tender stage.
- 3.5 Having conducted both exercises it was agreed by the project team that the route to market we will use, is to adhere closely to the traditional form of detailed design, obtaining outline planning approval and undertaking a competitive open market tender exercise. This does introduce a risk of excluding some suppliers, however it gives the Council greater control over the end product we receive. It is also important to note that we will ensure an equal and transparent procurement exercise, where we are able to satisfactorily compare the submissions from a variety of providers.
- 3.6 To this end we are now able to report the appointment of WT Partnership as employer's agent for this project, in addition to Guy Taylor Associates who will undertake the role of architect. Both are local firms with a strong track record of delivering buildings using modern methods of construction. Indeed Guy Taylor Associates were the designers of the award winning Parsons Mount development in Newark, on behalf of St Leonard's Hospital Trust which was built using a timber framed construction form.
- 3.7 The final area of learning we have taken from the market research, is that the original title of the project was leading to confusion. Many modular suppliers offer non-permanent accommodation solutions, and as such suppliers were determining that it was the building that was temporary not the duration of the tenants stay. It was also altering perceptions as to the quality of finish, with some firms proposing plastic wipe clean surfaces.
- 3.8 In reviewing the scheme as part of the market research we have challenged some of the assumptions made as part of the feasibility exercise. A key assumption was that by using a modular form of construction we could have phased the works on site, in effect demolition some units on the site whilst retaining others for use as we built the new accommodation. However analysis of the services configuration on site revealed that this was not viable due to the layout of the underground services. This has required the creation of a new work stream, to source an alternative provision of accommodation whilst the new scheme is built.
- 3.9 An operational team of officers are currently exploring options available for an interim solution to accommodate homeless individuals and families whilst the new scheme is built. The findings from this exercise, preferred option and budgetary implications will be brought back to committee for a decision.
- 3.10 To support the delivery of the project moving forwards the key milestones have been identified as follows:
- (Oct 20) Undertake site surveys and preliminary design to planning pre application stage.
 - (Nov 20) Prepare tender pre-qualification stage.
 - (Jan 21) Seek committee approval on indicative designs and to proceed to procurement.
 - (March 21) Report on tender outcome and propose contractor for committee approval.
 - (June 21) Undertake the developed design and discharge of planning conditions.
 - (August 21) Commence works on site.

- (March 22) Complete works on site.

4.0 Equalities Implications

- 4.1 The facility at Seven Hills is by its purpose intended to serve any resident of the district who requires a temporary housing solution. Within the design for the new building, we will be taking into account the breadth of client base who may need to access the facility, and ensuring the new facility meets their needs. The new building will be able to accommodate larger family groups as well as smaller ones, it will be modern and ensure people live to a decent standard.
- 4.2 Within the preferred interim solution and redesign of the future service model, consideration will be given to supporting equality of opportunity through equality impact assessments.

5.0 Financial Implications (FIN20-21/761)

- 5.1 There are no direct financial implications arising from this report. As per the report presented to this Committee on 30/09/2019, £3,000,000 of funding has been approved in the council's capital programme to replace the temporary accommodation facilities currently at Seven Hills.
- 5.2 As per paragraph 3.9 of this report, the financial implications of potential interim solutions whilst the new scheme is built will be presented to this Committee at a later date.

6.0 Community Plan – Alignment to Objectives

- 6.1 Proceeding with the replacement of the existing facility at Seven Hills, aligns with the following objectives:
- Accelerate the supply of new homes including associated facilities.
 - 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.

7.0 Comments of Director(s)

- 7.1 This project will enable the Council to provide a modern, efficient facility for people when they are in most need. The opportunity to use modern methods of construction will deliver an innovative scheme, which will be interlinked with wrap around support for residents to help promote a strong start to their housing journey.

8.0 RECOMMENDATION(S)

That members of the committee note the progress on the project to date.

Reason for Recommendation(s)

To ensure this project progresses with Member support, to enable the Council to provide appropriate temporary accommodation to discharge its statutory homeless duties.

Background Papers

Homes and Communities Committee 30 September 2019 – Temporary Accommodation Development Appraisal.

Homes and Communities Committee 11 March 2019 – Temporary Accommodation Project Update.

Policy and Finance Committee 21 February 2019, approved by Full Council 7 March 2019.

For further information please contact **Edward Langtry – Capital Projects Manager** on Ext 5771

Suzanne Shead

Director – Housing, Health and Wellbeing

HOMES & COMMUNITIES COMMITTEE

14 SEPTEMBER 2020

HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2021 AS AT 31 JULY 2020

1.0 Purpose of Report

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

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

1.2 It was requested by Members at the Policy & Finance Committee during February 2020 that reports were presented to individual Committees, for noting, for them to understand the financial position of their Committee.

