



*Castle House
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Wednesday, 17 November 2021

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

Members of the Committee:

**Councillor Mrs R Holloway
Councillor R Jackson
Councillor P Peacock
Councillor T Wendels
Councillor R White**

Substitute Members:

**Councillor N Mison
Councillor N Mitchell
Councillor M Skinner**

MEETING: Policy & Finance Committee

DATE: Thursday, 25 November 2021 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Notts NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

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

AGENDA

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Finance Items for Information

None

Confidential and Exempt Items

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.

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 23 September 2021 at 6.15 pm.

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

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

ALSO IN ATTENDANCE: Councillor R. Blaney, Councillor Mrs B. Brooks, Councillor P. Harris,
Councillor J. Lee, Councillor M. Skinner and Councillor Mrs S. Michael.

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

Councillor Mrs R. Holloway declared a Non-Registerable Interest in Agenda Item No. 14 – Payment of Children and Young People Space Contribution to Bilsthorpe Parish Council as a Member of Bilsthorpe Parish Council.

Councillors K. Girling and M. Skinner both declared an Other Registerable Interests in Agenda Item No. 26 – Transfer of Southwell Leisure Centre, as Directors of Active4Today.

Councillor T. Wendels declared an Other Registerable Interest in Agenda Item No. 26 - Transfer of Southwell Leisure Centre, as a District Council appointed Trustee of Southwell Leisure Centre.

Councillor D. Lloyd advised of his reasons for not taking in the meeting during consideration of Agenda Item No. 18 – London Road Car Park, which was taken as the first item of business.

Councillor K. Girling chaired the meeting until after consideration of the London Road Car Park report.

249 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

250 MINUTES OF THE MEETING HELD ON 24 JUNE 2021

The minutes from the meeting held on 24 June 2021 were agreed as a correct record and signed by the Chairman.

251 LONDON ROAD CAR PARK

The Director - Planning & Growth presented a report concerning a review of the London Road Car Park extension scheme which was requested in response to a petition presented to the Full Council on 7 March 2019. The report referred to four

options open to the Council in respect of the scheme. However, when presenting the report the Director – Planning & Growth advised that an approach had been made by the solicitors acting for Datch Properties Limited, who now owned the site, which revised the terms in relation to the first option set out in the report, and a further proposal for a new or revised lease for a 30 year term at £25k per annum which would not require a car park to be built on the green space.

The Committee agreed that this was a significant proposal and therefore further time was necessary to consider the new information which was being reported.

AGREED (unanimously) that in light of the new information which was reported to the Committee, the item be deferred for consideration by the Full Council at their next meeting to be held on 12 October 2021.

Reason for Decision

To enable full consideration of the new information that was reported to the Committee.

252 FORWARD PLAN OF POLICY & FINANCE ITEMS

Councillor D. Lloyd joined the meeting at this point in the proceedings.

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

253 RECONSTITUTION OF WORKING PARTIES / TASK & FINISH GROUPS

The Committee considered the report of the Chief Executive which sought to reconvene the Working Parties and Task & Finish Groups established by the Policy & Finance Committee.

AGREED (unanimously) that:

- (a) the Working Parties/Task & Finish Groups set out in the appendix to the report be reconvened; and
- (b) Councillors S. Haynes, J. Kellas and T. Wildgust be appointed as the additional three Conservative Group Members on the Member Development Task & Finish Group; and
- (c) Councillor Peacock be appointed as the Policy & Finance Committee representative on the Local Development Framework Task Group.

Reason for Decision

To reconvene the appropriate Working Parties/Task & Finish Groups.

254 STREET NAMING AND NUMBERING POLICY

The Director - Planning & Growth presented a report which set out a new Street Naming and Numbering Policy for adoption and sought authorisation to formalise the legislation the Council would use in carrying out the function. The main purpose of the proposed policy was that every property in Newark and Sherwood had a unique, clear and consistent address. A copy of the proposed Policy was attached as Appendix 1 to the report.

In updating the Policy, regard had been made to the legislation under which street name and numbering can be carried out, and a review of other council's street name and numbering guidance, new national guidance and the Council's existing guidance. The report set out some of the issues of concern in respect of street naming including using the names of deceased or living persons and timescales. Members expressed their disappointment that streets cannot be named after living people, as it could often be a fitting tribute to people who had made significant contribution to the local community.

AGREED (unanimously) that:

- (a) a resolution be made to adopt:
 - Sections 17 and 18 of the Public Health Act 1925 for the naming and alteration of names of streets in respect to naming; and
 - Sections 74 and 75 of the Town Improvement Clauses Act 1847 is used for the numbering of buildings;
- (b) the above resolution be notified to Town/Parish Councils and Parish Meetings and notices placed within the Newark Advertiser and Mansfield Chad in accordance with Paragraph 25, Schedule 14 of the Local Government Act 1972; and
- (c) the Street Naming and Numbering Policy, as attached as an appendix to the report, subject to the inclusion of 'Wong' as a name suffix in Section 10, be adopted following the undertaking of (b).

Reason for Decision

Adoption of the proposed Street Naming and Numbering policy will provide clear guidance for service users and align with national guidance in relation to Street Naming and Numbering. Undertaking the notification process will formalise the Council's approach in accordance with legislation.

255 TARGET HARDENING OF KEY LOCATIONS TO MITIGATE THE RISK OF UNAUTHORISED ENCAMPMENTS

The Director - Communities & Environment presented a report detailing proposals to mitigate the risk of unauthorised encampments within the District, following a series of sustained encampments by gypsy and traveller groups of several areas of Council owned and managed land. There was a recognised need for gypsy and traveller sites within the district to address the requirements of resident travellers as identified in

the Council's Gypsy and Traveller Accommodation Assessment, and the Planning Policy team would continue to work with partners to ensure that suitable sites were available. The purpose of 'target hardening' was to assist with efforts to divert non-resident groups travelling through the District to suitable sites.

The report identified 21 at risk sites for which a range of modifications considered to restrict access were detailed, along with projected costs. Most proposed works would not affect general usage or aesthetics of the sites. Where more extensive works were required, these would be shared with the relevant Ward Member and community groups. The Committee noted the 'designing out' crime and increasing resilience was emphasised within the planning process.

AGREED (unanimously) that:

- (a) the approach to preventing unauthorised encampments on at risks sites in Newark & Sherwood, to avoid significant eviction costs and potential disruption to local communities be supported;
- (b) funding of £131,010 to undertake the works on the at risk sites be approved (works to be funded from the Community Engagement reserve, leaving a balance of £118,734);
- (c) funding of £21,010 from the Housing Revenue Account (HRA) to undertake the works on the at risk sites on HRA land be approved (works to be funded HRA annual budget); and
- (d) Newark Town Council be approached with a view to funding 50% of the cost of works on the Newbury Road estate.

Reason for Decision

To mitigate the cost and risks associated with unauthorised encampments on at risk sites in Newark & Sherwood.

256 NEWARK TOWNS FUND UPDATE

The Director - Planning & Growth presented a report which updated the Committee on the Newark Town Deal projects, including the Newark Construction College Centre of Excellence, the IASTI and SiSCLog. The report also advised of the commencement of the demolition of the cattle market from early October.

Support from the Committee was also sought to begin a formal procurement exercise for the creation of the Newark Cycle Town, to include four cycle hubs, bike hire and storage. Members welcomed the report and agreed it would bring in investment and employment to Newark, and aspirational options for young people.

AGREED (unanimously) that:

- (a) the updates provided be noted;

- (b) £200,000 be added to the Capital Programme in relation to the Cycle Town project of the Town Investment Fund programme, funded by the Towns Fund; and
- (c) Members support the Newark Cycle Town project, supporting that a full procurement takes place and that the Council's land-holding at Castle House adjacent to Castle Rail Station, be a location for a cycle hire hub subject to receipt of private match funding of no less than £50,000 in the form of sign-up from local employers.

Reason for Decision

To continue the development the Newark Towns Strategy and Investment Plan.

257 ENVIRO CRIME - STRENGTHENING OUR ENFORCEMENT ACTIVITY

The Director - Communities & Environment presented a report which proposed to increase the Authority's enforcement capacity through a one-year pilot arrangement with a private sector company targeting low-level environmental crime.

Under the proposals, the Council would effectively authorise WISE (Waste Investigations, Support and Enforcement) to undertake enforcement activity for a range of environmental crimes, largely under the various sections of the Environmental Protection Act 1990. This would cover littering, dog fouling, graffiti, Public Space Protection Orders and fly-tipping. This increased capacity would supplement the work of the Community Protection Officers in their role in responding to incidents and a wide range of community interventions.

The report also detailed positive feedback from neighbouring authorities who had undertaken similar schemes with WISE. The Committee welcomed the proposals and noted that performance data detailing where Fixed Penalty Notices had been issued could be shared Members. The Leisure & Environment Committee recommended adoption of the pilot project at their meeting held on 21 September 2021.

AGREED (unanimously) that a one year Enviro - Crime Enforcement pilot project with WISE be approved.

Reason for Decision

To consider enhancing enforcement capacity to enable delivery of the Council's objectives, recognising the challenges that have been brought to this objective with responding to the pandemic.

258 THE NOTTINGHAM AND NOTTINGHAMSHIRE COMPACT

The Health Improvement & Community Relations Manager presented a report which sought adoption of the Nottingham and Nottinghamshire Compact. The Compact asks public sector partners and the voluntary community sector to commit to a set of shared values and principles which support long-term development of effective partnership working. The Compact, attached at Appendix A to the report, had been borne out of the new relationships forged during the pandemic and was designed to provide a strong foundation for close collaborative working going forward.

AGREED (unanimously) that the Nottingham and Nottinghamshire Compact be referred onto Full Council for adoption.

Reason for Decision

To recognise the value of partnership working between the public sector and voluntary community sector in respect of delivering better outcomes for the community.

259 PROPOSED ACQUISITION OF SECTION 106 HOUSING - SOUTHWELL

The Director – Planning & Growth, presented a report proposing the acquisition of two S106 new build affordable rented homes on the Stagfield Group Development at The Rise, Nottingham Road, Southwell. The Council's housing register showed there was strong demand for affordable units in this locality. The Developer had not succeeded in finding a housing association to take on the properties, and the Council had concluded that the transaction represented value for money.

AGREED (unanimously) that delegated authority be given to the Director - Housing, Health & Wellbeing to offer the value detailed in the exempt Appendix for the two affordable housing units at The Rise, Nottingham Road, Southwell.

Reason for Decision

To consider the acquisition of the S106 affordable housing at Nottingham Road Southwell to enable the Council to intervene in the market where appropriate and necessary to ensure the delivery of on-site affordable housing in the district.

260 PAYMENT OF CHILDREN AND YOUNG PEOPLE SPACE CONTRIBUTION TO BILSTHORPE PARISH COUNCIL

The Director - Planning & Growth, presented a report which sought approval to forward fund the refurbishment of the children's play park and park at Maid Marion Way, Bilsthorpe from funding secured under a Section 106 agreement linked to the Oldbridge Way development in order to enable the Parish Council to progress the proposed works. The Parish Council had a scheme prepared for works to commence once funding had been secured. The advance payment could be made from Council reserves and the equivalent value repaid into reserves on receipt of the contribution from the developer as per the S106 agreement.

AGREED (unanimously) that:

- (a) the base sum of £111,271.20 plus indexation be transferred to Bilsthorpe Parish Council under a side legal agreement and any uplift secured through indexation also be transferred when received by the Council; and
- (b) a capital budget be created for £111,271.20, funded by borrowing until such time that the section 106 contribution is received.

Reason for Decision

To enable Bilsthorpe Parish Council to progress with the refurbishment of the children's play area and park at Maid Marion Way, Bilsthorpe with its appointed project team and contractor.

261 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2022 AS AT 31 JULY 2021

The Business Manager - Financial Services presented a report which compared the Revised Budgets with the Projected Outturn forecast for the period ending 31 March 2022. The forecast was based on four months performance information on the Council's revenue and capital budgets including the General Fund Revenue, HRA and Capital Programme. The accounts showed a projected favourable variance against the revised budget of £0.163m on service budgets, with an overall favourable variance of £0.148m. Appendix A to the report detailed the variances in service areas and other budgets.

The report also summarised the position for the Capital Programme up to the end of July 2021. Additions and amendments to the Programme were detailed in Appendix B to the report.

AGREED (unanimously) that:

- (a) the General Fund projected favourable outturn variance of £0.148m be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £0.778m be noted;
- (c) the variations to the Capital Programme at Appendix C be approved; and
- (d) the Capital Programme revised budget and financing of £54.765m be approved.

Reason for Decision

To update Members with the forecast outturn position for the 2021/22 financial year.

262 ASSET DATA SOFTWARE PROCUREMENT

The Business Manager – Housing Maintenance & Asset Management presented a report which sought approval to replace Keystone, with a new Asset Management & Compliance system for the Housing, Health & Wellbeing directorate. This replacement would enable the Council to maintain a robust system for the management of property data in order to ensure the safety of tenants in their homes, and enable effective asset management.

The report detailed the issues and risks with the existing software, set out the options for replacement, and detailed the selection process for the proposed new supplier. After extensive consideration, it was proposed that Apex was the most suitable solution.

AGREED (unanimously) that:

- (a) Members approve the preferred provider from the framework, Apex, to deliver a new asset management database;
- (b) the total one off expenditure of Apex of £160,300 funded from the HRA Development and ICT Reserve be approved; and
- (c) the additional annual revenue costs of Apex of £17,889 per year for all modules, funded by HRA efficiency savings be approved and added into future year budgets.

Reason for Decision

To improve the performance of the Compliance & Safety Team and ensure the health, safety and wellbeing of our tenants and employees remain paramount.

263 COMMUNITY PLAN - ACTIVITY FOCUS

The Director - Customer Services & Organisational Development presented a report setting out the work that remained on-going or outstanding within the Council's Community Plan for April 2020 to March 2023. It was noted that there would continue to be a demand on the Council to support the Covid response and recovery which would continue to impact on the Council's activities.

AGREED (unanimously) that the community activities which remain to be undertaken be noted.

Reason for Decision

To ensure Members are aware of the focus of activities which will be undertaken for the next 18 months.

264 PARISH AND TOWN COUNCIL INITIATIVE FUND 2020/21 - CLEANER, SAFER, GREENER - ANNUAL REPORT

The Committee considered the report of Director – Housing, Health & Wellbeing which gave an overview of the Parish and Town Council Initiative Fund awards for the 2020/2021 'Greener' themed rounds. A summary of the awards made to parish councils were detailed in the appendix to the report.

AGREED (unanimously) that:

- (a) the report and Appendix A be noted; and

(b) the Parish and Town Council Initiative Fund 2021/2022 Annual Review be reported to Members during 2022.

Reason for Decision

To enable the Council to monitor the value and impact of the Parish and Town Council Initiative Fund and the development and contribution to the Council's Community Plan 2020 – 2023.

265 URGENCY ITEM - TRANSFER OF S106 MONIES FOR COMMUNITY FACILITIES AND CHILDREN'S PLAY SPACE IN EDWINSTOWE

The Committee noted the decision to set up a budget in the Capital Programme for £43,479.63, financed by the Community and Children's Play Space contributions in the Section 106 Agreement reference AG1034, and to transfer to Edwinstowe Parish Council.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable a payment to be made to Edwinstowe Parish Council in a timely manner in line with other funding partners to move the projects forward.

266 URGENCY ITEM - TRANSFER OF SECTION 106 MONIES FOR INTEGRATED TRANSPORT CONTRIBUTION ALONG THE A1133 CORRIDOR TO THE FRIENDS OF TRENT VALE TRAIL

The Committee noted the decision to set up a budget in the Capital Programme for £24,755.63, financed by the Integrated Transport Contribution in Section 106 Agreement reference AG863, and transfer to the Friends of Trent Vale Trail

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable a payment to be made to Friends of Trent Vale Trail in a timely manner in line with other funding partners to avoid any unnecessary delays and to move the project forward.

267 URGENCY ITEM - NEWARK LORRY PARK SHOWER BLOCK

The Committee noted the decision to install turnstiles to the shower block at Newark Lorry Park at a capital cost of £32,000 for installation and £3,500 ongoing revenue cost for maintenance.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To ensure secure access to the shower block facilities and improve the facility opening times.

268 EXCLUSION OF THE PRESS AND PUBLIC

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

269 PROPOSED ACQUISITION OF SECTION 106 HOUSING - SOUTHWELL - EXEMPT APPENDIX

The Committee considered the exempt appendix in relation to the two affordable housing units at The Rise, Nottingham Road, Southwell.

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

270 HOUSING, HEALTH & WELLBEING BUSINESS UNIT RESTRUCTURE

The Committee considered the exempt report in relation to the Housing, Health & Wellbeing Business Unit Restructure.

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

271 TRANSFER OF SOUTHWELL LEISURE CENTRE

The Committee considered the exempt report in relation to the transfer of Southwell Leisure Centre.

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

Meeting closed at 8.24 pm.

Chairman

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

Document is Restricted

Forward Plan of Policy & Finance Committee Decisions from 1 December 2021 to 30 November 2022

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

These committee meetings are open to the press and public.

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

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
27.01.22	Refresh of the HRA Business Plan	suzanne.shead@newark-sherwooddc.gov.uk nick.wilson@newark-sherwooddc.gov.uk
27.01.22	Allocation of Efficiency Savings within Housing Services 2022/23	suzanne.shead@newark-sherwooddc.gov.uk
27.01.22	Workforce Development Strategy	Caroline.glass@newark-sherwooddc.gov.uk Deb.johnson@newark-sherwooddc.gov.uk
27.01.22	Drone Policy	Ella.brady@newark-sherwooddc.gov.uk
27.01.22	Commercial Strategy	Sanjiv.kohli@newark-sherwooddc.gov.uk Ella.brady@newark-sherwooddc.gov.uk
27.01.22	Asset Management Strategy	Mark.eyre@newark-sherwooddc.gov.uk
27.01.22	General Fund, HRA and Capital forecast outturn report at p8	Nick.wilson@newark-sherwooddc.gov.uk
27.01.22	Community Plan Performance Report Q3	tracey.clipsham-brown@newark-sherwooddc.gov.uk Ella.brady@newark-sherwooddc.gov.uk
27.01.22	2022-23 HRA Budget and Rent Setting	nick.wilson@newark-sherwooddc.gov.uk
27.01.22	Council Digital Strategy Update Report	Dave.richardson@newark-sherwooddc.gov.uk
27.01.22	Policy and Finance Proposed Revenue Budget 2022-23	nick.wilson@newark-sherwooddc.gov.uk

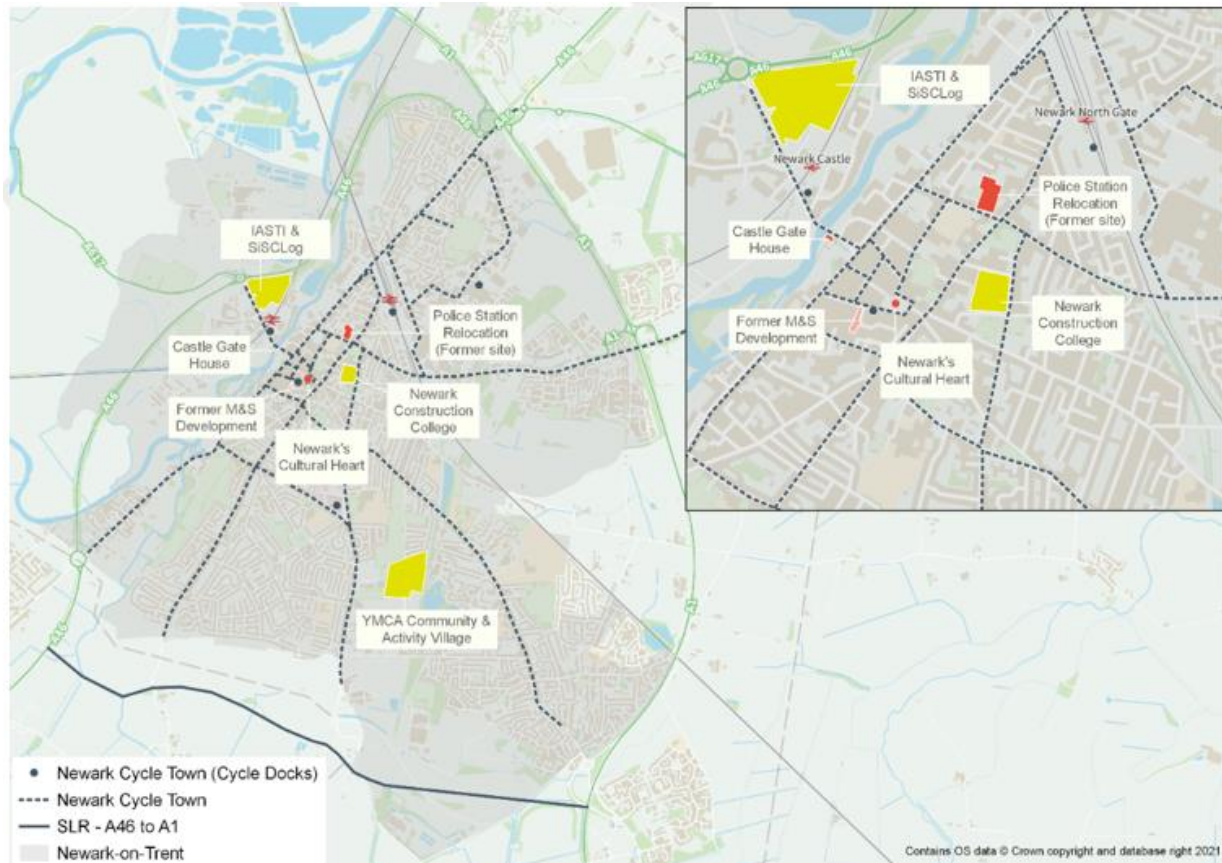
21.02.22	Medium Term Financial Plan 2022-26	nick.wilson@newark-sherwooddc.gov.uk
21.02.22	General Fund Revenue Budget 2022-26	nick.wilson@newark-sherwooddc.gov.uk
21.02.21	Capital Programme Budget 2022-26	nick.wilson@newark-sherwooddc.gov.uk
09/22	Climate Emergency Update	Briony.ashton@newark-sherwooddc.gov.uk

POLICY & FINANCE COMMITTEE
25 NOVEMBER 2021

NEWARK TOWNS FUND UPDATE

1.0 Purpose of Report

- 1.1 To update Members on the Newark Town Deal and identified Towns Fund Projects captured below.



2.0 Updates

Business Case Development

- 2.1 Members will recall from previous updates that work continues with Project Sponsors to deliver Business Cases for each of the Towns Fund projects. Since the last meeting the Full Business Case for the YMCA Community & Activity Village has been approved and submitted to government. It is expected that the full £2m Towns Fund grant will be drawn down in December 2021 for distribution to the YMCA in accordance with their Grant Funding Agreement milestones.
- 2.2 The Full Business Case (FBC) for the Stodman Street scheme has been received and Quod Consulting are undertaking an assurance review, in consultation with the Council's s151 Officer. The project proposes to create 29 high quality residential properties and 2 new retail/commercial units with the objective of increasing town centre vitality and supporting housing growth in the Town Centre. The Business Case has identified that the Benefit Cost Ratio (BCR) for this project is healthy. Subject to approval of the Council's s151 Officer, a summary Business Case will be submitted to government to secure the Towns Funding.

- 2.3 In addition to the Towns Fund the Council has successfully bid for £284k grant for the Stodman Street project to cover the costs of some asbestos removal and demolition. It is formally requested that Members welcome this grant and place this within the associated budget for the capital program.
- 2.4 The Outline Business Case (OBC) for the IASTI has now been formally submitted and is awaiting approval from Quod consulting in consultation with the Council's s151 Officer. This business case seeks approval for £10.6 million from the Newark Town Deal to support the delivery of an International Air and Space Training Institute facility in Newark. The IASTI-Newark will blend education with practical experience in partnership with the civil and military aviation industry. The project responds to skills shortages in the aviation and space sectors, who have struggled to attract, educate and retain qualified individuals needed to meet projected growth in these sectors. The project is led by Lincoln College Group (LCG) and is supported by industry. The OBC has identified an appropriate Benefit Cost Ratio (BCR). The IASTI programme will achieve the following outcomes:
- Air & Space Engineering: Training of a maximum of 15 new Level 3 Engineers in 2021/2022, 25 in 2022/2023 and 28 in 2023/2024.
 - Pre-Training of up to 20 new Level 3 Pilots in September 2021 with continuation onto the new practice-based degree from September 2023.
 - Training of a maximum of 20 new Aviation Ground staff in 2022/2023 and 28 in 2023/2024.
- 2.5 Business Cases for all of the other Towns Fund projects continue to be developed, in accordance with the following timetable:

Project	Project Sponsor	Expected sign-off
Newark Construction College	Lincoln College Group	Complete
Community & Activity Village	YMCA	Complete
32 Stodman Street	NSDC	FBC Pending Approval
IASTI®	Lincoln College Group	OBC Pending Approval
20 Minute Town	NSDC	November 2021
SiScLog (Newark Gateway site)	University of Lincoln/NSDC	January 2022
Castle Gatehouse	NSDC	March 2022
Cultural Heart of Newark	NSDC	March 2022
Newark Southern Link Road	Urban&Civic	Secured via the Newark Constituency Levelling Up Fund

- 2.6 The Assurance Framework has been updated (**Appendix A**) following additional guidance from the Government in October 2021. The proposed changes are highlighted in yellow. This update aligns the Assurance Framework with the guidance to allow Summary Documents to be submitted on the basis of a Strategic Outline Business Case or Outline Business Case with agreement by the 151 Officer. This allows the flexibility for projects later in the programme timetable and completing by 2025 the additional time to complete a Full Business Case with an updated financial profile and procurement methodology.

Program and Delivery Manager Recruitment

- 2.7 Members will recall previous support for the creation of a Town Investment Program Manager in order to oversee the delivery of the Towns Fund program and individual projects. The recruitment process is concluded with the post-holder starting with the Council on 17 November 2021.

Newark Southern Link Road

- 2.8 Members will recall that the SLR, which did form part of the initial Towns Fund Heads of Terms with Government was subject to the Newark Constituency Area Levelling Up Fund bid submitted to Government in June 2021 in partnership with Nottinghamshire County Council and Urban&Civic.
- 2.9 In the Autumn Budget on 27 October 2021 we received confirmation that the LUF bid was successful for the full £20m ask. It is now necessary to move at pace to accelerate the final design and delivery of the whole road given the LUF requirement for defrayal of grant to commence in 2022/22 and be fully spent by March 2024. This will involve working closely with National Highways (formerly Highways England), D2N2 (a grant funder alongside NSDC), Homes England (a loan funder), and Nottinghamshire County Council. In the case of the latter additional support and contributions will be sought. It remains the expectation that the SLR will be delivered in c2 years from now.

Newark Police Station

- 2.10 Members will have seen that following a review the Police & Crime Commissioner has elected not to proceed with the proposed relocation of the current station to Castle House. This project will not now be carried forward with the £1m towns fund grant being recycled, subject to Board, s151 Officer and Government approval into the remaining project(s) identified within the Newark Towns Deal.

Towns Fund Assurance

- 2.11 The current Towns Fund Assurance Framework (June 2021) has underpinned Quod Consulting's and the Council's s151 Officers assessment of Business Case development to date. Since it's adopting the government has published a number of qualifications and amendments to how Towns Funding can be drawn down, including an ability to draw down funding following an Outline Business Case (OBC) approval. Officers are keen to ensure the Assurance Framework remains up-to-date and therefore are seeking authority to adopt a revised Framework, which will be circulated in advance of the meeting.

3.0 Equalities Implications

- 3.1 Each TIP project is required to specifically address equalities and access implications as they are developed. This will be captured through the scheme and Business Case submissions.

4.0 Digital Implications

4.1 There are digital implications within many of the TIP plans and projects identified, with the need to ensure appropriate digital infrastructure, skills and future innovative and creative employment opportunities being key to many objectives. Each project will be required to identify this as they progress.

5.0 Financial Implications - FIN21-22/109

Newark Southern Link Road

5.1 The capital programme currently has a budget of £12.000m allocated. This is illustrated in the table below.

	Actuals Prior Years	2021-22	2022-23	Total Budgets
Budgets/Actuals	1,000,000	2,000,000	9,000,000	12,000,000
Funding Grants				
LEP	1,000,000		6,000,000	7,000,000
NSDC				
Growth Point			2,114,779	2,114,779
NSDC RCCO		2,000,000	500,000	2,500,000
NSDC Borrowing			385,221	385,221
Total Funding	1,000,000	2,000,000	9,000,000	12,000,000

5.2 NSDC has made a funding commitment of £5.000m towards the project. With the other additional funding of £7.000m coming from the LEP. To date £1.000m has been incurred in terms of costs in design works with Urban and Civic.

5.3 In addition to this NSDC and NCC had a successful bid of £20m approved for Levelling Up Funding on the 27th October 2021. This will be added to the capital programme at the next P&F following updates on profiling of budget. The grant has to be spent by March 2024.

5.4 This means that the project will have a total envelope of £31.0m remaining for the project. Total costs are currently estimated at £70.9m leaving £39.9m to be made up by Urban and Civic (private contribution). Discussions to secure the £39.9m are at an advanced stage, we are currently awaiting confirmation.

5.5 The financial implications for Southern Link Road are included within the report to Economic Development 'Highways Update'. It confirms the current budget remaining of £11m (NSDC £5m and LEP £6m) plus the additional £20m gained through LUP. With the total costs estimated at £70.9m this leaves a balance to be attained of £39.9m. This is to be made up by Urban and Civic (private contribution). Discussions to secure the £39.9m are at an advanced stage, we are currently awaiting confirmation of. Once the situation is resolved in respect of the balancing figure of £39.9m both this and LUP funding of £20m will be proposed to be added to the capital programme.

Towns Fund

- 5.6 The Stodman Street project has also had a successful application from the Brownfield Land Release Fund for £284k. Please see table below showing the Stodman street budgets included within the capital programme (including the additional £284k Brownfield land grant).

Current Budgets	Amount	Funding	Amount
Spend prior to 21/22	207,475.62	Primary Fund	284,000.00
Budget 21-22	2,076,524.38	Towns Fund	2,000,000.00
Budget 21-22	284,000.00	Brownfield Land	284,000.00
Budget 22-23	6,500,000.00	Borrowing	6,500,000.00
Total budget	9,068,000.00	Total Funding	9,068,000.00

- 5.7 Projects relating to the Towns Fund programme will be added to the capital programme in their entirety once the Business cases have been approved and approval granted at Policy & Finance.

6.0 Community Plan – Alignment to Objectives

- 6.1 The Newark Town Deal and TIP is a direct intervention of such scope and breadth that it significantly contributes to delivering all of the Council’s Community Plan objectives.

7.0 RECOMMENDATIONS that:

- (a) Members welcome and note the update provided;**
- (b) Members approve, subject to the recommendation(s) of the Council’s sS151 Officer and Quod Consulting, the Full Business Case (FBC) for 32 Stodman Street which seeks £2 million of Towns Fund Grant;**
- (c) Members approve, subject to the recommendation(s) of the Council’s sS151 Officer and Quod Consulting, the OBC for the International Air & Space Technology Institute (IASTI);**
- (d) subject to (b) and (c) above to confirm to the Newark Towns Fund Board that the Full Business Case (OBC) for 32 Stodman Street and Outline Business Case (OBC) for the IASTI meets the requirements of the Newark Towns Fund Assurance Framework (June 2021);**
- (e) subject to (b-d) delegated authority be given to the Director – Planning & Growth, in consultation with the Business Manager – Law & Information Governance, to enter into a Grant Funding Contract with the Lincoln College Group to provide Towns Fund Grant in accordance with the approved Outline Business Case for the International Air and Space Training Institute (IASTI) Newark;**
- (f) delegated authority be given to the Council’s s151 Officer to approve a final Full Business Case (FBC) for the IASTI (Newark), subject to approval from the Newark Towns Board;**

- (g) subject to (a-f) above, to approve £0.284m being added to the Council's Capital Programme for 32 Stodman Street (£0.284m Brownfield Land Release Fund) and up to £10.6m, in accordance with assured Outline and Full Business Cases, for delivery of the IASTI Newark; and
- (h) to adopt, subject to Newark Towns Board approval, a revised Towns Fund Assurance Framework (Nov 2021), as detailed in Appendix A to the report.

Reason for Recommendations

To continue the development the Newark Towns Strategy and Investment Plan.

Background Papers

Newark Town Investment Plan (July 2020)

Newark Towns Fund Assurance Framework (June 2021)

For further information please contact Matt Lamb on Ext. 5842

Matt Lamb

Director – Planning & Growth



**Newark Towns Fund
Local Assurance Framework**

June 2021

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1 Introduction

Town Investment Plan

In September 2019, it was announced that Newark-on-Trent had been chosen as one of 100 towns in the UK to potentially receive up to £25 million worth of investment, as part of the Government's 'Town Deal' initiative.

For Newark to have the best chance in being awarded the maximum funding, the Newark Towns Fund Board invited residents and visitors of Newark to take part in a survey to have a say the Towns challenges and opportunities. Local children were also asked to share their ideas on the future of Newark in the form of a writing competition. This work informed the shaping of projects and proposals to enable the strongest 'Deal' possible to be presented to Government.

This was captured in the Newark's 'Town Investment Plan', which was submitted to the Government at the end of July 2020.

The ambition is to 'reimagine' the town by addressing its visible and unseen challenges whilst maximising the positives. Learning and earning constraints continue to stifle social mobility and opportunity for residents and businesses. Retail vacancies and unemployment remain unacceptable high.

Four pillars of intervention were identified:

- Skills, Education, and Business
- Connectivity (digital, physical, people, and services)
- Town Centre Regeneration and Culture
- Town Centre Residential

It was announced in March 2021 that Newark had been successful in its bid for the £25 million of investment.

Newark Towns Fund Board

The Newark Towns Fund Board comprises c.40 private and public businesses and bodies and is the vehicle through which the vision and strategy for the town is defined.

The primary role of the Newark Towns Fund Board is to provide strong and visible leadership for Newark, challenging partners to increase their ambition of what can be achieved collectively and acting as advocates for the town.

Since inception in early 2020, the Newark Towns Fund Board has agreed a vision for Newark and sought to maximise the opportunities for growth; including, the development of a well evidenced Town Investment Plan which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

As the Newark Towns Fund Board enters its next phase in the Towns Fund process, its purpose changes to a strategic and delivery focus. As such, the structure of the Board has been updated to reflect the change in focus to include a Main Towns Fund Board and a smaller Executive Towns Board (see Section 4 for details).

Local Assurance Framework

This Local Assurance Framework (LAF) sets out how the Newark Towns Fund Board will effectively undertake its role in relation to good governance and allocation of public funds it is responsible for. It identifies the roles to be taken by Newark Towns Fund Board and its constituent Boards, by the Accountable Body and by the promoters of projects. This includes the process of ensuring value for money, prioritisation, appraisal, business case development and risk management.

It also sets out the process to be followed in selecting priorities for the Towns Fund.

Newark Towns Fund Board is fully committed to ensuring the highest standards of governance, accountability and transparency across all aspects of its activities and will review the LAF annually and make any changes in line with changes made to the Local Growth Assurance Framework to ensure consistency and full compliance. The Local Growth Assurance Framework has been used as a guide for the development of this Framework in the absence of an overarching assurance framework for the Towns Fund programme.

Newark and Sherwood District Council is the Accountable Body, and therefore has responsibility for ensuring this LAF is in place, meets the standards set out by Government and that all funding decisions are made in accordance with it. The Section 151 Officer will provide assurance of proper use of Government Funds and Governance Procedures within the Newark Towns Fund Board activities.

Newark and Sherwood District Council and the Newark Towns Fund Board will notify the Ministry of Housing, Communities and Local Government (MHCLG) of any significant changes made to the LAF.

2 Governance

The Newark Towns Fund Board have clear systems, rules and practices and processes in place to ensure that decisions are made on a transparent basis, by the appropriate persons or groups and based on appropriate skills and capability.

Members of the Newark Towns Fund Board and other subgroups will work within the agreed governance structures and will always demonstrate the highest standards of conduct. Any third party involved with the Newark Towns Fund Board or who is providing a service to the Newark Towns Fund Board will be made aware they are expected to act within the governance system and that their conduct is expected to be consistent with the standards applicable to members of the Newark Towns Fund Board.

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest and complaints.

Newark and Sherwood District Council expects employees and its members to adhere to the seven Nolan Principles of public life. Therefore, Members of the Newark Towns Fund Board, Executive Board and Sub Boards are expected to adhere to those same principles of:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Each Board Member and Substitute Board Member is required to submit a signed version of the Register of Interest, Terms of Reference, and Code of Conduct before formal membership is given. A copy of the Register of Interest, Terms of Reference, and Codes of Conduct are included within Appendix 1 and Appendix 2 of this document. Completed forms are submitted on the Newark and Sherwood District Council Website, as Accountable Body, under the list of Board representatives.

In light of the Covid-19 pandemic, Newark Towns Fund Meetings may be held in person or virtually, as required. The same governance rules apply to meetings that are held virtually.

An agenda, including reports presented to the Newark Towns Fund Main Board and Newark Towns Executive Board, are required to be circulated to all Board Members 5 working days prior to a Main Board or Executive Board Meeting and will be published on the Newark and Sherwood District's website.

An item of business not included in the agenda for a meeting may be considered by the meeting for reasons of urgency, if the person presiding at the meeting considers it appropriate and necessary to do so. Only in the most exceptional circumstances might it be considered necessary and appropriate for a matter of strategic importance to be dealt with in this manner.

Any urgent decision that needs to be made by the Newark Towns Fund Main Board or Newark Towns Fund Executive Board that does not fit within the timeframe of the scheduled meetings may be decided through the written procedure set out in Section 5, Scheme of Delegation, where the Co-Chairs consider it appropriate and necessary to do so.

