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Friday, 11 February 2022

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 L Brazier
Councillor N Mison
Councillor M Skinner

MEETING: Policy & Finance Committee

DATE: Monday, 21 February 2022 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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1. Apologies for Absence
 2. Declarations of Interest by Members and Officers and as to the Party Whip
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Policy Items for Information

None

Finance Items for Information

None

Confidential and Exempt Items

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, 27 January 2022 at 6.00 pm.

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

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

APOLOGIES FOR Councillor T Wendels (Committee Member)
ABSENCE:

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

Sanjiv Kohli – Director – Resources and Deputy Chief Executive declared an Interest in Agenda Item No. 24 – Disposal of Land at Lowfield Lane, Balderton, as a Director of Arkwood Developments Limited.

290 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

291 MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2021

The minutes from the meeting held on 25 November 2021 were agreed as a correct record and signed by the Chairman.

292 FORWARD PLAN OF POLICY & FINANCE ITEMS

The Committee noted the Forward Plan items to be considered by the Committee up until the change in governance.

293 REASONABLE ADJUSTMENTS POLICY FOR CUSTOMERS

The Director - Housing, Health & Wellbeing presented a report which sought approval for a Reasonable Adjustment for Customers Policy. The draft policy was attached as an appendix to the report. Such a policy had been recommended by the Housing Ombudsman self-assessment and the Policy dealt with what was classed as a reasonable adjustment, including how the Council communicated with customers. The draft policy had been considered by the Homes & Communities Committee at their meeting held on 24 January 2022, who recommended adoption.

AGREED (unanimously) that the Reasonable Adjustment for Customers Policy, be approved.

Reason for Decision

To ensure the Council consider the needs of its customers and to meet the recommendation of the Housing Ombudsman Self – Assessment Code.

294 DEALING WITH UNREASONABLE BEHAVIOUR AND VEXATIOUS COMPLAINTS POLICY

The Director – Housing, Health & Wellbeing presented a report which sought approval for a revised Dealing with Unreasonable Behaviour and Vexatious Complaints Policy. The revised policy, explained how the Council would manage unacceptable behaviour. It was noted that such cases were the exception and each would be dealt with on its own merit. The draft policy had been considered by the Homes & Communities Committee at their meeting held on 24 January 2022, who recommended adoption.

AGREED (unanimously) that the revised Dealing with Unreasonable Behaviour and Vexatious Complaints Policy, be approved.

Reason for Decision

To ensure the Dealing with Unreasonable Behaviour and Vexatious Complaints Policy is fit for purpose.

295 NEWARK TOWNS FUND UPDATE AND APPROVALS

The Director - Planning and Growth presented a report which provided an update on the Newark Town Deal and identified Towns Fund Projects and which sought approval for the Outline Business Cases (OBC) for the Cycle Town project and the International Air and Space Training Institute (IASTI), subject to assurance by Quod consulting in consultation with the District Council's S151 Officer.

The report advised that the OBC for the Cycle Town project had been received by Quod consulting and they had issued their evaluation report concluding that the project offered high value for money and recommended that it be approved. Equally, Quod consulting had concluded that the IASTI project would offer value for money and had demonstrated its deliverability.

The report also updated in respect of the business cases for the other Towns Fund projects and progress in respect of the Newark Southern Link Road.

AGREED (unanimously) that:

- (a) Members welcome and note the update provided;
- (b) Members approve, subject to the recommendation(s) of the Council's S151 Officer, in consultation with Quod Consulting, the Outline Business Case for the Cycle Town Project;

- (c) Members approve, subject to the recommendation(s) of the Council's S151 Officer in consultation with Quod consulting, the Outline Business Case for the International Air and Space Training Institute (IASTI);
- (d) subject to (b) above delegated authority be given to the Director – Planning & Growth, in consultation with the Assistant Director – Legal & Democratic Services, to enter into a Contract with Brompton Bike Hire as the supplier of the folding bikes and docks in order to deliver the Cycle Town project in accordance with the approved Outline Business Case, with the match funding detailed in the report being incorporated into the Council's Capital Programme;
- (e) subject to (c) above delegated authority be given to the Director – Planning & Growth, in consultation with the Assistant Director – Legal & Democratic Services, to enter into a Contract with the Lincoln College Group (Newark College) as the Project Sponsor for the International Air & Space Training Institute, in accordance with the approved Outline Business Case; and
- (f) delegated authority be given to the Council's S151 Officer to approve final Full Business Cases for the Cycle Town project and IASTI, subject to recommendations from Quod Consulting (or another independent third party Assurance provider) and endorsement by the Newark Towns Board.

Reason for Decision

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

296 HIGH STREET HERITAGE ACTION ZONE (HSHAZ)

The Director - Planning and Growth presented a report which updated the Committee on the High Street Heritage Action Zone (HSHAZ) and sought delegated authority to offer and administer grants of up to £15k each per scheme. The HSHAZ was government backed and part-funded initiative in partnership with Historic England. The HSAZ ran from 2020 to 2024 and contained numerous work strands which were detailed in the report.

It was reported that following targeted surveying, negotiation with relevant landowners, and completion of feasibility of design and costs workings the Council Officers, in conjunction with Historic England, works were sufficiently progressed to such a degree that grants could be issued through delegated authority.

AGREED (unanimously) that delegated authority be granted to the Director – Planning and Growth, following consultation with the Chairman of the Economic Development Committee, to make grant offers and deal with the subsequent administration of grants for schemes which will each total less than £15k.

Reason for Decision

To continue the promotion of the High Street Heritage Action Zone.

297 COMMERCIAL STRATEGY AND ACTION PLAN

The Transformation Manager presented a report which sought approval for the Commercial Strategy 2022-2026 and associated Action Plan. The Council's Commercial Plan expired in March 2021 and a new refreshed Commercial Strategy was required to cover 2022 to 2026 to allow the Council to best address the financial gap in funding that was forecast from 2023/24. The strategy outlined the framework for addressing the financial challenge whilst the Action Plan detailed the specific projects and tasks which supported the delivery of the strategy.

AGREED (unanimously) that the Commercial Strategy and Action Plan be approved.

Reason for Decision

For the Council to be commercial and business-like (secure value for money and be careful and creative with resources) to achieve efficiencies and earn income to be invested in resident services.

298 POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Business Manager – Corporate Property presented a report which updated the Committee on the opportunity to purchase land adjacent to Newark Hospital, on land off Bowbridge Road. Following a lengthy period of negotiation with the sole land agent representing the owners of both land parcels, the Council presented the 'Maximum Offer' permitted by Members in an attempt to secure the freehold purchase of the sites had now been accepted. The Sherwood Forest Hospitals NHS Foundation Trust and Council had now concluded agreed terms which would require the Council to construct and manage the car park alongside the Trusts lease. Following due diligence work and site investigations, it was now proposed to re-affirm the maximum offer to purchase the freehold of both parcels of land.

AGREED (unanimously) that the Director – Planning & Growth, in consultation with the Business Manager – Corporate Property be given delegated authority to:

- (a) confirm to the land agent representing both landowners that the Maximum Offer is the full and final offer from this Council to purchase the two freehold interests detailed at Appendix A, subject also to the agreement of the Trust to lease the land;
- (b) subject to the Maximum Offer being accepted as detailed at a) above to enter into a Lease Agreement with the Sherwood Forest Hospital Trust on the terms set out in the exempt report; and

- (c) amend the Council Council's Capital Programme to reflect a purchase in accordance with the Maximum Offer and capital costs of implementing a car park for the Trust, as detailed in the exempt report.

Reason for Decision

To secure additional car parking in order to support the function and reputation of Newark Hospital.

299 GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2022 AS AT 30 NOVEMBER 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 eight months performance on the Council's revenue and capital budgets including the General Fund Revenue, Housing Revenue Account (HRA) and Capital Programme. The accounts showed a projected favourable variance against the revised budget of £0.720m on service budgets, with an overall favourable variance of £0.453m which was forecast to be transferred to usable reserves. Appendix A to the report detailed the variances in service areas and other budgets, including the variances due to vacant posts.

The HRA budget showed a projected favourable variance against the revised budget of £0.675m. In respect of the Capital Programme, the additions and amendments which required approval were detailed in Appendix C to the report. If these variations were approved the revised budget would be reduced to £38.413m.

AGREED (with 5 votes for and 1 abstention) that:

- (a) the General Fund projected favourable outturn variance of £0.453m to usable reserves be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £0.696m 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 £38.413m be approved.

Reason for Decision

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

300 POLICY & FINANCE COMMITTEE REVENUE BUDGET 2022/23

The Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2022/23. Appendices A and B to the report summarised the budget proposed for the Committee for 2022/23 by service team and subjective level respectively. Appendix C to the report summarised the main reasons for changes between the 2022/23 base budget within the 2021/25 Medium Term Financial Plan and the current draft 2022/23 budget for services for this Committee. A schedule of proposed levels of fees and charges pertaining to the Committee were given at Appendix D.

It was noted that the Committee's proposed 2022/23 budget was £111,000 more than its base budget within the 2021/25 Medium Term Financial Plan which was an increase of 2%. Employee budgets of £5.615m accounted for 69% of controllable costs

AGREED (with 5 votes for and 1 abstention) that the following recommendations be made to the Policy and Finance Committee meeting on 21 February 2022:

- i. the 2022/23 base budget in Appendix A for inclusion in the overall council budget; and
- ii. to Council on 8 March 2022 the 2022/23 fees & charges in Appendix D.

Reason for Decision

To ensure that the budgets and fees & charges finally proposed for 2022/23 are recommended to the meeting on 21 February 2022.

301 2022/23 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

The Business Manager - Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2022/23. The report showed the actual outturn of the Housing Revenue Account for the year 2020/21; examined the proposed income and expenditure on the Housing Revenue Account for 2022/23 in accordance with Section 76 of the Local Government and Housing Act 1989; and provided indicative figures of income and expenditure for the financial years 2023/24 to 2025/26. The report also made recommendations to set rent levels and service charges for 2022/23 with effect from April 2022.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2022, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 5 votes for and 1 against) that the following recommendations be made to the Full Council at its meeting on 8 February 2022:

- a) the HRA budget for 2022/23, as set out in Appendix A1 to this report;

- b) an increase of 4.1% (CPI + 1%) in the 2022/23 rents of all properties in the HRA as at 31 March 2022; and
- c) the 2022/23 service charges as set out in Appendix C to this report.

Reason for Decision

To advise Members of the proposed HRA budget and changes in rent and service charge levels for 2022/23 and for these to be recommended to Full Council at its meeting on 8 February 2022.

302 LANDLORD STRATEGY

The Director - Housing, Health & Wellbeing presented a report which sought approval for the Council's Landlord Strategy which set out the approach the Council intended to take with landlord services over the next five years. The proposed strategy was attached as an appendix to the report.

The document set out the Council's approach to tenure; tenant and leasehold management; income including rent and service charge management; services to older people and housing with care as well as asset management and regeneration.