2.0 Background Information

General Fund Performance

2.1 Attached is the Policy & Finance report to be tabled at 24 September Committee which details the forecast financial position to 31 March 2021 of the Council as at 31 July 2020.

2.2 The current forecast position for the Council is an unfavourable variance of circa £0.574m-£0.774m. This is prior to any return funding from the Nottinghamshire Business Rates Pool, for which 151 Officers across the County are working to review the position.

2.3 The forecast outturn position for the Homes and Communities Committee is a favourable variance of £0.006m. The main reasons for this variance are attached as Appendix A to the attached Policy and Finance Report.

2.4 It should be noted that this position is still an indication of the anticipated outturn position, and officers continue to work throughout the year revising their forecasts. Further forecast reports closer to the financial year end will give a more accurate assessment of the outturn position.

HRA Performance

2.5 The current forecast position for the HRA is a favourable variance of £1.564m. The table at paragraph 3.22 identifies the reasons for the variance. Paragraphs 3.15 through to 3.22 give further details regarding the HRA forecast performance, including the current level of efficiencies generated through the re-integration of the housing service.

3.0 Financial Implications (FIN20-21/9993)

3.1 The financial implications are all contained within the report to Policy & Finance Committee 24 September which is attached to this report.

4.0 RECOMMENDATION

That the contents of this report be noted.

Reason for Recommendation

To inform Members of the proposed forecast outturn position for the Homes and Communities Committee as at 31 July 2020.

Background Papers

Nil

For further information please contact Nick Wilson 5137

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

POLICY & FINANCE COMMITTEE
24 SEPTEMBER 2020

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

1.0 Purpose of Report

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

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

2.0 Background Information

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

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

3.0 Proposals

Overview of General Fund Revenue Projected Outturn for 2020/21

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

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

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

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

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

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

- 3.6 Non-Service expenditure is expected to have a favourable variance against the revised budget by £0.135m.
- 3.7 The large variances against Other Operating Expenditure and Taxation and Non-Specific Grant Income primarily relate to the council's distribution in the 2020-21 financial year of its £28.752m of Small Business Grant, Retail, Hospitality and Leisure Grant and Local Authority Discretionary Grant allocation. The council distributed £7.450m of this £28.752m in 2019-20, and most of the remainder in April 2020. The £0.221m variance against Finance & Investment Income/Expenditure relates to less than budgeted investment interest income.
- 3.8 It should be noted that this position is still an indication of the anticipated outturn position, and officers continue to work throughout the year revising their forecasts. Further forecast reports closer to the financial year end will give a more accurate assessment of the outturn position.
- 3.9 The council has received £1.483m in funding from the Ministry of Housing, Communities & Local Government (MHCLG) for additional costs as a result of COVID-19. Spend paid for from this funding has been borne centrally rather than by individual services, to ensure that additional costs as a result of COVID-19 can be itemised separately from spend on mainstream services.
- 3.10 **Appendix B** shows the current allocation of this budget. As can be seen, all but £0.027m has been allocated to specific expenditure. This therefore allows scope for further expenditure to be approved for spend as a result of COVID-19 where the need arises.
- 3.11 Updated versions of **Appendix B** will be included in subsequent quarterly forecast outturn reports presented to this Committee. These will include projected spend for the year against each line with a funding allocation.
- 3.12 The council has also been granted, through section 31 grant, monies to support the Collection Fund in relation to the Extended Retail Discount. Businesses within the Retail, Hospitality and Leisure sector do not need to pay any non-domestic rates (NDR, or 'business rates') for 2020/21 due to this relief. Currently the relief amounts to £18.264m. The impact of this is that there will be a large deficit in the Collection Fund at the end of this financial year as business rates invoices that would usually be raised to these businesses will not now be raised into the Collection Fund. However, this is offset by the s31 grant that has been received, but due to accounting regulations the s31 grant is receivable into the General Fund rather than the Collection Fund.
- 3.13 As a result of this, it is anticipated that there will be a large surplus declared on the GF, but this will need to be transferred into reserves in order to meet the shortfall in the Collection Fund for the following year. It has been announced that losses on the Collection Fund will be able to be spread over a three year period, albeit the deficit arising from the extended retail relief will not qualify for spreading and it will only be real losses arising from closure of businesses. Officers are still awaiting guidance from CIPFA who are liaising with MHCLG regarding the mechanics of how this will work in practice.