Minutes and actions from Main Board and Executive Board Meetings are required to be published and circulated to Board Members no more than 10 working days following a Main Board and Executive Board Meeting.

Additional governance information such as future board meeting dates are also made available on Newark and Sherwood District Council's website.

3 Board Representatives

The Newark Towns Fund Board comprises c.40 private and public businesses and bodies (including local government, education providers, charities, local business groups, public limited companies and private organisations).

The Newark Towns Fund Board comprises of the following representatives:

- **Chair and Co-Chair** - The posts will lead and facilitate the Board providing strategic direction. Each role will be independent in its own right and at least one role will be held by a private sector representative. To enable the Board to proceed at least one of the two Chairs must be in attendance at the Main Board meetings and the Executive Board meetings. The Chair and Co-Chair will be voted in on an annual basis.
- **Board Members** - Representatives from the public and private sector including local business, Higher Education, Further Education, community voluntary services, emergency services, media and the District Council. Board Membership will be reviewed annually. Any decision made by the Chair must be formally ratified by the rest of the Board Members. There may be one vote per organisation.
- **Substitute Board Members** - Substitute members from organisations will be entitled to attend Board meetings and vote when a Board Member is not available. Substitute members are required to follow the governance process.
- **Advisors** - Advisors are invited by Board Members and participate in the meetings but have no voting rights or ability to make decisions on behalf of the Board.
- **S151 Officer** – Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations, in order to protect the accountable body (NSDC) and ensure proper administration of all financial affairs.

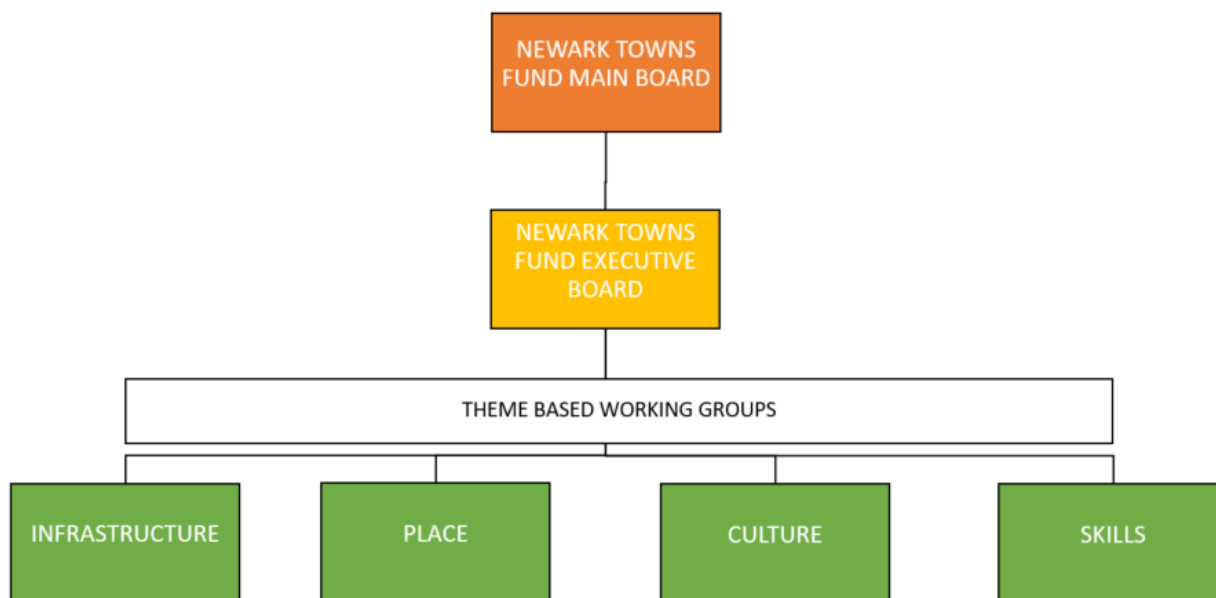
Process for New Membership

The Newark Towns Fund Board keeps a register of all Board and Substitute Members. Membership is reviewed on an annual basis. Board Members are notified with six months of their term left and given the option to reapply for a one term extension. Should the Board Member choose not to reapply the position is advertised via adverts online, in the local press and journals. Following the advertisement, the chairs will agree the shortlist for a vote into the Executive Towns Fund Board.

Part of the Main Board's responsibility is to ensure that that the Board Membership reflects the Newark Towns Fund Board area including age, gender, ethnicity, public and private sector, geography, and skills. Newark Towns Fund Board remains committed to diversity on its Board based on all protected characteristics and will encourage engagement and representation from across all communities from across the region.

4 Structure

The governance structure of the Newark Towns Fund Board is as follows:



The **Newark Towns Fund Main Board** is made up of the c.40 Board Members and Substitute Members as detailed in Board Representatives. The Main Board is to meet once every 6 months and its purpose is to oversee strategic decisions.

The **Newark Towns Fund Executive Board** is made up of a maximum of eight Board Members of which at least two are from Newark and Sherwood District Council, being the Chief Executive and S151 Officer, and at least four are from the private sector. The Executive Board representatives are approved annually by the Main Board and includes one of the Co-Chairs. The purpose of the Executive Board is to drive operational and delivery decisions as delegated by the Main Board. Advisors can be invited into Executive Board meetings and decision making.

Theme Based Working Groups are set up under the subjects of Skills Education & Business; Connectivity; Town Centre Regeneration & Culture; and Town Centre Residential. The Working Groups are made up of individual themed project groups. These groups are formulated and meet as required. The purpose of these groups are to deliver the projects identified in the Town Investment Plan and report any additional initiatives to the Executive Board. Theme Based Working Groups will be activated and inactivated based on the programme of projects within the Working Group. Each Theme Based Working Group will have a Working Group Champion whose role will be to call projects in under the group and organise meetings as required. A Newark and Sherwood District Council Officer will be included in each Theme Based Working Group who will be responsible for taking minutes and actions for the meetings.

5 Scheme of Delegation

The current scheme of delegation is for all strategic decisions to be made by the Newark Towns Fund Main Board. The Newark Towns Fund Board may delegate decisions to its Executive Board.

Any financial decision must be signed off by the S151 Officer from Newark and Sherwood District Council as the Accountable Body. The Council's S151 Officer will ensure compliance with all necessary financial regulations, in order to protect the accountable body (NSDC) and ensure proper administration of all financial affairs.

A decision which is made in contravention of the process will be invalid based on non-compliance unless the Newark Towns Fund Main Board has given prior approval for variation in the decision-making process.

Any decision that needs to be made by the Newark Towns Fund Main Board or Newark Towns Fund Executive Board that does not fit within the timeframe of the scheduled meetings can be decided through the written procedure below.

Only in the most exceptional circumstances might it be considered necessary and appropriate for a matter of strategic importance usually reserved to the Main Board to be decided through this procedure.

Written Procedure:

- A report in the usual meeting format and including reasons for urgency, will be circulated to the Co-Chairs to consider whether, due to the urgent nature of the decision to be made, it is necessary and appropriate for the decision to be made before the next meeting.
- Where practicable, the Co-Chairs will consult with other Executive Board Members prior to taking the required decision.
- The Co-Chairs will take the required decision, if at all possible within 5 working days of the report being presented. If the Co-Chairs are unable to reach agreement the decision of the Chair will be final.
- For transparency the report, reasons for urgency, and decision will be presented to the next appropriate meeting.

6 Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest, complaints, acceptance of the Nolan Principles, declaration of interests, gifts or hospitality and agreement of the latest Communications and Engagement Statement.

Where members of the Newark Towns Fund Board are not employed by Newark and Sherwood District Council, elements relating to pay or leave would not apply as membership of the Board is not a paid role.

Copies of Newark and Sherwood District Council's applicable policies, within its own Code of Conduct can be obtained via the website www.newark-sherwooddc.gov.uk/

Failure to adhere to the Newark Town Deal Board Code of Conduct could result in removal from the Board.

A copy of the Code of Conduct that Board Members are required to sign is included in Annex 1 of Appendix 1. All signed Codes of Conduct from Board Members are included on the Newark and Sherwood District Council website.

7 Publications of Reports and Information

Newark Towns Fund Board papers for the Main Board and Executive Board are published on the Newark and Sherwood District Council website.

These are published in line with the Best Guidance Practice Guidance in accordance with the Local Government Act 1972, meeting agendas and papers are published 5 clear working days before the meeting takes place and draft minutes of the meeting are published within 10 clear working days of the meeting taking place.

Any declaration of interest made at the meeting will be included in the minutes.

The Newark Towns Fund Board follow the Accountable Body - Newark and Sherwood District Council's document classification policy in terms of how documents are classified as public, controlled, or restricted.

Information which is not to be placed in the public domain is treated under The Local Authorities-Executive Arrangements Meetings and Access to Information Regulations 2012 using one of following 7 exemptions:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any person (including the Authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultation or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:
 - a. To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

Newark and Sherwood District Council have in place appropriate data protection arrangements in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Council is the Data Controller for the Board in its capacity as Accountable Body.

8 The Accountable Body

Newark and Sherwood District Council was appointed as the Newark Towns Fund Board's single Accountable Body in January 2020 as a requirement of the Towns Fund guidance.

The Accountable Body, through the Section 151 Officer, is accountable for the proper use and administration of funding, all of which falls under the annual audit of the Newark and Sherwood District Council's accounts, and for ensuring that decisions are made in accordance with this LAF or any other framework which may instead apply.

These responsibilities include:

- Ensuring the decisions and activities of the Newark Towns Fund Board conform with legal requirements with regard to equalities, social value, environment, Subsidy Control, procurement etc.
- Ensuring that funds are used in accordance with the conditions placed on each grant or loan.
- Ensuring (through the Section 151 Officer) that the funds are used appropriately.
- Ensuring that this Assurance Framework (or any other which may instead apply) is implemented and adhered to.
- Maintaining the official record of Newark Towns Fund Board proceedings and holding copies of all relevant Newark Towns Fund Board documents relating to any funding streams the Accountable Body is responsible for.
- Ensuring Newark Towns Fund Board decisions at formal meeting are recorded by way of minutes, and the minutes of each meeting are reported to the subsequent meeting to ensure accuracy. Minutes, agendas, and reports are published on the Newark and Sherwood District Council website.
- Responsibility for the decisions of the Newark Towns Fund Board in approving projects (for example if subjected to legal challenge).
- An independent annual audit will take place as instructed by Newark and Sherwood District Council as the Accountable Body.

The use of resources is subject to the usual local authority checks and balances – including the financial duties and rules which require councils to act prudently in spending; these are overseen and monitored by the Section 151 Officer.

While it may put in place procedures and promote proper practice, and monitor and report on the effectiveness of these, the Accountable Body is not responsible for any deficiencies in the administration of public monies among funding recipients and partner bodies. In the event of any shortcomings coming to light it will seek to safeguard, and recover where appropriate, the relevant monies through either the Newark Towns Fund Board mechanisms or its own channels as it considers most suitable in the circumstances.

The Accountable Body would only normally refuse a decision of the Newark Towns Fund Board if it were:

- Not procedurally valid, or
- Illegal, or
- Would lead to the available budget being exceeded.

If a situation did occur whereby the Accountable Body had significant concerns about a decision the Newark Towns Fund Board had taken, or proposed to take, then an urgent meeting within 5 working days would be convened by the Section 151 Officer of the Accountable Body with key stakeholders from both the Newark Towns Fund Board and the Accountable Body. The Council's S151 Officer will ensure compliance with all necessary financial regulations, in order to protect the accountable body (NSDC) and ensure proper administration of all financial affairs.

There will be a clear separation between scheme promoters (i.e. Newark and Sherwood District Council led schemes) and those advising on decision-making (the Accountable Body role), to ensure the Newark Towns Fund Board is acting on impartial advice on the merits of potentially competing business cases.

Where Newark and Sherwood District Council is the project lead and the Accountable Body, an independent business case assessor will review the project documents and provide an appraisal to the Newark Towns Fund Board on compliance to the Towns Fund programme. This should allow impartiality between different project leads and the Accountable Body.

Awards of funding by the Newark Towns Fund Board will be accompanied by a written grant offer agreement between the Accountable Body on behalf of the Newark Towns Fund Board and the promoter setting out the split of responsibilities and specifying provisions for the protection of public funds, such as arrangements to suspend or claw back funding in the event of non-delivery or mismanagement.

An equivalent agreement will be entered into where Newark and Sherwood District Council are both the Project Lead and Accountable Body.

As a minimum, these agreements will include:

- Details of the project and outputs to be delivered in a specified timescale
- Arrangements for payment (up front or in arrears, quarterly or other)
- Arrangements to suspend or claw back funding in the event of non-delivery or mismanagement
- Monitoring requirements, including the metrics and frequency of reporting
- Publicity obligations and arrangements

The agreement will be signed by the Section 151 Officer (or equivalent) of the promoting organisation and by the Section 151 Officer of the Accountable Body on behalf of the Newark Towns Fund Board, who has the final sign off on funding decisions.

The Accountable Body require Project Sponsors to provide evidence that subsidy control is adhered to. It will also satisfy itself of any subsidy control requirements in discharging its Accountable Body functions.

9 Section 151 Officer

Newark and Sherwood District Council is the Accountable Body for the Newark Towns Fund Board. The Council's S151 officer will ensure compliance with all necessary financial regulations.

The Newark Towns Fund Board and Accountable Body will ensure they address the five principles of the CIPFA guidance:

- Embed a corporate position for the Section 151 officer in Newark Town Board assurance
- Create a formal/structured mandate for the Section 151 officer
- Embed good governance onto decision making
- Ensure effective review of governance
- Ensure appropriate skills and resourcing

All Newark Towns Fund Board and any sub board documents which have a financial implication will be provided to the Section 151 officer/delegate, and where decisions are being made the Section 151/delegate will have the opportunity to comment. The Section 151 officer or delegate will also attend the Towns Fund Full Board and Executive Board.

Assurance will be provided by the submission by the Project Lead of a signed monitoring return to the Section 151 officer.

The Section 151 officer will provide the required level of assurance that is requested from MHCLG, which is to be confirmed.

10 Contracts

The Newark Towns Fund Board terms a 'contract' as a grant offer agreement for its Town Investment Projects.

As part of the grant offer agreement, the organisation responsible for the project will be required to fill in a project monitoring form to ensure compliance to achieve the desired outputs/outcomes as stated in the contract and the Town Investment Plan.

A regular programme overview is given at every Newark Towns Fund Executive Board and Newark Towns Fund Main Board meeting to update the Board on the performance, any issues and risks and mitigations of each project.

A Public Sector Equality Duty (PSED) assessment will be required as part of the contract with each individual project.

On a bi-annual basis the Newark Towns Fund Main Board is updated on outputs with each project RAG rated to highlight any projects which are an area of concern to the Newark Towns Fund Board's delivery targets. Any formal requests of changes over 25% to change grant profiles (for the avoidance of doubt, this does not relate to the overall level of grant, just the grant profile) or output profiles are taken to the Main Board for approval.

The Newark Towns Fund Main Board also receives regular updates on performance from the Newark Towns Fund Executive Board.

11 Government Branding

The Newark Towns Fund Board will meet any branding requirements set by MHCLG including the HM Government Identity Guidelines. Any additional branding changes or requests by HM Government will automatically be adopted by the Newark Towns Fund Board and will apply to all communication produced afterwards

Newark Towns Fund Board Brand

Each project is given the Newark Towns Fund Board branding guidance document which includes details for press and publicity and marketing and branding materials. This guidance adheres to the standards issued by the MHCLG.

Each project is contractually obliged to conform to the branding guidance.

This is followed up as part of the monitoring returns from each project, with projects required to provide details of forthcoming milestones linked to publicity opportunities to enable Newark Towns Fund Board to co-ordinate an appropriate marketing approach including engagement with MHCLG.

12 Engagement with Stakeholders

Newark Towns Fund Board is committed to effective engagement and collaboration with all its partners and stakeholders to effectively undertake its role as an advocate for its area and communicate key information relating to the Town Investment Projects

Examples of Newark Towns Fund Board's engagement activities include:

- Consultation of partners and stakeholders in the region for the Town Investment Projects
- Regular engagement with the local media on the Newark Towns Fund Board's work.
- Regular social media updates, website and video coverage of Town Investment Plan activity

The Chair and Co-Chair of the Newark Towns Fund Board regularly engage with local leaders, local Councillors, residents, and key business leaders.

Within Newark Towns Fund Board this engagement is being used to inform key decisions and future strategy development.

The Town Investment Plan, together with local economic development plans and capital programmes of Newark and Sherwood District Council provide the context, rationale and up to date evidence base for project and programme development.

Where there needs to be a change to the Town Investment Plan, this will be presented and agreed at Newark Town Fund Main Board before being communicated to the public. The decision will have been scrutinised appropriately by the Section 151 officer to ensure the change is fair and robust.

The Newark Towns Fund Board will remain in regular communication with MHCLG and the Towns Fund Delivery Partner and other towns who have received investment from the Towns Fund to ensure a collaborative approach to sharing ideas and support on any challenges.

13 Inclusion and Sustainability

The Newark Towns Fund Board looks to enable inclusivity and sustainability in to all its decision-making processes and strategic development. In order to be able to do this the Newark Towns Fund Board has a nominated inclusion representative and each Working Group must have at least one named inclusion representative at all times.

The Newark Towns Fund Board will consider how projects will improve the economic, social, and environmental well-being of the Newark-on-Trent area, how equality issues are considered, and how such improvements can be secured in the Town Investment Projects.

The Newark Towns Fund Board is committed to securing social value within the project designs.

All of the Newark Towns Fund Board strategies set out the inclusive ambitions and all decisions for capital funding must take into consideration the relevant charter which requires all projects to align their construction and development projects to a set of principles which create sustainable Economic, Environmental and Social impacts.

Each project as part of the Green Book Business Case should include details of how it meets the governments clean growth principles and Public Sector Equality Duty (PSED).

14 Town Investment Projects and Assurance Process

Town Investment Projects

In July 2020 the Newark Towns Fund Board submitted the Newark 'Town Investment Plan' which outlines thirty projects to span the next 30 years, including plans to regenerate the town centre, boost business and improve infrastructure. The government has announced that this plan has been accepted.

The priority projects identified to Newark are:

- **Lincoln College Group Construction College** – To provide additional courses in traditional trades (plumbing, bricklaying, joinery and stonemasonry), to over 600 new students over the next 5 years.
- **International Air and Space Training Institute** – To develop an International Air and Space Training Facility which blends education with practical experience.
- **YMCA Newark & Sherwood Community and Activity Village** – To redevelop 98.95 hectares of derelict space in the heart of Newark, with a mixture of physical and creative activities, education and health to ensure the village is a catalyst for broader social change/
- **Newark Cycle Town** – Deliver a new cycle scheme and facilities in partnership with Brompton Bike Hire.
- **Newark Castle Gatehouse** – To restore the structure of an iconic building to be used as a flexible facility for education, research and interpretation from our past and shared community space.
- **Former M&S Development** – The purchased M&S will be redeveloped, retaining a smaller, commercially attractive retail high street offer at ground floor and introducing a significant number of high-quality apartments at upper levels.
- **Newark Southern Link Road** – The completion of the Middlebeck Sustainable Urban Extension including the Newark Southern Link Road, connecting the A1 to the A46 is central to delivering the Council's Local Plan growth strategy/
- **Newark's Cultural Heart** – The project aims to build a cultural offer that will have a positive impact for the community of Newark. All who live, work and visit there, and build a sense of place for the town, balancing design with commercial reality.
- **Smart Innovation, Supply Chain & Logistics Enterprise Zone** – The creation of a new Smart Innovation, Supply Chain & Logistics Enterprise Zone, which will blend local skills, innovation and inspiration from the best examples of high-tech zones in Europe.
- **Police Station Relocation** – Project to relocate the town Police station to a Public Services Hub (expansion of Council offices).

Business Cases

Newark Towns Fund Executive Board are required to approve Business Cases for each project identified in the Town Investment Plan. It is the responsibility for each Project Lead to develop and submit the Business Cases for assessment.

The Business Case is a document setting out the case for investment used to justify the use of public spending and will set out the Case for Change, demonstrate that the investment is good value for money, affordable and deliverable. The Business Cases should be developed in accordance with the following government guidance documents; HM Treasury Green Book, HM Treasury Guide to developing a Business Case, Ministry of Housing, Communities and Local Government (MHCLG) Appraisal Guidance, DfT Transport Appraisal Guidance, DfT Appraisal and Modelling Strategy.

The Business Case Process will be delivered in three stages with each stage providing more detailed analysis to justify the investment until a project is procured and delivered. The stages are the Town 'Strategic Outline Business Case' (SOBC), which in this case is the Towns Investment Plan (TIP) and is therefore complete, 'Outline Business Case' (OBC), and 'Full Business Case' (FBC).

In the case of NSDC the Towns Investment Plan is the Strategic Outline Business Case and is therefore complete.

A checklist is included in Appendix 3 which details the project milestones required for projects to progress through the Outline and Full Business Cases and includes the process for approval.

The Newark Towns Fund Executive Board and the Accountable Body will carry out an assessment of the Outline Business Case in line with the MHCLG guidance and report back to the Project Lead with confirmation on whether the project can progress to Full Business Case or whether there are any further requirements. Once the Outline Business Case is approved by the Newark Towns Fund Executive Board and the Accountable Body then the Executive Board will inform the Main Board of the approval and allow the Project Lead to progress the Full Business Case.

In circumstances, where a project has already been significantly progressed, the Project Lead may make a request to the Towns Fund Executive Board, that the Project is fast tracked straight to a Full Business Case. Full details on the project and reasoning behind the request must be presented to the Executive Board by the Project Lead in order for a decision to be made.

The Business Cases should be structured on 5 key dimensions, as referred to in the HM Treasury Green Book and referred to as the '5 Case ?'.

The Strategic Case should cover;

- Baseline analysis of the study area identifying key challenges to be addressed
- Review of relevant local, regional and national strategic policies
- Develop and agree a clear vision and objectives with stakeholders
- Analyse the need for intervention
- Project prioritisation to identify option for investment
- Develop a clear theory of change for the investment
- Assess how the investment fits in with other investments including consideration of dependencies.

The Economic Case should cover:

- Identify key benefits based on the theory of change
- Identify ways of modelling and monetarising benefits based on departmental guidance and considering the risk of double counting
- Determine costs, setting out clearly what they include and apply relevant adjustment factors
- Value for money assessment over the appraisal period including sensitivity tests
- Consideration of non-monetary benefits including social value.

The Financial Case should cover;

- Identify project costs including capital and operating costs and risks over time
- Ensure funding and financing are both covered
- Assess funding sources, project cash flows over time and the funding ask in a financial model

- Assess overall affordability of schemes
- Consider wider financial implications such as balance sheet treatment and tax issues
- Provide information on due diligence that has been undertaken to ensure the project costs are robust and sensitivity testing to understand a range of possible outcomes.

The Commercial Case should cover;

- Identify who the scheme/promoter is.
- Develop the procurement strategy
- Set the commercial strategy and set out contract arrangements including implications
- Consider social value in procurement
- Demonstrate market testing or other evidence that there is a market to deliver the project
- Determine the allocation of risks

The Management Case should cover;

- Identify governance including roles and responsibilities
- Develop a programme for investment with key milestones and decision points clearly identified
- Develop a stakeholder engagement and communications strategy
- Assess project risks and dependencies
- Develop a benefit realisation plan and monitoring & evaluation strategy

A Business Case must be developed for each of the selected projects in line with the conditions set in the Heads of Terms document. If a project consists of a package of smaller interventions these can be grouped into one Business Case as long as the strategic case is put forward demonstrating how the separate interventions link together to deliver a coherent vision. The value for money assessment must cover the project as a whole but each intervention must be costed in the financial case.

A Public Sector Equality Duty (PSED) should be fulfilled through a programme-level impact assessment; a relevant project-level impact assessment should also be undertaken. The Supplier assigned to develop the Business Case should work with the Accountable Body to produce a Summary Document for submission to MHCLG within 12 months of signing the Heads of Terms document. Environmental Impact Assessments should also be undertaken when required.

Green Book compliant Business Cases should be developed for each project. Business Cases should include:

- The evidence for the intervention using rigorous analysis of quality data and the application of best practice.
- An assessment of value for money. Attention should be given to how different types of projects will be compared and assessed. Typically, this would include the following considerations at a level proportionate to the scale of funding required for the proposal:
 - A clear economic rationale that justifies the use of public funds in addition to how a proposed project is expected to contribute to strategic objectives
 - Clearly defined inputs, activities, outputs and anticipated outcomes, ensuring that factors such as displacement and deadweight have been considered
 - Benefits that exceed the costs of intervention using appropriate value for money metrics
 - Appropriate consideration of deliverability and risk along with appropriate mitigating action (the costs of which must be clearly understood).

Recognising the diversity of market conditions and the acute nature of the Covid-19 impact in some localities, no minimum value for money threshold is set for Towns Fund projects. However, to follow best practice, all Business Cases must contain robust value for money assessments. If value for money values are low, then additional justification should be provided. A variety of measures can be used to summarise value for money, this includes estimates for:

- Net Present Social Value - defined as the present value of benefits less the present value of costs. It provides a measure of the overall impact of an option.
- Benefit-Cost Ratios - defined as the ratio of the present value of benefits to the present value of costs. It provides a measure of the benefits relative to costs

Net present social value and benefit-cost ratios should not be treated as a full representation of value for money. Rather, they should be used to summarise the benefits and costs that can be readily monetised or quantified. There may be wider strategic or social value to an intervention which may not be easily assimilated into calculations.

Business Cases should address, in a proportionate manner, the five cases set out in the HM Treasury Green Book. The Green Book has recently been updated to ensure the methodology supports the delivery of Government's levelling up ambitions and other policy priorities. These updates include a much stronger emphasis on the strategic case backed up by rigorous theory of change analysis, and renewed clarity on what constitutes value for money.

Business Cases should be developed to meet the assurance requirements of the Accountable Body. In addition to the Green Book, other appraisal guidance should be followed for specific thematic interventions where available.

All Full Business Cases must be signed off by the Newark Town Fund Executive Board to be considered a complete and final document. A Summary Document of **either the Outline Business Case or** the Full Business Case must be produced for each project. This should be submitted to MHCLG within 12 months of signing the Heads of Terms for the Town Investment Plan in order for funds to be released, save for any revenue or capitalised funding received in advance.

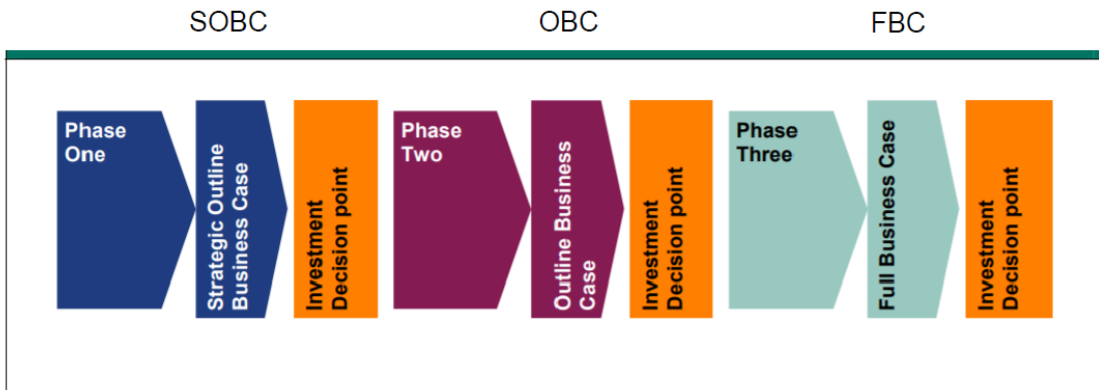
It may be permitted by MHCLG that all or a proportion of project funding can be released at an earlier date (fast tracked) before a Full Business Case has been developed where there is a clear case for funding being needed to enable/support project progression. Release of funding will be conditional on the submission of Summary Documents, appropriate monitoring & evaluation agreements made between NTB and the project lead and completed within 12 months of the Heads of Terms Agreement. Therefore Full Business Case's will still need to be worked up for all projects. Should the project not progress during the development of FBC the accountable body may seek to claw back funds from a project lead organisation.

It is possible that some projects may have to submit 'Conditional Business Cases' for Board approval at the 12 month stage. Conditional Business Cases may be necessary where progress is dependent on procedures and permissions beyond the control of the project sponsors (e.g. the granting of full planning permission or other third party processes). In these cases, the qualification must be clearly stated, and an appropriate risk analysis included.

The Assurance Process

Independent Assurers will be appointed to assure, appraise and evaluate business cases submitted to ensure they comply with the following:

- They have been developed as per the sequence below or have agreed the fast track approach stated:



- They adhere to the guidance provided by Government and meet the 5 case model
- They have been developed and completed as per the information set out in the specification document

Upon submission of the **Outline Business Case or Full Business Cases**, the appointed Assurer will be required to evaluate the documents in line with the required structures and methodologies set out in the Green Book to ensure compliance with the Town Board requirements and governance needs.

The appointed Assurer is expected to meet the deadlines outlined and led by Newark & Sherwood District Council and show commitment and integrity in delivering to a fast pace, changeable agenda.

Any changes to deadlines and timescales must be agreed with and approved in writing by the Authorities representative.

Following completion of the assurance process, the appointed Assurer shall send their feedback to the Newark Town Board for review and sign off.

All Full Business Cases must be signed off by the Newark Town Fund Executive Board to be considered a complete and final document.

Where there is a change in personnel within the team developing the Business Case, this must be managed by the appointed Assurer in a reasonable manner to ensure that the service is not affected.

All information included in the Business Case(s) should be kept private and confidential by the appointed Assurer and must not be shared with third parties, unless agreed with Newark & Sherwood District Council as the Accountable Body.

15 Value for Money

The Newark Towns Fund Board and the Accountable Body will need to assure themselves that projects are deliverable and represent good value for money. It is the promoter's responsibility to provide sufficient independent evidence that the project delivers the required value for money score in line with HM Treasury Green Book principles. The Newark Towns Fund Board and the Accountable Body will use appropriate external consultants working on the Business Case development to consider the VFM and make recommendations to the Newark Towns Fund Executive and Main Board.

The evidence and information provided will vary from project to project due to the nature and priorities of the project.

The Newark Towns Fund Board will be responsible for ensuring value for money for all Town Investment Projects. The consultants secured for developing the business cases will include this assessment within the business case development, which will be scrutinised by the independent assurer. All business cases will be signed off by the Accountable Body and the Newark Towns Fund Board.

16 Risk

A risk register is maintained of all projects and this is updated on a regular basis and shared with the Newark Towns Fund Executive Board. The risks of each project are rated using a scoring matrix based on likelihood and impact that each risk presents. A set of mitigations is also included.

Based on the risk register and as part of the programme overview report, high risks within projects are highlighted to the Newark Towns Fund Executive Board by the project leads and mitigations are set out.

Where a project as a whole is seen as High Risk the Newark Towns Fund Executive Board will seek a full risk report including how the risks will be mitigated. If the Executive Board are not satisfied with the response they will seek a decision from the Newark Towns Fund Main Board to remove the project from the programme.

In the event that a project has, in the opinion of the Newark Towns Fund Executive Board, significantly changed (by 25% or more) from what was originally proposed (i.e.: spend profile, outputs and outcomes, or delivery) the Newark Towns Fund Executive Board will write to the project lead requesting a written response detailing why the project has changed.

Following receipt of the response the Newark Towns Fund Executive Board may decide to proceed with the amended project, may request that the project revert back to what was originally approved, release only part of the funding or delete the project from the programme.

The Newark Towns Fund Executive Board will be provided with monthly performance reports by the project lead. If it is reported that a project is delayed (commencement / completion / outputs / outcomes) by 3 months or more then the project will be reported as a High-Risk project. In this instance the Newark Towns Fund Executive Board will write to the project lead requesting a written response detailing why the project was delayed.

If the Newark Towns Fund Executive Board are not satisfied with the response, they can invite the project lead to present additional information, including at the Executive Board meeting. If the Executive Board remain dissatisfied, then they can request to the Newark Towns Fund Main Board to remove the project from the programme.

17 Monitoring and Evaluation

The Newark Towns Fund Board will manage the strategic programme and the Newark Towns Fund Executive Board will seek monthly updates from Project Leads on progress for each project.

Programme management will be through the monitoring process, the terms of this will be defined in each project's grant offer agreement and will be in line with the Monitoring and Evaluation Framework as set out by MHCLG.

Monitoring and Evaluation within the Newark Towns Fund Board

The Newark Towns Fund Board will be required to monitor the Town Investment Projects according to the milestones and outputs in the business case. This will be set out in the grant offer agreements.

The principles of programme management will be for Newark Towns Fund Executive Board to manage the key programme risks, through proactive engagement with the project leads and developing a system of regular reporting. A programme overview including high risk projects will be presented at every Newark Towns Fund Executive Board meeting.

Newark Towns Fund Board has the right, in conjunction with the Accountable Body, to withhold funding if the project delivery expectations, aligned to business cases, defined at inception are not met within the agreed funding period.

Projects will be required to submit either monthly or quarterly monitoring reports (financial, output and narrative) explaining their progress to spend and delivery targets and noting specific changes to the project and challenges in delivery. The Project Lead will check monitoring reports are correct prior to submitting an approved return and that records are retained for the duration of the reporting period. Spot checks for verification purposes will be undertaken by the Accountable Body.

A variance of 25% or more on grant profile and delivery targets will trigger a review by Newark Towns Fund Executive Board, who will request a written response detailing why the project has changed from the project lead.

Newark Towns Fund Main Board and Newark and Sherwood District Council, as Accountable Body, reserves the right to recover or withhold all or part of the funding supplied for a project in these circumstances:

- The project is not delivered within agreed dates
- The project delivered differs from that specified
- The outcomes demonstrated through post-delivery evaluation fall short of those on which the value for money assessment and business case were based
- The outputs identified in the Business Case are not delivered.

Monitoring reports will be summarised for consideration at the Newark Towns Fund Main Board meetings, using a RAG rating system. In line with good practice and to support effective and robust decision making, monitoring reports to the Newark Towns Fund Main Board will typically summarise good progress and areas of good practice. The report will also highlight risks to the delivery of the programme.

If the Newark Towns Fund Executive Board considers it appropriate, project leads will be invited to the Newark Towns Fund Main Board meeting to explain the slippage. The Newark Towns

Fund Executive Board will take local circumstances into account in taking decisions over whether funding should be withheld or recovered.

All projects will be subject to a post-project evaluation completion report; this will ensure Newark Towns Fund Board follows best practice using recognised project and programme management techniques to ensure sound decisions have been made.

Each projects monitoring reports will be defined by the outputs, outcomes, and interrelationships to the wider programme.

Furthermore, an annual monitoring report for all projects will be required to ensure overall progress on the Town Investment Plan.

Monitoring and Evaluation Reporting to MHCLG

A condition of receiving Towns Fund funding will be providing regular feedback to MHCLG on progress of the Town Investment projects, to allow for monitoring and evaluation.

At least every six months (or more regularly, if agreed with the Towns Hub) Newark and Sherwood District Council will be required to provide MHCLG with a comprehensive set of data relating to each Town Investment Project, including both total and forecast spend, and output metrics. These returns will be scrutinised and signed off by the Accountable Body's Section 151 Officer.

The specific data requirements are set out in the Monitoring and Evaluation Framework.

The Towns Hub will also conduct an annual review, assessing progress, understanding issues and agreeing any actions to be taken forward by each town. Continued funding is linked to the effective delivery of the deal.

Appendix 1 Newark Towns Fund Board Terms of Reference

Last Reviewed April 2021

1 STATEMENT OF PURPOSE

1.1 The Newark Towns Fund Board is the vehicle through which the vision and strategy for the town is defined. In July 2020, the Newark Towns Fund Board submitted a Town Investment Plan, which was approved in March 2021 by the Ministry of Housing, Communities and Local Government for £25m of Towns Fund investment.

1.2 The primary role of the Newark Towns Fund Board is to provide strong, transparent and visible leadership for Newark, challenging partners to increase their ambition of what can be achieved collectively and acting as advocates for the town.

1.3 The Board will seek to maximise the opportunities for growth through the Town Investment Plan; overseeing the vision for the town and the development of the projects, focusing on its assets, opportunities and challenges.

2 MEMBERSHIP AND VOTING RIGHTS

2.1 The Newark Towns Fund Board comprises c.40 private and public businesses and bodies and is the vehicle through which the vision and strategy for the town is defined. The Newark Towns Fund Board comprises of the following representatives:

2.2 **Chair and Co-Chair** - The posts will lead and facilitate the Board providing strategic direction. Each role will be independent in its own right and at least one role will be held by a private sector representative. To enable the Board to proceed at least one of the two Chairs must be in attendance at the Main Board meetings and the Executive Board meetings. The Chair and Co-Chair will be voted in on an annual basis.

2.3 **Board Members** - Representatives from the public and private sector including local business, Higher Education, Further Education, community voluntary services, emergency services, media and the District Council. Board Membership will be reviewed annually. Any decision made by the Chair must be formally ratified by the rest of the Board Members. There may be one vote per organisation.

2.4 **Substitute Board Members** - Substitute members from organisations will be entitled to attend Board meetings and vote when a Board Member is not available. Substitute members are required to follow the governance process.

2.5 **Advisors** - Advisors are invited by Board Members and participate in the meetings but have no voting rights or ability to make decisions on behalf of the Board.