AGREED (unanimously) that the Landlord Strategy, as the narrative for the Council's 30 year HRA Business Plan, be approved.

Reason for Decision

To ensure the Council has a clear approach for landlord services into the future and that the finances were in place to support them.

303 ALLOCATION OF HRA EFFICIENCY SAVINGS WITHIN HOUSING SERVICES

The Director- Housing, Health & Wellbeing presented a report which updated the Committee on the proposed allocation of budget savings from the integration of housing services back to the Council and requested delegated authority be given to the Homes & Communities Committee to approve the allocation of budgets subject to individual business case reports being presented.

It was reported that cost savings had been estimated to be £0.95m per annum through the life of the HRA Business Plan, however, in practice, savings of £1.053m were generated. It had been agreed that these savings would be used to improve the experience of tenants, through service enhancements, to the quality of homes and to neighbourhoods. Based on tenants' feedback the Council had now identified how the use of savings during 2022/23 would be prioritised. The full proposals were set out in the report.

AGREED (unanimously) that the proposals as set out in the report be approved, to enable Officers to build these proposals into the budget process for 2022-23.

Reason for Decision

To provide the plan for efficiency savings investment to show how these will be used to develop and enrich services that are important and make a difference to tenants.

304 MAGNUS HOCKEY PITCH REFURBISHMENT

The Health Improvement and Community Relations Manager presented a report which sought approval to progress with the refurbishment of the existing Artificial Grass Pitch (AGP) at the Magnus Academy, to secure a “fit for purpose” facility that would enable school and community use and Newark Hockey Club (NHC), to continue to train and play competitive hockey in Newark.

The report proposed the Council finances the new AGP facility through an approved procurement method and thereafter operates the pitch through Active4Today for a period of 15 years. The terms of management would be set in a Community Use Agreement (CUA). The change in approach and estimated costs were detailed in the report. The report also referred to additional grant funding opportunities which would be explored. This included working with NHC to bid for grant funding towards the purchase of new goals and ‘dug outs’ through the Nottinghamshire County Council Local Communities Scheme. Based on the current assumptions it was noted that the estimated annual shortfall in income of circa £1,800.

The Committee considered that if the proposal could be delivered with no shortfall, such a model could be used for other similar projects within the District.

AGREED (unanimously) that:

- (a) the proposal to progress with the refurbishment of the Artificial Grass Pitch at the Magnus Academy be approved;
- (b) the increase of £112,500 in the capital budget, funded by borrowing, be approved;
- (c) the reprofiling of the capital scheme into the 2022/23 financial year be approved; and
- (d) the shortfall of £1,800 be absorbed into the Council base budget, based on the reduction of £28,800 in the budgeted Management Fee to Active 4 Today together with the increase in capital charges of £30,600 within the General Fund revenue account from 2023/24.

Reason for Decision

To ensure that the facility is retained as a valuable recreational infrastructure resource for the wider community and to enable Newark Hockey Club to continue to play competitive hockey in Newark.

305 DIGITAL STRATEGY UPDATE

The Business Manager – ICT & Digital Services presented a report which provided an update on the Digital Strategy 2021-24 and associated projects. It was noted that a Digital Transformation Board made up of key officers from across the Council had been established to review all digital projects and prioritises. These projects were in accordance with the Council's Community Plan objectives. The report outlined initiatives already undertaken and those proposed as part of the Action Plan.

AGREED (unanimously) that the update provided be noted.

Reason for Decision

To update Members on the continued development regarding the work being undertaken on the Digital Strategy, Digital Transformation board and action plan.

306 URGENCY ITEM - YMCA COMMUNITY & ACTIVITY VILLAGE

The Committee noted the decision to:

- (a) approve a payment of £10,998.57 to the YMCA from the Council's 50% share of the Elm Avenue sales receipt to provide third party match contribution to a grant of £100,000 for a cycle pump track at the YMCA Community and Activity Village, Newark;
- (b) approve adjusted payment to the YMCA in respect of the Elm Avenue capital receipt of £340,027.46; and
- (c) add £351,026.03 to the capital programme to facilitate these payments.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To ensure grant funding is secured.

307 URGENCY ITEM - 45 AND 47 GRANGE ROAD, AND 99 GRANGE ROAD, NEWARK

The Committee noted the decision to further extend the 2009 Option Agreement with Catesby for land to the rear of 45-47 Grange Road, Newark and 99 Grange Road, Newark with a Base Price of £75,000 and Additional Payment of £176,500.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To ensure that a revised option is secured and represents best consideration for the Council.

308 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.

309 POSSIBLE PURCHASE OF LAND - BOWBRIDGE ROAD, NEWARK

The Committee considered the exempt report in relation to a possible purchase of land at Bowbridge Road, Newark.

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

310 DISPOSAL OF LAND AT LOWFIELD LANE, BALDERTON

The Committee considered the exempt report in relation to the disposal of land at Lowfield Lane, Balderton.

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

Meeting closed at 7.24 pm.

Chairman

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

Document is Restricted

POLICY & FINANCE COMMITTEE
21 FEBRUARY 2022

PAY POLICY STATEMENT 2022/23

1.0 Purpose of Report

1.1 To seek approval of the Pay Policy Statement for 2022/23.

2.0 Background Information

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

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

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

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

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

2.1.3 The term 'remuneration' covers:

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

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

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

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

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

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

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

3.0 Proposals

3.1 Summary of Changes to the 2022/23 Pay Policy Statement

3.1.1 The Trades Unions have yet to present a pay claim for 2022/23 but the Council have budgeted for a 2% pay increase across all grades. Furthermore the pay negotiations for the period of 2021/22 have not yet been settled, the PPS therefore shows pay scales as of 1 April 2020. It will be amended once the pay awards have been settled.

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

- Removal of the requirement for Directors, Assistant Directors and Business Managers to progress on the pay scale subject to performance review, in practice this process is not utilised.
- The Living Wage Foundation rate increased to £9.90ph with effect from 01 October 2021. The supplement will be paid to any eligible employees from 01 April 2022 in line with current arrangements.
- Some Business Manager posts have been regraded.

3.2 Current Status

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

4.0 Equalities Implications

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

5.0 Financial Implications (FIN21-22/7921)

- 5.1 All costs associated with this document have been accounted for in the 2022/23 budget.

6.0 Digital Implications

- 6.1 None.

7.0 RECOMMENDATION

That the Pay Policy Statement for 2022/23 be approved for presentation to the Full Council.

Reasons for Recommendation

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

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

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

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

Local Government Transparency Code 2014

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

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

For further information please contact Sarah Lawrie on extension 5447.

Deborah Johnson

Director - Customer Services & Organisational Development

NEWARK & SHERWOOD DISTRICT COUNCIL**Pay Policy Statement 2022/23****1. Introduction**

- 1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2022/23 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as at 1 April 2020 pending finalisation of ongoing negotiations with the recognised Trades Unions for the period of 2021/22. Once the 1 April 2022/23 pay award has been implemented this Statement will be revised to reflect the new rates.

2. Objectives of the Policy

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

3. Policy Statement

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

4. Scope of the Policy**4.1 Individuals Affected**

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

4.2 Council Policies

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

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

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

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

4.3 Pay Bargaining - the National Context

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

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

4.4 Remuneration of the Council's Lowest Paid Employees

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

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

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

4.5 Living Wage Foundation

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

4.5.2 The Living Wage Foundation increased its Living Wage to £9.90 per hour on 1 October 2021. The Living Wage Supplement will continue to be paid during the forthcoming financial year should the Council's minimum hourly rate fall below that amount once the 2022/23 pay award has been implemented.

4.6 Pay Multiples

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

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

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

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

5. Remuneration of Chief Officers

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

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

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

- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 1 or above (Section 2 (8) of the Act).

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

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

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

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

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

5.3.2 Remuneration

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

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

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

5.3.3 Remuneration on Recruitment

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

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

5.3.4 Increases and Additions to Remuneration

- Incremental Progression

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

- Pay Awards

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

- Expenses

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

5.3.5 Arrangements for the Post of Returning Officer

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

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

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

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

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

5.3.6 General Terms and Conditions

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

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

5.4.1 Terms and Conditions of Service

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

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

5.4.2 Remuneration

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

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

5.4.3 Pay Scale for Deputy Chief Executives

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

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

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

Deputy Chief Executive and Director of Resources

5.4.4 Pay Scale for Directors

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

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

Director – Customer Services and Organisational Development
Director – Planning and Growth
Director – Communities and Environment
Director – Housing, Health and Wellbeing

5.4.5 Pay Scale for Assistant Director

94% of Director Pay Scale
Zone 1 £70,323.88
Zone 2 £73,189.22
Zone 3 £75,542.03

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

Assistant Director – Law and Democratic Services

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

Zone 1/SCP1 £50,053
Zone 1/SCP2 £51,165
Zone 1/SCP3 £52,277
Zone 1/SCP4 £53,388

Zone 2/SCP1 £54,502
Zone 2/SCP2 £55,614
Zone 2/SCP3 £56,726
Zone 2/SCP4 £57,839

Zone 3/SCP1 £58,949
Zone 3/SCP2 £60,063
Zone 3/SCP3 £61,176
Zone 3/SCP4 £62,290

Zone 4/SCP1 £63,403
Zone 4/SCP2 £64,517
Zone 4/SCP3 £65,631
Zone 4/SCP4 £66,745

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

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

Business Manager – Public Protection
Business Manager – Financial Services
Business Manager – Planning Development
Business Manager – Revenues & Benefits
Business Manager – Environmental Services
Business Manager – Housing & Estates Management

Business Manager – Regeneration & Housing Strategy
Business Manager – ICT & Digital Services
Business Manager – Elections & Democratic Services
Business Manager – Housing Maintenance & Asset Management
Business Manager – Housing Income & Leaseholder Management
Business Manager – Heritage & Culture
Business Manager – Customer Services
Business Manager – HR & Training
Business Manager – Corporate Property
Business Manager – Economic Growth & Visitor Economy
Business Manager – Planning Policy and Infrastructure

5.4.7 Remuneration on Recruitment/Appointment

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

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

5.4.8 Increases and additions to Remuneration

- Incremental Progression

Incremental progression for Directors and Assistant Directors is by annual increment until the top point of the grade is reached.

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

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

- Pay Awards

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

- Honoraria and Ex-gratia Payments

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

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

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

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

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

- Expenses

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

5.4.9 Arrangements for Election Duties

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

5.4.10 General Terms and Conditions

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

5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

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

5.5 Business Managers

5.5.1 Terms and Conditions of Service

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

The post holder engaged under NJC terms has been included below.

Business Manager – Administrative Services

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

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1st October 2005 following completion of the negotiations relating to single status. The Council also has a pay policy outlining arrangements in respect of:

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

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

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

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

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

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	34 – £37,890	35 - £38,890	36 - £39,880	Business Manager – Administrative Services

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

5.5.3 Remuneration on Recruitment

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

5.5.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale.