- 3.14 Analysis from Council Tax and NNDR show that there are movements between the current year and 2019/20 in terms of collection rates. NNDR has seen a slight increase in the collection rate as the proportion of the net debit (adjusted for the additional reliefs) that was outstanding at 31st July was 61.92% as opposed to 63.35% at the same stage last year. Council Tax is showing a slight decline in the collection rate as the proportion of the net debit that outstanding at 31st July was 66.11% as opposed to 65.52% at the same stage last year.

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

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

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

- 3.16 This is the first full financial year in which the budget integrates all expenditure and income that Newark and Sherwood Homes Ltd used to formally manage on the council's behalf.

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

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

Overview of Projected Capital Outturn 2020/21

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

	Revised Approved Budget £'m	Revised budget updated for Approval £'m	Actual Spend to July 2020 £'m	Forecast Outturn £'m
General Fund	37.498	31.517	0.816	31.517

HRA	26.748	25.248	1.219	24.752
Total	64.246	56.765	2.035	56.269

- 3.24 Actual spend to the end of June 2020 was only 1.5% of the revised budget at the time and for the same period in the previous financial year, this was 26%, therefore the COVID-19 lockdown period has had an impact on Capital expenditure. However, during July, a further £1.143m was spent, so whilst this is still low compared to revised budget (3.6%) expenditure is picking up at pace.
- 3.25 Overall the forecast outturn position is anticipated to be a favourable variance of £0.496m. Due to the current pandemic, the HRA investment programme is anticipated not to utilise its budget allocation at this time. Officers will keep this under review and future forecast outturn reports will revise this.
- 3.26 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Policy & Finance Committee approve all variations to the Capital Programme. Following the meeting of 25 June 2020, the total approved budget was £64.246m. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£0.046m
Reprofiles	-£7.527m
Total	-£7.481m

- 3.27 If these variations are approved, then the revised budget will be reduced to £56.765. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices D** (General Fund) and **E** (HRA).

Capital Programme Resources

- 3.28 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 3.29 In summary, the forecast outturn of £56.269m (taking account of the current anticipated forecast outturn position) will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget

	General Fund £'m	HRA £'m	Total £'m
Borrowing	19.060	7.599	26.659
External Grants & Contributions	6.389	0.779	7.168
Capital Receipts	0.974	4.853	5.827
Community Infrastructure Levy	0.620	0	0.620
Revenue Contributions	4.474	11.521	15.995
Total	<u>31.517</u>	<u>24.752</u>	<u>56.269</u>

Capital Receipts

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

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
Balance at 1st April 2020	1.209	2.440	1.805	5.454
Received up to the end of July 2020	0.000	0.503	0.216	0.719
Estimated receipts for remainder of the financial year	0.000	0.183	0.572	0.755
Approved for financing	0.974	2.710	2.593	6.277
Available Capital receipts balance at 31 March 2021	0.235	0.416	0.000	0.651
Estimated Receipts 2021/22 - 2023/24	2.350	2.232	2.437	7.019
Approved for Financing 2021/22 - 2023/24	0.233	2.115	1.646	3.994
Estimated Uncommitted Balance	2.352	0.533	0.791	3.676

- 3.31 The Right-to-Buy (RTB) receipts for Replacement Homes (known as 1-4-1 Receipts) are retained through a RTB agreement. Under the terms of that agreement, the RTB receipts have to be spent on new supply of affordable housing within 3 years of arising, or have to be returned to Government with penalty interest applied. The Ministry of Housing, Communities & Local Government (MHCLG) wrote to the council inviting it to enter in to an agreement to make it easier to fulfil the conditions, recognising that the COVID-19 crisis has halted or slowed down development. The council now has an additional six months (until 31 December 2020) to catch up with spending plans.

4.0 Financial Implications (FIN20-21/1512)

- 4.1 All of the financial implications are set out in the body of the report.
- 4.2 As per paragraph 3.14 the HRA is currently predicting an additional transfer of £1.564m to the Major Repairs Reserve.
- 4.3 With regard to the General Fund revenue outturn, the unfavourable variance of between £0.574m and £0.774m represents a negative variance of between 3% and 4% on the overall General Fund budget.
- 4.4 With regard to capital, any savings on projects will be assessed and used to meet additional demands, or to fund the Council's Capital Programme in future years.