2.6 **S151 Officer** – Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

3 BOARD REPRESENTATIVES

3.1 Board Members

Name	Company	Email
Alan Mellor	Newark Town Council	alan.mellor@newark.gov.uk
Andrew Fox	Timico	andrew.fox@timico.co.uk
Ben Sumner	University of Nottingham	ben.sumner@nottingham.ac.uk
Craig Berens	YMCA	Craig.berens@nottsymca.org
Darren Burke	Masdings of Newark	darren@masdings.com
Darren Scott	National Careers Service	darren.scott@futuresforyou.com
David Lloyd – Joint Chairman	NSDC	David.Lloyd@newark-sherwooddc.gov.uk
Fiona Anderson	Nottingham Trent University	fiona.anderson02@ntu.ac.uk
Gary Headland	Lincoln College Group	gheadland@lincolncollege.ac.uk
Henry Price	Abbott & Co (Newark) Ltd	henry@air-receivers.co.uk
Ian Dagley	Hoval	ian.dagley@hoval.co.uk
Jackie Insley	Newark and Sherwood Citizens Advice Bureau	jackieinsley@sn-ca.org.uk
Johanne Thomas	Urban and Civic	johanne.thomas@urbanandcivic.com
John Coles	Evenbrook	john.c@evenbrook.co.uk
Kevin Guthrie	Newark Business Club	k.guthrie@guthrietherapy.com
Linny Beaumont	Canal and River Trust	Linny.Beaumont@canalrivertrust.org.uk
Jerry Hague	Newark and Sherwood Community and Voluntary Services	JerryHague@nandscvs.org
Matt Colbourne	East Midlands Digital Media	matt@eastmidlandsdigitalmedia.co.uk
Matthew Ellis-Mather	Ellis Mather Group	mellis@magnetexpert.com
Mick Baker	Farndon Parish Council	mickbaker038@btinternet.com
Nikki Burley	Newark Emmaus Trust	nikki@newarkemmaustrust.co.uk
Paul Holmes	Wirtgen Group	paul.holmes@wirtgen-group.com
Richard Gelsthorpe	Pratt & Gelsthorpe	richard.gelsthorpe@peugeotmail.co.uk
Ronnie White	Balderton Parish Council	Ronnie.White@newark-sherwooddc.gov.uk
Steff Wright	Gusto UK	steffwright@gusto-uk.com
Timothy Calvert	Dixons	timothy.calvert@dixonscarphone.com
Tom Cartledge – Joint Chairman	Benoy Ltd	tom.cartledge@handley-house.com
Tony Aspbury	Newark and Nottinghamshire Agricultural Society	tony@aspburyplanning.co.uk

3.2 Substitute Board Members

Name	Company	Email
Alan Leather	Canal and River Trust	

David Jones	Timico	david.jones@timico.co.uk
Jayne Saunders	Farndon Parish Council	clerk.farndon.pc@btconnect.com
Jo Bradley	Wirtgen Group	jo.bradley@nottsymca.org
Keith Girling	NSDC	Keith.Girling@newark-sherwooddc.gov.uk
Michael Durban	University of Nottingham	michael.durban@nottingham.ac.uk
Richard Coppell	Urban and Civic	richard.coppell@urbanandcivic.com
Ross Halley	Hoval	Ross.halley@hoval.com
Simon Shaw	Newark Business Club	simon.shaw@duntop.co.uk
Stuart Ellis-Mather	Ellis Mather Group	smather@magnetexpert.com
Tom Marsden	Lincoln College Group	tmarsden@lincolncollege.ac.uk

3.3 Advisors

Name	Company	Email
Andrew Ruff	Network Rail	andrew.ruff@networkrail.co.uk
Clive Fletcher	Historic England	clive.Fletcher@HistoricEngland.org.uk
David Wright	BEIS	david.wright@beis.gov.uk
Frank Horsley	D2N2 Local Enterprise Partnership	frank.horsley@d2n2lep.org
Jane Hutchinson	NSDC	Jane.Hutchinson@newark-sherwooddc.gov.uk
John Latham	University of Lincoln	jlatham@lincoln.ac.uk
John Robinson	NSDC	John.Robinson@newark-sherwooddc.gov.uk
Karen McCarthy	Benoy Ltd	Karen.McCarthy@handley-house.com
Karl Tupling	Homes England	karl.tupling@homesengland.gov.uk
Kerry Jackson	Department for Work and Pensions	kerry.jackson@dwp.gov.uk
Lesley Owen-Jones	National Heritage Lottery Fund	lesley.owen-jones@heritagefund.org.uk
Matt Hall	Department for Work and Pensions	matthew.hall1@dwp.gov.uk
Matt Lamb	NSDC	Matt.Lamb@newark-sherwooddc.gov.uk
Neil Cuttell	NSDC	Neil.Cuttell@newark-sherwooddc.gov.uk
	Nottinghamshire County Council	
Paul Gascoine	Homes England	paul.gascoine@homesengland.gov.uk
Robert Churchill	NSDC	robert.churchill@newark-sherwooddc.gov.uk
Sarah V Forgione	NSDC	Sarah.Forgione@newark-sherwooddc.gov.uk
Sandhya Ward	Homes England	sandhya.ward@homesengland.gov.uk
Sanjiv Kohli	NSDC	Sanjiv.Kohli@newark-sherwooddc.gov.uk
Simon Witts	Aviation 360	simon.witts@aviation360.co.uk
Tim Brown	Department for Work and Pensions	tim.c.brown@dwp.gov.uk

4 TERMS OF REFERENCE

4.1 The key functions of the Newark Towns Fund Board are to:

- i. Provide leadership and accountability for the Town Investment Plan; defining vision, shared priorities and set challenges.
- ii. Oversee development of a programme of interventions and individual business cases in a transparent, robust and ordered way to negotiate a Town Deal with the Government
- iii. Maximise visibility and promote the priorities of Newark at local, regionally, national and international levels and develop a voice for Newark with the Government
- iv. Challenge partners to increase their ambition of what can be achieved collectively, acting as advocates for the town
- v. Make decisions in terms of the Town Investment Plan and Town Deal, however Newark and Sherwood District Council as the Accountable Body will need to give approval through its own decision-making processes
- vi. Engage stakeholders through consultation programmes in the development and delivery of programmes and projects.
- vii. Ensure equality and diversity is represented on the Board to reflect the local community diversity.

5 CONDUCT

5.1 The Newark Towns Fund Board will be based on collaboration and business will be conducted in the spirit of partnership working and abide by Nolan principles. All Board Members are required to sign up to the Code of Conduct set out at Annex 1 below. All decisions will be made in accordance with the following principles:

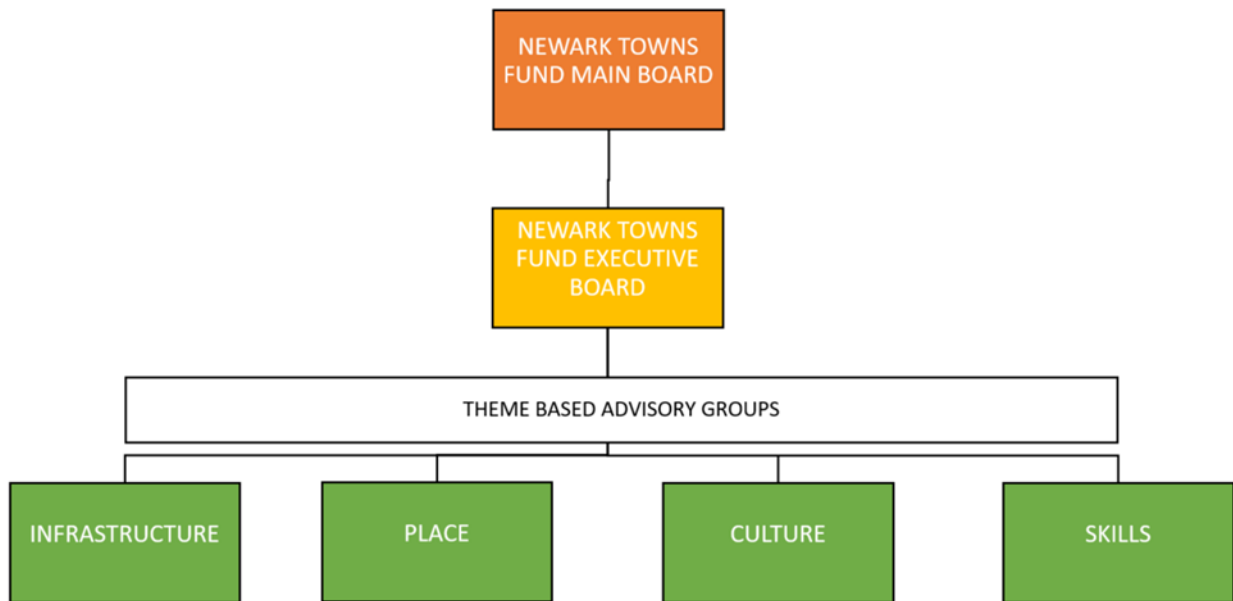
- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Newark Town Board and not on behalf of specific organisations or areas.

5.2 Members and Substitute Members of the Newark Towns Fund Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as board members.

5.3 Where a Members declares an interest they will be required to leave the meeting during discussion and voting on the item, in the same circumstances that a Member of Newark & Sherwood District Council would be required to leave a meeting.

6 STRUCTURE

6.1 The structure of the Newark Towns Fund Board is as follows:



6.2 The Newark Towns Fund Main Board is made up of the Board Members and Substitute Members as detailed in Board Representatives. The Main Board is to meet once every 6 months and its purpose is to oversee strategic decisions.

6.3 The Newark Towns Fund Executive Board is made up of a maximum of eight Board Members of which at least one is from Newark and Sherwood District Council, and at least four are from the private sector. The Executive Board representatives are approved annually by the Main Board and includes one of the Co-Chairs. The purpose of the Executive Board is to drive operational and delivery decisions as delegated by the Main Board. Advisors can be invited into Executive Board meetings and decision making.

6.4 Theme Based Working Groups are made up of individual themed project groups. These groups are formulated and meet as required. The purpose of these groups are to deliver the projects identified in the Town Investment Plan and report any additional initiatives to the Executive Board.

7 MEETINGS

7.1 Newark Towns Fund Main Board

- The Board will meet on a bi-annual basis
- Meetings will include detailed discussions of matters that are of strategic importance
- Meetings will be quorate when 10 members are in attendance
- Agenda for meetings will be published on the NSDC website in advance of the meeting (allowing 5 clear working days)
- Final minutes once approved by the Board will be published on the NSDC website within 10 clear working days of the meeting
- All declarations of interest will be included in the published minutes

7.2 Newark Towns Fund Executive Board

- The Board will meet on a monthly basis
- Meetings will include detailed discussions of matters that are of operational and delivery importance
- Meetings will be quorate when 4 members are in attendance
- Agenda for meetings will be published on the NSDC website in advance of the meeting (allowing 5 clear working days)
- Final minutes once approved by the Board will be published on the NSDC website within 10 clear working days of the meeting
- All declarations of interest will be included in the published minutes

8 ACCOUNTABLE BODY

8.1 Newark and Sherwood District Council is the Accountable Body for the Town Board. The Council's S151 Officer will ensure compliance with all necessary financial regulations.

8.2 The Board Terms of Reference will be reviewed and updated annually in March each year. This is in order to review the structure of the Board as the Newark Towns Fund Board moves into the next phases of development.

ANNEX 1

Newark Town Deal Boards - Code of Conduct

As per the Towns Fund Prospectus, the Government expect that Town Deal Boards align with governance and policies of the Lead Council (Newark and Sherwood District Council). This includes whistle blowing, conflicts of interest and complaints.

Newark and Sherwood District Council expects employees and its members to adhere to the Nolan Principles of public life. Therefore, members of the Newark Towns Board, Executive Committee and Sub Boards ('The Boards') are expected to adhere to those same principles of:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Although the Government expects that 'The Boards' Code of Conduct must align with that of the Lead Council, there may be elements of the Lead Council's Code of Conduct that are not applicable to board members, in relation to the Newark Town board and its function.

For example, members of 'The Boards' may not necessarily be employed by the Lead Council, therefore elements from the Lead Council's Code of Conduct relating to agreed pay would not apply, as membership of the board is not a paid role. A further example would be that there is no leave allowance associated with board membership, therefore the Lead Council's leave policy would also not apply.

Members of the Newark Town Board are required to declare any interests, gifts or hospitality which they have or receive which could influence any decisions they may make as Board members.

Members of 'The Boards' are expected adhere to the latest version of the agreed 'Communications and Engagement Statement'.

If a complaint is received by 'The Boards', the matter will be referred to the Lead Council and dealt with under the Lead Council's complaints policy.

Copies of the Lead Council's applicable policies, within its own Code of Conduct can be obtained via the website www.newark-sherwooddc.gov.uk/

Failure to adhere to the Newark Town Deal Board Code of Conduct could result in removal from the Board.

Signed:

Date:

Name:

Organisation:

Appendix 2 Register of Interest

Board Member Register of Interest

To be completed by all Board Members

This Register of Interest will be published and made public on Newark and Sherwood District Council's Town Board website

BOARD MEMBER	
Full Name	
DESCRIPTION	DETAILS
Any body of which the Board Member is a director or officer of:	
Any firm of which the Board Member is a partner:	
Any firm or organisation of which the Board Member is an employee:	
Any public body of which the Board Member is an official or elected shareholder:	
Any company whose shares are publicly quoted in which the Board Member owns or controls more than 2% of the shares:	
Any company whose shares are not publicly quoted in which the Board Member owns or controls more than 10% of the shares:	
Any property owned by the Company or any shareholder in which the Board Member has an interest or which the Board Member occupies:	
Any other interest which is significant or material including any direct or indirect financial interest which may influence the Board Member's judgement on matters being considered or to be considered by the Board:	

Appendix 3 Checklist

Outline Business Case

If required, an Outline Business Case must demonstrate the following:

1. Land required to deliver the Project is demonstrably secured or there is a process to bring all the land required under the control of the Project Lead(s), including any letters of intent with relevant landowner(s).
2. Any other sources of funding, other than Towns funding, required to deliver the project have been identified and evidenced.
3. Confirmation that the project remains in accordance with the Newark Town Investment Plan with respect to overall grant and match contribution'
4. Outputs, timings and objectives for the project, which are in accordance with the Newark Town Investment Plan (July 2020) have been identified.
5. The project has a detailed risk register which includes:
 - a. The Project Lead responsible for the project
 - b. Scored risks
 - c. Mitigations to address the risk
 - d. A new score taking mitigations into account
6. Confirmation that the project is Subsidy Control compliant.

If a project has not reached these milestones but the Project Lead wishes for the Business Case to be progressed, then it must be agreed with the Executive Board.

The Newark Towns Fund Executive Board and the Accountable Body will carry out an assessment of the Outline Business Case in line with the MHCLG guidance and report back to the Project Lead with confirmation on whether the project can progress to Full Business Case or whether there are any further requirements. Once the Outline Business Case is approved by the Newark Towns Fund Executive Board and the Accountable Body then the Executive Board will inform the Main Board of the approval and allow the Project Lead to progress the Full Business Case.

In some circumstances, where the project has already been significantly progressed, the Project Lead may make a request to the Towns Fund Executive Board that the project is fast tracked straight to a Full Business Case. Full details on the project and reasoning behind the request must be presented to the Executive Board by the Project Lead in order for a decision to be made.

A Summary Document to Government can be forwarded on the basis of the Outline Business Case (OBC) within the 12 Months Heads of Terms Period. This approach is pertinent when developing a project that may start later in the Town Fund Programme, and be implemented in 2025 to ensure that full costs, procurement and commercial case are updated to reflect local and regional changes to the priority project.

Full Business Case

Any Full Business Case submitted by the Project Lead(s) must demonstrate the following :

1. Where an OBC has been approved, all milestones from the Outline Business Case have been met or are sufficiently developed.
2. Confirmation of planning permission (or that the development constitutes permitted

- development) or confirmation that a planning application has been submitted to the local planning authority.
3. A project plan is provided for procurement of a contractor/ developer / Management Company has completed.
 4. Confirmation from the Project Lead in writing that the project will be completed in line with the Full Business Case, including a letter confirming the financial details from their Financial Director, or equivalent.
 5. Confirmation that all funding is or will be in place with details of the sources of funding included in the Full Business Case.
 6. Confirmation that all landownership is already secured and/or legal agreements are prepared and agreed in principle for execution.
 7. The project has a detailed programme and phasing plan which identifies the start and completion elements of the project along with costs associated with each phase and outputs / outcomes that will be delivered on a quarterly basis.
 8. The project has a detailed risk register which includes:
 - a. The Project Lead responsible for the project
 - b. Scored risks
 - c. Mitigations to address the risk
 - d. A new score taking mitigations into account
 9. Confirmation that the project is Subsidy Control compliant.

The Project Leads are required to address all the points above in order to progress the Business Cases. Failure to supply this information to the Newark Towns Fund Executive Board as requested may delay approvals and recommendations to the Newark Towns Fund Main Board.

It is possible that some projects may have to submit 'Conditional Business Cases' for Board approval at the 12 month stage. Conditional Business Cases may be necessary where progress is dependent on procedures and permissions beyond the control of the project sponsors (e.g. the granting of full planning permission or other third party processes). In these cases, the qualification must be clearly stated, and an appropriate risk analysis included.

Progression of Business Cases

The Newark Towns Fund Executive Board and Accountable Body will progress the Business Cases as follows:

1. The appointed Assurer will review the business cases alongside the Accountable Body
2. The Assurer and Accountable Body will feedback any concerns / shortfalls and request additional information if required
3. Once the Business Case has been approved by the Assurer and the Accountable Body, the Accountable Body will report to the Executive Board with a recommendation on whether the Business Case can be approved, including any conditions which may be set.
4. Project Leads must be available, if invited, to attend the Executive Board and present their Business case.
5. The Executive Board will approve, reject or request additional information.
6. Following approval from the Executive Board, the Summary Document must be developed and submitted to MHCLG to release funding.
7. The Accountable Body will issue a grant offer agreement detailing the conditions of the funding and the timing of payments.
8. The Accountable Body and the Newark Towns Fund Executive Board will monitor the

project as set out in the Monitoring and Evaluation Section.

9. Recovery of funds may be required when a project is not fully delivered in line with the Full Business Case.

Privacy Notice

How We Will Use Your Data

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with UK Data Protection Act 2018 to undertake a statutory function. The basis for processing this information is to enable the council to undertake a public task.

Some of your personal information will be included in a public register in accordance with our statutory responsibility and this will be published on the council's website.

Your personal data will be kept in accordance with the Council's retention policy and schedule.

For further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation please read our full privacy notice on our website: <https://www.newark-sherwooddc.gov.uk/yourcouncil/privacy/> or contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

INFRASTRUCTURE FUNDING STATEMENT

1.0 Purpose of Report

- 1.1 To update the Committee on matters set out in the 2020/21 (the reported year) Infrastructure Funding Statement (IFS).
- 1.2 Community Infrastructure Levy (CIL) legislation requires that a report is produced annually before 31 December, relating to the previous financial year on the CIL, Section 106 planning obligations and the infrastructure projects or types of infrastructure that the Council intends to fund wholly or partly by the levy (excluding the neighbourhood portion).

2.0 Background

- 2.1 As a reminder for Members, for the purpose of reporting developer contributions, National Planning Policy Guidance (NPPG) defines 'infrastructure' as development within the following categories:

- Affordable housing
- Education (Primary, Secondary, Post-16 & Other)
- Health
- Highways
- Transport and travel
- Open space and leisure
- Community facilities
- Digital infrastructure
- Green infrastructure
- Flood and water management
- Economic development
- Land
- Section 106 monitoring fees
- Bonds (held or repaid to developers)
- Other (Neighbourhood CIL, CIL administration costs)

3.0 Summary of Content

- 3.1 In establishing this as a national requirement MHCLG has prescribed a spreadsheet format in which the data underpinning the IFS should be published before 31 December. The accompanying statement therefore essentially provides context to the CIL income and developer contributions the Council has secured, allocated and spent over the last financial year.
- 3.2 The IFS presents information to a broad audience, therefore comprises the following sections:
 - An introduction setting out the basic requirements and the context of planned growth in the District;

- National and local policy context, along with an explanation of the developer contributions it covers;
- A summary of CIL collected/spent during the reported year;
- A summary of S106 monies collected/spent during the reported year;
- Planned expenditure of CIL income over the next reporting period (April 2021 to March 2022).

3.3 The 2021 IFS itself has not yet been finalised, however, the table below sets out the headline figures for Members' attention.

Description of source	£
CIL	
CIL collected before 01/04/2020	£5,146,605.27
Demand notices issued 2020/21	£751,191.88
Received 2020/21	£1,383,861.71
NSDC CIL total 31/03/2021 (minus admin and all meaningful proportions)	£6,148,592.83
Expenditure (Capital)	£0
Expenditure (Administration)	£68,646.43
Meaningful proportion to Town/Parish Councils	£313,227.72
Retained after contributions	£1,001,987.56
S106	
Received before the reported year, remaining unallocated	£7,438,800.73
Received 2020/21	£1,176,337.66
Agreed 2020/21	£10,392,961.80
S106 contributions held by NSDC 31/03/2021	£8,166,213.10
Allocated but not spent 2019/20	£192,535.47
Balance held for longer term maintenance obligations	£39,605.80

3.4 With regard to planned expenditure over 2021/22 and beyond, the A1 Overbridge at Fernwood remains the priority project for CIL. Details of progress and potential timescales for delivery of this scheme are set out in the Highways Update report being presented to Members at Economic Development Committee on 17/11/2021.

3.5 The Council has now made its first CIL-based capital contribution in the form of £620,000 to Joseph Whittaker School (Rainworth). However, while this contribution was agreed in principle within the reported year, it was not finalised until the current financial year. As such, this will be reported in next year's IFS.

3.6 Section 106 spending will for the most part be directed by the terms of the legal agreement under which the funds were secured. Evidenced needs seeking use of unrestricted funds held by the Council are assessed on a quarterly basis at the Officers Developer Contributions Working Group.

4.0 Digital Implications

4.1 The base data underpinning the IFS should be published on the Council's website in .CSV format in accordance with open data requirements, along with the aforementioned report.

5.0 Equalities Implications

- 5.1 Infrastructure delivery is fundamental to the implementation of the Amended Core Strategy which, as a whole has been subject to appraisal against the Integrated Impacts Assessment (IIA) Framework. The IIA incorporates Sustainability Appraisal, Strategic Environmental Assessment, Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). The EqIA is a way of demonstrating the District Council is fulfilling the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010.
- 5.2 With the focus of the IFS being on providing greater transparency to the decision making process and channelling infrastructure funding to areas of identified need as a result of development (thereby mitigating any perceived inequalities in accordance with adopted policy), an EqIA specifically for the IFS is not required. Members agreed with this view when the proposed approach was presented to the Committee in June 2020.

6.0 Financial Implications (FIN 21-22/2087)

- 6.1 Financial Services work closely with colleagues on the Developer Contributions Officer Steering Group to ensure that funds from developer contributions are appropriately managed in line with the Council's financial procedures.
- 6.2 The IFS will provide greater transparency for Members, service providers, developers and the community on how the Council deals with developer contributions.
- 6.3 CIL funded projects will progress from the IFS in to the Council's Capital Programme in the usual way by a report to Policy & Finance Committee as an when sufficient funding is available.
- 6.4 Currently there are two projects included within the Capital programme, Joseph Whittaker School with a total allocation of £0.620m and the A1 Overbridge at Fernwood with a total allocation of £5.600m.

7.0 Community Plan – Alignment to Objectives

- 7.1 The IFS has potential to support the delivery of all Community Plan objectives that incorporate a need for infrastructure provision and enhancement. The growth agenda directed by the Local Plan underlines the corporate priorities set out in the Community Plan.

8.0 RECOMMENDATION

That the Infrastructure Funding Statement be produced in accordance with the legislative requirements and be published before the end of the calendar year.

(The published version will be made available for Members viewing in advance of publication).

Reason for Recommendation

To ensure that the District Council is operating in accordance with the requirements of the Community Infrastructure Regulations.

Background Papers

[Infrastructure Funding Statement 2020/21](#)

Infrastructure Funding Statement – Proposed Approach Policy & Finance Committee Report (June 2020)

[Amended Core Strategy 2019](#)

Community Infrastructure Levy Regulation [123 List](#) (Jan 2018)

For further information please contact Matt Lamb on 5462, Tim Dawson on Ext 5769 or Matthew Norton on Ext 5852.

Matt Lamb
Director – Planning & Growth

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

VICARDALE WOODLAND CREATION SCHEME

1.0 Purpose of Report

1.1 To seek approval for the planned tree planting scheme at Vicar Water Country Park.

2.0 Background Information

2.1 In August 2021 Newark & Sherwood District Council entered into a no commitment partnership with Nottinghamshire County Council and the Sherwood Forest Trust to assess the suitability of a major tree planting scheme on the Vicardale site of Vicar Water Country Park. The partnership work concluded that the site is suitable for planting and consultation work has been since undertaken to gauge support.

2.2 The area of Vicardale is an area of around 4.4 hectares, which has previously been grazed by a local sheep farmer, however he has retired creating an opportunity for an extensive habitat creation scheme within the Green Flag award winning Vicar water Country Park.

2.3 The district council's greening agenda recognises the urgent need to plant more trees to help with climate emergency and biodiversity loss. It also supports Nottinghamshire County Council's Tree for Climate project, which will fully fund it.

2.4 Through direct planting and free tree give-aways the district council has planted over 10,000 trees since 2019, already in excess of our original target to plant 10,000 trees by 2023. This project combined with our annual free tree giveaways puts us on course to potentially double this target figure by 2023.

3.0 Proposals

3.1 The proposed tree planning will help to join up two existing woodland areas to create a wildlife corridor.

3.2 We plan to plant 4000 new trees to create a mixed broadleaved woodland providing benefits for people, wildlife and the landscape. It is hoped planting work can commence in January 2022.

3.3 As shown on the attached map, trees will be planted on the majority of the slope as it goes upwards from Vicar Water towards the heathland paddock of Bower Hill Heath at the top. These blocks will grow on to become high forest with a mixture of native woodland species which will have irregular edges and planting is expected to avoid straight regimented lines.

3.4 Access routes for maintenance and other open spaces will be incorporated into the design and transitioning from short herbage in the centre, to longer soft vegetation, to woody shrubs, to high forest woodland. Trees will be planted more sparsely towards the top of the slope with the introduction of clumps of trees reminiscent of small copses or groups of trees that evaded animal browsing. This approach will help transition the change from woodland, to longer grass and into the existing heathland.

- 3.5 The trees will bring about improvements to local biodiversity with future plans for woodland flower planting and wildlife habitats including bird boxes and bat boxes. Some tree species including hawthorn will be important for pollinators.
- 3.6 We propose continued no public access to the area while the trees establish. There may be future opportunity to open new pathways for improved amenity. The project will use fencing to protect the trees from animals rather than multiple plastic tree guards.
- 3.7 The council's planning team and legal team have studied the plans are happy that the planting of the trees will not fundamentally change the character of the area to any degree which causes demonstrable harm and therefore no planning permission is required for change of use.
- 3.8 We believe the local views from homes looking out over Vicardale will be improved as local residents can view the changing seasons of the deciduous trees.

3.9 Proposed species list

The following species mix has been proposed:

Pedunculate Oak, Silver Birch, Downy Birch, Aspen, Wild Cherry, Sm. Leaved Lime, Rowan, Hornbeam, Common Whitebeam, Common Alder, Field Maple, Hawthorn, Blackthorn, Hazel, Crab Apple, Holly, Guelder Rose, Wych Elm, Goat Willow, Purging Blackthorn, Dogwood, Spindle, Grey Sallow, Wayfaring Tree, Wild Privet.

3.10 Consultation

Details of the plans have been sent out to the following organisations:

- Clipstone Parish Council
- Nottinghamshire Wildlife Trust
- Notts Heritage Service
- Environment Agency
- Natural England
- RSPB
- Birklands bird ringing group

Public consultation has been conducted through our website and social media channels as well as drop in sessions and display boards at the Vicar Water Park visitor centre and it has been overwhelmingly positive. We did have one resident worried about the disturbance to ground nesting birds, but they have been assured that planting will only be on the former pasture land, the heath will be left undisturbed. Other responses were supportive but said they would miss the sheep and deer which sometimes graze the site (both will still be found on the park). Other comments received included:

- “Fantastic this will help with the biodiversity of the area and create much needed homes for wildlife”
- “Absolutely brilliant idea.”
- “Fabulous”
- “Great well thought out plans”

The professional bodies consulted (listed above) were supportive but did raise some queries around the species mix which will be reviewed to ensure it is site suitable. All of the received responses have been passed to the Sherwood Forest Trust as the project managers.

4.0 Equalities Implications

4.1 There are no equalities implications at this time. The site is not accessible to the public at present and the planned works will not affect site access via any public routes. In future, new routes may be opened up as the site matures.

5.0 Digital Implications

5.1 There are no digital implications.

6.0 Financial Implications (FIN21-22/2271)

6.1 There are no financial implications to the Council. Sherwood Forest Trust will manage provision of the trees, the planting and the maintenance of the site for the first 12 years, funded by Nottinghamshire County Council. After this time, the site should be established to a point that maintenance can be integrated into the routine running of the park.

7.0 Community Plan – Alignment to Objectives

7.1 This scheme aligns with the Community Plan Objective for enhancing and protecting the district's natural environment. In future there is scope for walking routes to be opened through the site which would support the objective to improve the health and wellbeing of local residents.

8.0 RECOMMENDATION

That Members approve the Vicardale Woodland Creation Scheme.

Reasons for Recommendation

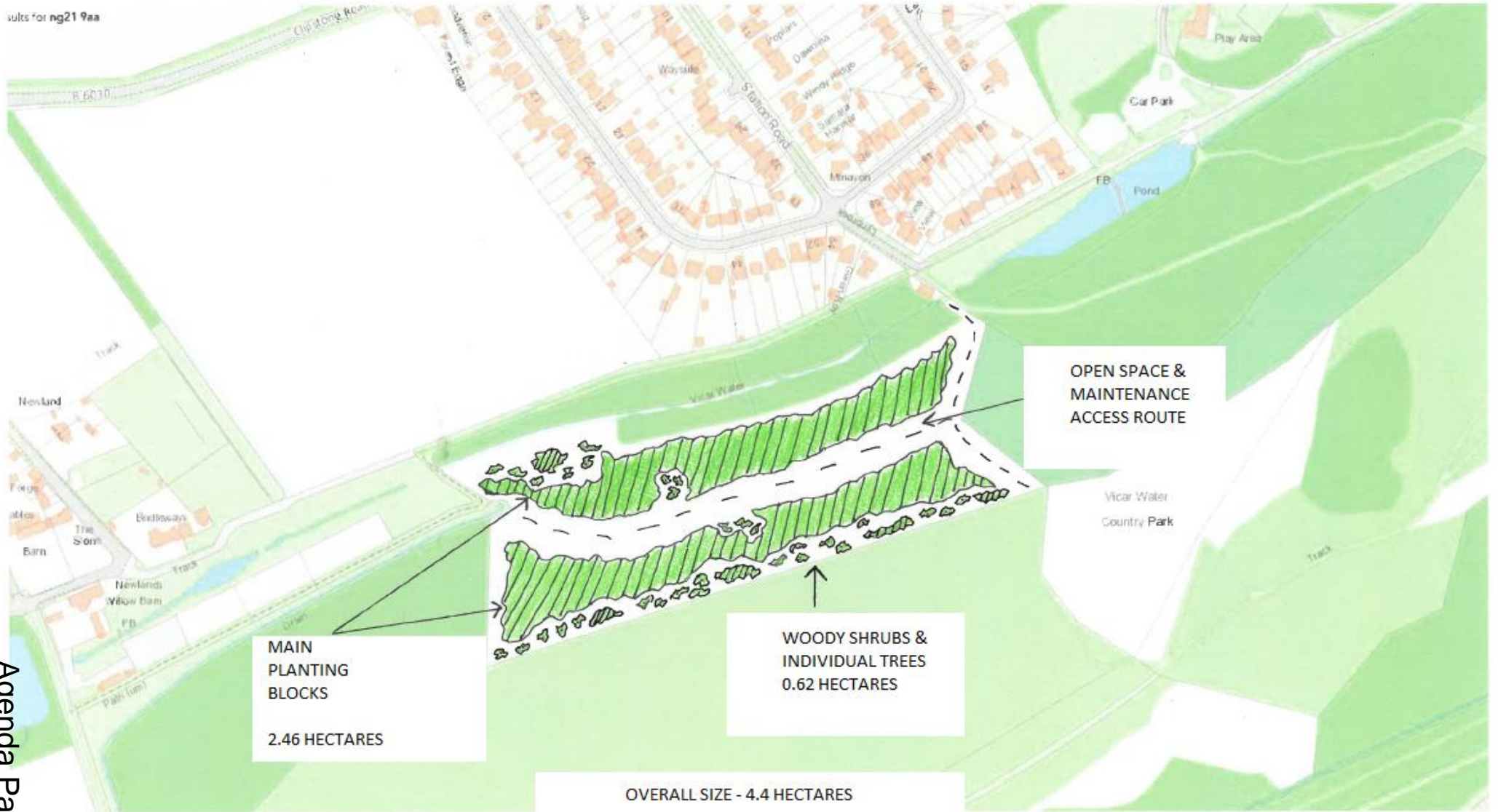
- **To help achieve the councils commitment to plant 10,000 trees**
- **To support the community plan**
- **To support biodiversity and wildlife in the area**

Background Papers

Nil.

For further information, please contact Matt Adey on Ext 5253.

Matthew Finch
Director – Communities & Environment



POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

AMENDED STRUCTURE FOR PLANNING DEVELOPMENT

1.0 Purpose of Report

1.1 To seek amendments to the current Planning Development Unit to enable the creation of a new Tree Officer post (NS12), replacing current consultancy support, and to delete an existing full-time vacant Planning Technical Support Officer Post (NS6).

2.0 Background Information

2.1 Members will be aware that the delivery of the planning service often requires an assessment of trees, either through planning applications or requests to do work to those protected as a result of Tree Preservation and/or Conservation Area status. At present, Planning Technical Support Officers (PTSO) undertake this work with input from a consultant Tree Officer, currently provided by North Kesteven District Council. The contract with NKDC is approximately £7,000 per annum.

2.2 Works to trees form only part of what a planning function covers. Planning applications often require existing landscape on a site to be assessed, as well as landscape proposals submitted as a result of a condition to be determined whether or not they are acceptable.

2.3 In addition to the planning service, across the Council there are various strategies and projects underway that a permanent in-house resource could either feed into or have direct input in shaping, such as works regarding the implementation of the Open Space Strategy, our Climate Emergency Strategy & Action Plan, and maintenance of parks and open spaces.

3.0 Proposals

3.1 It is proposed that a new in-house post is created for a Tree/Landscape Officer. A new job description has been created and evaluated which records the varied duties that would be performed by this officer. As well as dealing with tree applications and responses to consultations on landscape impacts/proposals, they would also be able to review the Council's Tree Preservation Orders. In addition, they would also be able to advise other departments within the Council.

3.2 It is proposed to utilise the monies from the deletion of a vacant PTSO post and the £7K contractual monies. The proposals are due to be considered at 17 November Economic Development Committee, at which it is expected that this Committee will be asked to approve appropriate budget to allow recruitment.

4.0 Digital Implications

4.1 A laptop and ICT equipment to facilitate working from home will be required.

5.0 Financial Implications FIN21-22/9510

- 5.1 The proposal is to delete the vacant PTSO post (£26.2k) as well as utilising the monies currently paid by contract to North Kesteven District Council (£7k) in order to pay for the proposed NS12 Landscape/Tree Officer post on a full-time basis (£44.4k), leaving a shortfall of £11.2k, which we seek approval for, for the increase in budget.
- 5.2 Taking the above information into account, initially there would be an adverse impact on the General Fund of circa £11.2k per annum, however; it is anticipated that this will be mitigated by the means of this post creating wider benefits and opportunities across the authority and reduce the amount of resources required from external third parties in other Business Units. There have already been conversations with colleagues in Environmental Services regarding the possibility of using this resource, it is therefore anticipated that this post will create savings in the form of reduced expenditure to other business units across the council that may utilise the benefits of this in house post. Currently any proposed savings are unquantifiable however; as and when these are identified these will be built into future budget processes.
- 5.3 The figures below are with associated on-costs and incremental increases reaching the top of the scale in 2023-24. For the purpose of this report no pay award or increase in cost for the Council in relation to the Professional Services contract has been included.

	2021-22	2022-23	2023-24	2024-25
Creating FT Tree Officer Post NS12 (SCP 31 – SCP33)	44,385	45,720	47,266	47,266
Professional Services to NKDC savings if post created	(7,000)	(7,000)	(7,000)	(7,000)
Deleting Vacant Post NS6 Planning Tech Support Officer (PTSO)	(26,233)	(26,783)	(27,342)	(27,342)
TOTAL REQUIRMENT (FAVOURABLE)/ADVERSE	11,152	11,937	12,924	12,924

The Contractual Services budget code would also be reduced by £7,000 and this sum moved to the salary code.

6.0 Equalities Implications

- 6.1 These proposals will impact directly on staff however there is no disproportionate or potential adverse impact on anyone with a protected characteristic. The grading of the new post has been determined using the Council's agreed Job Evaluation Scheme to ensure there are no equal pay issues. The recruitment and selection processes will be undertaken in accordance with Council policy and procedures which have due regard for the requirements of equalities legislation.

7.0 Legal Implications

7.1 The post holder will be required to comply with legislation as set out within the Town and Country Planning Acts and, in particular, the Town and Country Planning (Tree Preservation (England) Regulations 2012 [SI 2012 No. 605].

8.0 Community Plan – Alignment to Objectives

8.1 The creation and recruitment to this post will contribute directly to the plan's objective of 'Enhance and protect the District's natural environment' and 'Improve the health and wellbeing of local residents'.