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

5.5.5 *Arrangements for Election Duties*

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

5.5.6 *General Terms and Conditions*

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

5.6 *General Policies on Remuneration and Recruitment*

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

5.6.1 Performance Related Pay and Bonuses

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

5.6.2 Benefits in Kind

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

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

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

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

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

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

5.6.5 Severance Packages over £75,000

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

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

In the case of any voluntary redundancy, compulsory redundancy, efficiency or early retirement (including health-related which falls short of meeting the ill health early

retirement regulations) in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

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

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

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

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

5.6.6 Settlement Agreements

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

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

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

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

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

The Council will not refrain from re-employing former employees who have received payments for redundancy, severance or any other reasons defined under the terms of a settlement agreement or those individuals who have received similar payments from

organisations listed on the Redundancy Modifications Order if it is satisfied that the individuals are the best candidates for the posts.

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

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

5.6.8 Use of "Off Payroll" Arrangements

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

6. Publication and Access to Information

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

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

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

7. Equality Implications

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

8. Approval/Review

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

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

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

- 8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of the Policy & Finance Committee.
- 8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by the Policy & Finance Committee.

POLICY & FINANCE COMMITTEE

21 FEBRUARY 2022

2022/23 PROPOSED GENERAL FUND REVENUE BUDGET

1.0 Purpose of Report

- 1.1 To enable the Policy & Finance Committee to consider the spending proposals in the council's proposed 2022/23 General Fund revenue budget.
- 1.2 To enable the Committee to make recommendations on the 2022/23 General Fund revenue budget to Full Council for its meeting on 8 March 2022.

2.0 Background Information

- 2.1 This report sets out details of the council's proposed General Fund revenue budget for the 2022/23 financial year. The budget proposals were formulated in accordance with the framework set out in the council's Constitution, and builds on the draft 2022/23 GF revenue budget reports presented to each functional Committee last month. The GF revenue budget has been prepared in accordance with the council's budget setting strategy for 2022/23 which was approved by this Committee on 24 June 2021.
- 2.2 The 2022/23 General Fund revenue budget has accordingly been derived from the 2022/23 base budget within the 2021/22 - 2024/25 (2021/25) Medium Term Financial Plan (MTFP) approved by Full Council on 9 March 2021. This has been adjusted for changes which have been approved by either SLT or this Committee since 9 March 2021; changes in inflation and other assumptions; and growth and efficiencies proposed by services.

3.0 Financial Summary

- 3.1 The council's proposed 2022/23 General Fund (GF) revenue budget is shown in further detail in **Appendices A1** and **A2** to this report. The current overall position is summarised below:

Line in Appendix A1		2022/23 (£)
5	Total service budgets	17,033,710
10	Total other operating income & expenditure	1,473,270
15	Total financing and investment income & expenditure	(300,790)
25 & 26	Less capital reversals	(2,670,280)
	Total Expenditure	15,535,910
16 to 20	Other government grants	(568,380)
22 & 23	Non-Domestic Rates (NDR) (Business Rates)	(6,403,440)
27 to 29	Contributions to or (from) Usable Reserves	(632,290)
32	Net call on Council Tax	7,931,800
33 & 34	Council Tax Adjustments	(285,740)
35	Amount to collect through Council Tax	7,646,060

- 3.2 As the total service budgets (line 5 of **Appendix A1**) include capital costs, the table below breaks down the total service budgets for each Committee by the amounts which relate to capital costs and which relate to cash budgets:

Line in Appendix A1	Committee	2022/23 base budget (March 2021) (£)	2022/23 base budget (February 2022) (£)	Variance (£)
Without Capital costs	Economic Development (ED)	1,411,975	1,630,630	218,655
	Homes & Communities (H&C)	2,107,270	2,066,200	(41,070)
	Leisure & Environment (L&E)	4,349,980	4,949,010	599,030
	Policy & Finance (P&F)	5,555,840	5,717,590	161,750
	Cash Service Budgets	13,425,065	14,363,430	938,365
Capital costs	Economic Development (ED)	588,900	643,120	54,220
	Homes & Communities (H&C)	251,000	166,980	(84,020)
	Leisure & Environment (L&E)	1,023,400	1,394,710	371,310
	Policy & Finance (P&F)	396,600	465,470	68,870
25 & 26	Capital Service Budgets	2,259,900	2,670,280	410,380
1	Economic Development (ED)	2,000,875	2,273,750	272,875
2	Homes & Communities (H&C)	2,358,270	2,233,180	(125,090)
3	Leisure & Environment (L&E)	5,373,380	6,343,720	970,340
4	Policy & Finance (P&F)	5,952,440	6,183,060	230,620
5	Total Service Budgets	15,684,965	17,033,710	1,348,745

3.3 The table below shows how the 2022/23 base budget approved by Full Council on 9 March 2021, has been adjusted for changes which have been approved by either SLT or this Committee since 9 March 2021; changes in inflation and other assumptions; and growth and efficiencies proposed by services.

3.4 Information regarding the variances between the 2022/23 base budgets approved by Full Council in March 2021 and the current proposed 2022/23 base budgets can be found in **Appendices C1-C4**.

Committee	2022/23 base budget (March 2021) (£)	Approved changes	Assumption changes	Growth	Efficiencies	2022/23 base budget (February 2022) (£)	Variance (£)
ED	1,411,975	167,730	20,995	242,840	(212,910)	1,630,630	218,655
H&C	2,107,270	46,180	(144,580)	57,330	0	2,066,200	(41,070)
L&E	4,349,980	71,070	152,180	382,600	(6,820)	4,949,010	599,030
P&F	5,555,840	27,870	174,360	159,310	(199,790)	5,717,590	161,750
Non-Capital	13,425,065	312,850	202,955	842,080	(419,520)	14,363,430	938,365

4.0 Development of Proposed 2022/23 General Fund Revenue Budget

4.1 The development of the proposed 2022/23 General Fund budget was set out in the Budget Strategy document that was presented to Policy and Finance Committee 24 June 2021. This set out the strategy for the year which was to build upon the notional 2022/23 budget as

compiled in the preparation of the MTFP for the 2021/22 to 2024/25 which was approved by Council on 9 March 2021.

- 4.2 This report therefore sets out how the changes that have been considered by Members throughout the current financial year (through reports to operational committees with approval from Policy and Finance Committee), changes in assumptions around inflation together with forecasted growth and efficiencies have affected that position in order to generate the proposed budget in this report.
- 4.3 This budget has been considered by each of the operational committees during the January cycle of meetings and hence recommended on from each of them based on the anticipated resources needed to deliver their relevant areas of the Councils approved Community Plan.
- 4.4 The proposed 2022/23 General Fund revenue budget collates various types of information, such as the:
- a) level of government grant receivable;
 - b) expected level of council tax and business rates income;
 - c) expected level of other income, such as from fees and charges;
 - d) expected level of spend on employees; and
 - e) expected use of reserves.
- 4.5 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA)

- 4.6 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information crucial for setting the next financial year's budget. The provisional settlement was announced on 16 December 2021, and the final settlement was announced on 08 February 2022.
- 4.7 The Settlement Funding Assessment (SFA) which the government will give councils next year is a combination of Revenue Support Grant (RSG) and the council's local share of redistributed business rates.
- 4.8 The government will pay Newark and Sherwood £3.765m in SFA for 2022/23. This amount has effectively been the same since 2020/21 with inflationary increases in RSG. The table below breaks down the council's SFA for the four financial years between 2019/20 and 2022/23. This shows an increase in government funding of 1.7% over that period.

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Revenue Support Grant (RSG)	82,785	84,134	84,599	87,743
Baseline Funding Level (BFL)	3,618,775	3,677,736	3,677,736	3,677,736
Settlement Funding Assessment (SFA)	3,701,560	3,761,870	3,762,335	3,765,479

- 4.9 The freeze in the 2022/23 SFA is because of delays to government's reform of the local government finance system. The government's planned reforms are mainly to increase the

proportion of business rates retained locally; and to make fairer the government's annual funding allocations for local authorities. The government previously intended for these reforms to take effect from 2020/21, though now intends for these reforms to take effect from 2023/24. In light of another one year delay, the government have rolled forward the 2021/22 settlement for 2022/23. This is through both the Fair Funding Review and the reset and review of the Business Rates baselines.

- 4.10 In addition to the council's BFL payment from the government, the council may also receive business rates from the Nottinghamshire Business Rates Pool and retain a proportion of locally generated business rates. Further details can be found in paragraph 4.42.

Proposed 2022/23 Council Tax

- 4.11 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 4.12 An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.
- 4.13 Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, 2%.
- 4.14 The proposed core principle for 2022/23 is 2%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2022/23 relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.
- 4.15 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 1.94%, or £3.53 per year based on the band D average. As 74% of the properties in Newark and Sherwood are in bands A to C, the increase for these properties will be less than £3.53 per year.
- 4.16 The council tax base (being the number of band D equivalent properties within the district) assumes a 3.01% increase on 2021/22, to account for both a change in methodology and increase in number of properties within the District.

Proposed 2022/23 Budget – General Principles

- 4.17 The appropriate bases agreed in the Budget Strategy and used in the preparation of the budget are:

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2022/23 are:</p> <ul style="list-style-type: none"> - a 2% annual increase in basic pay, in addition to an assumed 2% increase for 2021/22;
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		<ul style="list-style-type: none"> - a 1.25% increase in the council's rate of National Insurance (NI) contributions; - an increase in pay point for employees not at the post's highest pay point; and - a 4.0% vacancy rate. <p>4.0% of the council's total salary budget, or £659,930, has been budgeted to be saved from posts that remain vacant for a period of time before being filled.</p>
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2019 for the three years between 2020/21 and 2022/23.</p> <p>The council's budgeted pension-related costs have increased, because its total 2022/23 basic pay budgets have increased. The council's primary rate (charged as a proportion of basic salary at employee level) is 17.5%.</p> <p>The council's secondary rate (Appendix A1, line 7) (a fixed contribution to past service costs) for 2022/23 is notionally the same as for 2021/22. The reason the cost is notional is because the council has already paid its secondary rate costs for 2022/23. The council received a discount for paying its secondary rate costs for the three years between 2020/21 and 2022/23 in 2020/21.</p>
c)	General Inflation	<p>Most income budgets and non-pay expenditure budgets have been uplifted by 3%. Specific budgets have had larger increases on where applicable. Some costs, such as insurance and utilities, are expected to increase by more than 2%; and others, such as fixed-price goods and services, are expected to increase by less than 2%.</p>
d)	Average Interest Rate on External Debt	<p>The council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p>
e)	Capital Charges	<p>The proposed budgets for each Committee (Appendix A1, lines 1-4) includes the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges be reversed out (Appendix A1, lines 25 & 26) and replaced with the cost to the council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) (Appendix A1, line 11). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.</p>
f)	Capital Financing Charges	<p>The council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-</p>

		<p>current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2022/23 to be approved by Council on 8 March 2022.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p>
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Total Expenditure after Reversal of Capital Charges (Appendix A1)

- 4.18 Total council expenditure budgets in 2022/23 are £597,695 more than in 2021/22, after capital charges have been reversed (**Appendix A1**, lines 25 & 26).