5.0 RECOMMENDATIONS that:

- (a) the General Fund projected unfavourable outturn variance of between £0.574 and £0.774 be noted;

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

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

(d) the Capital Programme projected outturn and financing of £56.269m be noted;

Reason for Recommendations

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

Background Papers

General Fund Monitoring Reports to 31 July 2020

Capital Financing Monitoring Reports to 31 July 2020

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

Sanjiv Kohli

Deputy Chief Executive, Director - Resources and Section 151 Officer

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

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

Economic Development - £0.728m	£'m
Newark Civil War Centre (NCWC) & Palace Theatre: largely due to reduced net income (Coronavirus-related)	0.236
Land Charges: reduced income (Coronavirus-related)	0.043
Vicar Water Park/Sconce & Devon Park: reduced events and Rumbles Catering income (Coronavirus-related)	0.028
Growth Technical Support: vacant post	(0.030)
Development Management: vacant posts and additional income expected from planning applications	(0.204)
Planning Policy: delayed implementation of restructure	(0.023)
Newark Beacon: reduced income, such as from catering, hire charges and rents (Coronavirus-related)	0.099
Buttermarket: three-month rent reductions negotiated by tenants (Coronavirus-related)	0.034
Economic Growth: vacant support officer post and Business Manager began post in June 2020	(0.018)
Former M&S Building: Business Rates applicable for the year due to change in budgeted assumptions	0.081
Parking Services Admin: change in budgeted staffing assumptions	(0.012)
Surface Car Parks Newark: reduced income, mainly because fees waived on site (Coronavirus-related)	0.509
Street Scene Grounds Maintenance: income from government furlough scheme	(0.026)
Other small variances	0.010
Total	0.727
Homes & Communities - (£0.006m)	£'m
Private Sector Speech Call: increased number of customers using services	(0.017)
CCTV: reduced income because of customers disputing invoices raised	0.011
Total	(0.006)
Leisure & Environment - £0.185m	£'m
Domestic Refuse: income from government furlough scheme	(0.012)
Domestic Refuse: greater than expected increase in number of garden waste collection customers	(0.064)
Domestic Refuse: reduced provision of household bulky waste service and temporary reduction in price charged	0.015
Newark Livestock Market: reduced income due to financial performance of old tenant in 2019-20 worse than expected and lower rent anticipated to be charged to new tenant	0.245
Other small variances	0.001
Total	0.185
Policy & Finance - £0.405m	£'m
Bank Charges: increased number of debit and credit card transactions	0.013
Council Tax: reduced summons income, as courts currently closed (Coronavirus-related)	0.044
Rent Allowances/Rent Rebates	0.032
Revenues & Benefits: reduced staffing spend, because of vacancies and secondments	(0.045)
Castle House: reduced occupancy of building by external clients and staff car park (Coronavirus-related)	0.076
Corporate Property: vacant business manager and assistant business manager posts	(0.115)
£400,000 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.400
Other small variances	(0.001)
Total	0.404
	1.310

Appendix B

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

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

General Fund Additions

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
TA3286	Technology Investment	-0.093	See below reprofile re Telephony. Reduce budget down from £145k to £52.5k)
TC3130	Lorry Park Shower Upgrade	0.030	As per Urgency item agreed on 6/7 August 2020
TF6011	Mandatory Disabled Facility Grants	-0.091	Reduce to reflect level of spend confirmed by Better Care Fund
TF6012	Discretionary Disabled Facility Grants	0.092	Increase to reflect level of spend confirmed by Better Care Fund
TF6807	Warm Homes on Prescription	0.107	Increase to reflect level of spend confirmed by Better Care Fund
Total General Fund Additions/Reductions		0.046	
Total Additional/Reductions		0.046	

General Fund - Reprofiting

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

HRA - Reprofiting

Project	Capital Description	Additions / Reductions 20-21 £m	Comments
SA1060	Phase 3	-3.549	£2.049 Phase 3 of the development programme is now being grouped into Clusters and £1.5m moved to 2021/22 to take
SA1061	Phase 3 Cluster 1	0.455	Phase 3 Cluster 1 budget from above for 4 sites, 8 units
SA1062	Phase 3 Cluster 2	1.594	Phase 3 Cluster 1 budget from above for 4 sites, 9 units
Total HRA Re profiling		-1.500	
Total Re profiling		-7.527	
Total Variations		-7.481	