10.0 RECOMMENDATIONS that:

- (a) Members approve the amended structure and associated budget required for the Landscape/Tree Officer post; and**
- (b) subject to (a) above the Planning Development Business Manager liaise with HR colleagues and Unions as required to recruit a Landscape/Tree Officer on a full-time basis.**

Reason for Recommendations

To have a dedicated post to consider tree applications, responses to consultations on landscape impacts/proposals, and to review the Council's Tree Preservation Orders.

Background Papers

Nil

For further information please contact Lisa Hughes on Ext 5565.

Matt Lamb
Director – Planning & Growth

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

SOLAR PV FEASIBILITY OUTCOME

1.0 Purpose of Report

- 1.1 To inform Members of the outcome of Solar PV feasibility consultancy on our corporate and leisure buildings.
- 1.2 To request budget allocation for the installation of Solar PV on selected council buildings.

2.0 Background Information

- 2.1 The Council declared a Climate Emergency at the Full Council meeting of 16 July 2019. The declaration did not include a date for net zero for the Council but recognised the UK Government had, the preceding month, agreed a target date of 2050.
- 2.2 The Carbon Trust were appointed to work alongside officers and members to develop a Climate Emergency Strategy and Action Plan. The Climate Emergency Working Group (CEWG) met on several occasions to review the data and findings from The Carbon Trust, as well as to seek out views from partners, businesses and local groups. The CEWG comprised of the Chairman, Vice-Chairman and Opposition Spokespersons of the Policy & Finance, Leisure & Environment, Economic Development, and Homes & Communities Committees. Members of the working group recommended the carbon net neutral target date of 2035 and the emissions reduction target which were recommended to Policy and Finance Committee in September 2020 and approved by Full Council in December of the same year.
- 2.3 The Council's Climate Emergency Strategy and Action plan were also approved at Full Council December 2020 and its Action Plan outlines recommended carbon reduction initiatives which the council can undertake in order to improve energy efficiency and reduce our overall carbon footprint. This includes the suggested installation of Solar PV in 2025. As part of this in recent months the Council have undertaken feasibility works in collaboration with specialist consultants to consider the intricacies of Solar PV installation on a range of our corporate and leisure sites in order to gain further understanding in relation to costs involved, payback, carbon savings and if installation is practical.
- 2.4 The Council developed a specification document determining the scope of works and outlined the requirement for the project to contain two well-defined Phases:

Phase One

Feasibility study containing design overview for solar photovoltaic installation and the development of site specific business cases containing advice on the most appropriate site by site solution.

Phase Two

Procurement support in the development of a specification document based on design elements from Phase One and the project management of the successful installer, ensuring the forecasted benefits from Phase One are realised.

3.0 Proposals

3.1 The Council have worked in collaboration with the Solar PV consultants to understand the intricacies involved in the installation of Solar PV on our corporate and leisure buildings. This included the Solar PV consultants to carry out Phase One of the Solar PV feasibility, this incorporated three defined stages in order to meet the council's specific objectives:

Stage 1: Preliminary Feasibility Study - A desk-top based analysis of the site(s) to provide a high-level analysis of the options and feasibility of installing solar PV.

Stage 2. Site Visit - The walk-over survey to provide an opportunity for consultants to gain a better understanding of the site(s) and any potential issues which may arise.

Stage 3. Design proposal - A detailed study providing clear advice on viable solar PV array options, installation considerations and to produce a package of works and comprehensive installation details including prospective installation costs.

3.2 This detailed approach was taken with the following council owned buildings:

- Southwell Leisure Centre
- Ollerton Dukeries Leisure Centre
- Newark Sports and Fitness Centre
- Blidworth Leisure Centre
- The Buttermarket
- Newark Beacon
- Castle House Offices
- Brunel Drive Depot
- National Civil War Centre
- Palace Theatre
- Vicar Water Visitor Centre
- Sconce and Devon Visitor Centre

3.3 The sites have been grouped with a recommendation and explanations for the groupings. Attached as **Appendix A** is a breakdown of all of the sites with financial costings and estimated annual carbon savings.

3.4 Not Feasible to Progress

- The Buttermarket
- National Civil War Centre
- Palace Theatre

The report developed by consultants identifies the above sites which are deemed unsuitable for the installation of Solar PV due to listed building status, position within a conservation area, availability of usable roof space for panels, roof condition, steep pitch of roof and localised shading. These buildings are unlikely to get planning permission for installation of Solar PV.

3.5 Not Recommended to Progress at this Time

- Blidworth Leisure Centre
- Sconce and Devon Park

Both of these sites fail to payback the investment required within the 25 year lifespan of the solar PV installation that would be used and their contribution to carbon reduction is minimal. However both buildings will be kept under review as the national picture changes, tariff's and grants may change over time and make these more viable propositions.

3.6 Not Recommended in the First Phase but to be Kept Under Review

- Castle House
- Brunel Drive

The Brunel Drive site is currently subject to a master planning exercise looking at the site in its entirety. This master planning will look at how further electrification of the fleet can be supported, how the site is currently used and the buildings on the site. As part of this master planning, future provision of Solar PV will be examined but it would not be prudent to undertake this now when the master planning is in progress.

Castle House will be considered in the future for the addition of further Solar PV. Castle House already hosts a large Solar PV array which means a sizable investment has already been made at the site which effects its economically viability. However, this site will be kept under review and as the national picture changes, tariff's and grants may change over time and make this a more viable proposition.

3.7 Recommended Sites for Solar PV Installations

- Newark Sports & Fitness Centre
- Southwell Leisure Centre
- Dukeries Leisure Centre
- The Beacon
- Vicar Water

All of the sites above are recommended for Solar PV installation. All of the sites payback in investment within the 25 year estimated lifespan of the installation and make a contribution to carbon reduction.

The 3 leisure centres which operate swimming pools are unsurprisingly by far our biggest users of power, therefore it can be seen in Appendix A that they also are the 3 sites which forecast the biggest financial annual surplus and in turn also represent the biggest opportunity for carbon reduction. The reduction in energy bills which Active4Today will receive will be reflected in a reduced management fee paid by the Council to Active4Today, the exact details will be worked up subject to approval to go ahead with this scheme.

The Beacon also represents a significant forecasted annual financial surplus and associated carbon reductions. The forecasted capital cost at this site is also subject to a bid to the Public Sector De-Carbonisation Fund, with the outcome due next year.

Vicar water offers a smaller forecasted annual financial surplus and associated carbon reduction but does payback within the 25 year lifespan of the installation. This site will also offers an ideal site with the green natural environment surrounding the building providing a perfect opportunity to demonstrate the council's commitment to carbon reduction in a visible and tangible way.

- 3.8 Each individual site has been investigated throughout the feasibility study in order to determine the best possible solution for Solar PV installation, with different installations recommended for different sites. The total capital investment required to install Solar PV on all those sites recommended in 3.7 above is £685,250.

In progressing with the installation of Solar PV at these sites a total of 425,000 kWh of electricity can be generated on an annual basis, in turn saving the Council 98 tCO₂e of carbon emissions annually; directly supporting our carbon reduction ambitions and carbon neutrality target of 2035.

Carbon reduction projects such as this enable the Council to demonstrate our commitment to creating a more sustainable, carbon conscious and environmentally friendly environment for our residents to live in. This project also allows the Council to set an example as a leader of place, encouraging local businesses to consider and undertake carbon reduction measures and prioritise energy efficiency improvements.

3.9 Next Steps

Subject to approval to proceed the following next steps would be undertaken:

The next phase of the project is for the consultants to develop a detailed specification document for installation and undertake a procurement exercise to appoint an appropriate contractor. The installation will then be project managed jointly by the consultant and the Council; the consultant will be responsible for ensuring all necessary consents, accreditations, permits and securing grid connection; in combination with the management of the risks associated with the project. The specialist consultant will also be responsible for ensuring that the proposed benefits identified in the first stage of the project are realised at the end of the Solar PV installation.

The Council will endeavour to continue to consider further Solar PV installations across our corporate and leisure buildings, the Environmental Policy and Projects Officer will monitor ongoing changes to incentives and apply for grant funding should national government make these available. The Council has recently submitted a bid for the Public Sector Decarbonisation Scheme Phase 3, the site of focus is The Beacon, should the Council be successful with this application then the Solar PV on site will be funded by the grant funding which will make a significant reduction in the level of capital required. Successful bidders will be notified in early 2022.

4.0 Equalities Implications

4.1 There are no equalities implications envisaged within the implementation of Solar PV on our corporate and leisure buildings discussed in this report.

5.0 Digital Implications

5.1 Whilst there has been no digital implications identified there may be associated software requirements relating to the output of the potential solar PV install. The implications shall be considered as deemed appropriate. Furthermore, the ICT & Digital Services team will work to with the Environmental Policy and Projects Officer to reduce the technology carbon footprint for Newark and Sherwood District Council.

6.0 Financial Implications (FIN 21-22 / 7389)

6.1 Please see the table below for the financial assessment of proposed sites to take forward. Full detail of all sites reviewed included on **Appendix A**.

Narrative	To Progress					Total
	The Beacon	Vicar Water	Newark S&F	Southwell LC	Ollerton Dukeries Leisure Centre	
Construction	85,050.00	47,550.00	228,800.00	185,050.00	116,300.00	662,750.00
Project Management	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	22,500.00
Capital Costs	89,550.00	52,050.00	233,300.00	189,550.00	120,800.00	685,250.00
Financing						
Annual MRP (25 year life)	3,582.00	2,082.00	9,332.00	7,582.00	4,832.00	27,410.00
Interest - 2.23%	1,996.97	1,160.72	5,202.59	4,226.97	2,693.84	15,281.08
	5,578.97	3,242.72	14,534.59	11,808.97	7,525.84	42,691.08
Cost of Maintenance	366.00	183.00	1,067.50	854.00	518.50	2,989.00
Annual Costs	366.00	183.00	1,067.50	854.00	518.50	2,989.00
Total Annual Costs	5,944.97	3,425.72	15,602.09	12,662.97	8,044.34	45,680.08
Annual Electricity Savings	7,274.40	3,609.95	19,701.50	15,761.20	9,569.30	55,916.35
Net Annual Surplus/Loss	1,329.44	184.23	4,099.41	3,098.24	1,524.96	10,236.27

6.2 In order to progress with the chosen sites we would require a capital allocation of £685,250 to cover both the construction and project management costs.

6.3 The financial assessment assumes that the project will be funded from borrowing over the 25 years of the project, the 25 years is a prudent assessment of the life of assets (25 – 40 years), the rate used within the financial assessment is 2.23%.

6.4 Using the forecasted energy savings and revenue costs produced by our Solar PV consultants we have been able to model the revenue implications of the project.

6.5 As well the annual savings from Electricity we have also included all financing costs and ongoing maintenance costs for the solar panels project. Over the 5 sites we estimate an annual surplus of £10,236.27.

- 6.6 The surplus of £10,236.27 is based on the full project been funded from capital. We currently have a bid for grant funding in place for the site at Beacon, we will be informed if successful early 2022. If we are this would increase the estimated annual surplus to £15,815.24 as we save £5,578.97 in financing costs per annum.
- 6.7 In order to realise these savings we will reduce the electricity budgets of the sites included within the proposals managed by The Council. For the sites managed outside of The Council the proposal is to facilitate this savings through a reduction in management fee, this will be evidence based on the actual savings generated.
- 6.8 Our consultants also advised that there is a potential impact on business rates. The Office of Valuations are to include provisions within their calculations of values for Solar Panels, this is dependent on size of the Solar Provision in place at each site. Costs have been estimated at £12,000 for the sites included above.
- 6.9 The date of the next Revaluation is unconfirmed currently but it is anticipated to be April 2023. They are carried out every five years but delayed due to COVID. The works should be completed by this date so there is potential for this increase to be applied from then. Ultimately NSDC would also benefit from any increase in Business rates.
- 6.10 There are also ways to mitigate these Business rate increases as advised by our consultants through a Special Purpose Vehicle. This will be given further consideration at the time if costs come to fruition, but given the relatively small impact of an estimated £12,000 it may not be prudent to pursue.

7.0 Community Plan – Alignment to Objectives

- 7.1 This project aligns with the Council's Community Plan objective to "Enhance and protect the district's natural environment". There is a specific activity under this objective to reduce the Council's carbon emissions by implementing an environmental strategy and carbon reduction action plan to achieve carbon neutrality. However, the Greening Newark and Sherwood Action Plan where our Climate Emergency objectives sit can also be considered to touch upon all objectives.

8.0 RECOMMENDATIONS that:

- a) the Council progress with Solar PV installation at the recommended sites as set out in paragraph 3.7 of the report;**
- b) the Council make provision for capital funding to cover these costs totalling £685,250; and**
- c) a further report be presented to the Committee to report on progress and carbon reduction as part of the Climate Emergency update.**

Reason for Recommendations

The Council declared a Climate Emergency in July 2019, to demonstrate our commitment to this the Council commissioned and approved our Climate Emergency Strategy and Greening Newark and Sherwood Action Plan in December 2020. Within the Greening Newark and Sherwood Action Plan Newark and Sherwood District Council has already agreed to consider the installation of Solar PV on our corporate and leisure buildings.

Background Papers

15 December 2020 – Full Council report

16 March 2020 – Leisure & Environment Committee report

For further information please contact Briony Ashton, Environmental Policy & Projects Officer, on Ext. 5357.

Matthew Finch

Director - Communities & Environment

Narrative	To Progress						For future review			Not at this time		
	The Beacon	Vicar Water	Newark S&F	Southwell LC	Ollerton Dukeries Leisure Centre	Total	Castle House	Brunel Drive Depot	Total	Blidworth Leisure Centre	Sconce & Devon Park	Total
Construction	85,050.00	47,550.00	228,800.00	185,050.00	116,300.00	662,750.00	72,550.00	166,300.00	238,850.00	32,550.00	32,550.00	65,100.00
Project Management	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	22,500.00	4,500.00	4,500.00	9,000.00	4,500.00	4,500.00	9,000.00
Capital Costs	89,550.00	52,050.00	233,300.00	189,550.00	120,800.00	685,250.00	77,050.00	170,800.00	247,850.00	37,050.00	37,050.00	74,100.00
Financing												
Annual MRP (25 year life)	3,582.00	2,082.00	9,332.00	7,582.00	4,832.00	27,410.00	3,082.00	6,832.00	9,914.00	1,482.00	1,482.00	2,964.00
Interest - 2.23%	1,996.97	1,160.72	5,202.59	4,226.97	2,693.84	15,281.08	1,718.22	3,825.92	5,544.14	826.22	826.22	1,652.43
	5,578.97	3,242.72	14,534.59	11,808.97	7,525.84	42,691.08	4,800.22	10,657.92	15,458.14	2,308.22	2,308.22	4,616.43
Cost of Maintenance	366.00	183.00	1,067.50	854.00	518.50	2,989.00	305.00	762.50	1,067.50	109.80	109.80	219.60
Annual Costs	366.00	183.00	1,067.50	854.00	518.50	2,989.00	305.00	762.50	1,067.50	109.80	109.80	219.60
Total Annual Costs	5,944.97	3,425.72	15,602.09	12,662.97	8,044.34	45,680.08	5,105.22	11,420.42	16,525.64	2,418.02	2,418.02	4,836.03
Annual Electricity Savings	7,274.40	3,609.95	19,701.50	15,761.20	9,569.30	55,916.35	4,639.29	10,747.68	15,386.96	2,182.32	2,165.97	4,348.29
Net Annual Surplus/Loss	1,329.44	184.23	4,099.41	3,098.24	1,524.96	10,236.27	-465.93	-672.74	-1,138.67	-235.70	-252.05	-487.74
Payback Period	20.43	23.72	19.80	20.09	21.02	20.42	27.51	26.56	26.85	27.70	27.91	27.80
Annual Carbon Savings (ICO2e)	12.00	6.00	35.00	28.00	17.00	98.00	10.00	TBC	10.00	4.00	4.00	8.00

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

PROPOSED ACQUISITIONS AND DISPOSALS POLICY

1.0 Purpose of Report

1.1 To request approval from the Policy & Finance Committee of the Acquisitions and Disposals Policy **appended** to this report.

2.0 Background Information

2.1 Acquisitions and disposals of land and property are essential for the Council to provide a service to the residents of Newark & Sherwood in the Council's delivery of the aims and objectives set out in the Community Plan. An acquisition and disposal policy is also necessary in order to ensure that acquisitions and disposals are made with proper consideration of the legislation and industry best practice.

2.2 The principles of this policy have been approved by the Senior Leadership Team of the Council in September and with a request that the policy is developed further and reported to the Policy & Finance Committee.

3.0 Proposals

3.1 The Business Manager - Corporate Property has drafted the proposed Acquisition and Disposals Policy covering the principles outlined below:

3.2 Acquisition Principles

- Accepted circumstances for acquisition of land or property is clearly defined be it for the purpose of service delivery, investment or strategic development opportunities identified within the district.
- Approach taken to valuation/offer and cap of offer for negotiations.
- Site due diligence required/recommended prior to acquisition.
- Acceptable circumstances which may allow for a purchase price at higher than market value with a full consideration to the legislation controls in place such as the Local Government Act 1972.
- Consideration of when it is appropriate to use statutory powers for acquisition.

3.3 Disposal Principles

- Identification process for assets to be considered for disposal such as regeneration schemes requiring a development partner, condition review citing unjustified costs for refurbishment or an asset being declared surplus to operational requirements.
- Method of disposal of assets through appropriately qualified and experienced members of staff or external agents and approach to valuation to be considered.
- Acceptable circumstances for disposal at a value lower than best consideration in to the Community Plan and wider aspirations of the Council in delivering its services to the District with adherence to legislative controls such as the Local Government Act 1972.

3.4 The proposed policy also covers the proposed processes to follow for acquisitions/disposals. The roles of separate departments and the proposed approval levels for disposal/acquisition figures.

4.0 Equalities Implications

4.1 Once adopted the policy will advance the equal treatment of potential purchasers of Council land/property in ensuring that properties are marketed to achieve best value with clear justification when this option is not taken.

5.0 Digital Implications

5.1 In all cases where an acquisition or disposal occurs, arrangements will be made to ensure that details are recorded in the records held by Corporate Property, Finance and Legal management records, including ARC GIS terrier software and Land Registry.

6.0 Financial Implications (FIN21-22/6751)

6.1 There are no direct financial implications arising from this report. However, approval of a land disposals policy will help the Council to achieve its financial objectives both directly, through capital receipts, and indirectly through the consequent housing and economic growth. Any costs or receipts associated with an acquisition/disposal are required to be factored into approved budgets at the time of consideration of the specific project.

7.0 Community Plan – Alignment to Objectives

7.1 The proposed policy will contribute to the following objectives of the Community Plan:

- Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to the local area; the policy will facilitate the improvement and creation of community assets through the Council's best use of its property assets.
- Deliver inclusive and sustainable economic growth; improvement of council asset stock through acquisitions and disposals will increase opportunities for businesses to locate within the district, providing more jobs and skills to residents.
- Create more and better quality homes through our roles as landlord, developer and planning authority; development of sites through effective acquisition or disposal of land by the Council will increase delivery of quality housing for residents within the district.

8.0 RECOMMENDATION

That the proposed Acquisitions and Disposals Policy, as appended to the report, be approved.

Reason for Recommendation

To ensure the Council makes use of public funds in a transparent and accountable way which adheres to legislation as well as the aims and objectives of the Community Plan.

Background Papers

Nil.

For further information please contact Mark Eyre – Business Manager – Corporate Property on Ext 5440.

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

Document Name: Newark and Sherwood District Council
Acquisitions and Disposals Policy

Effective Date: November 2021 (pending approval)

Date for Review: November 2023

Version Number: 1

Approved requested from Policy and Finance Committee.

Responsible Business Manager: Mark Eyre

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- 1.1 Acquisitions of land and property are an essential part of enabling the Council to provide a service to the residents of Newark and Sherwood and in delivering the aims and objectives set out in the Community Plan. An adopted Acquisitions and Disposals Policy is necessary, in order to ensure that acquisitions and disposals are performed with due consideration of current legislation, financial controls and best practice whilst ensuring that the aims of the Community Plan are achieved.
- 1.2 The purpose of the policy is to act as a framework to instruct Members, officers, third parties and members of the public on the Council's adopted approach on the acquisition and disposal of property (including land and built assets).
- 1.3 This policy will cover the acquisition and disposal of freehold or leasehold interests (including for the avoidance of doubt lease renewals, surrenders and assignments of leases and including easements and covenants) in property (land and buildings). The policy does not cover the acquisition of goods, services or items required to perform service delivery by the Council as this is already covered by the Contract Procedure rules of the Council.
- 1.4 The policy focuses on the principal processes of acquisitions and disposals, authority routes and roles/responsibilities within the Council.
- 1.5 Any reference to the 'Estate Team' will mean either the Estates Team of the Corporate Property Business Unit or Housing Business Units depending on the type of property or scenario of acquisition or disposal in question. A reference to Service Department shall mean any department/ Business Unit occupying or using the property being considered for acquisition or disposal.
- 1.6 All the steps taken to comply with this policy should be set out in the report to the relevant decision maker so that they have all the information needed to make a decision, including any cross reference to the Financial Regulations

2. Disposals

- 2.1 **The test for declaring a property to be surplus.** One or more of the following key criteria should be considered to be met in order to progress a disposal of Council property:
 - a) The property makes little or no contribution to the Council's service delivery, aims or objectives within the Community Plan and cannot be appropriated for planning purposes under section 122 Local Government Act 1972.
 - b) The property generates no income/ produces a loss and has limited regeneration potential.
 - c) An alternative site has been identified which would achieve a more cost efficient way of delivering this service for the Council.
 - d) Its disposal is important for the delivery of organisation aims/ objectives such as those set out in the Community Plan.
 - e) The property is deemed to be an underperforming asset with either under-utilisation of space at low capacity or that the financial cost to retain property is too significant, the income generation possibilities are too low with a greater return/ cost saving being achievable through disposal of the property.
- 2.1.1 Any property can be identified as surplus by either a Business Manager for a particular service, Business Manager for Corporate Property or Business Manager for Housing. The case for disposal will need to be clearly set out and must include the criteria set out in this Policy.

2.2 The process for identifying surplus or underperforming property will materialise in a number of the following ways:

- a) Asset Management Plan Review.
- b) Stock Condition Surveys identifying significant works.
- c) Local Plan designation or development of other local planning policy.
- d) Master planning of the site or a regeneration scheme.
- e) Asset valuation for accounting purposes which identifies development/ alternative uses.
- f) Third party approach such as developers or neighbours.
- g) Statutory transfer i.e. utility or transport infrastructure.
- h) Service Department review of property requirement.

2.3 Review of disposal constraints

2.3.1 Once a property has been identified as being potentially surplus the Estates Team will establish whether there are any constraints on the site that would limit or even prevent disposal, such as legal, planning, statutory authorities, government policy, and/or financial constraints, (such as the property having been the subject of funding in the past that necessitates the repayment of grant monies). If such constraints are found that prevent disposal, alternative options may need to be considered and pursued, as part of the options appraisal for disposal.

2.4 Initiation period.

2.4.1 Service Departments occupying a property shall give the Estates Team at least three months written notice of their intention to vacate property. In instances where properties are leased in by the Council, Estates will send a trigger notice to the occupying service and a joint decision will be taken as to whether to renew the lease. On notification of a Service Department vacating a property, the Estates team will carry out a survey of the property to inform any works or holding costs required during the disposal process. A full inventory of compliance documentation and servicing is required from the Service Department at the point of handover. All holding costs and additional compliance/ remedial works to the property will be covered by the departing Service Department's budget. The Service Department must leave the property in a clean and tidy condition to the satisfaction of the Estates team.

2.4.2 Once a property is declared surplus by a Service Department the Estates Team will instigate a process of engagement with other departments for future Council use. As part of the options appraisal for disposal, an approach will also be made to the Housing Revenue Account Development Team and the Council's preferred housing developer Arkwood Developments Limited, for consideration of development options. If appropriate, then Third Sector interest, Ward Members, Public Sector partners, local Parish & Town Councils and tenants of the property will be contacted before seeking formal approval to sell on the open market. This does not apply to investment property where decisions will be made on a financial return basis and often only a short to medium term investment lease will be offered to perspective tenants.

2.5 Method of disposal.

2.5.1 The most appropriate method of disposal should be adopted from the following taking into account the advice on marketing strategy from RICS surveyor :-

- a) Private Treaty – Where there is limited interest and a narrow valuation band. Where appropriate, sales may be conducted by private treaty where a marketing exercise has already been undertaken.
- b) Auction – Where there is wide interest and if this method of sale is considered to be best to attract the highest price. The property is marketed as part of an external auction process. Wherever possible a reserve price will be set.
- c) Formal Tender – Where there is wide interest, land ownership is not complex, no uncertainties regarding the grant of planning permission, and a wide valuation band. Under this method, the Council would invite sealed bids which are opened at the same time. The Council and the purchaser then enter into a contract under which the purchaser usually pays a 10% deposit.
- d) Informal Tender - Where there is a need to identify a preferred bidder and enable further detailed terms to be determined. This method will be appropriate where there are uncertainties such as planning, and, large or complex redevelopment sites. The Council invites offers, which are opened together, immediately following the closing date for the bids specified in the Tendering process. If a higher unsolicited offer is subsequently received all parties may be asked to resubmit.
- e) Occasionally, a limited marketing exercise may be used where the land or property has already been subjected to open market testing or following short-listing after initial expressions of interest exercise or there are known to be a limited number of purchasers.
- f) Leasehold disposal. In certain circumstances, it may be appropriate to dispose of property on a leasehold basis. This is particularly relevant where a property may be required to fulfil a service need in the future or if the property is held for investment, community provision or economic growth purposes. Lease terms can be flexible to suit the occupational requirements but should be on a market rental value basis (unless if there is justification for deviation from this on the grounds listed in paragraph 2.10 of this policy). Leases should also be contracted out of security of tenure provisions of the Landlord and Tenant Act 1954, where possible, to avoid creating secure tenancies.

2.6 Public engagement requirements

2.6.1 Sections 123(2A) of the Local Government Act 1972 and (where the land was acquired or appropriated for planning purposes) section 233(4) of the Town and Country Planning Act 1990 ("the 1990 Act") require a local authority wishing to dispose of open space to advertise its intentions in a local newspaper for two consecutive weeks and to consider objections. This is to be undertaken before making any final decisions about disposal as the public response to the notices may be material to any such decision. It could also be an important factor in any determination by the Secretary of State of an application for specific consent.

2.7 Disposal valuation.

2.7.1 Where it is decided to negotiate a disposal to a single party (such as the Housing Revenue Account or to Arkwood Development Limited) , rather than offer on the open market, an independent valuation should be carried out by a suitably trained and knowledgeable member of the Royal Institution of Chartered Surveyors. Negotiations should then take place with the interested party in order to reach an agreed sale price. The final agreed price should be as close to the initial valuation as possible. If there are valid reasons on why the initial valuation figure was not reached then these should be recorded and if necessary the valuation report amended to reflect this. Where there is a significant difference between the final negotiated price and the independent valuation figures then, to protect the Council's interest in the event of subsequent sales, the agreement to sell should include, as appropriate, an asset lock, claw back or uplift clause, restrictive covenants, ransom strip retention, user rights or right of pre-emption.

2.7.2 The preferred route for any disposal is that the property is marketed for a period of time by the Estates team or by a suitably trained and knowledgeable appointed agent in order to ensure that the best possible offers are received for the property.

2.8 De minimis disposals.

2.8.1 In circumstances where a low value disposal is identified (at less than £15,000) such as garden land within the HRA estate, boundary rectification or infrastructure adoptions these transactions are recommended to be dealt with in house by the Estates Team; to be approved by the Corporate Property/ Housing Business Manager and the s151 Officer. For any land disposals the Estates team can be requested to handle a disposal subject to appropriate time/ resource. A valuation will be carried out using comparable evidence of transactions previously conducted by the Council and industry comparables in order to evidence that market value is being achieved. Infrastructure adoptions such as pump stations will be dealt with by the relevant Estates Team depending on which property is served by the infrastructure in question (i.e. General Fund or Housing Revenue Account).

2.9 Disposal at less than best consideration.

2.9.1 The Council has a general power of disposal, contained in Section 123 of the Local Government Act 1972. This provides that Local Authorities are not permitted to dispose of land, or grant leases in excess of 7 years, for a consideration which is less than the best price which is reasonably obtainable, unless they first obtain consent from the Secretary of State or the General Consent referred to below applies. Where a disposal is undertaken at less than best price, then to protect the authority's interest in the event of subsequent sales, it should include, where, appropriate an asset lock, claw back or uplift clause, restrictive covenants, ransom strip retention, user rights or right of pre-emption.

2.9.2 A valuation by a suitably trained and knowledgeable member of the Royal Institution of Chartered Surveyors should be undertaken in order to quantify the amount of the undervalue (unrestricted less restricted value). In addition, an attempt needs to be made to financially quantify the economic, social and environmental benefits to the authority and community which justify a disposal at less than the valuation/best price amount. The overriding factor to be considered when disposing at below the valuation/best price is to ensure that it is within the Council's power to do so, and the reasons are well documented, transparent and justifiable.

2.10.1 **Short tenancies.** The obligation to obtain best value contained in sections 123 of the Local Government Act 1972 does not apply to disposals of land by way of a “short tenancy” such as by the grant of a term not exceeding seven years or the assignment of a term which has not more than seven years to run.

2.10.2 **The disposal meets a specific wellbeing purpose.** The Local Government Act 1972 General Disposal Consent 2003 (“the Consent”) removes the requirement for authorities to seek specific consent from the Secretary of State for any disposal of land where the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the promotion or improvement of:

- a) economic wellbeing
- b) social wellbeing
- c) environmental wellbeing.

2.10.3 In this circumstance the undervalue (i.e. the difference between the unrestricted value of the interest to be disposed of and the consideration accepted) must be £2,000,000 or less. Where the proposed disposal does not fall within the terms of the Consent an application to the Secretary of State for a specific consent is required.

2.10.4 Following amendment by the Growth and Infrastructure Act 2013 section 233 of the Town and Country Planning Act 1990 now empowers the Secretary of State to give consent in relation to land held for planning purposes see section 233 3 A) Town and Country Planning Act 1990 Specific consents were previously required.

2.11 **Standard process for disposal:**

Stage	Process
1. Property tested for disposal.	Tools of assessment used as cited in paragraph 2.3 of this policy to conclude that a property is surplus.
2. Review of property disposal constraints.	A full review of title, lease and other relevant documentation, planning policy, statute, government/ Council policy and financial constraints undertake to ensure there is no constraint on disposal.
3. Report to obtain agreement in principal for disposal.	<p>De-minimis, wayleave/easements/ licences at nil value, statutory disposal (e.g. Right to Buy application) and investment leases – report not required.</p> <p>Freehold/ long leasehold disposals where value of site is estimated at £100,000 or less – report to S151 Officer or relevant Director(s).</p> <p>Freehold/ long leasehold disposals with estimated value at greater than £100,000 – report to Senior Leadership Team.</p>
4. Initiation period.	Service department notifies the Estates Team of intention to vacate the property (minimum

	three months' notice is required).
5. Appropriate disposal method adopted.	Disposal through marketing/ disposal valuation for one party. Consideration given to HRA requirement for site/ disposal directly to Arkwood Development Limited.
6. Authority requested for final disposal terms/ value.	Terms, disposal valuation figure and minimum disposal price approved by relevant authorising party as identified in table in paragraph 5.1.
7. Marketing/ negotiations and disposal	Marketing of the property and negotiations with identified purchaser (or direct negotiations if a special purchaser is identified).
8. Performance review of disposal and records updated.	Reporting of final disposal and records on property Asset Register updated.

3 Acquisitions

3.1 Reasons for acquisition. There are a number of circumstances where the acquisition of land or built assets may be necessary. This includes service delivery, investment purposes and strategic development opportunities within the district. There are essential criteria which each type of acquisition must meet to be considered for approval as outlined below:

3.1.1 Service delivery requirement. If the Estates Team are requested to acquire any land or property on behalf of a Service Department then the requirement will first be considered across the availability of existing property held in the Councils estate. The test of suitability will be agreed between the Service Department and Estates Department but will focus on size, location and quality of space required.

3.1.2 Strategic development purposes. If there is a way of increasing the deliverables of housing units and/or objectives set in the Community Plan then this will be considered as a Strategic Development Acquisition and tested on the basis of final outcomes of the wider site and a full options appraisal being carried out rather than the individual piece of land or property being acquired.

3.1.3 Investment purposes. Land or property may be acquired for the purpose of the Council making an investment subject to the following criteria being met:

- a. The property generates a predicted net return on investment of 6%.
- b. The land or property proposed to be acquired has had a full inspection and survey of the condition and is in relatively good condition with full repairing and insuring leases in place for any tenanted parts.
- c. The management of the property is able to be facilitated by either the in-house Estates Team or through the appointment of a managing agent on a temporary basis until recruitment or extra capacity can be secured.
- d. All ongoing revenue costs are approved and identified within an existing budget.
- e. If held as an outright investment rather than for redevelopment or place-shaping then a company should be used by the Council in line with the provisions of the Localism Act 2011.

- 3.2** All proposed acquisitions of property with a financial cost will be valued by a suitably trained and qualified professional with knowledge of the local market. This is recommended to be a Chartered Surveyor with knowledge of the specific market in question and who holds a Registered Valuer status from the Royal Institution of Chartered Surveyors.
- 3.3** All property being acquired will have proper due diligence carried out by appropriately qualified professionals prior to purchase depending on the nature of the site. This will consist of legal searches, site inspections and investigations on potential impacts of use and planning feasibility. This work will be led by the acquiring Estates Team and will involve appointment of consultants to undertake the required surveys.
- 3.4** All property being acquired will also have consideration to the carbon footprint the acquisition will have for the Council. Reduction measures should be factored into any options appraisals for the property acquisitions.
- 3.5** Acquisition at a higher than market value (i.e. acquisition at a premium) may be possible where the end deliverable result will mean a higher net return or saving for the Council. For example where a site may have an income producing lease agreed subject to the Council acquiring the land. Conversely where acquiring the land will over time produce a net saving to the Council. Economic, social and environmental savings/ profits will also be considered in any justification for acquisition at a higher than market value price. This would have to be clearly demonstrated within any business case/ authority request.
- 3.6 De minimus acquisitions** In circumstances where a low value acquisition is identified (at less than £15,000) such as strategic site access or boundary rectification these transactions are recommended to be dealt with in house by the Estates Team; to be approved by the Corporate Property/ Housing Business Manager and the s151 Officer. For any land acquisitions the Estates team can be requested to handle an acquisition subject to appropriate time/ resource. A valuation will be carried out using comparable evidence of transactions previously conducted by the Council and industry comparables in order to evidence that the property is being purchased at the correct value.
- 3.7** The use of statutory powers for acquisition. Compulsory purchase powers are provided to enable acquiring authorities to compulsorily purchase land to carry out a function which Parliament has decided is in the public interest.
- 3.8** Management Responsibility. Where appropriate, Estates and the service representatives will carry out a pre-completion inspection of the property and if necessary seek instructions from the service regarding the interim management of the property acquired pending development or occupation.
- 3.9** Data Collection. In all cases where an acquisition occurs, arrangements will be made to ensure that details are recorded in the asset management records and Terrier records.
- 3.10** Performance Management. There will be ongoing monitoring of acquisitions between the responsible officers and the parties selling or otherwise concerned with the acquisitions. There will be appropriate reporting to Senior Leadership Team where performance is in question.

3.11 Process for acquisition of property:

Stage	Process
1. Identification of requirement for acquisition	Testing of requirement against key criteria in paragraphs 3.1.1-3.1.3 for either a service delivery need, strategic development or investment.

2. Property search	If a property has already been identified this is compared with other available properties within the local market to ensure it is the most suitable.
3. Valuation and due diligence	A valuation will be carried out by a suitably trained member of the Royal Institution of Chartered Surveyors and report produced on the market value/ market rental value. Due diligence on the site including site investigations, surveys, planning use, legal searches and review of all key documents/ legislation to inform the valuation and offer price. A review of options to reduce the carbon use of the property prior to purchase should be considered as part of the due diligence process.
4. Authority requested for final acquisition terms/ value	Report of viability of acquisition to meet required purpose, terms of acquisition and valuation citing known constraints. Terms of proposed acquisition, valuation and cap of offer approved by relevant authorising party as identified in table in paragraph 5.1.
5. Negotiations	Negotiations undertaken by the Estates Team or a suitably trained firm of agents depending on capacity and skills/ market knowledge required.
6. Performance review of disposal and records updated.	Reporting of final disposal and records on property Asset Register updated.

4. Roles in acquisitions/ disposals

Disposal/ Acquisition type	Responsible Estates Team
Wayleave/ easement/ licence required for housing need	Housing Estates Team for housing specific. Corporate Property Estates Team for Corporate Property Specific.
Right to Buy application/ disposal	Housing Estates Team
Disposal/ acquisition of Service Department Property	Corporate Property Team
Disposal/ Acquisition of regeneration or development opportunity	Housing Estates Team for housing specific. Corporate Property Estates Team for Corporate Property Specific.
Investment property acquisition/ disposal	Corporate Property Team
Leasehold disposal on a short term tenancy	Housing Estates Team for housing specific. Corporate Property Estates Team for Corporate Property Specific.
Disposal of de-minimis land	Corporate Property Team
Disposal of infrastructure property i.e. adoptions of	Housing Estates Team for housing specific.

roads by highway authority or drains by Severn Trent	Corporate Property Estates Team for Corporate Property Specific.
Support provided by Planning, Legal Services and Finance.	

5. Delegations and approvals

Value	Authority
Wayleaves, easements and licences at less than £1 value.	Business Manager for Corporate Property on General Fund or Business Manager of Housing for HRA.
De minimus level at sub £15,000	Recommendation by Business Manager for Corporate Property/ Housing, approved by S151 officer.
Any disposal/acquisition at £500,000 or less value.	Relevant director(s) in consultation with the Section 151 Officer.
Anything at £500,001 or more value.	Cabinet/ Portfolio holder/Committee.