Line		2022/23 base budget (March 2021) (£)	2022/23 base budget (February 2022) (£)	Variance (£)
5	Total service budgets	15,684,965	17,033,710	1,348,745
10	Total other operating income & expenditure	1,467,290	1,473,270	5,980
15	Total financing and investment income & expenditure	45,860	(300,790)	(346,650)
25 & 26	Reversal of Capital Charges	(2,259,900)	(2,670,280)	(410,380)
	TOTAL	14,938,215	15,535,910	597,695

- 4.19 The table below details the council's net budget requirement for 2022/23, broken down by gross expenditure and gross income:

Line		2022/23 gross expenditure (£)	2022/23 gross income (£)	2022/23 net expenditure (£)
	Total service budgets (Appendix A2)	47,155,390	(30,121,680)	17,033,710
10	Other operating income & expenditure	1,473,270	0	1,473,270
15	Total Financing and Investment income & expenditure	821,910	(1,122,700)	(300,790)
21 & 30	New Homes Bonus (NHB) (allocation to reserves)	1,572,880	(1,572,880)	0
25 & 26	Reversal of Capital Charges	(3,460,280)	790,000	(2,670,280)
	TOTAL	47,563,170	(32,027,260)	15,535,910

- 4.20 The main reasons for changes in 2022/23 service expenditure are listed below:

Reason for change in 2022/23 base budget (February 2022), compared to 2022/23 base budget (March 2021)	Variance (£)
Employee-related changes: includes retention payments for large goods vehicle (LGV) drivers in Environmental Services and establishment changes	327,450

Increase in management fee paid to Active4Today (A4T) (includes Southwell Leisure Centre Trust (SLCT))	245,410
Budgeted inclusion of 2022/23 Homelessness Prevention Grant	(232,540)
Reduction in recharges to Housing Revenue Account (HRA)	144,340
Inclusion of budgets for Queen's Platinum Jubilee and Community initiatives	100,000
Additional contribution to Newark Castle repairs and maintenance costs	89,720

- 4.21 Information regarding the variances between the 2022/23 base budgets approved by Full Council in March 2021 and the current proposed 2022/23 base budgets can be found in **Appendices C1-C4**.

2022/23 Employee Plan (Appendix F)

- 4.22 The council predicts that it will have 579.89 full-time equivalent (FTE) employees at the end of 2021/22. This is predicted to increase to 585.01 FTEs by the end of 2022/23. Any changes to the establishment from the 579.89 FTEs predicted at the end of 2021/22 will require the relevant approvals, and have not currently been budgeted for.

Fees and Charges Review

- 4.23 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary amend its charges or charging regime.
- 4.24 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.
- 4.25 The proposals for the levels of fees and charges to be implemented from 1 April 2022 were subject to scrutiny by each of the Committees during the January cycle and have now been updated where appropriate. The council is currently budgeting to receive £5.244m of income from fees and charges in 2022/23. This is a decrease of £0.096m from 2021/22.
- 4.26 The table below summarises the services which provide the council with most of its fees and charges income, and the fees and charges income budgeted from these services for 2022/23:

Service	2022/23 base budget (March 2021) (£)	2022/23 base budget (February 2022) (£)	Summary
Trade Waste, Recycling and Garden Bins	1,672,020	1,601,150	Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities.

			Further details of these and the other proposed charges for 2022/23 can be found in Appendix E12 .
Car and Lorry Parking	1,170,590	1,250,260	The car parking charges proposed for 2022/23 are largely the same as those in 2021/22, though increases have been proposed for lorry parking. Further details can be found in Appendix E15 .
Planning	1,007,090	981,000	Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including the statutory fees chargeable, can be found in Appendices E1 & E2 .
Culture	539,150	537,850	The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2022/23 are largely the same as those in 2021/22. Further details can be found in Appendix E5 .
Environmental Health	114,130	106,130	<p>The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for some of the discretionary environmental health fees for 2022/23, to ensure that the council recovers the full cost of services provided. Further details can be found in Appendix E10.</p> <p>The dog warden charges proposed for 2022/23 are the same as those in 2021/22. Further details can be found in Appendix E11.</p>

- 4.27 Details of the council's proposed charges for 2022/23 for services not listed above can be found in **Appendices E1-E21**.

Total Financing and Investment income & expenditure (**Appendix A1**, line 15)

- 4.28 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.
- 4.29 The council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury Strategy (which is subject to a separate report which was considered by the Audit and

Accounts Committee on 2 February 2022, and is due to be approved by Full Council on 8 March 2022) and due diligence through the council's Treasury Advisers.

- 4.30 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise some of its reserves on projects such as the Yorke Drive Pavilion and a contribution to the the Southern Link Road. This means that as cash backed by these reserves will be utilised, there is a potential need to borrow money to ensure that the Council has cash at hand to service its day to day costs.
- 4.31 There is an overall reduction in the total net Financing and Investment income & expenditure of £346,650 (**Appendix A1**, line 15) in 2022/23. The 2022/23 interest payable budget is less than was budgeted for in March 2021, mainly due to changes in the expected impact of the housing regeneration loan facility capital budget on the council's cash flow.
- 4.32 All treasury investments are made in line with the Council's Treasury Management Strategy. Advice from the council's external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or from reserves

- 4.33 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.
- 4.34 The council's s151 Officer has reviewed the adequacy of the council's financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.
- 4.35 The Council proposes to create two reserves during 2022/23, each for £0.200m, as follows:
- Commercialisation Plan invest to save reserve; and
 - Workforce development reserve.
- 4.36 The table below summarises the amount of council earmarked reserves as at 31 March 2021, and forecasts of these as at 31 March 2022 and 31 March 2023.

	At 31 March 2021 (£)	Forecast at 31 March 2022 (£)	Forecast at 31 March 2023 (£)
Revenue Reserves and Balances	35,672,010	28,537,587	29,292,527
Capital Reserves	10,815,319	9,616,459	1,514,817
Ring Fenced Reserves	149,948	149,948	149,948
Total Reserves and Balances	46,637,277	38,303,994	30,957,292

- 4.37 The main reductions relate to the funding of the 2021/22 budget through the Collection Fund Budget reserve, and the use of grant funding previously received for key infrastructure

projects. The Collection Fund Budget reserve relates to the timing of receipt of Section 31 grants regarding the extended retail relief given to businesses during 2020/21. **Appendix D** lists all of the council's current reserves.

General Fund Balance

- 4.38 The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 4.39 The council's total forecast reserves and general fund balance to 31 March 2023 is £30,957,292. This is 199% of the forecast Net Budget Requirement of £15,535,910. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.
- 4.40 The budget has been prepared in accordance with the budget strategy approved by members of the Policy and Finance Committee on 24 June 2021. The draft budget has been scrutinised and challenged by the council's senior leadership team, the Leader and Deputy Leader of the council and the council's functional committees. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling political group. The s151 Officer of the council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2022/23.

Parish and Town Council Precepts

- 4.41 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 4.42 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2022/23. These details will be included in the revenue budget and council tax setting report to be presented to Council on 8 March 2022.

Business Rates/Non-Domestic Rates (NDR) (**Appendix A1**, lines 22 & 23)

- 4.43 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2022/23 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses 1.3p per pound more than this (51.2p per pound, or 51.2%).
- 4.44 As mentioned in paragraph 4.9, though the government has allocated £3.678m of business rates to the council for 2022/23, the total amount of business rates retained by the council in 2022/23 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2021/22 and 2022/23.

It has currently been forecast that the return funding from the pool for the 2022/23 financial year will be £600,000 which has been built into the council's Medium Term Financial Plan.

- 4.45 The council is budgeting to retain £6.403m of business rates for 2022/23 (Appendix A1, lines 22 & 23). This includes the £3.678m referred to in paragraph 4.44; additional income, such as local growth above this baseline and from relevant renewable energy projects; and additional expenditure; such as the levy on additional income.

Calculation	Items relating to 2022/23 NDR income budget	Amount (£m)
1	NDR income + section 31 grants* *Excludes compensation for under-indexing the multiplier	18.569
2	Compensation for under-indexing the multiplier	0.507
3 = 1 + 2	NDR income + section 31 grants** **Includes compensation for under-indexing the multiplier	19.077
4	Tariff	(11.388)
5 = 50% of (1 + 4 - BFL)	Levy	(1.752)
6	Renewable Energy	0.807
7 = 3 + 4 + 5 + 6	2022/23 NDR income budget* *Excludes spreading adjustment	6.744
8	Spreading adjustment	0.341
9 = 7 + 8	2022/23 NDR income budget** ** Includes spreading adjustment	6.403

Council Tax Requirement

- 4.46 As explained in paragraph 4.41, Council Tax Requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 4.47 The council's 2022/23 net budget requirement is £15,535,910, as shown in the table in paragraph 3.1. This is partly offset by government grant income of £0.568m; projected business rates income of £6.403m and projected transfers from reserves of £0.632m. After including these sources of income, the net call on the Collection Fund before Parish Precepts are added is £7,646,060 (**Appendix A1**, line 35).

Subjective Analysis

- 4.48 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2022/23 by statutory categories used to categorise expenditure and income.

Risk Assessment and Sensitivity

- 4.49 As mentioned in paragraph 4.33, section 25 of the *Local Government Act 2003* requires the council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.

4.50 In considering the council's proposed budget for 2022/23 and the sensitivity of expenditure and income to changes, it should be noted that:

a) a 1% increase in Council Tax is equivalent to £76,460 of net expenditure; and

b) a £1 increase in Council Tax is equivalent to £41,210 of net expenditure.

4.51 Various assumptions were required to be made when preparing the proposed 2022/23 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

2022/23 pay award

4.52 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 4.17, the 2022/23 budgets have been prepared assuming a 2% annual increase in basic pay.

4.53 The National Joint Council (NJC) for Local Government Services' pay award for both 2021/22 and 2022/23 have not yet been finalised. It is possible that the costs of both the 2021/22 and/or the 2022/23 pay awards will exceed the pay increases currently budgeted for. If the 2021/22 and/or 2022/23 pay award agrees a more than 2% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 3% increase in basic pay for 2022/23 would result in around £162,210 needing to be funded from reserves.

Income

4.54 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2022/23 income budgets for services have been set at levels considered achievable.

4.55 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £57,190, or a council tax increase equivalent to £1.39 per property (0.75%).