General Fund - Spend against budget - Estimated in year

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

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TF6807	Warm Homes on Prescription	L Monger	73,253	179,939	2,611	9,613	167,716	179,939		12.08.20 since the beginning of the financial year, only emergency work is being carried out until the recovery group approve restarting business as usual. Currently £33k committed for urgent work. Revisit the budget and potential rephasing in Q2.
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	L Monger	97,488	97,488	0	0	97,488	97,488		12.08.20 44 Gas connections completed and home surveys delayed due to COVID but have recommenced in August. Invoices expected following completion of work.
	Homes & Communities Committee		3,860,813	3,516,460	283,613	201,306	3,031,542	3,516,460	0	
TA1215	Leisure Centre Car Park Extension	A Hardy	0	0	-5,814	5,138	676	0	0	
TA1216	Dukeries LC New Pool	A Hardy	2,928,852	2,928,852	26,331	4,915	2,897,606	2,928,852	0	07.08.20 start on site due 1.9.20.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	1,500,000	0	0	1,500,000	1,500,000	0	07.08.20 conversations are taking place with SLCT with a view to an update report to P&F. Feasibility and business case to do.
TA1219	S106 - Blidworth LC Steam & Sauna Facility	R Churchill	23,754	23,754	16,504	0	7,250	23,754	0	07.08.20 Scheme is complete, snags to do.
TB2253	Vehicles & Plant (NSDC)	A Kirk	912,410	912,410	0	70,958	841,452	912,410	0	07.08.20 most of the vehicles in the replacement programme are on order.
TB6153	Cricket Facilities Kelham Rd - S106	A Hardy	0	0	0	0	0	0	0	
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	156,183	156,183	0	0	156,183	156,183	0	07.08.20 payable on commencement of phase due, due October 20.
TB6162	Loan to Newark Academy	A Hardy	240,000	240,000	0	0	240,000	240,000	0	07.08.20 school unable to accept the loan. Need to seek alternative.
TC3136	Climate Change	M Finch	30,000	30,000	0	0	30,000	30,000	0	
TC3137	Brunel Drive Door Entry System	A Kirk	42,227	42,227	16,270	12,484	13,473	42,227	0	07.08.20 fire alarms still to be complete, will be complete by early September.
	Leisure & Environment Committee		5,833,426	5,833,426	53,292	93,495	5,686,639	5,833,426	0	
TC1000	New Council Offices	R Churchill	286,025	286,025	129,045	15,375	141,605	286,025	0	07.08.20 final retention release due during August.
TC2000	Land Acquisition	R Churchill	1,090,760	1,090,760	0	0	1,090,760	1,090,760	0	07.08.20 relevant deals are being progressed.
TC3016	Legionella Remedial Works	R Churchill	133,412	133,412	22,921	58,221	52,270	133,412	0	07.08.20 scheme due for completion by 1st October
TC3138	Lord Hawke Way Remedial Work & Bond	E Langtry	384,150	384,150	0	0	384,150	384,150	0	
TG1002	Contribution to Robin Hood Hotel	R Churchill	2,591,610	2,591,610	292,606	0	2,299,004	2,591,610	0	07.08.20 back in site now following lockdown. Due to reach PC in Feb 2021

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TG1003	Loan to Arkwood Developments	N Wilson	11,409,849	11,409,849	0	0	11,409,849	11,409,849	0	
	Policy & Finance Committee		15,895,806	15,895,806	444,573	73,595	15,377,638	15,895,806	0	
TOTALS			37,497,986	31,517,367	816,194	549,917	30,151,255	31,517,367	0	