POLICY & FINANCE COMMITTEE
25 NOVEMBER 2021

GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2022 AS AT 30 SEPTEMBER 2021

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2022 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on six 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 2021/22

Current position (as at 30 September 2021): variances

3.1 *Table 1* shows a projected favourable variance against the revised budget of £0.540m on Service budgets, with an overall favourable variance of £0.188m that is transferred to Usable reserves. This is based on meetings which took place with Business Managers by mid-October, therefore does not account for subsequent changes in expenditure/income. Further details of the variances projected against committee budgets are in **Appendix A**.

Table 1: General Fund revenue outturn for 2021/22 financial year as at 30 September 2021

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Economic Development	1.880	2.335	1.982	(0.353)
Homes & Communities	2.023	1.957	1.798	(0.159)
Leisure & Environment	5.329	5.176	5.052	(0.124)
Policy & Finance	5.607	5.753	5.849	0.096
Net Cost of Services	14.839	15.221	14.681	(0.540)
Other Operating Expenditure	4.072	4.072	4.061	(0.011)
Finance & Investment Income/Expenditure	(0.375)	(0.375)	(0.148)	0.227
Taxation & Non-Specific Grant Income	(20.801)	(20.801)	(20.891)	(0.090)
Net Cost of Council Expenditure	(2.265)	(1.883)	(2.297)	(0.414)
Transfer to/(from) Usable Reserves	1.646	1.264	1.452	0.188
Transfer to/(from) Unusable Reserves	0.619	0.619	0.845	0.226
Transfer to/(from) General Reserves	0.000	0.000	0.000	0.000

- 3.2 A favourable variance of £0.540m is currently being projected on Service Budgets managed by Business Managers. This represents 3.5% of the total service budgets. This favourable variance of £0.540m includes a favourable variance of £0.156m on employee spend council-wide. Excluding employee spend, therefore, non-employee spend and income have favourable variances totalling £0.384m.
- 3.3 The favourable variance of £0.156m on employee spend includes a budgeted saving of £0.541m for vacancies council-wide during the year which represents 3.5% of the overall salary budget. As it is not known which services will have vacant posts during the year, the whole of the £0.541m is currently budgeted for within the Policy and Finance committee's budget and shows as an unfavourable variance. Conversely, all of the savings from vacant posts show as favourable variances against their respective committees. Details of the services with variances due to vacant posts are in **Appendix A**.
- 3.4 Non-Service expenditure is projected to have an unfavourable variance of £0.126m against the revised budget of £17.104m. The £0.227m unfavourable variance against Finance & Investment Income/Expenditure primarily relates to a reduction in forecast investment interest income. This is largely offset by a £0.090m favourable variance against Taxation & Non-Specific Grant Income from COVID-related Income Support Scheme grant for the period between April 2021 and June 2021.
- 3.5 The variance of £0.226m on the transfer to unusable reserves represents an element of voluntary revenue provision (VRP). VRP is additional to the Minimum Revenue Provision (MRP) charge which councils statutorily make as provision for repayment of past capital debt. The council's VRP in 2021/22 will enable reductions to MRP charges in future years.
- 3.6 The Nottinghamshire Business Rates Pool may also return some funding to the council for 2021/22, though it cannot currently be quantified how much this may be, as it is based on the non-domestic rates (NDR, or 'business rates') income received by all authorities within the pool. 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.

3.7 It should be noted that the projected outturn variances are still somewhat indicative, and that these will become more accurate in subsequent months, as officers continue to refine budgets and forecasts in light of the latest information available.

3.8 Each year, the government announces which reliefs that business rate payers will be eligible for, and how much grant it will compensate councils with for income councils can no longer directly receive from businesses (because of the aforementioned business rate reliefs). Prior to 2020/21, the council has typically received around £2m annually in compensation grant. In 2020/21, because of the Expanded Retail Discount, the council received more than £18m in compensation grant. In 2021/22, because of the Expanded Retail Discount, the council will receive more than budgeted for in compensation grant. Though the grant relates to the Collection Fund, accounting regulations require it to be paid into the General Fund. There will therefore be a large deficit in the council's Collection Fund at year-end, and, conversely, a large surplus in its General Fund which will need to be transferred to reserves to pay for the Collection Fund deficit. The Department for Levelling Up, Housing and Communities (DLUHC) have guidance for local authorities on the appropriate accounting arrangements.

Current position (as at 30 September 2021): revised budget compared to original budget

3.9 There has been a net transfer of £0.382m from reserves in 2021/22 as at 30 September 2021. Four of these transfers from reserves were each more than £0.050m in value. These total £0.417m:

Policy & Finance Committee approval	Transfer from Reserves Relates to	Amount (£)	Committee which received transfer
26/11/2020	Feasibility work on relocation of Cattle Market and Lorry Park and options for redevelopment of the site	200,000	Economic Development
01/04/2021	Newark Towns Fund specialist consultancy support regarding business cases for Town Investment Plan (TIP) priority projects	77,000	Economic Development
24/06/2021	Castle Gatehouse condition survey, design reviews and funding application	80,000	Economic Development
24/06/2021	Legal support for regeneration projects (such as Newark Towns Fund)	60,000	Policy & Finance
		417,000	

3.10 The other transfers (to) and from reserves, each less than £0.050m in value, total £(0.035)m:

Economic Development	Homes & Communities	Leisure & Environment	Policy & Finance	Total: Services
(15,959)	(51,214)	11,413	21,123	(34,636)

Current position (as at 30 September 2021) compared to previous position (as at 31 July 2021)

- 3.11 The previous budget monitoring report to this Committee projected a favourable variance against the revised budget of £0.163m on Service budgets. This report projects a favourable variance against the revised budget of £0.540m on Service budgets. *Table 2* summarises the changes in variance against committee budgets between the two reports. Further details of these changes by committee are in **Appendix B**.

Table 2: General Fund revenue outturn: changes in variance by committee between reports

	Variance £'m
Net Cost of Services variance: as at 31 July 2021 (23/09/2021 P&F report)	(0.163)
Economic Development	(0.062)
Homes & Communities	0.005
Leisure & Environment	0.037
Policy & Finance	(0.357)
Net Cost of Services variance: as at 30 September 2021 (25/11/2021 P&F report)	(0.540)

Overview of Projected Housing Revenue Account (HRA) Outturn for 2021/22

- 3.12 With reference to the 'Variance' column in *Table 3*, the HRA accounts show a projected favourable variance against the revised budget of £0.773m as follows:

Table 3: HRA revenue outturn for 2021/22 financial year as at 30 September 2021

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	17.239	17.477	16.596	(0.881)
Income	(25.058)	(25.048)	(24.940)	0.108
Net Cost of HRA Services	(7.819)	(7.571)	(8.344)	(0.773)
Other Operating Expenditure	0.033	0.033	(0.047)	(0.080)
Finance & Investment Income/Expenditure	3.770	3.770	3.770	0.000
Taxation & Non Specific Grant Income	0.000	0.000	0.000	0.000
(Surplus)/Deficit on HRA Services	(4.016)	(3.768)	(4.621)	(0.853)
Movements in Reserves				
Transfer to/(from) Usable Reserves	1.593	1.424	1.424	0.000
Transfer to/(from) Unusable Reserves	(6.837)	(6.837)	(6.755)	0.082
Transfer to Major Repairs Reserve	9.261	9.181	9.952	0.771
Total	0.000	0.000	0.000	0.000

- 3.13 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.
- 3.14 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. £0.363m 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.

- 3.15 An annual £0.690m is therefore available from savings generated by the reintegration that can be reinvested into the council's social housing management services. As part of the *2021/22 HRA Budget and Rent Setting* report approved by Full Council in February 2021, it was agreed that £0.590m of the £0.690m would be a revenue contribution to capital spend, and that the remaining £0.100m would be available to spend on revenue initiatives. It is currently forecast that this remaining £0.100m for revenue initiatives will be spent this year.
- 3.16 Due to the current pandemic, the plans identified within the report tabled at the Policy & Finance Committee during April 2020 have not yet been realised and hence the £0.690m above remains unallocated in future years. Proposals to reinvest the efficiencies will be put forward to the Homes and Communities Committee on 22/11/2021 for consideration and approval. These proposals are a mixture between reoccurring investment and one-off initiatives. Once agreed these will be built into the base HRA financial Business Plan.
- 3.17 The projected outturn for the year is a net transfer to reserves of £0.853m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant.
- 3.18 The main reasons for the projected favourable outturn variance of £0.853m are:

Services: a significant number of posts temporarily vacant	(0.494)
One-off insurance-related savings recognised in-year	(0.235)
Reduced rental income from The Broadleaves due to occupancy delays	0.141
Other Operating Expenditure: additional capital-related income	(0.080)
Services: reduced recharge expenditure from General Fund	(0.053)
Yorke Drive: delays in one-off regeneration-related expenditure	(0.042)
Other variances	(0.090)
Total	(0.853)

Overview of Projected Capital Outturn 2021/22

- 3.19 The table below summarises the position for the Capital Programme to the end of September 2021 and is split between General Fund and Housing Revenue Account.

	Revised Approved Budget £'m	Revised budget updated for Approval £'m	Actual Spend to September 2021 £'m	Forecast Outturn £'m
General Fund	26.885	19.712	4.125	19.658
Housing Revenue Account	27.880	24.625	4.357	24.133
Total	54.765	44.337	8.482	43.791

- 3.20 Actual spend to date has been significantly lower than previous years as a proportion of the budget, mainly due to COVID-19 and the subsequent supply issues. However, much of the spend has started to catch up. As per below a large amount of budget is being profiled to next financial year, though this isn't only due to delays caused by COVID.
- 3.21 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 23 September 2021, the total approved budget was £54.765m including slippage from 2020/21. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£1.107m
Reprofiles	£(11.535)m
Total	£(10.428)m

3.22 If these variations are approved, then the revised budget will be reduced to £44.337m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices D** (Housing Revenue Account) **and E** (General Fund).

Capital Programme Resources

3.23 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.

3.24 In summary, the revised budget of £44.337m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
Borrowing	5.068	8.010	13.078
External Grants & Contributions	6.863	0.648	7.511
Capital Receipts	0.590	2.476	3.066
Community Infrastructure Levy	0.680	0.000	0.680
Revenue Contributions	6.510	13.492	20.002
Total	19.711	24.625	44.337

Capital Receipts

3.25 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 2021	0.549	2.783	0.708	4.041
Received up to end of September 2021	0.162	0.191	0.606	0.959
Estimated receipts for remainder of the financial year	0.000	0.079	0.250	0.328
Approved for financing	0.590	2.476	0.000	3.066
Available Capital receipts balance at 31 March 2022	0.121	0.577	1.564	2.262
Estimated Receipts 2022/23 - 2024/25	3.143	1.130	2.372	6.645
Approved for Financing 2022/23 - 2024/25	3.077	1.984	2.044	7.105
Estimated Uncommitted Balance	0.187	(0.277)	1.891	1.802

3.26 The RTB receipts for Replacement Homes (known as 1-4-1 Receipts) are retained through a RTB agreement. The terms of Retention Agreements have been amended from 1 April 2021. Under the terms of the amended agreements, existing and future RTB receipts have to be spent on new supply of affordable housing within five years of arising (rather than three), or have to be returned to the government with penalty interest payable. Amongst other changes, authorities are also now able to use RTB receipts to fund 40% of the cost of a replacement home, rather than 30%.

4.0 Financial Implications (FIN21-22/5350)

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

4.2 As per *Table 3* in paragraph 3.12, the HRA is currently projecting an additional transfer of £0.771m to the Major Repairs Reserve.

4.3 With regard to the General Fund revenue outturn, the favourable variance of £0.540m represents a variance of 3.5% of the overall General Fund budget.

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

5.0 RECOMMENDATIONS that:

(a) the General Fund projected favourable outturn variance of £0.188m to usable reserves be noted;

(b) the Housing Revenue Account projected favourable outturn variance of £0.771m to the Major Repairs Reserve be noted;

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

(d) the Capital Programme revised budget and financing of £44.337m be approved.

Reason for Recommendations

To update Members with the forecast outturn position for the 2021/22 financial year.

Background Papers

General Fund Monitoring Reports to 30th September 2021

Capital Financing Monitoring Reports to 30th September 2021

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 Mike Marriott, 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 30 September 2021

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

Economic Development - £(0.353)m	£'m
Heritage & Culture: vacant posts and furlough income not budgeted for	(0.067)
Sherwood Youth Hostel: reduced income because of centre closure	0.011
Growth/Technical Support: vacant posts	(0.037)
Development Management: vacant posts	(0.026)
Building Control: in-year favourable variance to be transferred to a specific reserve to mitigate against future potential increases in expenditure (as determined by South Kesteven District Council (SKDC): the lead authority for the tri-council arrangements)	(0.036)
Sherwood Forest Craft Centre: reduced spend on premises security because of closure of centre	(0.016)
Clipstone Holding Centre: reduced workshop rents income	0.030
Buttermarket: reduced rental income, partly because some units have received concessions in-year	0.017
Economic Growth: vacant post	(0.021)
Parking Services Administration: later than anticipated start date of parking operative	(0.013)
Surface Car Parks Newark: increased income from higher than expected number of customers using cashless system	(0.093)
Newark Lorry Park: increased income, partly offset by increased cleaning and security costs	(0.102)
Other small variances	0.000
Total	(0.353)
Homes & Communities - £(0.159)m	£'m
Private Sector Speech Call: reduced costs, and increased income due to an increase in customer demand	(0.032)
Housing Options: vacant posts and service charge income from in-year occupation of Northgate site	(0.034)
Strategic Housing: vacant posts	(0.051)
CCTV: reduced external income due to contract terminations	0.011
Commissioning Contributions: reduced expenditure on certain community-based organisations	(0.031)
Other small variances	(0.022)
Total	(0.159)
Leisure & Environment - £(0.124)m	£'m
Waste & Recycling: greater than expected increase in number of garden waste collection customers; reduced income from waste disposal, partly offset by reduced payment to Nottinghamshire County Council; and reduced income from trade refuse	(0.021)
Dog Control: savings from bringing warden contract back in-house at end of May 2021	(0.031)
Environmental Health: vacant posts and income from a secondment, partly offset by reduced income such as from licence and registration fees	(0.102)
Neighbourhood Wardens: employee-related underspend and additional Fixed Penalty Notice income	(0.011)
Environmental Service Management: vacant post now filled	(0.021)
Active4Today (A4T): £125k deficit in relation to Southwell Leisure Centre Trust (SLCT)	0.125
Health & Community Relations: vacant post	(0.014)
Street Scene Grounds Maintenance: income from external customers and the trade-in of a vehicle	(0.034)
Other small variances	(0.015)
Total	(0.124)
Policy & Finance - £0.096m	£'m
Electoral Registration: grant from Department for Work and Pensions (DWP) to no longer be received	0.010
Service ICT Applications: additional costs in relation to Paygate (payments solution provider)	0.012
Bank Charges: increased usage, such as of credit cards	0.011
Legal Section: vacant posts	(0.128)
Central Telephones: increased standing charges and usage due to increase in number of employees	0.024
Senior Leadership Team: in-year effect of establishment changes effective from 01/08/2021	(0.052)
Corporate Asset Development: reduced income from less than budgeted recharge of employee costs to capital and Housing Revenue Account (HRA), partly offset by vacant posts	0.036
Financial Services: one-off insurance-related savings recognised in-year, partly offset by costs in relation to the implementation of iTrent (HR & payroll system provider)	(0.111)
Transformation: vacant post	(0.015)
Administration Services: vacant posts	(0.023)
Council Tax: vacant post, plus reduced court fees for summons	(0.043)
Rent Allowances/Rent Rebates: forecast based on year-to-date actuals	0.039
Housing Benefit Administration: vacant post and additional unbudgeted grant income	(0.055)
Castle House: reduced income, largely from partners for cost of desk hire, partly offset by reduced spend on repairs and maintenance	0.022
£540,530 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.541
Other Financial Transactions: a COVID-related business grant which was repaid to the council	(0.018)
Test & Trace Support Admin: central government grant received in excess of forecasted spend	(0.032)
New Burden Council Tax Reform: council tax and national non-domestic rates (NNDR) related government grants received in-year which were not anticipated to be received	(0.040)
COVID Compliance Tier 3: additional Contain Outbreak Management Fund (COMF) grant received in-year which was not anticipated to be received and favourable variance against budgeted expenditure	(0.059)
Other small variances	(0.023)
Total	0.096
	(0.540)

General Fund (GF) Revenue Outturn Change in Variance Analysis by Committee as at 30 September 2021

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

All amounts are in millions of pounds (£'m)

Economic Development - Variance as at 31/07/2021	(0.290)
Growth/Technical Support: changes in assumptions regarding recruitment to vacant posts	(0.023)
Building Control: in-year favourable variance to be transferred to a specific reserve to mitigate against future potential increases in expenditure (as determined by South Kesteven District Council (SKDC): the lead authority for the tri-council arrangements)	(0.036)
Sherwood Forest Craft Centre: reduced spend on premises security because of closure of centre	(0.016)
Buttermarket: reduced rental income, partly because some units have received concessions in-year	0.017
Parking Services Administration: later than anticipated start date of parking operative	(0.013)
Newark Lorry Park: reductions in security costs and increased income	(0.053)
Newark Beacon: reduced spend on employees, advertising, telephones and internet charges	(0.030)
Other small variances	0.091
Economic Development - Variance as at 30/09/2021	(0.353)

Homes & Communities - Variance as at 31/07/2021	(0.164)
Private Sector Speech Call: a transactional review of income received has enabled the projection for income received annually to be distinguished from the projection for income received monthly/quarterly	0.057
Strategic Housing: changes in assumptions regarding recruitment to vacant posts	(0.026)
Customer Services: vacant posts offset by an assumed recharge of most of the costs of the posts which have transferred from the Housing Revenue Account (HRA) to the General Fund (GF)	0.025
CCTV: reduced external income due to contract terminations	0.011
Other small variances	(0.062)
Homes & Communities - Variance as at 30/09/2021	(0.159)

Leisure & Environment - Variance as at 31/07/2021	(0.161)
Environmental Health: changes in assumptions regarding recruitment to vacant posts	(0.051)
Neighbourhood Wardens: employee-related underspend and additional Fixed Penalty Notice income	(0.011)
Active4Today (A4T): £125k deficit in relation to Southwell Leisure Centre Trust (SLCT)	0.125
Street Scene Grounds Maintenance: income from external customers and the trade-in of a vehicle	(0.034)
Other small variances	0.008
Leisure & Environment - Variance as at 30/09/2021	(0.124)

Policy & Finance - Variance as at 31/07/2021	0.452
Electoral Registration: grant from Department for Work and Pensions (DWP) to no longer be received	0.010
Service ICT Applications: additional costs in relation to Paygate (payments solution provider)	0.012
Legal Section: changes in assumptions regarding recruitment to vacant posts	(0.081)
Central Telephones: increased standing charges and usage due to increase in number of employees	0.024
Senior Leadership Team: in-year effect of establishment changes effective from 01/08/2021	(0.052)
Financial Services: one-off insurance-related savings recognised in-year, partly offset by additional costs in relation to implementation of iTrent (HR & payroll system provider)	(0.111)
Transformation: vacant post	(0.015)
Administration Services: changes in assumptions regarding recruitment to vacant posts	0.021
Rent Allowances/Rent Rebates: forecast based on year-to-date actuals	(0.012)
New Burden Council Tax Reform: council tax and national non-domestic rates (NNDR) related government grants received in-year which were not anticipated to be received	(0.040)
COVID Compliance Tier 3: additional Contain Outbreak Management Fund (COMF) grant received in-year which was not anticipated to be received and favourable variance against budgeted expenditure	(0.059)
Beaumont Cross: revised assumptions regarding leasing of rental unit	0.018
Corporate Management: revised assumptions regarding unforeseen costs which arise in-year	(0.010)
Other small variances	(0.061)
Policy & Finance - Variance as at 30/09/2021	0.096

General Fund Revenue Outturn for Services - Variance as at 30/09/2021	(0.540)
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General Fund Additions/(Reductions)

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
TC3153	Places to Ride - Thoresby Vale	0.150	New project approved 1st April 21. Funded 100% through Sport England British Cycling
TB2253	Vehicles & Plant (NSDC)	0.006	Additional budget gained through grants for the purchase of Electric Vehicles
TT1000	Towns Fund - 32 Stodman Street Regeneration	0.284	Grant of £284k. Brownfield Land Release Fund to be utilised/included within Stodman Street project
TC3131	Extension to London Road Car Park	0.139	Additional funding agreed Full Council 12th October. Anticipate spend to full budget
TC3152	Target Hardening - GF	0.107	Additional funding for Target Hardening on GF Land
TB6166	S106 Children and Young People Space	0.111	Additional S106 allocation
TT1005	Towns Fund - Cycle Town	0.200	Allocation to the Cycle Town project
Total General Fund Additions/(Reductions)		0.997	

HRA Additions/(Reductions)

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
S91500	OTHER STRUCTURAL	0.035	Budget realigned - Moved from S91511
S91511	Walls Re-Rendering	(0.035)	Budget realigned - Moved to S91500
S95109	Garages	(0.030)	Budget realigned - Moved to S95115
S95115	Resurfacing Works	0.030	Budget realigned - Moved from S95109
S91115	Roof Replacement Works	0.060	Budget realigned - Moved from S95200
S95200	ENVIRONMENTAL WORKS	(0.060)	Budget realigned - Moved to S91115
SC2001	Asset Data Software Migration	0.091	Additional funding for Asset Migration to new system
S95303	Target Hardening	0.019	Additional funding for Target Hardening on HRA Land
Total HRA Additions/(Reductions)		0.110	
Total Additions/(Reductions)		1.107	

General Fund - Reprofiting

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
TC3148	RHH Units Fit Out	(0.140)	Dependant on interest from prospective tenants. Balance of £140k to be reprofiled to 22-23. Approval sought at P&F Nov 21
TF3228	Homeless Hostel	(2.700)	Contractor appointed additional budget agreed at recent P&F meeting. Reprofiting to be put forward at P&F - £2.650m to 22/23 and remaining £0.050m to 23/24 to cover retention
TA3056	NCWC Tudor Hall	(0.140)	Request at P&F to reprofile and move £140k to 22/23
TT1000	Towns Fund - 32 Stodman Street Regeneration	(1.610)	Planning permission and demo to sort in 2021/22. £2m grant due to be claimed in 2022/23. £750k required in this financial year. Reprofit the remaining budget to 22/23.
TI1002	A1 Overbridge Improvements	(3.580)	Planning permission and demo to sort in 2021/22. £2m grant due to be claimed in 2022/23. £750k required in this financial year. Reprofit the remaining budget to 22/23.
Total General Fund Reprofiting		(8.170)	

HRA - Reprofiting

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
S91218	Kit & Bathrooms	(0.590)	The remainder is this year budget we are yet to touch in a meaningful way following a prolonged re-procurement. Request to reprofile £590k to 22/23 at P&F Nov
S93115	Rewires	(0.400)	The remainder is this year budget we are yet to touch in a meaningful way following a prolonged re-procurement. Request to reprofile £400k to 22/23 at P&F Nov
S93622	PV Invertors	(0.150)	Original budget of £150k plus LADS2 grant of £92k. LADS2 monies to be spent by year end as part of conditions of grant. Reprofit Original Budget
S95250	Communal Lighting	(0.016)	Request to reprofile £16k to 22/23 to P&F Nov
S95254	Estate Remodelling	(0.035)	Anticipate spend of £30k in year. Request to reprofile £35k to 22/23 to P&F Nov
SA1073	Phase 4 Cluster 3	(1.174)	Anticipate two thirds of works to be completed this financial year. Final third to be reprofiled to 22/23
SA1080	Phase 5	(1.000)	Planning permission being progressed. Anticipate spend in year £1.9m. Remaining budget of £1.0m to be reprofiled to 22/23
Total HRA Reprofiting		(3.365)	
Total Reprofiting		(11.535)	
Total Variations		(10.428)	

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget Policy & Finance 23.09.21	Variations Proposed to Policy & Finance Quarter 2	Revised Budget including Variations for Approval	Actuals to 30.09.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Unavourable / (Favourable)	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME												
S91100	ROOF REPLACEMENTS	D Bamford	400,000	0	0	0	0	0	0	0	0	Monies transferred to S91115 and S91116
S91115	Roof Replacement Works	D Bamford	64,710	264,710	60,000	324,710	20,173	0	304,537	324,710	0	28.10.21 Ongoing - Anticipate overspend on initial budget of £60k (responsive repairs on top of planned). Funded from within HRA - Request made within Budget movements to P&F Nov
S91116	Flat Roof Replacement Wrk	D Bamford	0	200,000	0	200,000	54,554	100,135	45,310	200,000	0	28.10.21 Ongoing - Anticipate spend to budget
S711	ROOF REPLACEMENTS		464,710	464,710	60,000	524,710	74,727	100,135	349,847	524,710	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	1,500,000	0	0	0	0	0	0	0	0	Monies Transferred to S91218
S91218	Kit & Bathrooms	A Tutty	715,330	2,215,330	(590,000)	1,625,330	203,278	718,638	703,414	1,625,330	0	22.10.21 Ongoing, programme slowed down due to isolation. The budget includes the underspend carried forward from last year which we will spend with the current contractor circa £700k. The remainder is this year budget we are yet to touch in a meaningful way following a prolonged re-procurement. Request to reprofile £590k to 22/23 at P&F Nov
S712	KITCHEN & BATHROOM CONVERSIONS		2,215,330	2,215,330	(590,000)	1,625,330	203,278	718,638	703,414	1,625,330	0	
S91300	EXTERNAL FABRIC	G Bruce	300,000	0	0	0	0	0	0	0	0	Monies moved to S91336
S91336	External Fabric Works	G Bruce	0	300,000	0	300,000	45,421	0	254,579	300,000	0	28.10.21 Ongoing - Anticipate spend to budget
S713	EXTERNAL FABRIC		300,000	300,000	0	300,000	45,421	0	254,579	300,000	0	
S91400	DOORS & WINDOWS	D Bamford	170,000	0	0	0	0	0	0	0	0	Monies moved to S91412
S91412	Doors & Windows Works	D Bamford	94,000	264,000	0	264,000	41,175	211,469	11,356	264,000	0	28.10.21 102 jobs provided to contractor 35 completed to date.
S714	DOORS & WINDOWS		264,000	264,000	0	264,000	41,175	211,469	11,356	264,000	0	
S91500	OTHER STRUCTURAL	G Bruce	50,000	50,000	35,000	85,000	26,825	13,557	44,618	85,000	0	28.10.21 Ongoing - Budget Movement of £35k requested from S91511 at P&F Nov
S91511	Walls Re-Rendering	G Bruce	50,000	50,000	(35,000)	15,000	0	0	15,000	15,000	0	28.10.21 Ongoing - Budget Movement of £35k requested to S91500 at P&F Nov
S715	OTHER STRUCTURAL		100,000	100,000	0	100,000	26,825	13,557	59,618	100,000	0	
S93100	ELECTRICAL	A Tutty	600,000	0	0	0	0	0	0	0	0	Monies transferred to S93115
S93115	Rewires	A Tutty	300,000	900,000	(400,000)	500,000	119,532	199,761	180,708	500,000	0	22.10.21 The budget includes the underspend carried forward from last year which we will spend with the current contractor . The remainder is this year budget we are yet to touch in a meaningful way following a prolonged re-procurement. Request to reprofile £400k to 22/23 at P&F Nov
S731	ELECTRICAL		900,000	900,000	(400,000)	500,000	119,532	199,761	180,708	500,000	0	
S93500	HEATING	D Bamford	550,000	0	0	0	0	0	0	0	0	Monies transferred to S93510
S93510	Heating/Boilers	D Bamford	138,000	688,000	0	688,000	170,244	521,032	(3,275)	688,000	0	28.10.21 75 in progress, anticipate spend in full this financial year. Projection to realign orders to budget
S735	HEATING		688,000	688,000	0	688,000	170,244	521,032	(3,275)	688,000	0	

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S93600	ENERGY EFFICIENCY	D Bamford	150,000	0	0	0	0	0	0	0	0	Monies transferred to S93600
S93622	PV Invertors	C Wagstaff	0	241,760	(150,000)	91,760	0	0	91,760	91,760	0	28.10.21 Ongoing - Original budget of £150k plus LADS2 grant of £92k. LADS2 monies to be spent by year end as part of conditions of grant
S736	ENERGY EFFICIENCY		150,000	241,760	(150,000)	91,760	0	0	91,760	91,760	0	
S95109	Garages		34,000	34,000	(30,000)	4,000	0	0	4,000	4,000	0	28.10.21 Ongoing - Anticipate spend to budget. Request to move monies of £30k to Resurfacing works to P&F Nov
S95115	Resurfacing Works		0	75,000	30,000	105,000	0	0	105,000	105,000	0	28.10.21 Currently being re-tendered. Additional monies of £30k to be transferred from S95109
S751	GARAGE FORECOURTS		109,000	109,000	0	109,000	0	0	109,000	109,000	0	
S95200	ENVIRONMENTAL WORKS	M Carman	150,000	266,090	(60,000)	206,090	0	0	196,066	196,066	(10,024)	28.10.21 Ongoing - Anticipate underspend to budget of £60k, monies requested to be moved to Roofs budget at P&F Nov
S95203	Car Parking Schemes	D Roxburgh	216,090	100,000	0	100,000	(5,634)	0	105,634	100,000	0	28.10.21 Ongoing - Anticipate spend to budget
S95206	Chatham Court Target Hardening - Safer Neighbourhoods	A Batty	2,260	3,945	0	3,945	2,183	1,401	0	3,584	(361)	28.10.21 Complete - Underspend back to HRA programmes
S95207	Vineway Gated Access	M Carman	0	0	0	0	246	9,778	0	10,024	10,024	19.08.21 Project now complete
S95208	Roewood Lane Sewerage Treatment Station	D Bamford	10,000	10,000	0	10,000	0	0	10,000	10,000	0	28.10.21 Work is in progress
S95250	Communal Lighting	G Bruce	20,000	20,000	(16,000)	4,000	1,439	0	2,561	4,000	0	28.10.21 Ongoing - Anticipate spend to revised budget - Request to reprofile £16k to 22/23 to P&F Nov
S95252	Flood Defence Systems	D Bamford	10,000	10,000	0	10,000	0	0	10,000	10,000	0	28.10.21 Ongoing - Anticipate spend to budget - Reactionary budget
S95253	Play Areas	L Powell	40,000	40,000	0	40,000	40,000	0	0	40,000	0	28.10.21 Works complete.
S95254	Estate Remodelling	G Bruce	65,000	65,000	(35,000)	30,000	0	0	30,000	30,000	0	28.10.21 Ongoing - Anticipate spend of £30k in year. Request to reprofile £35k to 22/23 to P&F Nov
S95303	Target Hardening - HRA	Andrew Kirk	0	0	18,625	18,625	0	0	18,625	18,625	0	28.10.21 Designs currently been drawn up. Anticipate full spend in year
S752	ENVIRONMENTAL WORKS		513,350	515,035	(92,375)	422,660	38,234	11,179	372,885	422,299	(361)	
S97115	Asbestos Surveys	J Knowles	13,000	43,000	0	43,000	20,680	18,469	3,851	43,000	0	28.10.21 Ongoing - Anticipate spend to budget
S97116	Asbestos Removal	J Knowles	8,000	28,000	0	28,000	2,371	25,000	629	28,000	0	28.10.21 Spend will follow the above surveys
S771	ASBESTOS		71,000	71,000	0	71,000	23,050	43,469	4,480	71,000	0	
S97200	FIRE SAFETY	J Knowles	86,870	0	0	0	0	0	0	0	0	Monies moved to S97221
S97218	Enhanced Fire Risk Assessments	J Knowles	450,000	450,000	0	450,000	73,252	124,232	252,516	450,000	0	28.10.21 Actions from FRAs to complete
S97221	Fire Risk Assessments	J Knowles	0	86,870	0	86,870	0	0	86,870	86,870	0	28.10.21 Amalgamate budgets
S772	FIRE SAFETY		536,870	536,870	0	536,870	73,252	124,232	339,386	536,870	0	
S97300	DDA IMPROVEMENTS	L Powell	20,000	20,000	0	20,000	2,334	166	17,500	20,000	0	28.10.21 Ongoing - Further works planned fitting metal handrails to steep path at The Stackyard plus a mobility scooter storage scheme at Wm Bailey House. Full spend anticipated.
S773	DDA IMPROVEMENTS		20,000	20,000	0	20,000	2,334	166	17,500	20,000	0	

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S97416	Major Adaptations	L Powell	42,000	472,000	0	472,000	225,194	137,981	108,825	472,000	0	28.10.21 Still expect to spend current PO in place with M & T by end of November. We're typically paying £42,000 a month on M & T's PO so this will be enough to pay October and Novembers valuations. We have that spare £108,000 not committed, some of which can be used however i need to use £60,000 for a large extension job.
S97417	Minor Adaptations	L Powell	3,000	33,000	0	33,000	13,552	16,448	3,000	33,000	0	28.10.21 Referrals still similar in number to 20/21 as of end of Sep 2021. Typically £2500 a month therefore might not be quite enough for March 2022 payment on current PO but i see there is £3000 further in budget we can add to that PO which will be enough.
S97418	Adaptation Stair Lift/Ho	L Powell	3,000	43,000	0	43,000	33,041	6,959	3,000	43,000	0	28.10.21 We have 3nr further jobs due which will cost £7275 collectively and therefore take us over the £40,000 order value raised. Will need PO value raising to £43000 in order to pay these and then some additional funds transferring into this budget to take us through the next 6 months. There has been a large volume of stair lift and hoist jobs in first six months, many being of an expensive nature. Signs in last couple of months of a slow down in this type of request
S774	DISABLED ADAPTATIONS		548,000	548,000	0	548,000	271,787	161,388	114,825	548,000	0	
S97500	LEGIONELLA	A Tutty	30,000	30,000	0	30,000	(198)	24,517	5,681	30,000	0	22.10.21 Ongoing - Anticipate spend to budget
S791	UNALLOCATED FUNDING		30,000	30,000	0	30,000	(198)	24,517	5,681	30,000	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	50,000	0	50,000	0	0	50,000	50,000	0	28.10.21 Ongoing - Anticipate spend to budget
S99102	Housing Capital Fees	M Carman	270,680	270,680	0	270,680	0	0	270,680	270,680	0	28.10.21 Ongoing - Anticipate spend to budget
S791	UNALLOCATED FUNDING		320,680	320,680	0	320,680	0	0	320,680	320,680	0	
	PROPERTY INVESTMENT		7,230,940	7,324,385	(1,172,375)	6,152,010	1,089,663	2,129,543	2,932,443	6,151,649	(361)	

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AFFORDABLE HOUSING												
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	2,237,129	1,996,632	0	1,996,632	0	750	1,995,882	1,996,632		14.10.21 3 sites with Legal, to be completed by September (2 for phase 4, cluster 4 and 1 potentially phase 5). Firmer idea on potential slippage to be confirmed quarter 3
SA1032	New Build Programme	K Shutt	0	0	0	0	0	0	0	0		14.10.21 - Miscodes corrected - Project complete
SA1033	Estate Regeneration	C Clarkson	4,433,228	1,482,000	0	1,482,000	392,260	63,689	1,026,052	1,482,000		14.10.21 - Currently working on design and planning applications. Monies of £2,951k has been reprofiled to 22/23
SA1036	Affordable Homes Southwell	J Sanderson	0	240,497	0	240,497	0	0	240,497	240,497		14.10.21 - Approved at P&F 23rd October. Anticipate spent in full this financial year. Review to see if sale impacted by Contractor issue.
SA1047	New Build Contingency	K Shutt	109,800	109,800	0	109,800	0	0	109,800	109,800		19.08.21 Ongoing - Anticipate spend to budget
SA1048	Boughton Extra Care	K Shutt	1,213,379	1,213,379	0	1,213,379	501,710	268,922	442,746	1,213,379		14.10.21 Full PC including fit out by august 21, ready for tenants, expecting an underspend against the full budget.
SA1053	Phase 2 Cluster 3 - Hawtonville	K Shutt	0	0	0	0	(3)	0	0	(3)	(3)	14.10.21 - Project complete - No further spend
SA1054	Phase 2 Cluster 3 - 1-4-1 Hawtonville	K Shutt	0	0	0	0	(0)	0	0	(0)	(0)	14.10.21 - Project complete - No further spend
SA1055	Phase 2 Cluster 4 - Sherwood	K Shutt	0	0	0	0	0	0	0	0		14.10.21 - Project complete - No further spend
SA1060	Phase 3	K Shutt	0	0	0	0	15,918	75,475	(91,393)	0		14.10.21 to be moved to appropriate cost centres. Investigation works, planning.
SA1061	Phase 3 - Cluster 1 Stand Alone	K Shutt	0	0	0	0	(23,170)	23,170	0	0		14.10.21 Retention only outstanding, due December 2021.
SA1062	Phase 3 - Cluster 2 Various	K Shutt	0	100,310	0	100,310	27,276	21,604	0	48,879	(51,431)	14.10.21 Retention only outstanding, due Feb 2022. Move remaining budget to contingency
SA1063	Phase 3 - Cluster 3	K Shutt	1,188,513	1,208,513	0	1,208,513	872,424	3,237	32,852	908,513	(300,000)	14.10.21 Expected completion by end of September 2021. Anticipate underspend of £300k on this project. Move remaining budget to contingency
SA1064	Phase 3 - Cluster 4	K Shutt	3,150,120	3,029,810	0	3,029,810	596,130	801,481	1,632,199	3,029,810		14.10.21 Expected completion by April/May 2022.
SA1070	Phase 4	K Shutt	7,113,995	1,921,126	0	1,921,126	70,037	113,283	1,737,807	1,921,126		14.10.21 - Will be redistributed as new clusters for phase 4 come on board
SA1071	Phase 4 Cluster 1	K Shutt	1,050,861	1,480,861	0	1,480,861	693,434	633,753	24,000	1,351,187	(129,674)	14.10.21 Increase budget to allow for contingency (+90,500) expected completion early 2022 (9 units). Anticipate underspend on project. Move remaining budget to contingency
SA1072	Phase 4 Cluster 2	K Shutt	0	1,189,329	0	1,189,329	93,508	967,528	128,293	1,189,329		14.10.21 Expected start on site by end of July (5 units) - Monies to be moved from SA1070 to fund
SA1073	Phase 4 Cluster 3	K Shutt	0	3,573,540	(1,173,540)	2,400,000	0	0	2,400,000	2,400,000		14.10.21 Expected start on site by end of September (20 units). Anticipate two thirds of works to be completed this financial year. To be confirmed in quarter 3 before reprofile request
SA1074	Phase 4 Cluster 4	K Shutt	0	0	0	0	0	0	0	0		14.10.21 Expected start on site by end of October (17 units), Budget to be allocated from Phase 4 once numbers finalised
SA1080	Phase 5	K Shutt	2,900,000	2,900,000	(1,000,000)	1,900,000	0	0	1,900,000	1,900,000		14.10.21 - Planning permission being progressed. Anticipate spend in year £1.9m. To be firmed up in quarter 3 before reprofile request
SA3001	Ollerton Local Office Refurbishment & Repurpose	J Baker	29,610	29,610	0	29,610	28,212	1,018	381	29,611		14.10.21 Works ongoing
SC2000	Careline Analogue to Digital	S Hartley-Hill	80,540	80,540	0	80,540	0	80,540	0	80,540		14.10.21 Works complete just awaiting payment
SC2001	Asset Data Software Migration	C Wagstaff	0	0	90,765	90,765	0	0	80,000	80,000	(10,765)	14.10.21 - Expect completion this financial year. Slight underspend envisaged on project. Balance to be returned to HRA reserve
SUB TOTAL AFFORDABLE HOUSING			23,507,174	20,555,947	(2,082,775)	18,473,172	3,267,735	3,054,449	11,659,116	17,981,299	(491,873)	
TOTAL HOUSING REVENUE ACCOUNT			30,738,114	27,880,332	(3,255,150)	24,625,182	4,357,397	5,183,992	14,591,558	24,132,948	(492,234)	