4.56 Officers closely monitor income levels as part of the council's monthly budget monitoring processes.

4.57 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

Other significant potential risks

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

a)	Interest rates	<p>The proposed 2022/23 budget includes amounts for both interest payable (Appendix A1, line 13) and interest receivable (Appendix A1, line 14). This is because the council expects that it will both borrow money and lend money throughout the 2022/23 financial year.</p> <p>The budgeted amounts for 2022/23 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2022/23 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council's overall budget.</p>
b)	General Inflation	<p>As mentioned in paragraph 4.17, the proposed service budgets for 2022/23 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2020. There was a 5.4% increase in inflation (Consumer Prices Index (CPI)) over the 12 months of the 2021 calendar year.</p> <p>Though it is likely that actual inflation rates throughout 2022/23 will differ from the government's own forecasts for 2022/23 and the 3% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council's budget.</p>
c)	National Living Wage (NLW)	<p>As referenced in paragraph 4.53, the council pays most of its employees in line with NJC terms and conditions.</p> <p>If NJC employees receive a 2% pay award for 2021/22, employees on the NJC's lowest pay point will be being paid £9.43 per hour in 2021/22, broadly in line with the Living Wage Foundation's Real Living Wage of £9.50 for 2020/21 (November 2020 – October 2021). This is £0.52 more than the 2021/22 NLW of £8.91 per hour, though £0.07 less than the 2022/23 NLW of £9.50 per hour.</p> <p>Though the pay award for 2022/23 has not yet been finalised, it seems likely that the 2022/23 pay of employees at the NJC's lowest pay point will increase to £9.62 per hour or thereabouts, £0.28 less than the Living Wage Foundation's current Real Living Wage.</p>
d)	Apprenticeship Scheme	<p>In addition to Apprenticeship Levy payments the council is required to make to the government (Appendix A1, line 6), the council employs apprentices, some of whom are paid for from its 'training' reserve (Appendix D).</p>

e)	Reserves	As mentioned in paragraphs 4.33 and 4.34, the council has reviewed the adequacy of the financial reserves proposed in the 2022/23 budget, as statutorily required.
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5.0 Proposals

5.1 Officers are proposing to the Committee that it recommends to Council at its meeting on 8 March 2022:

- a) the council's General Fund revenue budget for 2022/23; and
- b) the 2022/23 fees & charges in **Appendices E1-E21**.

6.0 Digital Implications

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

7.0 Equalities Implications

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

8.0 Financial Implications (FIN21-22/2784)

8.1 As this report is financial in nature, the financial implications of the proposed 2022/23 General Fund revenue budget have been covered within the body of this report.

9.0 Community Plan – Alignment to Objectives

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

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

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

10.0 RECOMMENDATIONS:

- a) that the Committee recommends to Full Council at its meeting on 8 March 2022 that:
 - i. the following amounts be now calculated by the council for the 2022/23 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:

1. **£47,563,170** being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the District Council's gross expenditure for 2022/23);

2. **£32,027,260** being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the District Council's gross income for 2022/23); and

3. **£15,535,910** being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year;

- ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2022/23;

- iii. the budget amounts included in the report be the council's budget for 2022/23; and

- iv. the fees and charges shown in Appendices E1-E21 be implemented with effect from 1 April 2022.

Reason for Recommendations

To enable Policy & Finance Committee to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the *Local Government Finance Act 1992*, as amended by the *Localism Act 2011*, for the purposes of setting Council Tax levels for the 2022/23 financial year.

Background Papers

Nil

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

Sanjiv Kohli
Director - Resources and Deputy Chief Executive

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Committee	2022/23 Base Budget (March 2021) £	2022/23 Base Budget (February 2022) £	More or (Less) £
1 Economic Development Committee	2,000,875	2,273,750	272,875
2 Homes & Communities Committee	2,358,270	2,233,180	(125,090)
3 Leisure & Environment Committee	5,373,380	6,343,720	970,340
4 Policy & Finance Committee	5,952,440	6,183,060	230,620
5 Total Service Budgets	15,684,965	17,033,710	1,348,745
Other Operating Income & Expenditure			
6 Apprenticeship Levy	44,000	44,000	0
7 Pensions - employer's lump sum	551,300	551,300	0
8 Corporate Contingencies	200,000	200,000	0
9 Drainage Levy	671,990	677,970	5,980
10 Total other operating income & expenditure	1,467,290	1,473,270	5,980
Financing and Investment income & expenditure			
11 Minimum Revenue Provision (MRP)	704,080	620,380	(83,700)
12 Financial Instruments Adjustment	3,650	3,650	0
13 Interest Payable	418,960	197,880	(221,080)
14 Interest Receivable	(1,080,830)	(1,122,700)	(41,870)
15 Total Financing and Investment income & expenditure	45,860	(300,790)	(346,650)
Taxation and Non Specific Grant Income			
Other Government Grants			
16 Revenue Support Grant	0	(87,740)	(87,740)
17 Rural Services Delivery Grant	0	(39,860)	(39,860)
18 Council Tax Section 31 Grant	0	(19,000)	(19,000)
19 2022/23 only: Lower Tier Services Grant	0	(168,250)	(168,250)
20 2022/23 only: Services Grant	0	(253,530)	(253,530)
21 New Homes Bonus	(409,290)	(1,572,880)	(1,163,590)
Non Domestic Rates (NDR)			
22 Retained NDR	(6,082,640)	(6,744,190)	(661,550)
23 Spreading of one-third of 2020/21 deficit from reserves	340,750	340,750	0
24 Total Taxation and Non Specific Grant Income	(6,151,180)	(8,544,700)	(2,393,520)
Contributions to or (from) Reserves and Balances			
Contributions to or (from) Unusable Reserves			
25 Reversal of capital expenditure	(3,049,900)	(3,460,280)	(410,380)
26 Reversal of capital income	790,000	790,000	0
Contributions to or (from) Usable Reserves			
27 Contributions to or (from) usable reserves	(1,292,745)	(536,230)	756,515
28 Contributions to or (from) reserves other than MTFP reserve (not related to spreading adjustments)	0	291,720	291,720
29 Contributions to or (from) reserves other than MTFP reserve (related to spreading adjustments)	(387,780)	(387,780)	0
30 New Homes Bonus grant to reserves	409,290	1,572,880	1,163,590
31 Total Contributions to or (from) Reserves and Balances	(3,531,135)	(1,729,690)	1,801,445
32 Net call on Council Tax	7,515,800	7,931,800	416,000
Council Tax Adjustments			
33 Returned Council Tax Surplus	0	(332,770)	(332,770)
34 Spreading of one-third of 2020/21 deficit from reserves	47,030	47,030	0
35 To be collected through Council Tax	7,562,830	7,646,060	83,230

BUDGET SUMMARY - SUBJECTIVE (GENERAL FUND (GF) REVENUE)

P&F - Appendix A2

CODE	DESCRIPTION	2022/23 BASE BUDGET (MARCH 2021)	2022/23 BASE BUDGET (FEBRUARY 2022)	MORE OR (LESS)
111	SALARIES AND WAGES	12,047,880	12,463,830	415,950
112	OTHER SALARIES/WAGES PAYMENTS	31,700	20,000	(11,700)
113	NATIONAL INSURANCE	1,127,690	1,304,840	177,150
114	SUPERANNUATION	2,385,480	2,409,990	24,510
115	OTHER EMPLOYERS CONTRIBUTIONS	22,020	22,020	0
	Employees Sub-Total	15,614,770	16,220,680	605,910
211	REPAIRS AND MAINTENANCE	663,210	744,210	81,000
212	ENERGY COSTS	345,630	428,980	83,350
213	RENT	497,520	499,660	2,140
214	RATES	504,030	508,710	4,680
215	WATER SERVICES	110,390	124,000	13,610
216	FIXTURES AND FITTING		5,250	5,250
217	CLEANING AND DOMESTIC	8,460	30,410	21,950
219	CONTRIBUTION TO FUNDS	418,750	509,230	90,480
311	TRANSPORT	793,690	819,980	26,290
313	CONTRACT HIRE OP LEASE	6,900	6,900	0
315	CAR ALLOWANCES	75,400	81,860	6,460
411	EQUIPMENT AND FURNITURE	347,600	396,550	48,950
412	MATERIALS	43,100	58,250	15,150
421	CATERING	94,770	90,310	(4,460)
431	CLOTHING AND UNIFORMS	35,320	35,320	0
441	GENERAL OFFICE EXPENSES	261,360	346,760	85,400
451	CONTRACTUAL	1,160,920	1,523,110	362,190
452	OTHER SERVICES	911,770	962,870	51,100
461	COMMUNICATIONS AND COMPUTING	1,121,820	1,248,050	126,230
462	IEG	5,000	5,000	0
471	STAFF	33,580	36,610	3,030
472	MEMBERS	299,600	299,600	0
473	CHAIRMAN	8,280	8,280	0
481	GRANTS	526,190	480,120	(46,070)
482	SUBSCRIPTIONS	65,570	75,040	9,470
491	INSURANCE	290,240	269,220	(21,020)
492	CONTRIBS TO FUNDS AND PROVISIONS	211,120	210,420	(700)
493	OTHER PROFESSIONAL SERVICES	1,212,400	1,493,900	281,500
497	DISCOUNTS	2,920	2,920	0
928	RECHARGE NON GF ACCOUNTS	(2,637,580)	(2,820,230)	(182,650)
611	HOUSING BENEFITS	19,948,550	18,850,000	(1,098,550)
612	OTHER TRANSFER PAYMENTS	143,140	143,140	0
821	CAPITAL CHARGE	3,049,900	3,460,280	410,380
	Running Expenses Sub-Total	30,559,550	30,934,710	375,160
911	GOVERNMENT GRANTS	(20,949,520)	(20,281,580)	667,940
922	CONTRIBUTIONS FROM OTHER LAS	(290,280)	(461,140)	(170,860)
928	RECHARGE NON GF ACCOUNTS	(946,500)	(934,200)	12,300
931	SALES	(437,250)	(413,510)	23,740
932	FEES AND CHARGES	(5,161,670)	(5,119,020)	42,650
933	RENTS	(1,720,725)	(1,853,180)	(132,455)
938	FEES AND CHARGES	(526,210)	(599,580)	(73,370)
939	OTHER RECEIPTS	(457,200)	(459,470)	(2,270)
	Income Sub-Total	(30,489,355)	(30,121,680)	367,675
	Total Service Budgets	15,684,965	17,033,710	1,348,745