HRA - Spend against budget - Estimated in year

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

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S95250	Communal Lighting	M Carman	20,000	20,000	0	0.00	20,000	20,000	0	
S95251	Door Entry Systems	D Bamford	0	0	0	0.00	0	0	0	
S95252	Flood Defence Systems	D Bamford	10,000	10,000	0	0.00	10,000	10,000	0	
S95253	Play Areas	L Powell	20,000	20,000	0	0.00	20,000	20,000	0	04.08.20 Spend due to occur at the back end of the financial year. Agreed to add additional equipment at Cherry Holt.
S95254	Estate Remodelling	D Roxburgh	65,000	65,000	9,218	19,987.00	31,959	61,164	-3,836	
S95291	Parking Works	D Roxburgh	0	0	0	0.00	0	0	0	
S95293	Fencing Works	G Bruce	0	0	3,836	0.00	0	3,836	3,836	
S752	ENVIRONMENTAL WORKS		515,000	515,000	13,054	19,987.00	481,959	515,000	0	
S97100	ASBESTOS	A Hayward	0	0	0	0.00	0	0	0	
S97115	Asbestos Surveys	A Hayward	30,000	30,000	1,593	27,800.00	608	30,001	1	04.08.20 surveys continued through lockdown due to essential services
S97116	Asbestos Removal	A Hayward	20,000	20,000	311	11,522.35	8,167	20,000	-0	04.08.20 removals started in May.
S771	ASBESTOS		50,000	50,000	1,903	39,322.35	8,775	50,000	0	
S97200	FIRE SAFETY	M Carman	50,000	50,000	1,560	5,984.00	42,456	50,000	0	
S97218	Fire Risk Assessments	M Carman	150,000	150,000	0	0.00	150,000	150,000	0	04.08.20 works completed on receipt of risk assessment reports.
S97221	Fire Doors Various Locations	D Bamford	0	0	0	0.00	0	0	0	
S772	FIRE SAFETY		200,000	200,000	1,560	5,984.00	192,456	200,000	0	
S97300	DDA IMPROVEMENTS	L Powell	20,000	20,000	6,400	11,000.00	2,600	20,000	-0	04.08.20 Completed work at Burton Court. Accessible Kitchens being carried out at Community Centres. All budget will be spent.
S773	DDA IMPROVEMENTS		20,000	20,000	6,400	11,000.00	2,600	20,000	-0	
S97400	DISABLED ADAPTATIONS	L Powell	0	0	0	0.00	0	0	0	
S97416	Major Adaptations	L Powell	440,000	440,000	14,639	396,064.32	29,296	440,000	-0	04.08.20 only external works carried out due to lockdown. It is expected that this budget will be fully spent due to the level of referrals.
S97417	Minor Adaptations	L Powell	30,000	30,000	0	26,319.50	3,680	30,000	-0	04.08.20 until the end July contractor was only carrying our emergency work. Still expect to fully spend budget due to referrals.
S97418	Adaptation Stair Lift/Ho	L Powell	30,000	30,000	16,606	11,951.50	1,442	30,000	-0	04.08.20 committed full budget.
S774	DISABLED ADAPTATIONS		500,000	500,000	31,245	434,335.32	34,419	500,000	-0	
S97500	LEGIONELLA	M Carman	30,000	30,000	0	13,833.06	16,167	30,000	0	04.08.20 Surveys due to start again during August. Works will be carried out following reports.
S791	UNALLOCATED FUNDING		30,000	30,000	0	13,833.06	16,167	30,000	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	50,000	0	0.00	50,000	50,000	0	
S99101	Housing Capital Fees		378,800	378,800	0	0.00	378,800	378,800	0	
S791	UNALLOCATED FUNDING		428,800	428,800	0	0.00	428,800	428,800	0	
	PROPERTY INVESTMENT		5,613,800	5,613,800	179,894	3,225,722	1,712,090	5,117,705	-496,095	
AFFORDABLE HOUSING										
SA1030	HRA Site Development	Kevin Shutt	0	0	0	1,741	-1,741	-0	-0	

Project	Capital Description	Project Manager	Revised Budget 20-21 (Following P&F 26.06.20)	Revised Budget including Variations for Approval	Actuals to end of July	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
SA1031	Site Acquisition (Inc RTB)	Kevin Shutt / Jill Sanderson	2,038,529	2,038,529	0	750	2,037,779	2,038,529	0	10.08.20 Three sites currently being investigated.
SA1032	New Build Programme	Kevin Shutt	0	0	2,600	27,392	-29,992	-0	-0	
SA1033	Estate Regeneration	Cara Clarkson	1,085,429	1,085,429	18,486	78,927	988,016	1,085,429	0	10.08.20 Heads of terms and consultants appointment to deliver enabling works agreed. Continued work to around funding.
SA1034	Former ASRA Properties	Cara Clarkson	1,074,579	1,074,579	0	0	1,074,579	1,074,579	0	10.08.20 due to delays additional consultation underway with PA tenants with a view to complete Q3.
SA1044	Phase 1 Clust 3, West	Kevin Shutt	0	0	0	0	0	0	0	
SA1047	New Build Contingency	Kevin Shutt	117,902	117,902	0	0	117,902	117,902	-0	
SA1048	Boughton Extra Care	Kevin Shutt	5,967,605	5,967,605	787,822	3,609,194	1,570,589	5,967,605	0	10.08.20 back on site but currently only at 70-80% capacity. PC due March/April 2021, then fit out early June.
SA1050	Phase 2 Cluster 1 - Coddington	Kevin Shutt	0	0	-41,885	48,314	-6,429	0	0	10.08.20 retention due September 2020
SA1051	Phase 2 Cluster 1 - 1-4-1 Coddington	Kevin Shutt	0	0	-26,657	37,156	-10,500	-0	-0	10.08.20 retention due September 2020
SA1052	Phase 2 Cluster 2 - Southwell	Kevin Shutt	0	0	-8,664	8,673	-10	-0	-0	10.08.20 retention due January 2021
SA1053	Phase 2 Cluster 3 - Hawtonville	Kevin Shutt	152,307	152,307	46,764	14,722	90,821	152,307	0	10.08.20 three sites, retention due in September, final site won't be due until 2021/22
SA1054	Phase 2 Cluster 3 - 1-4-1 Hawtonville	Kevin Shutt	-0	-0	-17,549	127,877	-110,328	-0	-0	10.08.20 retention due January 2021
SA1055	Phase 2 Cluster 4 - Sherwood	Kevin Shutt	0	0	-22,053	24,397	-2,344	0	0	10.08.20 retention due February 2021
SA1060	Phase 3	Kevin Shutt	5,399,298	3,899,298	51,423	150,974	3,696,901	3,899,298	0	10.08.20 subject to planning approval, 28 further units being progressed. In qrt 2. Sites are quite complex, causing delays compounded by COVID-19 rephase £1.5m budget into 2021/22.
SA1061	Phase 3 - Cluster 1 Stand Alone	Kevin Shutt	1,004,967	1,004,967	114,928	686,723	203,316	1,004,967	-0	10.08.20 progressing - 4 sites, 8 units 4 week extension due to lockdown. Due for completion between August and October.
SA1062	Phase 3 - Cluster 1 Various	Kevin Shutt	1,594,000	1,594,000	133,835	1,287,163	173,003	1,594,000	0	10.08.20 progressing - 4 sites, 9 units started on site in May/June. Due for completion between March/April 2021.
SA1070	Phase 4	Kevin Shutt	2,700,000	2,700,000	0	0	2,700,000	2,700,000	0	10.08.20 pre planning work on phase 4 is being carried out now.
SA1080	Phase 5	Kevin Shutt	0	0	0	0	0	0	0	10.08.20 Land acquisitions will ensure delivery of phase 5.
	SUB TOTAL AFFORDABLE HOUSING		21,134,616	19,634,616	1,039,050	6,104,004	12,491,562	19,634,616	0	
	TOTAL HOUSING REVENUE ACCOUNT		26,748,416	25,248,416	1,218,944	9,329,726	14,203,652	24,752,322	-496,094	