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TA3053	Museum Improvements	C Coulton-Jones	231,808	231,808	0	231,808	0	35,283	196,525	231,808	0	28/10/21 On target to spend in year
TA3056	NCWC Tudor Hall	C Coulton-Jones	200,000	200,000	(140,000)	60,000	986	0	59,014	60,000	0	28/10/21 Meeting with Woodheads end of July to discuss apportionment of costs. Review following scope of works. Request at P&F to reprofile and move £140k to 22/23
TB3154	Castle Gatehouse Project	C Coulton-Jones	1,006,288	25,000	0	25,000	0	967	24,033	25,000	0	28/10/21 Purely planning and permission applications this financial year. Main costs in 22/23 - Request a reprofile for £982k
TB3160	Castle Electrical Upgrade & Fire Alarm	C Coulton-Jones	85,000	85,000	0	85,000	44,735	26,433	13,832	85,000	0	28/10/21 Works to be completed by the end of the summer.
TC3131	Extension to London Road Car Park	N Cuttell	107,407	107,407	138,593	246,000	0	0	246,000	246,000	0	28/10/21 Tenders received - report to P&F in September. Additional funding agreed Full Council 12th October. Anticipate spend to full budget
TC3134	Works to SFACC	M Eyre	23,560	23,560	0	23,560	11,556	1,660	10,344	23,560	0	28/10/21 Will be spent in the current year.
TC3135	Works to Buttermarket	P Preece	699,331	693,571	0	693,571	6,487	9,974	677,111	693,571	0	28/10/21 Estimated costs in place - meeting with prospective tenant before progressing other works.
TC3140	Car Park Ticket Machine Replacement	B Rawlinson	60,000	60,000	0	60,000	0	0	60,000	60,000	0	28/10/21 On target to spend in year. An apportionment of original allocation of £60k is actually one off revenue costs. Budget to be reallocated once final invoice received. Funded from Reserve so no impact on Financing
TC3141	Improvements to Newark Beacon	M Eyre	52,000	52,000	0	52,000	2,300	5,100	44,600	52,000	0	28/10/21 Works are underway. Anticipate completion this financial year
TC3142	Common Lighting at Industrial Estates	M Eyre	25,000	25,000	0	25,000	0	0	25,000	25,000	0	28/10/21 Discussions to take place regarding procurement options. Update to be provided next meeting
TC3143	Roller Shutter Doors at Industrial Units	M Eyre	90,000	90,000	0	90,000	0	0	90,000	90,000	0	28/10/21 Discussions to take place regarding procurement options. Update to be provided next meeting
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	M Eyre	40,000	40,000	0	40,000	0	0	40,000	40,000	0	28/10/21 Discussions to take place regarding procurement options. Update to be provided next meeting
TC3145	Fire Signage and Emergency Lighting at Industrial Units	M Eyre	75,000	75,000	0	75,000	0	0	75,000	75,000	0	28/10/21 Discussions to take place regarding procurement options. Update to be provided next meeting
TC3146	Electrical Upgrades to Industrial Units	M Eyre	100,000	100,000	0	100,000	0	0	100,000	100,000	0	28/10/21 Discussions to take place regarding procurement options. Update to be provided next meeting
TC3148	RHH Units Fit Out	M Eyre	350,000	275,000	(140,000)	135,000	0	0	135,000	135,000	0	28/10/21 Dependant on interest from prospective tenants. Balance of £140k to be reprofiled to 22-23. Approval sort at P&F Nov 21
TC3149	Onstreet Residential Chargepoint Scheme	B Rawlinson	12,759	25,509	0	25,509	0	25,491	18	25,509	0	28/10/21 On target to spend in year
TC3150	RHH Stamp Duty on Finance Lease	M Eyre	0	71,000	0	71,000	71,239	0	0	71,239	239	28/10/21 lease is now in place. Scheme complete
TC3153	Places to Ride - Thoresby Vale	Richard Huthwaite	0	0	150,000	150,000	0	0	150,000	150,000	0	28/10/21 Funding agreed at P&F 1st April 21. Works have commenced, to be completed this financial year in line with grant conditions
TE3268	Southern Link Road Contribution	Matt Lamb	2,000,000	2,000,000	0	2,000,000	0	0	2,000,000	2,000,000	0	28/10/21 Some funding due to be released in the current year, may then need to reprofile depending on outcome of other funding opportunities. Update on projects to be delivered at Nov P&F
TC3152	Target Hardening - GF	Andrew Kirk	0	0	107,250	107,250	0	0	107,250	107,250	0	28/10/21 Designs for works currently been drawn up. Will be able to quantify potential slippage at the next meeting
Economic Development Committee			5,158,153	4,179,855	115,843	4,295,698	137,303	104,908	4,053,727	4,295,937	239	

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget Policy & Finance 23.09.21	Variations Proposed to Policy & Finance Quarter 2	Revised Budget including Variations for Approval	Actuals to 30.09.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Unavourable / (Favourable)	Comments - Spend to date
TA1221	SLC Fire Safety Remedial Works	S Young	0	77,000	0	77,000	535	4,850	41,615	47,000	(30,000)	28/10/21 Instructed some of the works, still awaiting quotes for others. Currently anticipate a £30k underspend on project
TA2210	Purchase of Alms Houses	M Cook	0	0	0	0	(96)	96	0	0	0	28/10/21 - Project complete
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	3,358,000	110,000	0	110,000	0	0	110,000	110,000	0	27/08/2021 currently working on design and planning applications. Requested £3,248k to be reprofiled to next financial year. Update to be provided at next meeting, including the award of £1m from Leveling Up Fund (Brown Field Land) to be split between HRA and GF project
TA3286	Information Technology Investment	D Richardson	550,500	748,850	0	748,850	91,997	257,290	399,562	748,850	0	28/10/21 On target to spend in year
TF2000	CCTV Replacement Programme	A Batty	140,500	140,500	0	140,500	0	0	140,500	140,500	0	28/10/21 Taking a report to H&C in September with a full review of CCTV.
TF3221	Southwell Flood Mitigation	A Batty	453,421	453,421	0	453,421	0	0	453,421	453,421	0	28/10/21 Requested info from NCC re drawing down funding.
TF3228	Homeless Hostel	K Shutt / M Cook	2,953,590	3,303,590	(2,700,000)	603,590	46,922	28,056	528,612	603,590	0	28/10/21 Contractor appointed additional budget agreed at recent P&F meeting. Reprofiled to be put forward at P&F - £2.650m to 22/23 and remaining £0.050m to 23/24 to cover retention
TF6011	Private Sector Disabled Facilities Grants	A Batty	700,000	700,000	0	700,000	223,303	6,871	469,826	700,000	0	28/10/21 £600-£700k spend in the current year will review as year progresses.
TF6012	Discretionary Disabled Facilities Grants	A Batty	90,000	90,000	0	90,000	5,198	0	84,802	90,000	0	28/10/21 Dependant on applications. Not all flooded properties have taken up the opportunity to claim. Nov 19 & Feb 20 floods, grant dates have been extended.
TF6020	Flood Grants - 2020 - 2022	A Batty	429,901	429,901	0	429,901	37,448	0	392,454	429,901	0	28/10/21 Covid caused delays but enquires have picked up. will review again in following quarters.
TF6807	Warm Homes on Prescription	H Richmond	70,000	70,000	0	70,000	39,470	6,958	23,572	70,000	0	28/10/21 Project is now complete
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	H Richmond	9,289	9,289	0	9,289	5,992	0	0	5,992	(3,297)	28/10/21 delivery agents (NEP and E-ON) are still undertaking marketing and engagement activities. The project (along with the rest of the Country's LAD2 projects) has been extended so is now scheduled to conclude by the end of this financial year. This is a very ambitious target, particularly considering the shortage of contractors to undertake external wall insulation and the fact that it can't really be installed in very wet or very cold conditions
TF6810	PV Units - EON	H Richmond	0	567,854	0	567,854	0	0	567,854	567,854	0	
Homes & Communities Committee			8,755,201	6,700,405	(2,700,000)	4,000,405	450,770	304,120	3,212,218	3,967,108	(33,297)	

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget Policy & Finance 23.09.21	Variations Proposed to Policy & Finance Quarter 2	Revised Budget including Variations for Approval	Actuals to 30.09.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Unavourable / (Favourable)	Comments - Spend to date
TA1216	Dukeries LC New Pool	A Hardy	1,581,356	1,581,356	0	1,581,356	1,416,317	68,505	66,534	1,551,356	(30,000)	28/10/21 PC signed off and the pool is operational. Waiting on final invoices. Changing village is complete.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	1,500,000	0	1,500,000	0	0	1,500,000	1,500,000	0	28/10/21 Works have been paused while user base is reviewed following covid.
TB2253	Vehicles & Plant (NSDC)	A Kirk	624,916	658,916	6,000	664,916	232,830	424,947	7,138	664,916	0	28/10/21 On target to spend in year
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	56,183	56,183	0	56,183	0	0	56,183	56,183	0	28/10/21 Linked to PC on the community hub, which will be spring 22. Will review progress throughout the year.
TB6162	Loan to Newark Academy	A Hardy	240,000	240,000	0	240,000	0	0	240,000	240,000	0	28/10/21 Community use agreement being discussed. Will need to review in the next quarter.
TC3136	Climate Change	M Finch/M Eyre	105,000	105,000	0	105,000	0	20,700	84,300	105,000	0	28/10/21 Currently Solar works to be completed £30k. Other projects still been built up. Still anticipate full spend in year
TC3137	Brunel Drive Door Entry System	A Kirk	0	0	0	0	(1,395)	1,395	0	0	0	28/10/21 Accrual from 20/21 still to be offset
TC3147	Street Scene Building Upgrade	Andy Kirk / Stephen Young	43,000	43,000	0	43,000	29,973	9,560	3,467	43,000	0	28/10/21 Works complete, waiting on final invoice.
TA3057	Palace Theatre Lighting	Carys Coulton-Jones	0	42,280	0	42,280	0	33,017	9,263	42,280	0	28/10/21 Added as an Urgency Item - On target to complete this year
TB3142	Binrastructure Wrap Grant	Andy Kirk	0	20,466	0	20,466	17,595	0	2,871	20,466	0	28/10/21 On target to spend in year
TB3143	Vicar Water Embankment Works	Stephen Young	0	60,000	0	60,000	0	58,289	11,711	70,000	10,000	28/10/21 Ground investigations are due to be carried out before works can start. Currently anticipating an overspend of £10k
TB6164	S106 Community Facilities and CPS to Edwinstowe PC	Andy Hardy	0	43,480	0	43,480	0	0	43,480	43,480	0	28/10/21 Anticipate completion in year
TB6165	S106 Community Facilities to SOT	Andy Hardy	0	239,620	0	239,620	0	0	239,620	239,620	0	28/10/21 Anticipate completion in year
TB6166	S106 Children and Young People Space	Andy Hardy	0	0	111,271	111,271	0	0	111,271	111,271	0	28/10/21 Anticipate completion in year
	Leisure & Environment Committee		4,150,454	4,590,300	117,271	4,707,571	1,695,320	616,413	2,375,838	4,687,571	(20,000)	

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget Policy & Finance 23.09.21	Variations Proposed to Policy & Finance Quarter 2	Revised Budget including Variations for Approval	Actuals to 30.09.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Unavourable / (Favourable)	Comments - Spend to date
TC2005	Land Acquisition - Dukeries	M Eyre	70,000	70,000	0	70,000	0	0	70,000	70,000	0	28/10/21 Update at next meeting.
TC2006	Purchase of Land at Bowbridge Road	M Lamb	1,020,760	1,020,760	0	1,020,760	0	0	1,020,760	1,020,760	0	28/10/21 Discussions still taking place.
TC3016	Legionella Remedial Works	M Eyre	20,975	20,975	0	20,975	(754)	2,412	19,316	20,975	0	28/10/21 Large accrual to be offset, anticipate spend in full
TC3138	Lord Hawke Way Remedial Work & Bond	M Eyre	384,150	384,150	0	384,150	192,290	0	191,860	384,150	0	28/10/21 CCTV surveys carried out. All connections into the Arkwood site are complete. Discussions to take place with Severn Trent.
TG1003	Housing Regeneration Loan Facility	N Wilson	11,409,849	1,300,000	0	1,300,000	886,040	0	413,960	1,300,000	0	28/10/21 Arkwood will draw down the money as and when required. £11m is the maximum head room, currently anticipated that only £1.3m is required this financial year
TI1001	Joesph Whittaker School Contribution	M Norton	620,000	620,000	0	620,000	620,000	0	0	620,000	0	19/08/21 Project complete
TI1002	A1 Overbridge Improvements	M Norton	3,640,000	3,640,000	(3,580,000)	60,000	0	0	60,000	60,000	0	28/10/21 Under review - Not anticipating spend in full this financial year. Update on projects to be delivered at Nov P&F. Reduced allocation in year to £60k to match design fees
TT1000	Towns Fund - 32 Stodman Street Regeneration	N Cuttell	2,076,524	2,076,524	(1,326,000)	750,524	88,755	10,056	651,714	750,524	0	28/10/21 Planning permission and demo to sort in 2021/22. £2m grant due to be claimed in 2022/23. £750k required in this financial year. Reprofile the remaining budget to 22/23.
TT1003	Towns Fund - Newark Gateway Cattlemarket Ph1	N Cuttell	249,365	249,365	0	249,365	47,893	130,181	71,291	249,365	0	28/10/21 Demo tenders have been received. Budget will be spent by March 2022.
TT1004	Towns Fund - YMCA Community & Activity Village	Neil Cuttell	0	2,000,000	0	2,000,000	0	0	2,000,000	2,000,000	0	28/10/21 Funding approved at P&F 24/06/21.
TT1005	Towns Fund - Cycle Town	Neil Cuttell	0	0	200,000	200,000	0	0	200,000	200,000	0	28/10/21 Added to programme in September. Timescales currently been reviewed. Will update for next meeting
TC3151	Lorry Park access turnstile	Mark Eyre	0	32,000	0	32,000	7,175	21,525	3,300	32,000	0	28/10/21 Urgency item added to capital programme, works to commence asap, fully anticipate completion this year
	Policy & Finance Committee		19,491,623	11,413,774	(4,706,000)	6,707,774	1,841,399	164,174	4,702,201	6,707,774	0	
	TOTALS		37,555,431	26,884,334	(7,172,886)	19,711,448	4,124,792	1,189,615	14,343,983	19,658,390	(53,058)	

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

YORKE DRIVE AND LINCOLN ROAD PLAYING FIELDS REGENERATION - UPDATE

1.0 Purpose of Report

- 1.1 To present the report from the Homes & Communities Committee meeting held on 22 November on progress with the Yorke Drive and Lincoln Road Playing Fields Regeneration project including the successful grant funding award from the Department for Levelling Up, Housing and Communities (DLUHC) of £1.05m.
- 1.2 To approve delegation of the signing of the funding agreement to ensure external funding can be accessed in a timely manner.

2.0 Background Information

- 2.1 The Yorke Drive Regeneration project emanated from the original Bridge Ward Neighbourhood Study 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 Outline Planning Permission for the selective demolition of 130 homes and development of up to 320 homes was secured in November 2019.
- 2.3 The exempt report presented to Policy & Finance Committee in September 2019, approved the maximum financial capital commitment from the Council and the appointment of Lovells Partnerships Ltd. as developer through their regeneration arm Compendium Living.
- 2.4 In April 2020, the Policy & Finance Committee approved progressing with the project despite disappointment at being deemed ineligible for Homes England funding under the Affordable Homes Programme.
- 2.5 The project has suffered a delay in the programme last shared with Homes and Communities Committee which anticipated a Reserved Matters Planning Application in March 2021. An explanation for this, along with revised time-frames is detailed below.

3.0 Project Update

- 3.1 Key Updates

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 progressed negotiations with owners with a view to purchasing these through an agreed voluntary sale.</p> <p>Seven properties have been purchased with an additional one expected in the coming months. 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 of the Compulsory Purchase Order application will be brought forward in due course.</p>
Acquisition of 1-9 Lincoln Court from Paragon Asra	<p>The Council has now acquired 1-9 Lincoln Court from Paragon Asra. The existing tenants have transferred to secure Council tenancies. The Council also secured the agreement of Homes England to permit the grant attached to the properties to be put into a Recycled Capital Grants Fund which can be utilized in the delivery of further affordable housing.</p>
Preparation for decant and the 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 Committee in November 2019 with the Resident Compensation Guide approved in April 2020.</p> <p>To date nine properties have been decanted including five within the first six due for demolition. In addition, six natural voids (where a resident has chosen to leave for reasons other than the regeneration project) have been held void. This is supported within the overall decant and rehousing strategy.</p>
Management of vacant properties	<p>The benefits and disadvantages of holding naturally occurring voids in Phase 1 (i.e. rent loss and potential of Anti-Social Behaviour, versus requirement for statutory compensation payment and risk to programme from delayed decant) have been considered and naturally occurring voids in Phase 1 are currently being held rather than re-let.</p> <p>Void properties have been shuttered and made secure with additional patrols from Street Wardens and Tenancy Officers to manage any potential Anti-Social Behaviour.</p> <p>Last winter, a number of short term lettings were facilitated in a number of void properties to support the Council's Winter Shelter provision. In addition, a number of void properties have been earmarked for short term letting. Using voids in this way supports the project through minimizing rent loss, supports wider council objectives and helps reduce the risk of Anti-Social behavior. Temporary lettings do not put additional pressure on the project as temporary residents are not entitled to statutory Home Loss Compensation.</p>

<p>Reserved Matters Planning Phase 1 secured</p>	<p>The project has suffered a delay to the submission of a Reserved Matters Planning Application which was originally anticipated in March 2021 and is now programmed for May 2022. This delay has come as a result of a number of impacts on the overall design and issues emerging from detailed site investigations including:</p> <ul style="list-style-type: none"> • Identification of noise levels to the east of the site in excess of required levels (despite earlier work to mitigate) • The requirement to build in the new Parking Supplementary Planning Document – June 2021 • The requirement to build in the Future Homes Standard – January 2021 <p>As a result of the above, the project had paused whilst the team worked through the implications. An element of redesign is now underway for the eastern boundary and it is anticipated a solution will be presented to residents for consultation in January 2022.</p>
<p>Community and resident involvement</p>	<p>Community and resident involvement remain key to the success of this project.</p> <ul style="list-style-type: none"> • The Resident Panel has now met for the first face to face panel since the pandemic began, on the 10th November 2021 • The ‘Yorke Drive Focus’ newsletter is produced every two months, with the next due end November 2021 • Regular updates are provided through Facebook to the Yorke Drive Focus page • Direct consultation with residents on elements of redesign is programmed for January 2022 • There is ongoing direct liaison with Ward Councillors fortnightly
<p>Pavilion stakeholders</p>	<p>In addition to the development of housing, the delivery of the new Pavilion and enhanced playing field and open space provision is central to the regeneration project.</p> <p>The proposal to bring forward demolition as part of the grant funding agreement (see section 3.2 below) will require the identification of appropriate alternative accommodation for the current users of the pavilion for the duration of works.</p> <p>Further consideration is required on the future management of the facility and to maximize the benefits from this new provision alongside other community facilities in the area so that there is complementary provision.</p>

3.2 Grant Funding Success

3.2.1 In the Autumn Budget, 27th October 2021, the project was awarded £1.05m grant funding from DLUHC to cover:

- Land Acquisition/ Property Buy Back
- Service Diversions Design
- Demolition
- Property Decommissioning

- Design Fees
- Surveys
- Planning

3.2.2 The funding requires spend to be completed by March 2022, hence the Council and Developer bringing forward works that can be delivered in this timeframe, to support the overall viability of the project.

3.2.3 The Grant Funding Agreement is expected from the DLUHC by mid-November and a further report will be brought forward to Policy and Finance Committee for approval to enter into this agreement.

4.0 Equalities Implications

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

5.0 Digital Implications

5.1 There are no additional digital implications arising from this report.

6.0 Financial Implications - FIN21-22/8677

6.1 The current capital budgets for Yorke Road are split between HRA and General Fund works. The profiling of the budgets will be updated to reflect the delays as set out within the body of this report.

6.2 The successful grant allocation for £1.050m has not as yet been included within the capitals budgets. Once confirmed through the grant agreement, the total allocation for the project will increase by £1.050m.

6.3 Once the grant offer letter has been received and the plans to utilise prior to the grant end date of 31st March 2022 are in place, a request for its inclusion will be made to Policy and Finance.

7.0 Community Plan – Alignment to Objectives

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

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

- *Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area*
- *Deliver inclusive and sustainable economic growth*
- *Create more and better quality homes through our roles as landlord, developer and planning authority*

- *Continue to maintain the high standard of cleanliness and appearance of the local environment*
- *Enhance and protect the districts natural environment*
- *Reduce crime and anti-social behaviour and increase feelings of safety in our communities*
- *Improve the health and wellbeing of local residents*

8.0 Comments of Director

8.1 The Residents Panel held on 10 November made clear the Council's ongoing commitment to this regeneration scheme and what residents can expect to see on the ground in coming months as a result of our successful bid with DLUHC.

8.2 This report shows next steps to achieving the next milestone of submitting reserved planning.

9.0 RECOMMENDATIONS that:

- (a) the progress on the delivery of the Yorke Drive Regeneration Project be noted;**
- (b) as and when grant funding is received, it is absorbed into the capital programme budget to enable spend to be achieved within timeframes set; and**
- (c) the signing of the funding agreement be delegated to the Director - Housing, Health & Wellbeing and the Assistant Director - Legal & Democratic Services to minimise any delays in receiving funding.**

Reason for Recommendations

Although the full details of the funding agreement are not currently available they are unlikely to hold any onerous conditions, therefore delegated authority is sought for expediency and will enable the project to progress.

Background Papers

Nil.

For further information please contact Cara Clarkson on Ext 5923.

Suzanne Shead
Director – Housing, Health & Wellbeing

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

NATIONAL LOTTERY HERITAGE FUND – NEWARK CASTLE APPLICATION

1.0 Purpose of Report

1.1 To advise Members of a planned bid for funding to the National Heritage Lottery Fund (NLHF) for the Newark Castle Gatehouse Project and to request approval to submit the application at the next available opportunity , 29 November 2021.

2.0 Background Information

2.1 Earlier this year, Newark’s successful bid to the Towns Fund presented an opportunity to reinstate the Newark Gatehouse project. £2.6million Towns Funding is allocated to the Gatehouse project and Members have previously approved a capital allocation of £1million, however there is still a requirement for further match funding in the region of £1million. Having previously explored a number of funding options before pausing the project in 2019, the NLHF offers the best opportunity for match funding.

2.2 During the pandemic, the NLHF closed their usual funding streams in order to deliver emergency funding to buildings and organisations most at risk. Prior to re-opening their funding programmes in 2021, they significantly revised their priorities (<https://www.heritagefund.org.uk/funding/outcomes>). Their focus in the immediate aftermath of COVID is people-centric, with a mandatory outcome where ‘a wider range of people will be involved in heritage’ and NSDC officers were advised by the senior team at NLHF that it would not now be appropriate to re-submit the previous application. A specialist consultant has been appointed to re-visit the project in light of these new funding requirements and develop a fresh approach that will both align with the needs of the Towns Fund and achieve the outcomes required of the NLHF.

2.3 The table at 2.5 below, details the three stage process and minimum timescales for funding via the NLHF. For projects in their highest funding bracket (£250,000 - £5million), organisations must first submit an Expression of Interest. A project must already be well-developed to be accepted and only organisations who can clearly demonstrate a well-defined, costed and outcome-driven project will be invited to apply for stage 1 funding. A successful stage 1 application will release development funding to further refine and plan the project with specialist consultants, working closely with the NLHF in preparation for a stage 2 application, with a final decision in late 2023. The Towns Fund Business Case and project plan will be informed by this element of the funding accordingly.

2.4 NSDC submitted their Expression of Interest in early October and have been formally invited to make a stage 1 application. It is vital that this application can be submitted in November of this year, as the next available opportunity will delay proceedings by a minimum of three months.

2.5 NLHF Process and Proposed Timetable



3.0 Proposals

3.1 The refreshed project re-visits the unique opportunities offered by the Castle Gatehouse project:

- An iconic, flagship destination attraction at the gateway to the town as identified in the Destination Management Plan which will increase footfall and dwell time within the town, benefiting businesses, residents and visitors and boosting the local economy
- An innovative platform for Newark's rich and dynamic history and a unique backdrop for events, adding value to the Cultural Heart of Newark project
- A catalyst for improved social inclusion and civic pride through access to heritage and culture
- A driver for increased social value as a safe, vibrant and inclusive community green space with potential to reinvigorate the early evening local economy
- A flexible space for inspirational education services and community co-creation

3.2 Newark Castle – Building Bridges NLHF application will focus on six of the NLHF's priority outcomes:

- A wider range of people will be involved in heritage (*mandatory outcome*)
- people will have greater wellbeing
- the local area will be a better place to live, work or visit
- the local economy will be boosted
- heritage will be identified and better explained
- people will have learnt about heritage, leading to change in ideas and actions

The funding will develop and deliver inclusive, community co-created interpretation of the new galleries and spaces inside the Castle Gatehouse visitor attraction, delivering impact and appeal for the tourism market, linking to the National Civil War Centre through joint ticketing and supporting local businesses by moving footfall around the town. To demonstrate our commitment to the NLHF's priorities, we will further develop a plan to improve the Gardens through refreshed landscaping, interpretation and innovative lighting. We will aim to connect local communities and disadvantaged groups to their local

history through participatory activity and events, and will strive to remove physical, economic and social barriers to accessing their heritage. A key aim will be to promote the Historic Gardens as a safe and welcoming green space, using lighting to enhance key architectural features as well as social and heritage significance, elevating the 'after darkness' experience to extend access times and support the early evening economy.

- 3.3 Including the additional activity plans and two new roles funded by NLHF - a Project Development Manager and a Community Engagement & Partnership Development Officer - the total cost of the Gatehouse project is currently costed at £4,753,000. It is proposed that the application to the NLHF is for a total project cost of at least £1,345,500. NSDC must contribute a minimum of 10% of this project cost and it is proposed to contribute £200,000 - funded from the existing capital allocation and split with £20,000 at stage 1 and the remainder at stage 2:

Towns Fund Contribution	£2.6million
NLHF Contribution	£1.15million
NSDC Capital Allocation	£1million, of which £200K is the NLHF match
TOTAL	£4.75million

4.0 Equalities Implications

- 4.1 This project has been widely consulted on and consultation will continue through the development phase if successful. Community co-creation is essential to successful delivery, and the project aims to reduce or remove multiple barriers to access.

5.0 Digital Implications

- 5.1 None.

6.0 Financial Implications - FIN21-22/6807

- 6.1 The current allocation within the capital programme is £4.225m. Please see table below for the funding breakdown:

	Actuals Prior Years	2021-22	2022-23	2023-24	Total Budgets	
Budgets/Actuals	200,450.14	25,000.00	2,993,863.00	1,006,286.86	4,225,600.00	
Funding External						
Towns Fund	0.00	25,000.00	2,575,000.00	0.00	2,600,000.00	
HLF	91,500.00	0.00	0.00	0.00	91,500.00	
Third Party	5,142.69	0.00	0.00	0.00	5,142.69	
Capital Receipts	72,362.81	0.00	0.00	0.00	72,362.81	
<i>External to be identified</i>	<i>0.00</i>	<i>0.00</i>	<i>400,000.00</i>	<i>0.00</i>	<i>400,000.00</i>	*
NSDC						
NSDC Reserves	31,444.64	0.00	18,863.00	6,286.86	56,594.50	
NSDC Borrowing	0.00	0.00	0.00	1,000,000.00	1,000,000.00	
Total Funding	200,450.14	25,000.00	2,993,863.00	1,006,286.86	4,225,600.00	

**Included within the budget but funding not secured*

- 6.2 Actual secured budgets remaining equates to £3.625m (Total budget of £4.225m less the unsecured funding of £0.400m less spend to date of £0.200m).
- 6.3 The NSDC contribution already included within the funding will be utilised as match funding as part of the bid to NLHF. No additional funding is required from NSDC as a result of this bid.
- 6.4 If the bid to NLHF is successful this will add £1.154m new monies to the pot giving us a total budget remaining of £4.779m (£3.625m + £1.154m) against currently estimated costs of £4.753m, leaving an envelope of £0.026m for planning works.

7.0 Community Plan – Alignment to Objectives

7.1 This project will support the following objectives:

- Deliver inclusive and sustainable economic growth
- Enhance and protect the District's natural environment
- Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area

8.0 RECOMMENDATION

That Members support the proposed application to the National Lottery Heritage Fund enabling an application to be submitted on 29 November 2021.

Reason for Recommendation

This proposal offers the best opportunity for match funding for the Castle Gatehouse Project, having previously explored numerous alternatives in 2019. Whilst we have a 12 month window to submit our stage 1 application, the timeline of the Towns Fund dictates the timescale required in submitting the NLHF application no later than November 2021.

Background Papers

Nil

For further information please contact Carys Coulton-Jones on Ext 5773

Matthew Finch
Director - Communities & Environment

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

COMMUNITY PLAN PERFORMANCE – YEAR TO DATE

1.0 Purpose of Report

1.1 To present the year to date performance report covering Q1 and Q2 (April to September 2021).

2.0 Background Information

2.1 We are taking a new approach to performance to develop performance management from a counting device and into a tool for change. This is done by analysing data and progress against key activities as well as district statistics, customer feedback and workforce information to create a robust and comprehensive view of performance to drive improvement.

2.2 The principles of the new approach to performance:

- Easy to understand report covering the performance of the whole council. Fully integrating housing into reporting to create a single view of performance;
- Using performance as an engaging and comprehensive tool for learning and improvement;
- Performance to include wider contextual information on the district and key benchmarking to place the Council's work in context; and
- Performance to include customer views and feedback figures as well as data.

2.3 Quarter 1 was not reported to Committee as the development of the new style of reporting was underway. Instead a year to date (combined quarter 1 and quarter 2) report has been developed and is attached as **Appendix 1**.

2.4 It is important to note that this report measures performance against the updated Community Plan (as refocused by the Policy and Finance report on 23.09.21) and as such the performance will capture activities not currently mentioned in the Community Plan such as the Levelling Up Fund.

3.0 Proposals

3.1 For the Committee to review and comment on the Community Plan Performance report attached as appendix one and note the RIPA and Ombudsman reports (**Appendices 3 and 4**).

3.2 Homes & Communities Committee Members to note **Appendix 2** containing additional performance indicators on our tenanted properties.

4.0 Equalities Implications

4.1 None.

5.0 Digital Implications

5.1 None.

6.0 Financial Implications FIN21-22/5170

6.1 None.

7.0 Community Plan – Alignment to Objectives

7.1 Aligns to all objectives.

9.0 RECOMMENDATIONS that:

**(a) Members review the Community Plan Performance report attached as Appendix 1;
and**

(b) the RIPA and Ombudsman reports (Appendices 3 and 4 to the report) be noted.

Reason for Recommendations

To enable Members to proactively monitor the Council’s performance and assess the Council’s progress against achievement of the objectives laid out in the Community Plan.

Background Papers

The Community Plan.

For further information please contact Ella Brady on Ext.5279

Deborah Johnson
Director - Customer Services & Organisational Development

Newark and Sherwood District Council Performance Report

2021-22 Q1 & Q2
1 April to 30 September 2021

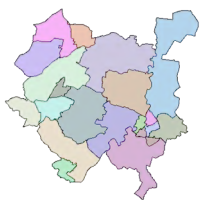


Introduction

We, Newark and Sherwood District Council, aim to do everything we can to enable local residents and businesses to flourish and fulfil their potential, as well as encourage visitors to enjoy all that our area has to offer. How we intend to achieve this purpose is laid out in our [Community Plan](#) (2019-2023). This plan was informed by the views of residents and lays out the Council’s objectives over four years as well as the activities that will help achieve these objectives.

This report examines how the Council has been performing against the Community Plan. It examines data to look at the performance of key services and delivery against the activities outlined in the plan. This report examines the Council’s performance and achievements from 1 April to 30 September 2021 (year to date).

We know the value of understanding our performance as this knowledge allows us to embed and disseminate good practice and quality service delivery as well as identify and tackle areas for improvement. The Council’s performance is measured in four parts;



Our District

A basket of data indicators which allow us to examine how our district is performing in key areas, acting as a form of ‘health check’.

Page 2



Our Performance

How we are delivering against the objectives we outline in the Community Plan.

Page 3



Our Customers

A look at what our customers are telling us about the services they receive and insight into how we are learning from customer feedback

Page 22



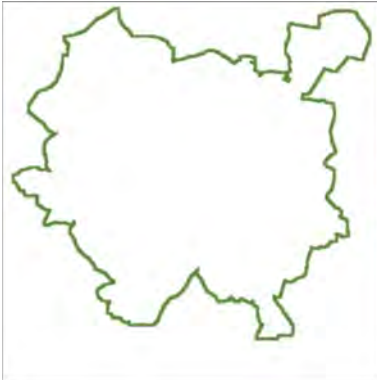
Our Workforce

To understand how the Council’s staff are performing and how we are supporting staff. This is important as a positive and motivated workforce is more likely to be high performing.

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Our District

About Newark and Sherwood...



A resident population of 123,127 (14.7% of Nottinghamshire's population).
54,992 dwellings of which 10% are owned by the Council (social housing).

The average age is 45.5 years. 5.3 years older than the English average of 40.2 years. 22.4% of Newark and Sherwood's residents are 65+. Higher than the England average of 18.5% and Nottinghamshire average of 21%.

There are on average 1.89 people per hectare within the district. This is sparser than the England average of 4.34 people per hectare and the Nottinghamshire average of 4 people per hectare.

70.4% of the district's working age population (16 to 64) are qualified to a Level 2 or higher. This is 7.8% lower than the England average of 78.2%.

Median gross annual pay for residents is £30,679. This is 2.26% higher than the Nottinghamshire average but 3.42% lower than the England average.

How is our district?

This data tell us something about our district for the year to date (Q1 and Q2). Most of these indicators are not factors we can directly affect, only influence, but they add context to the work we undertake.



767 dwellings completed by March 2021. A 38.9% increase from the previous year.

195 affordable homes completed by March 2021. A 45.5% increase from the previous year.

7,296 dwellings committed or under construction. A 5.8% decrease from the previous year.

The number of planning applications we receive gives an indication of the level of construction planned in the district. Commercial and residential applications have shown a decrease against the same period last year. Minor planning applications have shown a 23.8% increase against the same period last year;

14 commercial planning applications were validated

107 residential planning applications were validated

29 major planning applications were received

633 minor planning applications were received



2,715 people are currently unemployed across the District. This is a reduction of 7% since quarter 1 (April to June 2021).



9.5% of town centre retail premises were vacant in quarter 2 (the town centres measured are Newark, Edwinstowe, Ollerton and Southwell). This is an increase from 9.2% in quarter 1.

4,840 enterprises were registered in our district in 2021. This is less than the 4,875 registered in 2020.

Interactions with the Council

This information shows how busy the year to date (April-September) has been for the Council in terms of customer interactions.

- **426 face to face contacts** were held at Castle House. Contacts remain static between Q1 and Q2.
- **37,189 phone calls** were made to the contact centre. 31.59% lower than the same period last year.
- **15,220 digital web form transactions** were completed by our customers.

How are we performing against our objective to...