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Cost centre	Cost centre name	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
A10104	Gilstrap Interpretation Centr	1,960		1,450			3,410	1,450
A10105	Newark Castle/Castle Grounds	57,140		88,720			145,860	88,720
A10108	Resource Centre. Museums	22,930		(1,370)			21,560	(1,370)
A10109	Heritage, Culture & Visitors	638,255		26,085			664,340	26,085
A10110	Pikes & Plunder Civil War Fest	0		30,000			30,000	30,000
A10813	Land Charges	(27,600)		(970)	8,160		(20,410)	7,190
A11314	Lincoln Road Sports Hall	16,060		(6,640)			9,420	(6,640)
A11331	Parks And Playing Fields	28,570		26,820			55,390	26,820
A11334	Private Estates	8,550					8,550	0
A11335	Closed Churchyards	4,870					4,870	0
A11336	Vicar Water Park	65,380		(7,430)			57,950	(7,430)
A11338	Sconce & Devon Park	68,090		(1,730)			66,360	(1,730)
A11573	Promotion Of Tourism	223,730		(46,460)			177,270	(46,460)
A11574	Sherwood Youth Hostel	(10,000)					(10,000)	0
A11578	Town Centre Management	73,650		1,780			75,430	1,780
A11601	Growth Technical Support	220,360		8,460			228,820	8,460
A11604	Development Management	132,110		16,210	27,000		175,320	43,210
A11605	Planning Policy	292,550		(7,350)			285,200	(7,350)
A11606	Building Control	120,070		570		(12,000)	108,640	(11,430)
A11610	Local Development Framework	51,500					51,500	0
A11611	Community Infrastructure Levy	22,450		1,950			24,400	1,950
A11614	High Street Haz	23,250					23,250	0
A11702	Environmental Schemes	17,090					17,090	0
A11810	Newark Beacon	5,710		(5,480)			230	(5,480)
A11813	Sutton On Trent Workshops	(31,860)		(440)			(32,300)	(440)
A11814	Crewe Close Blidworth Workshop	(42,990)		(5,920)			(48,910)	(5,920)
A11815	Boughton Workshops	(37,550)		(4,900)			(42,450)	(4,900)
A11816	Church Farm Workshops	(19,450)		(7,170)			(26,620)	(7,170)
A11817	Bilsthorpe Workshops	(35,060)		(9,150)			(44,210)	(9,150)
A11818	Burma Road Workshops	(13,680)		(1,840)			(15,520)	(1,840)
A11819	Jubilee Bridge	9,530		760			10,290	760
A11820	Burma Road, Blidworth	930		(930)			0	(930)
A11821	Clipstone Workshops	(28,680)		(16,590)			(45,270)	(16,590)
A11822	Boughton Advance Factory	(41,770)		(2,530)			(44,300)	(2,530)
A11823	Clipstone Advanced Factories	(35,930)		(7,580)			(43,510)	(7,580)
A11824	Sherwood Forest Craft Centre	(20,420)		8,480			(11,940)	8,480
A11826	Clipstone Holding Centre	(17,330)	52,950	(21,830)			13,790	31,120
A11828	Leach Way Blidworth Adv	(37,410)		350			(37,060)	350
A11835	Buttermarket	(19,640)		(16,510)	3,000	(58,190)	(91,340)	(71,700)
A11836	Gateway Lodge	(7,980)		(3,210)			(11,190)	(3,210)
A11840	Hawtonville Office	0		0			0	0
A11842	Development Costs	54,650					54,650	0
A11851	Economic Growth	303,820	114,780	110			418,710	114,890
A11886	Former M&S Building	0			5,200		5,200	5,200
A12001	Parking Services Admin	156,040		5,280			161,320	5,280
A12011	Surface Car Parks Newark	(486,990)		(13,830)	67,020		(433,800)	53,190
A12012	Surface Car Parks Southwell	(800)		800			0	800
A12014	Newark Lorry Park	(277,780)		6,930	28,890	(142,720)	(384,680)	(106,900)
A12019	Surface Car Park Ollerton	8,130		100			8,230	100
A12211	Riverside Arena Market	(4,980)			4,980		0	4,980
A12401	Other Properties & Wshop Voids	(15,570)		1,170	98,590		84,190	99,760
A15002	Crew Lane Depot	(17,780)		680			(17,100)	680
C54057	Custom Build Housing	15,850		(15,850)			0	(15,850)
Non-Capital Sub-Total		1,411,975	167,730	20,995	242,840	(212,910)	1,630,630	218,655
Capital Sub-Total		588,900		54,220			643,120	54,220
Committee Total		2,000,875	167,730	75,215	242,840	(212,910)	2,273,750	272,875

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Code	Description	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
RE111	Salaries And Wages	2,404,110	87,940	17,330			2,509,380	105,270
RE113	National Insurance	197,190	12,240	37,030			246,460	49,270
RE114	Superannuation	404,580	14,600	10,180			429,360	24,780
	Employees Sub-Total	3,005,880	114,780	64,540			3,185,200	179,320
RE211	Repairs And Maintenance	297,290		17,310	70,000		384,600	87,310
RE212	Energy Costs	211,070		28,670	1,200		240,940	29,870
RE213	Rent	177,980		4,720			182,700	4,720
RE214	Rates	309,210		25,550		(11,600)	323,160	13,950
RE215	Water Services	61,350		1,270	1,000		63,620	2,270
RE217	Cleaning And Domestic	2,920					2,920	0
RE219	Contribution To Funds	203,240		93,520			296,760	93,520
RE315	Car Allowances	14,260		260			14,520	260
RE411	Equipment And Furniture	17,160		(1,320)			15,840	(1,320)
RE412	Materials	5,640		15,150			20,790	15,150
RE421	Catering	83,030		(4,460)			78,570	(4,460)
RE431	Clothing And Uniforms	2,990		110			3,100	110
RE441	General Office Expenses	125,550		26,560	1,000		153,110	27,560
RE451	Contractual	428,450		26,200	67,550	(12,000)	510,200	81,750
RE452	Other Services	439,950		9,220			449,170	9,220
RE461	Communications And Computing	89,190		(20,570)			68,620	(20,570)
RE462	leg	5,000					5,000	0
RE471	Staff	8,970		1,790			10,760	1,790
RE481	Grants	15,500					15,500	0
RE482	Subscriptions	8,820		990			9,810	990
RE492	Contribs To Funds And Provisns	24,220					24,220	0
RE493	Other Professional services	506,150		(5,100)	27,710		528,760	22,610
RE497	Discounts	2,920					2,920	0
RI928	Recharge Non Gf Accounts	(88,600)		(59,280)			(147,880)	(59,280)
RE821	Capital Charge	588,900		54,220			643,120	54,220
	Running Expenses Sub-Total	3,541,160		214,810	168,460	(23,600)	3,900,830	359,670
91194	Gov Grants - Non Conditional	0		(125,000)			(125,000)	(125,000)
RI922	Contributions From Other Las	(13,990)					(13,990)	0
RI928	Recharge Non Gf Accounts	(6,700)					(6,700)	0
RI931	Sales	(209,100)		21,890			(187,210)	21,890
RI932	Fees And Charges	(2,522,220)		7,420	74,380	(61,360)	(2,501,780)	20,440
RI933	Rents	(1,275,665)	52,950	(109,465)		(46,590)	(1,378,770)	(103,105)
RI938	Fees And Charges	(393,720)				(81,360)	(475,080)	(81,360)
RI939	Other Receipts	(124,770)		1,020			(123,750)	1,020
	Income Sub-Total	(4,546,165)	52,950	(204,135)	74,380	(189,310)	(4,812,280)	(266,115)
	Committee Total	2,000,875	167,730	75,215	242,840	(212,910)	2,273,750	272,875

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Cost centre	Cost centre name	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
A10212	Private Sector Speech Call	(55,980)					(55,980)	0
A10213	Housing Options	436,070		(168,420)	26,740		294,390	(141,680)
A10215	Strategic Hsg (Was Community)	101,600		(10,430)	100		91,270	(10,330)
A10809	Customer Services	499,560		44,720			544,280	44,720
A10810	Communications	260,730	46,180	22,140			329,050	68,320
A10814	Licensing Admin	(55,190)		9,740	4,490		(40,960)	14,230
A10816	Community Safety	23,050		270			23,320	270
A10823	Anti-Social Behaviour	92,000		1,250			93,250	1,250
A10826	Domestic Violence	35,210		330			35,540	330
A10834	Southwell Library Service	1,760					1,760	0
A11126	Cctv	152,060		760			152,820	760
A11607	Energy And Home Support	76,750		(2,350)			74,400	(2,350)
A11921	Grants And Concessions	376,490		(41,740)			334,750	(41,740)
A11922	Commissioning Contributions	110,650		0			110,650	0
A11923	Emergency Planning	52,510		(850)			51,660	(850)
A11932	Community Lottery	0			1,000		1,000	1,000
A11938	Queens Jubilee	0			25,000		25,000	25,000
	Non-Capital Sub-Total	2,107,270	46,180	(144,580)	57,330		2,066,200	(41,070)
	Capital Sub-Total	251,000		(84,020)			166,980	(84,020)
	Committee Total	2,358,270	46,180	(228,600)	57,330		2,233,180	(125,090)

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Code	Description	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
RE111	Salaries And Wages	1,673,280		162,750			1,836,030	162,750
RE113	National Insurance	140,970		32,350			173,320	32,350
RE114	Superannuation	274,190		31,970			306,160	31,970
	Employees Sub-Total	2,088,440		227,070			2,315,510	227,070
RE212	Energy Costs	0		28,000			28,000	28,000
RE213	Rent	8,340		(2,580)			5,760	(2,580)
RE215	Water Services	0		12,200			12,200	12,200
RE216	Fixtures And Fitting	0		5,250			5,250	5,250
RE217	Cleaning And Domestic	0		12,000			12,000	12,000
RE219	Contribution To Funds	16,000					16,000	0
RE315	Car Allowances	9,400		3,300			12,700	3,300
RE411	Equipment And Furniture	2,450			6,740		9,190	6,740
RE431	Clothing And Uniforms	5,310					5,310	0
RE441	General Office Expenses	43,230	40,000	1,110			84,340	41,110
RE451	Contractual	23,520		(4,140)	1,000		20,380	(3,140)
RE452	Other Services	18,220	6,180				24,400	6,180
RE461	Communications And Computing	10,330		1,460			11,790	1,460
RE471	Staff	4,010					4,010	0
RE481	Grants	487,140		(41,740)			445,400	(41,740)
RE482	Subscriptions	3,040		10			3,050	10
RE492	Contribs To Funds And Provisns	186,900		(700)			186,200	(700)
RE493	Other Professional services	165,400		162,210	45,100		372,710	207,310
RI928	Recharge Non Gf Accounts	(416,750)		(112,860)			(529,610)	(112,860)
RE612	Other Transfer Payments	108,220					108,220	0
RE821	Capital Charge	1,041,000		(84,020)			956,980	(84,020)
	Running Expenses Sub-Total	1,715,760	46,180	(20,500)	52,840		1,794,280	78,520
RI911	Government Grants	(790,000)		(232,540)			(1,022,540)	(232,540)
RI922	Contributions From Other Las	(102,860)		(165,290)			(268,150)	(165,290)
RI928	Recharge Non Gf Accounts	(25,280)		20			(25,260)	20
RI931	Sales	(126,150)			1,850		(124,300)	1,850
RI932	Fees And Charges	(99,010)			9,930		(89,080)	9,930
RI933	Rents	(186,290)		(44,350)			(230,640)	(44,350)
RI938	Fees And Charges	(46,630)		6,990			(39,640)	6,990
RI939	Other Receipts	(69,710)			(7,290)		(77,000)	(7,290)
	Income Sub-Total	(1,445,930)		(435,170)	4,490		(1,876,610)	(430,680)
	Committee Total	2,358,270	46,180	(228,600)	57,330		2,233,180	(125,090)