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

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

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

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

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

Details of Item

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

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

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

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

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


Decision

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

Members Consulted:

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

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

Signed: 

Date: 24 August 2020

Director – Housing, Health and Wellbeing

PARISH AND TOWN COUNCIL INITIATIVE FUND - GRANT PANEL

THURSDAY, 21ST MAY, 2020

Present:

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

Apologies: Councillor D Lloyd

1 Appointment of Chairman

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

2 Declarations of Members Interests

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

3 Terms of Reference

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

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

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

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

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

Members suggested that the scoring matrix be included in the report for future meetings and also requested how the funds would be distributed over the next four rounds of meetings. It was confirmed that a report regarding the distribution of the funding would be submitted to the next meeting of the Panel.

AGREED that:

- (a) the Terms of Reference for the Parish and Town Council Initiative Fund – Grant Panel be noted;
- (b) the scoring matrix be included in the report for future meetings; and
- (c) a report regarding the distribution of the funding be submitted to the next Panel meeting.

4 Parish & Town Council Grant Applications

The Panel considered applications from six Parish Councils: Blidworth, Edingley, Edwinstowe, Kings Clipstone, South Clifton and South Muskham.

The project outlined the total cost, the amount the applicant had applied for and whether the request met the Greener criteria. The information was contained within a table for Member consideration. Each application which was appended to the report, was considered individually.

a) Blidworth Parish Council

An application had been submitted on behalf of Blidworth Parish Council requesting a Grant for £220, 49% of the project cost of £448. The project met the Greener criteria and scored 100/100.

The project aimed to provide litter picking equipment for use in the village. Purchase of litter picking equipment including 20 litter pickers, 10 handy hoop bag holders, 48 pairs of protective gloves and 2 large boxes of refuse sacks.

Members commented that the scheme was suitable and met the criteria, the equipment cost however appeared expensive and they questioned whether the equipment could be sourced by the Council through procurement to achieve a better cost.

AGREED (unanimously) that:

- (a) a Grant for £220 be awarded to Blidworth Parish Council for the purchase of litter picking equipment for use in the village; and
- (b) the Health Improvement & Community Relations Manager make enquiries regarding securing the equipment through the Council's procurement procedure, to secure best value.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

b) Edingley Parish Council

An application had been submitted on behalf of Edingley Parish Council requesting a Grant for £9,403.60, 50% of the project cost of £18,807.20. The project could offer greener elements but would be subsidiary and scored 50/100.

The project would repurpose a builder's yard (including derelict portacabins) and provide a grass matrix mat surfaced car park on part of school field behind Edingley Old Schoolroom. The car park would help to reduce on street parking near the busy village hall, thereby reducing congestion. The increased parking facilities would be a benefit to businesses in the centre of the village as more people would be able to visit. There was also the potential to attract more passing trade enhancing the centre of the village.