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



What we have been doing this quarter;

- ⇒ We launched the Newark and Sherwood Community Lottery in early May to create income for local good causes. We now have over 50 good causes signed up to the scheme and the lottery generated over £9.5k for them in the first 5 months of operation. We are continuing to promote sign up to the lottery to residents.
- ⇒ In early June we celebrated Volunteers Week, publically thanking all the volunteers in the district.
- ⇒ In June we were proud to work with partners to officially unveil the statue of Polish humanitarian hero Irena Sendler in the Fountain Gardens on London Road. Although few people in the UK had heard of Irena, her story was one of monumental importance. The statue was largely funded by the Institute of Polish Remembrance.
- ⇒ During Health Eating Week Local catering students from Newark College made 33 tasty and healthy meals for residents at the Bower Court (a retirement housing scheme in Newark). We organised the event in partnership with Newark College, the County's integrated wellbeing service 'Your Health Your Way' and Morrison's. The aim of the partnership was to bring generations together while also helping the local students with their studies. Some of the fresh ingredients used by students were donated by our Crop Drop initiative where allotment holders donate surplus fruit and vegetables to vulnerable families and school initiatives and additional food was kindly donated by Morrison's supermarket and Brackenhurst Campus at Nottingham Trent University in Southwell.
- ⇒ We opened up applications for our first ever 'Community Chest' scheme inviting bids for community projects aimed at making social housing areas cleaner, safer and greener. Grants of up to £1,000 can be used to support projects which improve amenities in or around social housing areas to achieved a range of aims; from resolving community identified issues, reducing anti-social behaviour around social housing and supporting safety and security. Applications can be made any time and a panel will meet to discuss the applications three times a year.
- ⇒ A Community Fun Day took place in August in Fernwood, as part of a series of activity days for young people in the summer holidays. We worked in partnership with Fernwood Parish Council to organise the free event in a friendly and safe environment offering crafts and games, virtual boxing, bike security marking and even a smoothie-making bike.
- ⇒ We began supporting the Community Speedwatch scheme, providing training to new communities where speeding had been raised as a public concern. 7 communities undertook a programme of monitoring days and further Speedwatch work took place in Southwell, Winthorpe and Thorney.
- ⇒ Work is underway to check that all community flood resilience store contacts are up to date and the store stock and equipment levels are adequate before the winter flooding season. One third of stores have replied and new stock is being purchased.
- ⇒ Flood mitigation works at Southwell are progressing and should be completed by March 2022. Mitigation works at Lowdham have taken place and a feasibility study on a larger flood mitigation scheme is underway.
- ⇒ In line with our digital declaration and to encourage the use of our digital services we have been training involved tenants so they can become trainers and deliver training to other tenants. A digital guide for tenants is being developed and will be made available at the conclusion of the training. The 10 week course is currently ongoing.

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Activities continued;

- ⇒ We ran a successful awareness campaign on the EU settlement scheme to engage with EU citizens, encouraging them to check their eligibility and then complete applications if required. The campaign ran until the 30 June and at its conclusion there had been 6,090 applications received from residents of Newark and Sherwood.
- ⇒ We are seeking to enhance and improve the opportunities for tenant engagement. A plan for tenant engagement has been developed and is ready for consultation across our tenant base.
- ⇒ We supported vulnerable children across the district, and those eligible for free school meals, to receive enriching educational and physical activities, quality food and nutritional education during the summer holiday period. We delivered this collaboratively with colleagues by empowering community organisations to continue to reach out to the most vulnerable families.
- ⇒ Working with 2 key providers we delivered over 700 Holiday Activity and Food (HAF) sessions across several areas of the district, providing a balanced and nutritional meal for each child who attended.
- ⇒ We continue to provide nutrition education and signposting support to vulnerable families in the form of recipe cards, healthy eating guides, sugar/food labels/portion size guides and a support services guide signposting to local support.
- ⇒ The Humanitarian Assistance Response Team (HART) Service was stepped down from the end of June 2021 in line with declining referrals and the Government road map for reopening. Requests are now signposted to community groups and organisations for support, however HART will re-engage should demand for assistance escalate.
- ⇒ We celebrated the strength and resilience that older people have shown throughout the pandemic as part of International Day of Older Persons on 1 October. The day was aimed at raising awareness of issues affecting older people but this year we also reflected on the last two years and how the pandemic had affected our community. Our officers were in Newark Market square and Forest Road in Ollerton providing information to people on activities available for them as they grow older. There were stalls providing information and advice on a wide range of services and support including health and care services and voluntary group information.



Food Vouchers: "Huge thank you to all the people who set up the £90 voucher it has helped me so much and I couldn't appreciate it anymore so again thank you."

"Thank you to those responsible for making this scheme possible. This will help me so much as it has been such a difficult year for everyone with the Pandemic"

Our Customers said:-



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How are we performing against our objective to...

Deliver inclusive and sustainable growth



What we have been doing this quarter;

- ⇒ 7 priority projects were identified for funding from the Newark Town Fund. Over the year to date the following work was delivered;
 - The Construction College was formally opened by Newark's MP in June 2021. The centre will support local businesses and self-employed engineers by providing short courses, apprenticeships and programmes for career retraining and gas assessment training.
 - The International Air and Space Training (IASTI) project is moving at pace with a planning application due for submission in early October 2021. The IASTI course opened in September in its current location (Lincoln College) and has nearly 50 students enrolled.
 - Demolition of the Cattle Market is underway to enable delivery of the Newark Gateway Programme, and a planning application was submitted for Stodman Street on the 8 October.
- ⇒ We have worked with partners to pull together a funding bid for the Community Renewal Fund (CRF). The CRF is a £220 million national grant aimed at programs and interventions which can drive innovation in addressing the barriers that people face in accessing skills and local labour market opportunities, business support and place support.
- ⇒ We offer a comprehensive programme of support to ensure sustainable economic growth for local businesses. In the year to date the support included;
 - 25 sessions held giving Information, Advice and Guidance (IAG) for businesses
 - 51 occasions where we have provided support for businesses to obtain grant funding
 - 69 local businesses supported with training and mentoring programmes
- ⇒ The Business Training Programme supporting 12 SMEs (small and medium-sized enterprises) created 8 new jobs as of July 2021 and a business resilience programme was launched in July 2021 running through to December 2022.
- ⇒ The fourth round of the High Street Diversification programme is still open offering businesses small grants focused on diversification of their social media advertising. To date, over the previous 3 rounds of funding, the programme has supported 200 independent high street retail and hospitality businesses within Newark and Sherwood area.
- ⇒ We continue to work with the Town Councils at Newark, Southwell, Ollerton and Edwinstowe regarding allocated budgets from the Welcome Back Fund for each location. Work has begun on purchases to benefit the town centres. This includes new branded flower planters, seats, bins and flowers to be installed in Ollerton and Edwinstowe, new market stall canopies to be purchased and installed in Southwell Market place, and a new promotional video for 12 days of Christmas promoting shop local.
- ⇒ We are planning a 'Future First Expo' for young people on 3 November 2021. This is an interactive event that showcases everything the area had to offer in terms of careers, training and education. It's aimed at individuals wanting to explore new training and employment opportunities especially targeting year 11 to 13 students. We've engaged over 50 local employers and 8 schools are set to participate with an expected attendance of 1,000 pupils.
- ⇒ The Palace at the Castle programme saw the magic of the stage transported to the stunning grounds of Newark Castle over the summer. 13 shows were held at the Castle with a total attendance over the programme of 969.

Activities continued...

- ⇒ We are working with the Lincoln College Group to support students and those seeking employment through the 'Kick-Start' scheme which partners with a range of organisations across the Newark and Sherwood area. There are 223 placements in Newark with 104 filled to date. This programme was due to close in December 2021 but has been extended until March 2022, and the scheme expects to support a further 200 young people.
- ⇒ We are continuing to facilitate the Employment & Skills Board (ESB) with key partners. Members of this board worked together to design and plan for the Teenage Market which took place in September 2021. There were 15 stalls operational on the day with 1,161 unique visitors going to the teenage market.
- ⇒ We continue to lead, shape, influence or in some cases directly deliver key required infrastructure including;
 - Continuing to work on the design and delivery model of the A1 Overbridge with Highways England and Nottinghamshire County Council.
 - Continuing to plan for the delivery of the Southern link Road with a wide range of partners. This remains a priority as reflected in the Newark Levelling Up Fund (LUF) bid in June 2021.
- ⇒ We have started work to deliver the Newark High Street Heritage Action Zone project. The work completed over this period includes;
 - 3 footfall sensors have been installed between May and June to log the footfall in Newark town centre and footfall will be reported on in the next full quarter.
 - A dedicated information page has been created on the Council's website, and
 - An updated Heritage at Risk survey in the HSHAZ area has been undertaken by the Conservation Team, allowing the Council to refine and prioritise buildings for support.
- ⇒ An action plan setting out how we will deliver the Economic Growth and Tourism Strategies was approved in September 2021. It sets out key interventions and timelines and performance against this will be reported.

Business Support Grants: "big thank you to you for providing the grants quickly. You have helped enormously and thanks to this I have been able to keep my business afloat and to keep my staff employed and been able to pay my rent and bills"

Business support programme: "I'd like to take this chance to say thank you for the opportunity to take part in this business support programme. I personally have found it very valuable and I hope it continues for many more businesses as this will very much benefit our whole community".

Events at the Castle: "Brilliant performance of Much Ado About Nothing last night at Newark Castle. Thank you for a fantastic evening"

National Civil War Centre: "Really enjoyed my visit... Some great historic items on display, well set out" – 5 star review on Google



Our Customers said:-

**Measuring
Success**


	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	England/ National Average
% of unemployment for 16+ in Newark & Sherwood	8.2%	6.7%	6.1%	5.1%
Percentage of Town Centre retail premises vacant across the NSDC District	Not previously collected		9.5%	-
The performance of our assets which contribute to the economic growth of the district				
	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Current Target
Total number of admissions - National Civil War Centre	New for Q3 20/21	New for Q3 20/21	2,016	2,975
Total number of admissions - Palace Theatre	New for Q1 20/21	0	3,456	6,750
Newark Beacon - % of occupied units	New for Q3 20/21	New for Q3 20/21	86.0%	80%
Sherwood Forest Arts and Crafts - % of occupied units	New for Q1 21/22	New for Q1 21/22	100.0%	95%
Commercial Property - % occupied units	New for Q1 21/22	New for Q1 21/22	97.0%	95%

Exploring our performance...

For both the National Civil War Centre and Palace Theatre the figures are underperforming against target due to the prolonged impacts of Covid lockdowns and continuing restrictions through the period.

How are we performing against our objective to...

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



What we have been doing this quarter;

- ⇒ Our commitment to providing fit for purpose homeless accommodation is progressing. A contractor has been selected to complete the rebuild work at Seven Hills in Newark and work is underway to temporarily decant residents of the facility, during the works, to our Wellow Green provision.
- ⇒ Our work on preventing rough sleepers returning to the streets saw 6 people move into accommodation units on Northgate in April. The units have a positive environment, supporting those who wish to change and providing them with the opportunity to work towards securing permanent homes. Engagement in this project has kept the majority of our rough sleepers from returning to the streets, reducing their involvement in town centre antisocial behaviour. As the project was completed within timescales we were able to claim the first quarter payment from Homes England to cover revenue costs.
- ⇒ The 'Healthy Start' project is progressing well. We are piloting a project whereby a rent and income conversation is had with all applicants once they've made an offer on a property (rather than previously when this conversation was had at sign-up). This ensures both the prospective tenant and the income team get a head start on ensuring everything is in place for the new tenancy. Should the pilot be successful, we will look to embed this as part of our new tenancy offer.
- ⇒ The early tenancy contact initiative has proved successful, with underlying rent and income related issues being picked up before they escalate.
- ⇒ We met with the Notts and Lincs Credit Union to discuss how we can better work together to increase membership across the district, exploring a number of initiatives aimed at supporting tenants as they establish their tenancy which should contribute towards tenancy success. This work will develop further over the coming months.
- ⇒ 750 non-essential repairs were put on hold during Covid-19 but they have now all been successfully completed. The Responsive Repairs service is now operating on a "business as usual" basis. We have developed a new planning programme of coordinated works, offering greater value for money and a better service for tenants who are now receiving a more responsive service. The team are now starting to review the 3 tier repair response timescales to see if it can be improved on. The performance figures show that since April 2021 100% of appointments made and have been kept and in September the customer satisfaction for repairs was 95%. This means 95% of customers were satisfied or very satisfied with the repairs service they received.
- ⇒ The handy person service is still on hold as we experience, along with the wider sector, difficulties in recruiting to trade positions. However this is not affecting current service to our tenants and leaseholders.
- ⇒ Arkwood Developments, our development company have a number of units on the Bowbridge road development approaching completion. The show home opened on Saturday 28 May and there are currently 13 reservations in process. The build is on target for all remaining units to be completed by October 2022.
- ⇒ We are looking to enhance the standard a home must meet before it is re-let (known as The Empty Homes Standards) to ensure new tenants receive a good standard of accommodation upon receipt of the property. The desktop exercise started in March 2021 and the pilot scheme started in September. We are aiming to report findings and customer feedback to committees in March 2022.

Activities continued...

- ⇒ In order to provide high quality environments and homes where people wish to live we are reviewing the suitability of sites currently allocated for housing, employment and open space protection to ensure they continue to be deliverable. We consulted on an options report as part of the latest stage of this review and we continue to negotiate with developers on proposals submitted at both pre and full planning application stage in order to seek improvements to details submitted. For example, on the amount and location of landscaping, the layout of housing, parking provision and infrastructure needed for the future community to ensure we are providing high quality environments and homes where people wish to live.
- ⇒ 55 applications for housing proposals were determined, of which 49 were approved. This is fairly consistent with the previous quarter. 8 applications were presented to Planning Committee, including housing proposals, and 278 were approved under delegated authority.

Homeless Support: “thank you to everyone at Newark and Sherwood for their kindness, consideration, compassion and for my treatment everybody down there has treated me with the utmost respect and courtesy, like a human being, not a statistic”

Repair Team: “Incredibly professional, very thorough and did a marvellous job. His sense of humour was refreshing and it was nice to have someone come round to do a job who had a smile on his face”

“what a pleasure it is to be a tenant of Newark and Sherwood District Council, the times I have had reason to communicate with the personnel via telephone, be it my rent or my council tax I have been treated with the utmost, courtesy and respect, nothing was too much trouble”

Planning: “A final thank you to you and all the planning team for help and proactive and practical guidance through this project against the backdrop of what has been the most difficult of times for us all.”



Our Customers said:-

Spotlight benchmarking

Joint fastest Local Authority in the East Midlands for the ‘Time taken to process housing benefit new claims and change events’ (data from Q4 20/21).



Average time taken was **2 Days**. The England average is 3 days

	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
Average time spent in temporary accommodation (weeks)	N/A	Data not provided	11.5	13.0
Average time (days) to re-let Council properties	15.0	39.3	26.4	18.0
% of rent collected from current tenants as a % of rent owed	98.9%	100.6%	99.1%	99.6%
Average "End to End" time for all reactive repairs	N/A	8.4	27.5	6.0
% of repairs completed at first visit	N/A	96.0%	98.4%	98.0%
% of planning applications (major) determined in time	New for Q1 21/22	New for Q1 21/22	92.0%	90.0%
% of planning applications (non major) determined in time	New for Q1 21/22	New for Q1 21/22	97.0%	90.0%
Average no of working days to process housing benefit change in circumstances	3.3	7.2	7.4	7.0
Average no of working days to process new housing benefit claims	New for Q3 20/21	New for Q3 20/21	18.0	18.0

Exploring our performance...

Average time to re-let was 24.9 days in quarter one and rose to 26.4 days in quarter two.

The end to end repair time was 39.2 days for quarter one and improved to 27.5 days in quarter two. The delay was due to the backlog of works suspended during Covid. The repairs team have now caught up on over 750 repairs and 450 planned works and are expecting this indicator to improve.

How are we performing against our objective to...

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



What we have been doing this quarter;

⇒ Our 'Not in Newark and Sherwood' anti-fly tipping campaign continued to prove successful. We branded our vehicles to make it clear that we would prosecute fly tippers and we carried out a proactive marketing campaign for our bulky waste service, resulting in a 40% increase in customers meaning now have 1,181 customers on our books.



⇒ We undertook 6 prosecutions and carried out 21 investigations with one fly-tipper receiving a £400 penalty when a member of the public reported them for disposing of 600 kilos of garden waste. We installed CCTV cameras in hotspot areas and blocked off two hot spot areas (preventing vehicle entry) to tackle rife industrial fly-tipping. We also made permanent alterations to the Grange Lane hotspot in collaboration with Notts County and VIA. This lay-by was a magnet for fly-tipping and we closed it permanently as part of a district-wide crackdown on environmental crime. We installed bollards along the lay-by, preventing vehicle access to opportunistic fly-tippers. We also put plants along the roadside behind the bollards to enhance the look of the area and improve biodiversity.

⇒ We were successful in applying for money from the Litter Binrastructure Fund, a grant scheme run by environmental charity WRAP, to invest in additional bins across the district. The £20,066 grant enabled us to purchase 56 bins for laybys along some of our busiest roads.

⇒ 230 Green Champion Volunteers took part in 34 litter picking events across the district in association with 'Keep Britain Tidy', collecting 248 bags of waste. We also installed 18 volunteer litter bins in the district, with a further 478 bags of litter being collected from them.

⇒ The Action Day Team recommenced activities following the disruption caused by the pandemic. The team are deployed into target areas to undertake street scene activities and improve resident satisfaction. In addition to this the Street Scene team have continued to play a leading role in the cleansing side of the Safer Streets 2 project. This is a project to improve areas of high crime and anti-social behaviour. The next Day of Action is planned for Southwell in October and mini days of action have taken place at Yorke Drive and Winthorpe Road Estate. Working with Via, and actively encouraging partnership working, our Street Scene team dedicated over 35 hours of additional work to the Safer Streets 2 work areas. In depth planning has been carried out in readiness for a day of action in Clipstone to take place in the next few months.

⇒ Our Community Protection Officer patrols continue to be prioritised to identify problem areas, with Riverside Park being a focus of activity during the last few months.

Activities continued...

- ⇒ Targeted interventions to address repeated environmental neglect were delivered in collaboration using Community Protection legislation. Three formal Community Protection notices were issued to homes on an estate in Boughton and other enforcement action has been taken in Southwell, Clipstone and Fernwood.
- ⇒ A one year pilot project to increase enforcement of littering has been developed in partnership with the enforcement agency Waste Investigations, Support and Enforcement (WISE). This is due to commence in October. The project will increase our focus on tackling environmental crime and the officers will have the powers to issue fixed penalty notices (FPNs) to those who blight our communities with litter, graffiti, fly-tipping and dog fouling.
- ⇒ We took over the contract to manage the green spaces associated with our social housing stock, enabling us to employ 3 additional apprentices. The team have already received positive feedback from customers (70% of tenants surveyed in September 2021 were satisfied or very satisfied with their ground maintenance service) and have achieved a very high grading for all areas of activity including the newly acquired housing land.
- ⇒ We ran a successful 'Bark in the Park' event at Vicar Water Country Park Clipstone in June. The day was aimed at helping improve dog welfare and responsible dog ownership, as part of our ongoing PAWS campaign which promotes responsible dog ownership and tackles dog fouling. Amongst the services on offer was free micro-chipping, dog grooming tips, health checks and neutering vouchers. Pupils at Farnsfield St Michael's C of E Primary School also took part in a poster competition called "Pick up the Poo" to encourage more dog owners to clean up their dogs' poo and dispose of it correctly. The posters were put up in hot spot areas where there are known issues with dog fouling.
- ⇒ In September we ran 2 green festivals in our parks to increase awareness of recycling as part of our post-Covid recovery activities and in early October we attended a community event delivered by Reach on recycling and a Green Week in Harby. We also recommenced our programme on raising awareness of recycling and green issues in schools and undertook 14 visits in the last 3 months.

Grounds Maintenance: "the grass cutting service is greatly improved"

"the staff are lovely, always friendly, always greet you with a smile and work tirelessly to keep the area in such incredible condition. Please thank each and every one of them for their hard work and smiles."

Waste Operatives: "thanks to the bin collectors, they have collected my assisted bin and have done a sterling job during the pandemic"

"this crew really stood out, they came and emptied the bins quietly, no shouting around, they were calm quite and professional."



Our Customers said:-



Image of graffiti removal

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**Measuring
Success**


	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
% fly tipping incidents removed within 72 hours	New for Q3 20/21	New for Q3 20/21	69.0%	75.0%
No. of fly tipping incidents	624	759	787	700
No. of fly tipping enforcement actions	628	382	800	710
% of household waste sent for reuse, recycling and composting	36.7%	33.7%	Waiting for External Data	34.0%
No. of missed bins (per 100,000 population)	40.7	51.3	46.3	55
Total number of garden waste subscriptions	New for Q3 20/21	New for Q3 20/21	16,621	15,272
% Level 1 graffiti incidents removed within 36 hours	New for Q1 20/21	25.0%	88.0%	90.0%
% Level 2 graffiti incidents removed within 14 days	New for Q1 20/21	66.7%	91.0%	90.0%
% of failing sites - street and environmental cleanliness - Litter	N/A	0.7%	1.2%	3.0%
% of failing sites - street and environmental cleanliness - Detritus	N/A	0.7%	1.6%	2.0%

Exploring our performance...

The number of fly tipping incidents in quarter 1 was 410 and in quarter two this reduced to 377. Although the number of incidents reduced the weight and size of tips increased. The average time to remove a fly tip was 45 hours in quarter two as the larger ones required additional resources adversely effected the overall figures.

We are waiting external data to confirm our recycling rate for quarter two but the recycling rate for quarter one was 39.7% exceeding the target of 34%.

How are we performing against our objective to...



Enhance and protect the district's natural environment

What we have been doing this quarter;

- ⇒ We have planted 6,000 of our target of 10,000 trees (target to be achieved by 2023). Feasibility has been agreed and awaiting Committee approval to plant a further 6,000 trees at Vicar Water and the Tree Giveaway in now underway for district residents.
- ⇒ Implementation of the local transport plan and associated projects is progressing with engagement with Notts County Council on a range of transport related activity including;
 - Work on procurement of a service provider to develop a business case for the Newark Cycle Town project which aims to increase options for sustainable travel contributing to the aim of Newark becoming a 20 minute town. The option includes a folding-bike hire offer in the town and integrating cycle 'hubs' with existing transport infrastructure. Agreement in principle has been secured for two sites with two additional locations still requiring confirmation. Over the course of the summer officers have engaged with local businesses, seeking expressions of interest to partner in the project and potential sources of match funding.
 - Working with County colleagues to provide local insight for building the business case for 'Travel and Transport Hub' projects proposed under the Rural Mobility Fund (RMF).
 - Working with County colleagues in the development the Nottinghamshire Bus Service Improvement Plan in accordance with the requirements of the National Bus Strategy.
 - We continue to work alongside partners and developers to ensure a joined up approach to the delivery of road development projects in and around Newark. These include ongoing development of the preferred route and design of the A46 Newark Northern Bypass, securing funding for delivery of the Newark Southern Link Road (bid to round one of the Levelling Up Fund submitted in June) and the new A1 overbridge.
- ⇒ We drafted a masterplan for Forest Corner and shared it with our partners at NCC for their consideration. The proposal is for this masterplan to be considered as a strategic project by the new Sherwood Place Board.
- ⇒ The solar PV feasibility study is now complete and we have a comprehensive report on payback, costs and carbon savings for the installation of solar PV on selected corporate and leisure buildings. A business case is being taken to November Policy & Finance Committee.
- ⇒ As part of our progress towards our 2035 carbon neutrality target we began to develop our Greening Newark and Sherwood Action Plan. As part of the Greening Newark and Sherwood Action Plan we have committed to the implementation of electric vehicles within our owned fleet of vehicles. A pilot has been undertaken and we currently have 2 electric vehicles in use.
- ⇒ We took an update report to Leisure and Environment, Economic Development and Home and Communities Committees in September 2021 updating on what has been achieved since December 2020 (when the climate emergency strategy and associated action plan were approved).
- ⇒ We have made progress in identifying additional sites for Electric Vehicle charge points, with 4 each planned in Newark and Southwell. This will bring us to 15 points across the district once installations are complete in Autumn 2021.
- ⇒ We have committed to consider a reduction in Taxi Licencing fees for low carbon vehicles including hybrid or electric vehicles and vehicles with lower emissions. We currently licence 68 Hackney Carriages of which 4 are hybrid and 1 full electric.

Activities continued...

⇒ Two members of the Council's Street Scene team spent the day constructing a greenhouse at the Parkgate Academy in Ollerton. An 'eco warrior' group were appointed to encourage and oversee the school's environmental activities and the group secured funds from a Tesco grant, enabling them to buy a greenhouse for their environmental endeavours.



⇒ As part of the National Waste and Resources Strategy we will be mandated to collect more waste streams than at present, potentially requiring a larger fleet. Work is underway to explore the impact of this, as well as our commitment to electrification of the fleet, on the Brunel drive Depot site.

⇒ As part of our commitment to exploring a range of carbon reduction and energy efficiency projects across a range of our corporate and leisure buildings. We have obtained quotes for the replacement of the biomass boilers and gas boiler at the Newark Beacon with a low carbon alternative as the current heating system is due for replacement. LED lighting upgrades across all of our corporate and leisure sites are also being considered and costed as part of this.

⇒ We have been allocated £724,850 of funding to deliver a project which improves the quality of homes by increasing the EPC ratings of properties to enable cost saving for householders and carbon reduction as well as creating green jobs via use of Regional Energy Hubs. We have, in partnership with Eon, developed the LAD2 programme of works due for completion on 31st December 2021. This programme entails works on 53 properties from the private market and 20 properties from the Council's housing stock. This project will provide low income households with up to £10,000 of environmentally friendly home improvements, such as insulation and the installation of solar PV, to improve the EPC ratings of properties.

⇒ The new Residential Cycle and Car Parking Standards and Design Guide has been adopted. It encourages all residential developments to provide secure and undercover cycle parking provision in accordance with the recommended standards and recommends that each dwelling with a garage/dedicated parking space within its curtilage be provided with an electric vehicle charging point.

How are we performing against our objective to...

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



What we have been doing this quarter;

- ⇒ Since April, we installed 9 mobile CCTV cameras across the district in response to anti-social behaviour reports, and upgraded 3 fixed cameras to give evidential quality images. We also reviewed the placement of 73 public realm CCTV cameras and the analysis with crime data confirmed that they were in the right places.
- ⇒ To increase patrols, engagement and support within the community we appointed two additional temporary Community Protection Officers. Shift patterns were extended to cover 13 hours of the day to increase visibility and rapid response to issues. Weekly task setting meetings continue to be held with the police to identify problem areas and prioritise resources to areas that require interventions.
- ⇒ We had 2 nights of action focused on Covid secure standards within hospitality following the easing of lockdown restrictions. Our officers visited more than 50 bars, pubs and restaurants on Saturday 17 April following the return of hospitality. Over these days we served 2 fixed penalty notices at premises in Ollerton and Edwinstowe. We also focused on particular problems in Southwell, Clipstone and Newark. We also had 2 nights of action in Newark during August and September.
- ⇒ Working in partnership with the office of the Police and Crime Commissioner, and the local Neighbourhood Policing team we developed phase 2 of the Safer Streets programme. The programme covers 3 localities (LSOAs) in Newark and the programme is progressing well. Our priorities for Safer Streets 2 are; vehicle crime, burglary, bike theft, environmental improvement and community engagement.
- ⇒ The interventions undertaken to date as part of Safer Streets 1 and 2 includes; the installation of more street lighting, increased ANPR and CCTV, joint patrols, the introduction of secure cycle shelters and stores, target hardening and increased neighbourhood watch activity. This work has paid off. At the end of September we found that crime was down more in Newark and Sherwood than anywhere in Nottinghamshire with 738 (17%) fewer offences in 21/22 to date compared with 19/20 (pre-Covid). As follows; burglary was down 33%, robbery was down 76% and theft was down 30%.
- ⇒ After a spate of anti-social behaviour in the Balderton and Newark areas, which saw the Parish Council's offices being broken into, residents feeling intimidated and reluctant to sit in their own gardens, and the cruel, catapult-inflicted abuse to a variety of birds, we worked with a range of stakeholders to introduce a Public Space Protection Order (PSPO). The PSPO, which covers Newark town centre, Balderton lakes, Coronation Park and the lakeside shopping centre in Balderton will last for 3 years and gives designated officers a number of powers to tackle this anti-social behaviour. New signage has been erected around the restricted areas to act as a deterrent and an update on its effectiveness will be brought back to Committee.
- ⇒ Following a series of illegal encampments, we enacted plans to help prevent illegal encampments and direct the transient population to the areas put aside for them. We identified 21 at risk sites across the district, 15 of which we own. We assessed the sites according to risk, with 5 being identified as high risk, 8 as medium and 8 as low. Instead of erecting barriers, we elected to use bunds (earth mounds created to provide natural barriers) and plant trees to tackle the issue. These natural barriers will also support our climate emergency agenda by providing a haven for wildlife.

Activities continued...

⇒ We delivered activities to divert antisocial behaviour at Vicar Water Country Park, Sconce & Devon parks, Fernwood, Balderton and Collingham as follows:

Fernwood Community Engagement Day in response to a spike of young people related ASB in the area. Activities included; interactive games such as virtual boxing, members of the Fire Service attended to deliver information about fire safety, the 'Legacy Graffiti Project' which focused on respect following some targeted hate crime incidents and a Community Safety stall which encouraged sign up for the local Speed Watch and Neighbourhood Watch groups.

A wildlife event at Balderton Lakes was held to raise awareness of water safety and the vast array of wildlife in the area. Nottingham Fire and Rescue service provided water safety advice and delivered a number of water rescue demonstrations. Community Safety, PAWS, the Wildlife Trust, the RSPCA and the Police all held stalls to provide information and advice on the vulnerability of our local wildlife and wildlife crime. Children took part in a mini beast trail, Men in Sheds explained how to make mini beast homes and how to encourage the wildlife into our gardens and Andy, fisherman for the day, engaged the younger population on angling.



⇒ We carried out additional work with the secondary schools in Newark on wildlife crime. We also developed a wider programme of diversionary activities to tackle wildlife crime with partners and a delivery plan is in place for the rest of the year covering the whole district.

⇒ In June we launched the new Chatham Court Community Hub and worked with tenants to set up a new tenant association to help in making the area a better place to live by giving them a safe space to raise their concerns with us. A variety of partners attended to talk about safer streets and improving the community.

⇒ We tackled the rise in cycle theft by installing 22 secure street pods in locations around Newark. Each pod holds two cycles, making a total of 44 new secure spaces. We also provided additional storage for residents who live in flat blocks. 2 secure cycle 'hangars' were installed at Tithe Barn and Chatham Court in Newark, while existing cycle storage was upgraded from one large store, to individual compartments for up to 12 bikes. We gave away 65 high quality GPS tracking devices worth more than £100 each to cyclists as part of our Safer Streets campaign. These energy efficient devices link to smart phones, enabling the owner to trace their bikes and alert the police to where the bike is being kept. We also held free bike marking sessions as part of our work to reduce cycle theft, identify stolen bikes and assist in owner recovery.

⇒ In June we launched the new Chatham Court Community Hub and worked with tenants to set up a new tenant association to help in making the area a better place to live by giving them a safe space to raise their concerns with us. A variety of partners attended to talk about safer streets and improving the community.

**Measuring
Success**


	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
% Reduction in anti social behaviour - Newark & Sherwood District	7.4%	-75.0%	-20.0%	0.0%
% Reduction in all crime - Newark & Sherwood District	1.6%	20.0%	17.0%	0.0%
% of businesses in the district with 4 or 5 stars for food rating	New for Q2 21/22	New for Q2 21/22	89.5%	English average 75%
% of businesses in the district with a 0 (major improvement necessary) star food rating	New for Q2 21/22	New for Q2 21/22	0.18%	English average 0.13%
Fixed Penalty notices (number issued)	43	18	11	No target set
Community Protection notices/warnings (number issued)	20	15	1	No target set
All other notices/warnings (number issued)	10	9	4	No target set

How are we performing against our objective to...

Improve the health and wellbeing of local residents



What we have been doing this quarter;

- ⇒ Dukeries Leisure Centre's new pool was completed and opened to the public on 30th June. The build was completed within budget and the new facility has already generated new memberships. 117 additional memberships were secured in June and at the end of September this had increased to an additional 668 memberships (adult and junior combined).
- ⇒ Following the downturn brought on by Covid, Active 4 Today's membership began to increase again and the Company is now operating at 70% of live members against its pre-Covid numbers. This is great performance as the national average is still quite low at only 55%.
- ⇒ Transfer of the operational management and TUPE transfer of staff of Southwell Leisure from the Southwell Leisure Centre Trust to Active4Today took place on 1 October. This will provide greater resilience to the small site, ensuring it is able to continue to provide excellent facilities for residents within the area.
- ⇒ Our support of Newark Hockey Club continues. Our proposal to replace the existing artificial turf pitch has progressed and draft agreements have been prepared to secure approvals to proceed with the refurbishment and deliver a new pitch in time for the 2022/23 hockey season.
- ⇒ Through our Warmer Homes initiatives, we are replacing solid fuel with gas heating systems for a number of properties where other initiatives have not been viable, such as Fairholm park home site with over 40 park homes. Our Energy and Home Support Team have also started to support a further 2 park home sites (Harrow Lane & Forest House Park in Ollerton) in a similar way, helping another 48 residents to access affordable warmth this winter.
- ⇒ The Max Literacy funded project engaged with 220 children in Year 10 and their English teachers at Newark Academy to develop their creative writing skills in preparation for their GCSEs. The project included a visit to the resource centre, 3 visits to the National Civil War Centre and 6 workshops.
- ⇒ An outreach visit to Cleethorpes Academy helped us to engage with 120 children who couldn't otherwise visit the National Civil War Centre and we livestreamed lessons to a Worcestershire school enabling us to connect a further 180 secondary school students to the history of the British Civil Wars.
- ⇒ We are working as part of Newark Cultural Consortium to deliver the cultural programme (known as 'Newark Creates') for the High Street Heritage Action Zone Project. The 'Newark Creates' programme includes; a heritage poetry trail featuring significant historic buildings within the town, a family play day, a pop-up dance day and a Twilight event hosted at Newark Castle. 3,040 people attended and/or participated in these events.
- ⇒ In July we were awarded £200 and we set up a Mental Health Art Group at Ambleside Community Centre, Ollerton.
- ⇒ The Park Run and Junior Park Run at Sconce and Devon park, Newark restarted in July. Over quarters one and two Newark Park run attracted 2,129 runners and 202 volunteers supported the event. The Junior Park run saw 1,617 runners and 564 volunteers.
- ⇒ Our outreach days at Newark Castle and Vicar Water, and our Heritage Open Day events at the Castle and Resource Centre engaged over 900 people through music, art, performances and tours.

Activities continued...

- ⇒ Crop Drop is coming to a close as the summer/autumn growing season has almost finished. We started Crop Drop in April, working with 8 large allotments, and a group of 6 volunteers who deliver the crops around the district. Crop Drop has been very successful, providing fresh vegetables to over 200 families in Newark & Sherwood including; the Ollerton and Clipstone Food Clubs, families in Bilsthorpe, the Bean Block Café (run by Sure Start), Barnby Road School (where over 40 families claim free school meals), students and their families at Newark College facing hardship and Beaumont House Hospice. We recruited another 3 market gardens in Southwell, Upton and Collingham to support the scheme in 2022, thus increasing our numbers to 8 allotments and 3 market gardens being involved. We also added the crop drop to a number of social eating events in the district, most recently a social event at DeLacy Court which targeted vulnerable, lonely tenants and a cook and eat session with a local primary school in Newark. Crop Drop was also incorporated into the HAF programme in some of our areas and children were given marrows, squashes and courgettes with recipe cards to take home to cook with their families.
- ⇒ Membership to the Food Club in Ollerton increased to 85 with around 50 families accessing food provision weekly. Clipstone Food Club membership increased to 57 at its peak and 30 families still rely on the service. We are now looking at setting up a satellite service to provide food parcels to families in Edwinstowe. Whilst some families have now gone back to work after being furloughed we anticipate that demand will continue in the next few months as changes in Universal Credit come into effect and prices for food and fuel look to continue to increase.
- ⇒ Roll out of Saturday Night 'Fakeaway' is being planned at a local primary school in Newark. Once a month all families, regardless of their household incomes, will be encouraged to cook and eat together. Ingredients will be sourced locally with a small charge to ensure the activity is sustainable. A group of parents are looking at applying for funding for the first month through the Community Food Fund.
- ⇒ Our work to improve the facilities on offer in Newark by supporting the YMCA are progressing. The construction of the main Community and Activity Village building is well under way with an anticipated completion date of Spring 2022. The outdoor sports facilities remain very well used.



Spotlight benchmarking

62.9% of adults (aged 18+) are classified as overweight or obese (data from 2019/20)
4th lowest of our geographical neighbours. The national average is 62.8%.

**Measuring
Success**



	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
Number of User Visits - Active 4 Today excl. Southwell Leisure Centre.	460,469	79,552	267,688	350,000
Live Leisure Centre Membership Base (Juniors & Adults) excl. Southwell Leisure Centre.	8,855	5,931	6,547	8,000

Exploring our performance...

The number of A4T user visits for quarter 1 was 100,316 and in quarter two this increased by 66.8% to 167,372. The number of visits is still lower than target which is a lasting impact from Covid however the quarterly increase in visits is a positive sign. There is a significant decrease in the membership base across all sites in comparison to August 2019.

Moving forwards all measures will include Southwell Leisure Centre (SLC) as SLC transferred to Newark and Sherwood District Council as part of a partnership arrangement that will protect leisure provision in the town. The centre is being run by our leisure provider, Active4Today, as of 1 October 2021.