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Cost centre	Cost centre name	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
A10701	Upkeep Of Dykes	6,830					6,830	0
A11002	Waste & Recycling	732,990	136,560	36,390	41,890		947,830	214,840
A11101	Public Conveniences	39,500		420			39,920	420
A11103	Sewerage Works	34,920					34,920	0
A11104	Street Scene Street Cleansing	715,690	22,760	36,530			774,980	59,290
A11107	Dog Control	44,700	(32,100)				12,600	(32,100)
A11110	National Assistance Act Burial	1,650					1,650	0
A11135	Environmental Health	644,090		59,780	10,000	(2,000)	711,870	67,780
A11136	Neighbourhood Wardens	134,960	(6,370)	10,040			138,630	3,670
A11305	Southwell Leisure Centre	0			10,000		10,000	10,000
A11321	Neighbourhood Centres	15,370		(30)			15,340	(30)
A11339	Newark Sports Hub	1,950		(1,000)			950	(1,000)
A11340	Env Serv Management	251,790		(38,230)			213,560	(38,230)
A11442	Arts & Community Development	30,520		1,980			32,500	1,980
A11576	Active 4 Today	254,590			245,410		500,000	245,410
A11583	Health & Community Relations	328,820		11,690	75,000		415,510	86,690
A11731	Street Naming	26,570		(250)	300		26,620	50
A15003	Brunel Drive Depot	114,570		(28,400)			86,170	(28,400)
A15023	Street Scene Grounds Maint	177,140	(33,280)	(20,890)		(4,820)	118,150	(58,990)
A26901	Vehicle Pool And Workshop	784,330	(16,500)	93,150			860,980	76,650
C54494	Community Nutrition Grant	9,000		(9,000)			0	(9,000)
Non-Capital Sub-Total		4,349,980	71,070	152,180	382,600	(6,820)	4,949,010	599,030
Capital Sub-Total		1,023,400		371,310			1,394,710	371,310
Committee Total		5,373,380	71,070	523,490	382,600	(6,820)	6,343,720	970,340

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Code	Description	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
RE111	Salaries And Wages	3,809,940	159,320	64,370			4,033,630	223,690
RE113	National Insurance	342,540		37,140			379,680	37,140
RE114	Superannuation	654,950		16,760			671,710	16,760
	Employees Sub-Total	4,807,430	159,320	118,270			5,085,020	277,590
RE211	Repairs And Maintenance	13,490		(7,050)			6,440	(7,050)
RE212	Energy Costs	42,140		8,430			50,570	8,430
RE213	Rent	1,200					1,200	0
RE214	Rates	43,870					43,870	0
RE215	Water Services	19,240					19,240	0
RE217	Cleaning And Domestic	800					800	0
RE219	Contribution To Funds	81,650		(8,500)			73,150	(8,500)
RE311	Transport	793,690	(16,500)	42,790			819,980	26,290
RE313	Contract Hire Op Lease	6,900					6,900	0
RE315	Car Allowances	20,290		400			20,690	400
RE316	Insurance	0					0	0
RE411	Equipment And Furniture	149,220		23,730			172,950	23,730
RE412	Materials	37,240					37,240	0
RE431	Clothing And Uniforms	25,880		40			25,920	40
RE441	General Office Expenses	11,250		(400)	8,940		19,790	8,540
RE451	Contractual	371,200	(32,100)	(19,110)	255,410		575,400	204,200
RE452	Other Services	171,820	4,590	(25,440)		15,000	165,970	(5,850)
RE461	Communications And Computing	2,530					2,530	0
RE471	Staff	1,420		(60)			1,360	(60)
RE481	Grants	19,220					19,220	0
RE482	Subscriptions	0			300		300	300
RE491	Insurance	64,220					64,220	0
RE493	Other	371,190			37,230		408,420	37,230
RI928	Recharge Non Gf Accounts	(562,670)		18,960			(543,710)	18,960
RE612	Other Transfer Payments	34,920					34,920	0
RE821	Capital Charge	1,023,400		371,310			1,394,710	371,310
	Running Expenses Sub-Total	2,744,110	(44,010)	405,100	301,880	15,000	3,422,080	677,970
RI922	Contributions From Other Las	(10,500)					(10,500)	0
RI928	Recharge Non Gf Accounts	(199,470)					(199,470)	0
RI931	Sales	(100,000)					(100,000)	0
RI932	Fees And Charges	(1,779,760)	(44,240)	120	79,720	(21,820)	(1,765,980)	13,780
RI933	Rents	(2,250)					(2,250)	0
RI938	Fees And Charges	(85,860)			1,000		(84,860)	1,000
RI939	Other Receipts	(320)					(320)	0
	Income Sub-Total	(2,178,160)	(44,240)	120	80,720	(21,820)	(2,163,380)	14,780
	Committee Total	5,373,380	71,070	523,490	382,600	(6,820)	6,343,720	970,340

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Cost centre	Cost centre name	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
A10601	Electoral Registration	75,140		20,750	19,760		115,650	40,510
A10801	Service Ict Applications	2,260		(2,260)			0	(2,260)
A10802	Ict	765,600		20,880	45,950		832,430	66,830
A10803	Internal Audit	82,030					82,030	0
A10804	Payments & Receipts	1,770		0			1,770	0
A10805	Income Section	70,580		39,840			110,420	39,840
A10806	Bank Charges	137,470					137,470	0
A10812	Human Resources	200,970		40,980	8,440		250,390	49,420
A10818	Committee Section	257,480		21,100			278,580	21,100
A10819	Legal Section	300,510		97,430	15,580		413,520	113,010
A10832	Central Telephones	94,700		0	14,910		109,610	14,910
A10833	Central Postages	43,990					43,990	0
A10841	Central Personnel Expenses	113,030	22,870	(10,930)			124,970	11,940
A10842	Other Employee Expenses	21,040		(1,240)			19,800	(1,240)
A10845	Information Governance	73,840		10,760			84,600	10,760
A10864	Senior Leadership Team	724,810		1,380			726,190	1,380
A10865	Corporate Asset Development	15,570		(990)			14,580	(990)
A10895	Financial Services	688,940		(9,230)	3,350	(31,020)	652,040	(36,900)
A10896	Transformation	356,520	5,000	(33,560)	3,000		330,960	(25,560)
A10897	Procurement	37,880					37,880	0
A10898	Administration Services	331,570		21,490			353,060	21,490
A10899	Insurance Claims	0			10,000		10,000	10,000
A10904	Council Tax	7,000		(22,350)			(15,350)	(22,350)
A10905	Rent Allowances	(83,790)		(29,960)			(113,750)	(29,960)
A10907	Rent Rebates	(61,740)		28,900			(32,840)	28,900
A10908	Housing Benefit Admin	176,750		(113,970)			62,780	(113,970)
A10911	Business Rates Property Unit	18,020		20,990			39,010	20,990
A11122	Risk Management	67,260		35,550	3,800		106,610	39,350
A11831	Castle House	210,820		27,640	19,590		258,050	47,230
A11833	Hayside Cottage Lowfield Lane	7,290		160			7,450	160
A11838	Beaumont Cross	(11,600)		6,760			(4,840)	6,760
A11841	Corporate Property	389,740		15,290	14,930		419,960	30,220
A11901	Members Expenses	310,060		(200)			309,860	(200)
A11902	Civic Expenses	14,280		7,150			21,430	7,150
A11911	Other Financial Transactions	(556,480)				(103,470)	(659,950)	(103,470)
A12301	Election Expenses	36,530					36,530	0
A12510	Democratic Representation	500					500	0
A12512	Ethical Governance & Standards	300					300	0
A12520	Corporate Management	177,260					177,260	0
A12530	Non Distributed Costs	265,300				(65,300)	200,000	(65,300)
A15028	Combined Service Costs	150,550		(1,000)			149,550	(1,000)
A15029	Corporate Printers	25,090					25,090	0
C54032	New Burden Council Tax Reform	17,000		(17,000)			0	(17,000)
Non-Capital Sub-Total		5,555,840	27,870	174,360	159,310	(199,790)	5,717,590	161,750
Capital Sub-Total		396,600		68,870			465,470	68,870
Committee Total		5,952,440	27,870	243,230	159,310	(199,790)	6,183,060	230,620

2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)

Code	Description	2022/23 Base Budget: Mar-21	Changes agreed by SLT or P&F	Changes in assumptions: net effect	Growth	Efficiencies	2022/23 Base Budget: Feb-22	2022/23 Base Budget: Variance
RE111	Salaries And Wages	4,160,550		7,950	19,760	(103,470)	4,084,790	(75,760)
RE112	Other Salaries/Wages Payments	31,700		(11,700)			20,000	(11,700)
RE113	National Insurance	446,990		58,390			505,380	58,390
RE114	Superannuation	1,051,760		16,300		(65,300)	1,002,760	(49,000)
RE115	Other Employers Contributions	22,020					22,020	0
	Employees Sub-Total	5,713,020		70,940	19,760	(168,770)	5,634,950	(78,070)
RE211	Repairs And Maintenance	352,430		740			353,170	740
RE212	Energy Costs	92,420		17,050			109,470	17,050
RE213	Rent	310,000					310,000	0
RE214	Rates	150,950		(9,270)			141,680	(9,270)
RE215	Water Services	29,800		(860)			28,940	(860)
RE217	Cleaning And Domestic	4,740			9,950		14,690	9,950
RE219	Contribution To Funds	117,860		5,460			123,320	5,460
RE313	Contract Hire Op Lease	0					0	0
RE315	Car Allowances	31,450		2,500			33,950	2,500
RE411	Equipment And Furniture	178,770		(310)	20,110		198,570	19,800
RE412	Materials	220					220	0
RE421	Catering	11,740					11,740	0
RE431	Clothing And Uniforms	1,140		(150)			990	(150)
RE441	General Office Expenses	81,330		5,190	3,000		89,520	8,190
RE451	Contractual	337,750		69,740	9,640		417,130	79,380
RE452	Other Services	281,780		4,540	37,010		323,330	41,550
RE461	Communications And Computing	1,019,770	5,000	101,190	39,150		1,165,110	145,340
RE471	Staff	19,180		1,300			20,480	1,300
RE472	Members	299,600					299,600	0
RE473	Chairman	8,280		0			8,280	0
RE481	Grants	4,330			(4,330)		0	(4,330)
RE482	Subscriptions	53,710		960	7,210		61,880	8,170
RE491	Insurance	226,020			10,000	(31,020)	205,000	(21,020)
RE493	Other Professional services	169,660	22,870	(9,520)	1,000		184,010	14,350
RI928	Recharge Non Gf Accounts	(1,569,560)		(29,470)			(1,599,030)	(29,470)
RE611	Housing Benefits	19,948,550		(1,098,550)			18,850,000	(1,098,550)
RE821	Capital Charge	396,600		68,870			465,470	68,870
	Running Expenses Sub-Total	22,558,520	27,870	(870,590)	132,740	(31,020)	21,817,520	(741,000)
RI911	Government Grants	(20,159,520)		1,025,480			(19,134,040)	1,025,480
RI922	Contributions From Other Las	(162,930)		(5,570)			(168,500)	(5,570)
RI928	Recharge Non Gf Accounts	(715,050)		5,470	6,810		(702,770)	12,280
RI931	Sales	(2,000)					(2,000)	0
RI932	Fees And Charges	(760,680)		(1,500)			(762,180)	(1,500)
RI933	Rents	(256,520)		15,000			(241,520)	15,000
RI939	Other Receipts	(262,400)		4,000			(258,400)	4,000
	Income Sub-Total	(22,319,100)		1,042,880	6,810		(21,269,410)	1,049,690
	Committee Total	5,952,440	27,870	243,230	159,310	(199,790)	6,183,060	230,620