Members considered the application and felt that the scheme did not meet the criteria, but was more suited to the 'Safer' scheme which would come in the next round of funding. The Health Improvement & Community Relations Manager confirmed that he would work with Edingley Parish Council to try and secure them funding through a different scheme.

AGREED (unanimously) that a Grant would not be awarded to Edingley Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

c) Edwinstowe Parish Council

An application had been submitted on behalf of Edwinstowe Parish Council requesting a Grant for £20,000, 29% of the project cost of £69,000. The project met the Greener criteria and scored 100/100.

The project included the installation of a 30.36kWp Solar PV System with a 49kWh Lithium Battery Storage System and a 1000l Hot Water System heated purely by Solar PV fitted to pavilion at Sherwood Fields, Edwinstowe. The project also included de-commissioning of the current ineffective gas boilers and isolation of the gas supply. The pavilion was owned by Edwinstowe Parish Council with a long term lease to the Robin Hood Colts, an Edwinstowe based sports organisation that provided football activities for boys and girls of all ages, including two senior teams.

Members considered the application and felt that the scheme was suitable to be awarded grant funding.

AGREED (unanimously) that a Grant be awarded to Edwinstowe Parish Council.
(Having declared an interest, Councillor P Peacock took no part in the vote).

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	Did not vote
T Wendels	For

d) Kings Clipstone Parish Council

An application had been submitted on behalf of Kings Clipstone Parish Council requesting a Grant for £9,431.79, 52.6% of the project cost of £17,930. The project did have some green aspects but were subsidiary and scored 97/100.

The Parish Council purchased a playing field in 2017 and the Councillors and a group of residents started to develop what was a storage shed into a meeting place. The “Village Shed”, a new community facility was established, however for this to be successful on a regular basis, more permanent facilities were required, such as a kitchen and additional shed to accommodate toilet facilities were essential. The “Village Shed” had easy access for all and was in walking distance for most residents and would aid community spirit & social inclusion.

Members considered the application but felt that the scheme did not meet the greener criteria. The Health Improvement & Community Relations Manager commented that there had been a Government Village Hall scheme which had currently run out of money, however he thought that as the scheme had been successful a future scheme may come forward. The Health Improvement & Community Relations Manager would work with Kings Clipstone Parish Council and try and secure some funding through alternative schemes.

AGREED (unanimously) that a Grant would not be awarded to Kings Clipstone Parish Council.

Councillor	Vote
Mrs M Dobson	Against
K Girling	Against
P Harris	Against
R Holloway	Against
R Jackson	Against
D Lloyd	Apology
N Mison	Against
P Peacock	Against
T Wendels	Against

e) South Clifton Parish Council

An application had been submitted on behalf of South Clifton Parish Council requesting a Grant for £266.44, 31% of the project cost of £859.72. The project met the Greener criteria and scored 100/100.

The project would provide a Refill Station to be established at South Clifton's Sports Pavilion as part of an initiative to reduce consumption of domestic single-use plastic. The Refill Station would allow villagers in South and North Clifton and adjacent communities to purchase environmentally-friendly household and personal care products which were cruelty-free, plastic-free and organic that could be decanted directly into their own containers. The scheme would significantly reduce quantity of single-use plastics bought and disposed of, as well as promoting products that were more earth-friendly. The refill station would open once a week initially and would be run by a team of volunteers.

Members considered the application and felt that the scheme was perfect to achieve grant funding.

AGREED (unanimously) that a Grant be awarded to South Clifton Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

f) South Muskham Parish Council

An application had been submitted on behalf of South Muskham Parish Council requesting a Grant for £3,900, 41.8% of the project cost of £9,322.60. The project met the Greener criteria and scored 100/100.

The project included the installation of 24 solar panels on the village hall roof to generate renewable energy to increase energy efficiency of the building and reduce reliance on

importing power. The hall was the only public building serving 2 rural villages, neither of which had mains gas nor was in the designated place of safety in the event of flooding, loss of power or other emergency as outlined in the Parish Councils Emergency plan.

Members considered the application and felt it was a good scheme.

AGREED (unanimously) that a Grant be awarded to South Muskham Parish Council.

Councillor	Vote
Mrs M Dobson	For
K Girling	For
P Harris	For
R Holloway	For
R Jackson	For
D Lloyd	Apology
N Mison	For
P Peacock	For
T Wendels	For

5 **Future meeting dates**

Members commented that the Microsoft Teams meeting had gone well and would welcome future virtual meetings as this was a more efficient use of their time. It was suggested that the next meeting takes place in October 2020, preferably on a Monday at 2.30pm.

AGREED that the next meeting would take place in October 2020, on a Monday at 2.30pm.

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

Document is Restricted