Our Customers

In this section of the report we look at a few key measures of customer interaction to monitor how we interact with our customers, and we look at what our customers are telling us about the services they receive. We analyse these comments and show how we are learning from customer feedback.

Key customer measures	Quarter 2 19/20	Quarter 2 20/21	Quarter 1 21/22	Quarter 2 21/22	Target 21/22
Website - number of users	207,751	257,598	114,341	209,403	200,000
Engagement rate with posts issued on Facebook and Twitter combined	New for Q1 21/22	New for Q1 21/22	385,132	635,100	Trend
Website - number of digital Web Form transactions	New for Q1 21/22	New for Q1 21/22	8,408	15,220	Trend
Telephony - Average length of time to answer call (seconds)	New for Q4 20/21	New for Q4 20/21	61.0	125	25.0
% Invoices paid within 30 days - Whole Council	96.2%	N/A	94.0%	96.6%	95.0%
% effective response to Careline calls within 180 seconds (industry standard)	New for Q1 20/21	98.5%	98.4%	98.0%	99.0%
% Business rate collection	55.2%	Data Not Provided	31.0%	51.5%	49.0%
% Council tax collection	52.8%	43.2%	24.5%	52.5%	48.8%
Average number working days to process new council tax applications	New for Q3 20/21	New for Q3 20/21	18.1	19.2	18.0
Average number of working days to process council tax change in circumstances	New for Q3 20/21	New for Q3 20/21	5.1	4.6	7.0
Average number of working days to process housing benefit change in circumstances	3.3	7.2	3.1	7.4	7.0
Average number of working days to process new housing benefit claims	New for Q3 20/21	New for Q3 20/21	17.2	18.0	18.0

Exploring our performance...

Customer services took, on average, 125 seconds (after choosing the option from the recorded message) to answer customer service calls in quarter two. This is lower than optimal performance. This is because customer services are currently experiencing a high staff turnover and the training of new staff has meant fewer advisors are available to take calls.

Monday mornings were identified as a peak for call volume. To reduce these high call volumes, and thus improve the pick-up time for customers, the team worked with communications to deliver a social media campaign to raise awareness of the Monday morning peak diverting customers to the website or alternative times to call (unless the query is urgent).

Customer Feedback

Customer Feedback

Over the year to date we have received 56 compliments, 186 complaints and 21 suggestions.

Compliments

Compliment volumes stayed comparable between Q1 and Q2 however this is lower than the Q4 period when 42 compliments were received. Teams attracting the highest volume of praise included;

- Housing Maintenance and Asset Management with 21.5% of all praise. Within this staff conduct was the main theme with 42% of compliments followed by the quality of repairs work with 33% .
- Housing and Estates Management received 17.9% of all praise. Compliments for the Humanitarian Aid Response Team and staff conduct were the main themes.
- Waste and transport received praise for waste collections, speedy delivery of new bins and staff going above and beyond.
- Street Scene and Grounds Maintenance received positive feedback from residents for the quality of work carried out in all weathers.
- Tourism featured in quarter two with 8.9% of quarter two's praise regarding the Steam Punk Festival in Newark. Customers praised the event's organisation and requested a repeat of the event.

Looking across all compliments received the main theme for the period, with 39.3%, was staff attitude (positive and assistive). This is consistent with the 2020/21 Q4 compliment themes. Other areas attracting high praise included;

- Quality of grounds maintenance in our streets and open spaces,
- Positive feedback on the Steam Punk Festival (supported by our Tourism team),
- The work of HART (the Humanitarian Aid Response Team) and,
- The quality of repair work carried out in tenant homes.

Complaints

186 complaints were received over quarters 1 and 2. Not surprisingly, the services receiving the most complaints are those that have the greatest interaction with customers, namely; Waste & Transport, Housing Maintenance & Asset Management, Council Tax, Housing & Estates Management and Street Scene/Grounds Maintenance.

Waste & Transport received 44 complaints (23.66%). However, this is 36% fewer complaints compared to the same period last year. The main complaint themes were; non delivery of new bins, missed bins, communication and staff conduct.

Council Tax received 35 complaints (18.8%). The main complaint themes were; complaints over the tax rate applied, arrears payments and communication issues. Communication issues included complaints around non receipt of bills, balance requests and update of details on the system.

Customer Feedback

Analysis of this customer feedback enabled us to identify and tackle some specific issues;

Area of improvement...

Housing maintenance and asset management complaints have increased compared to the same period last year. However it is worth noting that there was a 34% reduction in complaints between quarters 1 and 2 this year.

Recurring themes included;

- time taken to complete repairs,
- quality of repairs,
- quality of customer service, and
- quality of services delivered by contractors.

What we have done to improve...

- Contractors have been instructed to do toolbox talk to their staff focussing on communication with tenants and customer service skills.
- Repair Response times for responding to damp and mould have been reviewed and we now have a designated repairs coordinator to deal with damp and mould. They regularly reviews cases to ensure works are carried out on time.
- If multiple attendances have been required to complete a repair this will be flagged and the work reviewed.
- The Careline team have received more training on advising tenants on repairs.

Area of improvement...

Customers were dissatisfied with the delivery of garden waste bins. There were delays in the delivery of new bins and a lack of communication around delivery.

Customers also raised issues with poor communication during signing up to the Garden Waste scheme.

What we have done to improve...

Unfortunately due to a shortage of delivery drivers, and the impacts of Covid, garden waste bins were unavailable for a period (they are now back in stock). During this time customers were still able to order and pay for a garden bin but after ordering they were informed of the delivery delay. Reflecting on customer feedback we now communicate if bins are available and any expected delays on the website at the point of order so customers are fully informed before they order.

The wording in the garden waste renewal process has been amended to make the form more user friendly and further development of the online form is planned to be completed before the next renewal cycle.

Customer Feedback continued...

Tenant Satisfaction

Every quarter tenant satisfaction surveys are undertaken by Viewpoint to understand how we are performing for our tenants. Surveys are carried out on a random sample of tenants who received one of our key services. In quarter one and two 1,614 surveys were conducted over 13 service areas in total, and the average service satisfaction across the areas was 93% (aka 93% satisfied or very satisfied). This is comparable to the score received in the same period last year. Services receiving higher than average satisfaction include Major and Minor Adaptations to tenant homes, Careline services, Gas servicing and lettings, and areas where actions were identified were;

Complaint handling

67% of tenants surveyed were satisfied or very satisfied. 3 surveys were carried out and 1 respondent was dissatisfied at not having received the outcome of their complaint at the point of survey.

Antisocial Behaviour

70% of tenants surveyed were satisfied or very satisfied. 30 tenants were surveyed over quarters 1 and 2. Performance between the two periods performance declined by a marginal 2%. As a landlord we cannot always control the outcome or solution of an ASB issue as ASB responsibility predominantly sits with the Police and the Courts. However, we can control the experience of the customer reporting ASB and the process for handling ASB cases. As such, there is an ongoing project working with involved tenants to review and improve the ASB process.

Right to Buy

83% of tenants surveyed were satisfied or very satisfied. 2 surveys were carried out in quarter one and 4 surveys in quarter two. The satisfaction rate in quarter one was 50% and 100% in quarter two. Significantly improving on the low satisfaction from Q1. The issue identified in quarter one was one of the two respondents being dissatisfied with advice on ownership of PV solar panels.

Customer Services

89% of tenants surveyed were satisfied or very satisfied. The average was 91% for quarter one and 88% for quarter two. The most significant reason for dissatisfaction is tenants not receiving a call back. The customer services team are working on ensuring housing staff make contact with tenants.

Legionella

91% of tenants surveyed were satisfied or very satisfied. 56 tenants were asked in the year to date and the issue identified was poor communication.

Major works to tenants homes

92% of tenants surveyed were satisfied or very satisfied. The issue identified in quarter 2 was 3 tenants being dissatisfied with major works as for two of these tenants the work had not been finished and one felt it could have been done quicker.

Repairs

93% of tenants surveyed were satisfied or very satisfied. Work has been done to improve satisfaction with repairs. Namely; we addressed our priority response times to enable us to get to priority requests quicker, we restocked our vans to carry a wider range of materials to enable repairs to be carried out, where possible, without a return to base for materials and we now have a dedicated repairs call line which will be manned by technically trained people to better diagnose repairs and follow-ons required.

Resident Panel Update

The resident panel is a group of 758 Newark and Sherwood residents from across the district who share their views on the area and their experience of our services. Involvement in the panel is voluntary and all members must be over 18. Panel members are asked to share their views on a range of topics from Council's services to development proposals and plans for service improvement.

A 12 question online survey was circulated to the Resident Panel (680 aka 90% of the panel engage with online consultation) in January 2021 to help the Council;

- Understand the experiences of residents and use this information to help the Council's review its priorities and plan for recovery from the pandemic.
- Understand what is happening in the community to enable the Council to shape its services to deliver against community need.

In February 2021 we asked our panel members to get involved with 'Newark Creates,' a four year cultural programme led by Historic England, in partnership with National Lottery Heritage Fund and Arts Council England. This programme is part of Newark's High Street Heritage Action Zone project. To inform the development of the programme we carried out a survey to learn about how people of all ages engage with the cultural activities that take place in Newark to help shape the future cultural programme so that it promotes and celebrates Newark's heritage and culture and helps people to feel proud of where they live. This survey was promoted to the panel as well as on our website and 1,178 responses were received in total.

March 2021 we asked our resident panel to review 3 test pages on our new website considering the look and feel, readability and ease of use. The feedback from the panel was used to shape the final design the most notable changes as a result of the feedback where to make the navigation clearer.

Our Workforce

A positive and motivated workforce is more likely to be high performing. To understand how our staff are performing and how we are supporting them we look at key indicators and recent activity.

Staff Update

Staff who had been primarily working from home during the pandemic commenced with a phased return to the office on 19 July with staff coming in 1 in 4 days on a rota to reduce numbers in the building. We took a cautious approach and paid particular attention to infection rates within the organisation, the district and the country. We also maintained our safe system of work.

We review our arrangements regularly and continue to listen to staff feedback. In August 2021 office based staff were surveyed to find out about their experiences returning to work post 19 July 2021. This feedback was used to inform a review of office working practices, namely when the next stage of transition would commence, and to shape future return to work plans. 230 responses were received. A 55% response rate (based on 414 office based staff). The survey showed that staff are feeling supported and connected to their colleagues however the comments highlighted several areas for improvement. The most significant themes were staff requesting greater flexibility and more home working in future and the majority of staff asked for the phased approach to be continued.

We have also developed new hybrid working guidance and held staff forums to determine what our next steps would be and what our “new normal” would look like. The forums were well received and attended and the outcome being explored for hybrid workers is 2-5 days per week in the office with a team day at least once a fortnight. The aim is for this working pattern to be embedded across hybrid workers at all locations but our different offices may need to develop their own models as their operational requirements differ. Our “new normal” is scheduled to commence on 15 November but this will be dependent on wider factors.

Key staff measures	Quarter 2 19/20	Quarter 2 20/21	Quarter 1 21/22	Quarter 2 21/22	Target 21/22
% of staff turnover	2.5%	2.5%	3.0%	4.0%	14%
Average number of sick days per employee (FTE) per year	3.7	2.2	1.7	3.5	3.0

Covid-19 measures	Q1	Q2
Number of staff who tested positive and were absent sick	4	10
Number of staff tested positive for Covid-19 and could continue to work from home	1	13
Number of staff tested positive for Covid-19 and could not work from home	2	17
Number of staff self-isolating and could continue to work from home	14	37
Number of staff self-isolating and could not work from home	20	44

Our Workforce continued...

Staff Turnover

Staff turnover in quarter 2 increased slightly to 4%. This remains within the annual target. The country is recovering from the effects of the pandemic and the national employment rate has risen to 75.2%. The vacancy rate across all sectors has increased meaning that some employees have felt that there is less risk attached to moving employment now. Despite the slight increase in leavers the Council continues to experience a high level of growth, with 49 new employees joining the authority in the first 6 months of this financial year. We have reviewed how we conduct exit surveys and are now offering interviews to those individuals who we would have liked to retain, and those in areas of high turnover to inform our retention strategies going forward.

Sickness Absence

Sickness for the Council in quarter two was 3.48 days per FTE against a target of 3 days. This is higher than the compared to 2.15 days in the same period last year when we were in lockdown. This is an increase in the number of working days lost of 355. This was largely due to the increase in long term absences (62% of absences being long term). These were attributed to a number of reasons including post-operative recovery and other clinical issues. There was also some mental health-related absence but none of the absences were work-related and HR continue to work closely with managers to deal with these absences.

Quarter 2 also saw a marked increase in Covid-related service disruption following the lifting of all national restrictions on 19 July. We retained a safe system of work in our offices and for staff undertaking Council work but with the lifting of national restrictions we have seen increased numbers. This demonstrates the knock-on impact of the changes in the community.

The service areas most impacted continue to be Environmental Services and Housing Maintenance where many employees were unable to work from home due to the nature of their work. This, alongside staffing shortages, continues to pose an issue. Whilst the Council has continued to experience a high level of growth in quarter two, we found that we were receiving far fewer quality applications for job roles, particularly LGV drivers and professional/technical roles. As such we have often had to re-advertise job vacancies. This is reflective of the situation within local government as the private sector are able to offer higher salaries for many roles.

Appendix 2: Housing Measures for Homes & Communities and Housing Advisory Group

Indicator Name	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
Amount of current arrears as a % of annual rent debit	2.45%	2.24%	1.88%	2.30%
Amount of Current Arrears	£508,545	£528,158	£440,921	£400,000
Former tenant arrears as a % of annual rent debit	1.19%	1.03%	1.05%	1.30%
Number of Notices to Quit served at temporary accommodation for rent arrears	0	0	0	Trend
Number of all tenants who have been evicted for rent arrears	5	0	2	10
% of all tenants who have been evicted for rent arrears	0.10%	0.00%	0.04%	0.36%
Asset Investment - % of properties meeting the Decent Homes standard	100.0%	100.0%	No Data Provided	100.0%
Number of properties who have refused Decent Homes works	-	-	No Data Provided	No target set
Customer satisfaction with ASB	84.0%	83.0%	69.0%	90.0%
Customer Satisfaction with Allocations	89.0%	94.0%	99.0%	95.0%
Customer Satisfaction with Customer Access Services	85.0%	90.0%	N/A	95.0%
Tenant satisfaction with landlords complaints handling	-	-	100.0%	90.0%

Appendix 2: Housing Measures for Homes & Communities and Housing Advisory Group

Indicator Name	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
Customer Satisfaction with Right to Buy Service	100.0%	92.0%	83.0%	90.0%
Customer satisfaction with Investment Works	77.0%	90.0%	90.0%	95.0%
Customer Satisfaction with Disabled Adaptations	97.5%	95.0%	97.0%	95.0%
Customer Satisfaction with Gas Servicing	94.0%	95.0%	96.0%	95.0%
Customer Satisfaction with Responsive Repairs	92.0%	95.0%	93.0%	95.0%
Percentage of complaints resolved within agreed timescales	-	-	No Data Provided	No target set
Avg time spent in temporary accommodation (weeks)	N/A	No Data Provided	11.5	13.0
Average time (days) to re-let Council properties	15.0	39.3	26.4	18.0
Number of Empty Properties having major works (at quarter end)	17	12	26	Trend
Number of Empty Properties ready to let (at quarter end)	13	52	14	Trend
% effective response to careline calls within 180 seconds (industry standard)	-	98.5%	98.0%	99.0%
% of rent loss through dwellings being vacant	0.60%	1.00%	1.06%	0.60%

Appendix 2: Housing Measures for Homes & Communities and Housing Advisory Group

Indicator Name	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
% careline installations within 10 working days	-	97.0%	88.7%	100.0%
No. complaints relating to fairness and/or respect relative to hsg stock	-	-	1	Trend
No of failed introductory tenancies	0	0	3	0
Number of Red warning notices issued	14	6	7	Trend
Number of Orange warning notices issued	3	8	6	Trend
Number of Yellow warning notices issued	5	15	4	Trend
Number of Notices to Quit issued	0	7	4	Trend
Number of Legal Proceedings (Possession) undertaken (breach of tenancy)	1	0	1	Trend
Number of evictions (ASB)	0	0	0	Trend
Number of new ASB cases (Tenants)	148	131	49	Trend
Tenancy turnover	6.8%	3.0%	7.2%	7.50%
% of issues actioned within 4 weeks of walkabout	100.0%	N/A	93.0%	100.0%

Appendix 2: Housing Measures for Homes & Communities and Housing Advisory Group

Indicator Name	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
% of rent collected from current tenants as a % of rent owed	98.9%	100.6%	99.1%	99.6%
Number registered for My Account	2,846	4,253	2,072	Trend
% of Right to Buy Sales completed against all applications	-	-	34.4%	Trend
Amount of Rent collected	£11,089,999	£11,773,970	£11,703,767	£11,750,000
Average "End to End" time for all reactive repairs (CALENDAR days)	N/A	8.4	27.5	6.0
% of emergency repairs completed within target	99.8%	100.0%	100.0%	93.0%
% of routine repairs completed within target (non urgent)	98.9%	92.8%	95.8%	95.0%
% of all reactive repairs completed within target time	99.4%	95.0%	94.6%	No target set yet
% of repairs completed at first visit	N/A	96.0%	98.4%	98.0%
Number of properties without a valid Gas Servicing certificate	6	16	47	5
Energy Home Support - Number of private sector residents participating in the District's fuel poverty alleviation schemes	-	-	No Data Provided	-
Average number of days to process major planning applications	-	-	146	Trend

Appendix 2: Housing Measures for Homes & Communities and Housing Advisory Group

Indicator Name	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Year to Date Target 21/22
Average number of days to process minor planning applications	-	69	61	Trend
Number commercial applications	-	17	14	Trend
Number of residential applications	-	116	107	Trend
Number planning applications major	-	26	29	Trend
Number planning applications minor	-	511	633	Trend
% Reduction in all crime - Newark & Sherwood District	1.6%	20.0%	17.0%	0.0%
No of New ASB reports to the Council (Non tenants)	137	162	44	Trend
Average no of working days to process housing benefit change in circumstances	3.3	7.2	7.4	7.0
Average no of working days to process new housing benefit claims	-	-	18.0	18.0

Annual Indicators – Included for information

Indicator Name	19/20 Q4 Value	20/21 Q4 Value	20/21 Q4 Target
% of rent arrears written off	0.30%	0.37%	0.40%
% of tenants satisfied with landlord / overall service (STAR)	-	87.5%	Trend
% of tenants who felt staff were able to deal with their problem (STAR)	-	87.1%	91.0%
% of tenants satisfied with the quality of their home (STAR)	-	85.7%	90.0%
% of tenants satisfied with supported housing services (STAR)	-	87.5%	88.0%
% of tenants satisfied with the neighbourhood (STAR)	-	90.0%	87.0%
% of tenants satisfied that their views are being taken into account (STAR)	-	81.8%	82.0%
% of tenants who feel they are kept informed about things which affect them (STAR)	-	N/A	85.0%
% of tenants satisfied with the responsive repairs service (STAR)	-	82.0%	85.0%
% of tenants satisfied with the grounds maintenance, such as grass cutting, in their area (STAR)	-	-	New for Q4 21/22
Tenant satisfaction that landlords listens to their views and takes notice of them	-	-	New for Q4 21/22
Tenant satisfaction with landlords engagement with tenants	-	-	New for Q4 21/22

Indicator Name	19/20 Q4 Value	20/21 Q4 Value	20/21 Q4 Target
Tenant satisfaction with landlord actions to keep communal areas clean and safe	-	-	New for Q4 21/22
Tenant satisfaction with landlord contribution to the neighbourhood associated with their home	-	-	New for Q4 21/22
Change in NSDC stock size	-	25	Trend
% of properties with an energy efficiency (SAP) rating of C or above	*	*	New for Q4 21/22
Number of properties delivered through the HRA Development Programme	-	-	New for Q4 21/22
Number of Dwellings Completed	552	767	Trend
Number of dwellings committed or under construction	7,749	7,296	Trend
Affordable homes completed	134	195	Trend

* Ongoing work to collate the SAP EPC data as there appear to be some certificates missing and reconciliation is in progress. Consultants are in place to assist in obtaining new EPCs. PI will be populated in the coming periods

Appendix Three: Ombudsman Annual Report

1.0 Introduction

1.1 Each year the Local Government and Social Care Ombudsman (LGO) produces an Annual Review Letter for local authorities detailing the number and type of complaints and decisions made relating to each authority, The annual review letter for the period 1 April 2020 – 31 March 2021 for Newark & Sherwood District Council is attached to this report as an appendix.

2.0 Annual Review (April 2020 to March 2021)

2.1 The statistics provided with the Annual Review Letter show that for this period, the LGO received eleven complaints relating to services provided by this Council and made decision on eight complaints. This compares to ten decisions being made in 2019 -20

2.2 The received and decided figures are different due to a number of reasons including:

- The complaint may have been received during 2020/21 but a decision will be made in 2021/22 (or even a later year) and therefore this figure will show in a later years report
- The complaint did not relate to a service delivered by NSDC e.g. highways and transport.
- The complaint was classed as premature.

2.3 Likewise, the received figures the LGO provide never align with the figures the Council hold. This is because the LGO numbers include enquires from people who the LGO signpost back to the Council but never contact us. These are captured in the “closed after initial enquires” figures. There is no way of identifying who these customers are. The table below details the categories of the complaints received and the decisions made in each Ombudsman category.

Ombudsman Category	Received by the LGO	Decided by the LGO
Benefits and Council Tax	2	1
Corporate/Other Services	1	3
Environmental Services	3	
Planning and Development	4	4
Housing	1	
Highways & Transport	1	
Total	12	8

2.4 The table below shows the outcome of each decision

Ombudsman Category	Closed after initial enquiries	Upheld	Referred back for local resolution	Total
Benefits and Council Tax	1			1
Corporate/Other Services	2	1		3
Planning and Development	3		1	4
Total	6	1	1	8

- 2.5 Further details regarding the nature of each complaint is in the table below. The details are anonymised and brief in content in order not to be able to identify the details of the complaint or the associated property.
- 2.6 The one upheld complaint related to a decision made regarding a parish council code of conduct complaint. Having initially assessed the complaint, the LGO was of the view that a settlement of the complaint could be achieved at the assessment stage, by the Council reconsidering the complaint by reviewing additional evidence. The Council reconsidered the complaint and reached the conclusion that its initial decision remained the same which was that a breach of conduct had not taken place. As we agreed to review the complaint, the LGO considered that this represented a suitable resolution to the complaint and therefore would not investigate. This complaint was classed as upheld with no further action required. The complainant raised a further complaint with the LGO who decided not to investigate this and it was closed after initial enquires.

2.7 Table of complaints

Ombudsman Decision	Ombudsman Reference Number	Ombudsman Category	Summary of initial complaint	Ombudsman Decision	Decision Reason	Ombudsman Remedy
1	20000707	Planning and Development	Incorrectly interpreted the conclusion of the planning inspectorate	Closed after initial enquiries	Not warranted by alleged maladministration /service failure The Council followed the right process and considered the relevant matters	
2	20000937	Corporate and Other Services	Handling of complaint regarding conduct of parish councillor left complainant feeling vulnerable	Upheld	Injustice remedied during LGO consideration	New appeal/review or reconsidered decision
3	20004506	Corporate and Other Services	The Council failed to deal appropriately with a complaint about the conduct of a parish councillor - links to complaint 20000937	Closed after initial enquiries	Not warranted by alleged maladministration /service failure No evidence of fault in how the Monitoring Officer reached their decision	
4	20004988	Planning and Development	Assessment of planning application for a development near the complainants home	Closed after initial enquiries	Not warranted by alleged maladministration /service failure The Council properly considered the application before granting permission, the Ombudsman was unlikely to find fault by the Council	
5	20005831	Benefits and Tax	The council tax refund received was much less than been expected	Closed after initial enquiries	Not warranted by alleged maladministration /service failure Insufficient evidence of fault by the	

					Council to justify pursuing the complaint further	
6	20007079	Corporate and Other Services	The Council failed to deal appropriately with a complaint about the conduct of a parish councillor	Closed after initial enquiries	Other reason not to investigate Insufficient evidence of fault, has not caused injustice, investigation would not be a good use of limited public resources and the LGO cannot investigate the actions of a parish council or councillor as they are outside of the jurisdiction of the Ombudsman.	
7	20011745	Planning and Development	Impact of planning decision on parents property	Closed after initial enquiries	Not warranted by alleged maladministration /service failure The Council properly considered the application before granting permission, the Ombudsman was unlikely to find fault by the Council	
8	20012299	Planning and Development	Complaint not passed on to the Council therefore no information available	Referred back for local resolution	Premature Decision - advice given	

Appendix Four: Authorisations made under Regulation of Investigatory Powers Act

- 1.0 The Regulation of Investigatory Powers Act 2000 (RIPA) governs the use of covert surveillance by public authorities. Local authorities are only permitted to rely on RIPA where covert surveillance is undertaken for the purposes of preventing or detecting crime and only where such action is necessary, proportionate, justified and compatible with human rights. Since 1 November 2012 local authorities have been required to obtain judicial approval prior to undertaking RIPA covert surveillance. Additionally, since this date local authority use of directed surveillance under RIPA has been limited to the investigation of crimes, which attract a six month or more custodial sentence, with the exception of offences relating to the underage sale of alcohol and tobacco.
- 2.0 Under the legislation, it is the responsibility of the designated Senior Responsible Officer, which for the Council is the, Assistant Director of Legal and Democratic Services to ensure regular reports to Members on the Council's use of RIPA. The Council's usage of covert surveillance has always been low and it should be noted that there have been no authorisations of RIPA covert surveillance by the Council for several years. This is in line with the majority of Local Authorities nationwide.
- 3.0 The last inspection of the Council's use of RIPA took place virtually by the Investigatory Powers Commissioner's Office (IPCO) on 24th February 2021. The Council passed this inspection with very positive comments from the Inspectorate.
- 4.0 There have been no use of covert surveillance nor any applications to the Courts for RIPA authorisation to conduct any directed surveillance in 2020 or 2021 to date.
- 5.0 There have been no use of covert surveillance nor any applications to the Courts for RIPA authorisation to conduct any directed surveillance in 2020 or 2021 to date. No applications to court or use of covert surveillance has been carried out by the Council since before the Act came into force in 2020.

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

PARTNERSHIP FOR THE EAST MIDLANDS BUILDING CONSULTANCY

1.0 Purpose of Report

To update Members on the financial position for East Midlands Building Consultancy (EMBC) and NSDC, and the ongoing building control work in partnership with Blossom Homes.

2.0 Background Information

- 2.1 Members will be aware that in April 2016 the Council entered into a partnership previously formed between South Kesteven (SKDC) and Rushcliffe Borough Council's (RBC) to provide the Council's Building Control service. This partnership, the East Midlands Building Consultancy (EMBC), is delivered and hosted by SKDC. The contract with EMBC initially ran for 3 years, ending in April 2019. This was extended by Members on a rolling basis, subject to an annual review and an ability to exit subject to specific notice periods and defined actions.
- 2.2 Building Control is unique compared to many other services provided by the Council in that it has to compete for work against the market, principally other councils and [independent] approved inspectors (AI). The exception to this are the statutory functions that a local authority building control service has to provide (and cannot be undertaken by an AI) such as dealing with dangerous structures, applications relating to work for disabled facilities, emergency planning etc. Such work cannot be charged for and is typically referred to as 'non fee earning'.
- 2.3 The reasons for entering into the partnership were captured by a report to the Policy & Finance Committee on 24 March 2016 report. They principally included:
- a) the inability of the service to reduce its strain on both the general fund and a substantial ongoing deficit; and
 - b) issues with staff retention and recruitment given the attractiveness and pay of the private sector.
- 2.4 The partnership board is made up of a representative from each of the partner authorities being Newark & Sherwood District Council, Rushcliffe Borough Council and South Kesteven District Council. The board has primary responsibility for overseeing the operational management and delivery of the joint building control partnership and associated Business Plan. Alongside the partnership board is the Chief Executives Board, with the CEO from each authority attending to oversee the strategic direction of the partnership, ensuring key milestones are delivered, authorising any expansion of the partnership as well as changes to a Resource Availability Statement.
- 2.5 As previously reported, EMBC has successfully arrested the previous financial decline of the service. As is demonstrated by the tables below the net costs of the service have been reduced. Critically, the deficit has been reduced such that in 2018/19 for both NSDC and SKDC that the deficit was cleared and this position has continued into 2020/21 where it can

be seen the account 'surplus' had increased to £57,343. It must be noted that such 'surplus' cannot be absorbed by the General Fund. Rather, this is ring-fenced for the running of the service. In the case of NSDC this is effectively used to reduce the Council's general fund contribution to the service.

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
NET COST (£)	180,607	136,764	120,178	43,920*	152,715	138,634	92,974

* 3 no. staff members left

	2018-19	2019-20	2020-21
NET COST (£)	110,875	82,032	63,543

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
DEFICIT (£)	-114,068	-95,429	-66,117	-187,490	-91,324	-66,366	-7,077

	2018-19	2019-20	2020-21
DEFICIT (£)	15,233	33,305	57,343

2.6 Members will be aware from the report to P&F last November that a review of the partnership was undertaken which looked at [viable] options around the continuation and/or expansion of the partnership. There were 4 possible alternatives:

- **Option 1:** Business as Usual with Service Improvements;
- **Option 2:** Joint Ventures – Larger Informal Partnership with other Councils/Additional Partner with Private Sector Partner / Informal Partner Support;
- **Option 3:** Joint Authority Wholly Owned Trading Company (Teckal Company); or
- **Option 4:** Withdraw from the partnership,

2.7 Members resolved to continue the existing contract under Option 1.

2.8 Service improvements have been implemented and continue to do so. Reports are provided regularly by EMBC to each of the partners which details, through customer surveys that users of their service are very satisfied with their work and response times. A focus has been provided on technical solutions, the need for which has been amplified due to working from home. These include technical updates and mobile solutions for Building Control Officers as well as a review of their website which is to be launched shortly.

2.9 EMBC continues to perform well financially and secure repeat business, retaining market share. That said, the partners still want to continue to optimise market share, performance, and range of services offered. Work will continue in this regards, including further development of a commercial strategy. At the current time it is recommended that NSDC continues to be part of and support the partnership.

3.0 **Blossom Homes**

3.1 During the previous 12 months, EMBC is working in partnership with Blossom Homes Ltd. Blossom Homes is a company that is currently based on the former Thoresby Colliery Site,

Thoresby Vale. The homes that they create are reported to be zero carbon and factory built using sustainable Modular Methods of Construction. The homes are constructed of a timber frame with extensive insulation between outer and inner skins within the factory. Each of the walls and roofs are then transported to sites where they are constructed in a fashion similar to flat-pack furniture, where other eco-friendly measures are incorporated including heat exchange, solar power battery storage etc.. These measures allow dwellings to be occupied off grid. The homes can be finished in a variety of external designs (e.g. brick, render) enabling them to respond to site constraints and geographical locations.

- 3.2 In view of climate change and requirements for greenhouse gas emissions to be net zero by 2050, these homes are a positive step to the future. EMBC are excited by these homes and they have partnered with Blossom Homes on the LABC partner authority scheme to check the plans for building projects in England. This means that EMBC will check the plans where all new buildings are proposed nationally, carrying out the inspections and issuing the completion certificates as the Approved Inspector. This partnership is a really positive outcome for EMBC and it is hoped that it will also have a positive financial benefit as these properties gain popularity. The District Council is also working closely with Blossom Homes to develop their manufacturing and training facility in partnership with Leonard Design and Harworth Estates.

4.0 Financial Implications – FIN21-22/4083

- 4.1 EMBC has demonstrated success since its inception in increasing market share, fee income, staff resiliency, and reducing the level of deficit for all three Local Authority Partners. The trading account continues to show surpluses by two of the three partners and a deficit for RBC. This is a gap that will not close as RBC entered the partnership with a substantially larger deficit than SKDC and NSDC. The surplus for NSDC for 2021-22 is anticipated to be £1,623 bringing the total trading ring fenced account surplus reserve to £58,966.

The Trading Fee Earning account is **ring-fenced** and the objective is to net nil over a 3 year period and so we are likely to see increases in the coming years due to the changes in management establishment as SKDC recruit a new Building Control Manager, which was initially delayed due to Covid.

2021-22 anticipates a £77,587 general fund Management cost for each partner. This is £13,603 less than originally budgeted for. We intend to place this into a separate un-ring fenced reserve in order to mitigate future cost increases to the General Fund element and stabilise the General Fund impact.

Payments to the Partnership, are made up of the following elements - a Management Fee and an Admin Fee, and in addition NSDC pay Con29 fees.

Management Fee NSDC 21-22

Gross Expenditure NSDC: £309,166.67

Gross Income NSDC: -£219,848.67

Surplus/Deficit to move to Ring fenced Reserve £1,623

Net Costs NSDC General Fund: £77,587.00 (plus the Admin and Con29 Costs)

Administration Fee

£20,000 payable by NSDC General Fund.

Building Control Con 29

£7,000 payable by NSDC General Fund.

The Statutory Non Fee Earning Element of this service along with the Admin Fee and Con29 will always generate a cost to the Council's General Fund. The net cost is now slowly and consistently improving the Councils overall position. It is estimated that the impact for 2021-22 net cost is to be £104,587.00, an estimated cost for 2022-23 to be £108,187.00 and for 2023-24 is estimated to be £109,257.00 including the Management Fee, Trading Account movement, Admin Fees and Con 29 Fees.

- 4.2 The Covid-19 outbreak had impact during the previous financial year and, as report previously, the service furloughed staff for a number of months. However, the financial position is such that 'business as usual' has returned as is reflected in the above financial accounts.
- 4.3 The service has shown over the previous two years a significant positive benefit to the Council in terms of income received and clearing the deficit since joining the partnership.

5.0 RECOMMENDATIONS that:

- (a) the financial position of the East Midlands Building Consultancy be noted; and**
- (b) the partnership with Blossom Homes Ltd be noted.**

Reason for Recommendations

To provide a sustainable Building Control service in partnership with neighbouring authorities.

Background Papers

Report to 26 November 2020 Policy & Finance Committee

Report to 4 April 2019 Policy & Finance Committee

Report and appendices to 24 March 2016 Policy & Finance Committee

For further information please contact Lisa Hughes on Ext 5565.

Matt Lamb

Director – Planning & Growth

POLICY & FINANCE COMMITTEE

25 NOVEMBER 2021

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: LGV Driver Retention Scheme

Appropriate Committee: Policy & Finance Committee

Details of Item

Background Information

Members will be aware of the current national/international shortage of lorry drivers that is effecting many areas of our daily lives. From supply chain to service provision, the situation at the present time is very concerning. What we now see happening within the haulage industry is many companies offering extremely large wages and or sign up/loyalty bonuses in order to attract or retain staff. The waste sector, and in particular local authorities are not exempt from these pressures and it can only be a matter of time before we at NSDC are struggling to maintain front line services (in particular refuse collection and street cleaning), which given the environmental and financial successes of recent Cleaner, Safer, Greener efforts, this would be very costly both financially and by way of reputation.

At the time of writing we have already lost 3 LGV drivers within the last 3 weeks to local companies offering between £38k and £45k per year for 40 hour, Monday to Friday working weeks. For comparison, currently LGV drivers in our employ earn between £22k and £23.5K per year. Obviously this has already had a detrimental effect on front line services and management feel that it is extremely important that we find a solution that will allow us to at least attempt to retain and or recruit staff.

Some authorities have offered small bonuses which have not been tied to loyalty whilst others have looked to implement a market supplement which will then become part of new terms and conditions and thus not time limited.

It is hoped that the current situation won't last and we will see a return to something like normality within the industry in the short to medium term so our solution needs to be appropriate and time limited.

Proposal

As few of the solutions already tried by other authorities seem suitable in our case we have looked to offer a "retention payment" is offered to all operatives holding an LGV licence. This would take the form of a "one off" £5,000 payment to be paid through the salary payments to all who remain with us for the next 12 months.

Anyone who leaves during that period would not receive any payment. In addition daily payments would be withheld for excessive sickness. Should an operative leave and forego the payment, an incentive payment to new starters will be offered during the recruitment procedure.

In addition to the retention scheme department managers have also asked that the current training budget of £3,600 be doubled to allow the "in house" training of more drivers.

Updated requirements around LGV training payback are being negotiated with the trade unions but these are unlikely to have any additional financial impact on the authority.

Finance (FIN21-22/8818)

SLT and Finance colleagues have been consulted on this proposal and it has been agreed that the maximum cost of the project, should all 28 employees accept the proposed retention payment as 100% cash, of £161,070, could be met in the following way.

The funding would be taken from underspends which were transferred to reserves at 2020/21 year end in lieu of the Contain Outbreak Management Fund (COMF) grant spend. The council has received another £160k of COMF grant for 2021/22, and some of the projects which had originally been planned to be funded from that grant are now no longer required.

In addition it is likely that the training budget will be underspent due to all levels of training not always going as planned and the additional LGV training could then be funded. Should this not be the case, the additional could be financed from the Change Management reserve.

Members can also be assured that Human Resources have been fully consulted during the drawing up of this proposal and that the trade unions will be consulted on all aspects of the solution.

Time Frame

Obviously the response to this current issue needs to be put in place as soon as possible and so an urgent decision to proceed is requested.

Decision

The payment of the “Retention Payment” as a one off solution to address the current shortage of drivers and to try and mitigate against a mass exodus of employees during the next 12 months.

Members Consulted:

Councillor David Lloyd – Chairman and Leader of the Council
Councillor Keith Girling – Deputy Leader of the Council
Councillor Paul Peacock – Opposition Spokesperson

Signed

A handwritten signature in black ink, appearing to read 'M.F.', followed by a period.

Date 20/10/21

Matthew Finch
Director – Communities & Environment