Economic Development Committee cost centres**Variances between 2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)**

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

Variances between 2022/23 base budget (March 2021) and current 2022/23 draft budget (February 2022) by service (cost centre) non-capital budgets	Increase or (decrease) in budget (£m)
Newark Castle/Castle Grounds: contribution to costs of repairs and maintenance	0.090
Heritage, Culture & Visitors: revision to on-costs in relation to relief staff	0.026
Pikes & Plunder Civil War Festival: creation of new cost centre from budget previously held within Promotion of Tourism	0.030
Parks and Playing Fields: transfer of budget for tree inspections and works from Street Scene Grounds Maintenance	0.027
Promotion of Tourism: transfer of budget for spend on Pikes & Plunder Civil War Festival to new cost centre together with reductions in employee expense	(0.046)
Development Management: revised income assumptions compared to when 2022/23 base budget (March 2021) that was set in early 2021	0.043
Building Control: reduced amount payable to South Kesteven District Council (SKDC): the lead authority for the tri-council arrangements	(0.011)
Clipstone Workshops: increased income from workshop rents	(0.017)
Clipstone Holding Centre: reduced income from workshop rents	0.031
Buttermarket: increased rent and service charge income from tenants	(0.072)
Economic Growth: increase in establishment, following approval of Resources for Regeneration Projects report by Policy & Finance Committee in June 2021	0.115
Surface Car Parks Newark: revised income assumptions compared to when 2022/23 base budget (March 2021) that was set in early 2021	0.053
Newark Lorry Park: increased income, partly offset by increased expenditure on site security	(0.107)
Other Properties & Workshop Voids: transfer of premises-related budgets where these were not previously under Corporate Property, and increase in these budgets to reflect statutory works required (such as for asbestos and legionella safety).	0.100
Custom Build Housing: revised assumptions regarding spend of grant-related funding in reserves	(0.016)
Other small variances	(0.027)
Committee Total	0.219

Homes & Communities Committee cost centres**Variances between 2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)**

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

Variances between 2022/23 base budget (March 2021) and current 2022/23 draft budget (February 2022) by service (cost centre) non-capital budgets	Increase or (decrease) in budget (£m)
Housing Options: budgeted transfer of Homelessness Prevention Grant to reserves, partly offset by reduced employee costs rechargeable to the Housing Revenue Account (HRA) in light of establishment changes and increase in supplies & services expenditure	(0.142)
Strategic Housing: reduced employee costs in light of establishment changes, largely offset by reduced employee costs rechargeable to the HRA	(0.010)
Customer Services: revised assumptions regarding proportion of employee costs rechargeable to the HRA	0.045
Communications: budgeting of marketing-related costs which transferred from Heritage & Culture and increased employee costs in light of establishment changes	0.068
Licensing Administration: increased employee costs and reduced licensing income	0.014
Grants and Concessions: reduction in forecasted annual amount payable to Newark Town Council, based on revised approach towards calculation of Newark Council Tax Base.	(0.042)
Queen's Jubilee: one-off budget for 2022/23 to commemorate anniversary	0.025
Other small variances	0.001
Committee Total	(0.041)

Leisure & Environment Committee cost centres**Variances between 2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)**

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

Variances between 2022/23 base budget (March 2021) and current 2022/23 draft budget (February 2022) by service (cost centre) non-capital budgets	Increase or (decrease) in budget (£m)
Waste & Recycling: one-off retention payment for large goods vehicle (LGV) drivers to be funded from COVID-related reserve (as approved by Policy and Finance on 25/11/2021) and COVID-related reductions in income.	0.215
Street Scene Street Cleansing: one-off retention payment for LGV drivers to be funded from COVID-related reserve (as approved by Policy and Finance on 25/11/2021) and increased employee costs in light of establishment changes	0.059
Dog Control: termination of external contract: service now delivered in-house by Neighbourhood Wardens	(0.032)
Environmental Health: increased employee costs in light of establishment changes	0.068
Environmental Services Management: reduced employee costs in light of establishment changes	(0.038)
Active 4 Today: increased management fee payable, based on revised assumptions compared to the 2022/23 base budget (March 2021) that was set in early 2021	0.245
Health & Community Relations: creation of budget to Community initiatives	0.087
Brunel Drive Depot: transfer of premises-related budgets to Corporate Property, so that Corporate Property can manage budgets based on statutory works required (such as for asbestos and legionella safety)	(0.028)
Street Scene Grounds Maintenance: additional income from external customers, more than offsetting cost of establishment increases to generate said income	(0.059)
Vehicle Pool And Workshop: increased fuel costs, increased employee costs in light of establishment changes and reduction in recharge to Housing Revenue Account	0.077
Other small variances	0.005
Committee Total	0.599

Policy & Finance Committee cost centres**Variances between 2022/23 General Fund revenue base budget approved by Full Council in March 2021 against current 2022/23 draft budget (February 2022)**

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

Variances between 2022/23 base budget (March 2021) and current 2022/23 draft budget (February 2022) by service (cost centre) non-capital budgets	Increase or (decrease) in budget (£m)
Electoral Registration: inclusion of budget for canvassing costs, increase in computer software costs, and removal of grant which used to be received from Department for Work and Pensions (DWP)	0.041
ICT: increase in costs associated with cybersecurity and assistance for projects due to be taken forward	0.067
Income Section: increased employee costs in light of establishment changes	0.040
Human Resources: increase in computer software and employee-related costs, and reduction in recharge of costs to Housing Revenue Account (HRA)	0.049
Committee Section: increase in employee-related costs and reduction in recharge of costs to HRA	0.021
Legal Section: increase in computer software and employee-related costs	0.113
Central Telephones: increase in standing charges for corporate telephone system	0.015
Central Personnel Expenses: increase in cost of council-wide training, partly offset by change in assumption regarding HR apprentice	0.012
Information Governance: increased employee costs in light of establishment changes	0.011
Financial Services: reduced employee costs in light of establishment changes and reduction in forecast council-wide insurance costs	(0.037)
Transformation: reduced employee costs in light of establishment changes	(0.026)
Administration Services: increased employee costs in light of establishment changes	0.021
Council Tax: reduced employee costs in light of establishment changes	(0.022)
Housing Benefit Admin: reduced employee costs in light of establishment changes, and increase in Housing Benefit Administration grant income to be received	(0.114)
Business Rates Property Unit: reduced costs rechargeable to the other local authority participants within the scheme, due to a change in number of participants	0.021
Risk Management: increased employee costs in light of establishment changes	0.039
Castle House: increase in cost of electricity, cleaning materials and compliance-related maintenance services	0.047
Corporate Property: increased employee costs in light of establishment changes, and increase in anticipated number of valuations required for acquisitions/disposals	0.030
Other Financial Transactions: increase in percentage of total employee costs to be saved from posts remaining vacant within 2022/23 before being recruited to	(0.103)
Non Distributed Costs: reduced allocation for one-off pension-related costs related to termination of employment. One-off costs to be funded from reserve instead.	(0.065)
New Burden Council Tax Reform: change in assumption regarding spend in relation to new activities for which the government provides grant income	(0.017)
Other small variances	0.019
Committee Total	0.162

General Fund Revenue Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Council Funds:					
Investment Realisation Fund	A buffer from potential future losses on external investments	(90,935)	(90,935)	(90,935)	(90,935)
Election Expenses Fund		(73,249)	(73,249)	(56,249)	(56,249)
Insurance Fund		(268,906)	(268,906)	(268,906)	(268,906)
Repairs And Renewals Fund	To pay for future repairs, maintenance and renewals of property and equipment	(2,234,925)	(2,234,925)	(2,357,739)	(2,357,739)
Building Control Surplus	Statutory building control reserve	(57,343)	(57,343)	(57,343)	(57,343)
Museum Purchases Fund	Partly a bequest from the Nicholson estate	(32,199)	(32,199)	(32,199)	(32,199)
Training Provision	To pay for additional training needs and apprentice costs	(158,752)	(158,752)	(158,752)	(158,752)
Restructuring And Pay		(153,058)	(153,058)	(141,200)	(141,200)
Court Costs	To pay for unplanned court costs	(58,959)	(58,959)	(58,959)	(58,959)
Change Management/Capital Fund	To enable and facilitate the changing working environment	(13,113,015)	(13,706,670)	(13,490,828)	(14,276,828)
Enforcement Reserve	Provides additional funding for enforcement-related activities	(84,210)	(84,210)	(45,620)	(45,620)
Flooding Defence Reserve	To mitigate the impact of flooding	(250,000)	(250,000)	(250,000)	(250,000)
Emergency Planning Reserve	To replenish the emergency planning store's stock (of, for example, aqua-sacs)	(42,651)	(42,651)	(42,651)	(42,651)
Planning Costs Fund	To pay for unplanned planning enquiries or appeals	(201,140)	(201,140)	(201,140)	(201,140)
Growth And Prosperity Fund	Think BIG (Business Investment for Growth) loans to businesses in the district	(127,366)	(127,366)	(127,366)	(127,366)
Refuse Bin Purchase	If the cost of buying bins exceeds the revenue budget the service has available	(15,000)	(15,000)	(15,000)	(15,000)
Fuel And Energy Reserve		(62,142)	(62,142)	(62,142)	(62,142)
Management Carry Forward	Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year	(663,672)	(663,672)	0	0
NNDR Volatility Reserve	A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes	(793,348)	(793,348)	(793,348)	(793,348)
Community Initiative Fund		(195,492)	(195,492)	(156,520)	(156,520)
MTFP Reserve	To cover future years' deficits, if all other actions to cover deficits are insufficient	(4,043,444)	(4,579,314)	(5,522,314)	(5,586,314)
Asset Maintenance Fund	To fund works identified from asset condition surveys	(500,000)	(500,000)	(500,000)	(500,000)
Capital Project Feasibility Fund	To fund feasibility works in relation to potential capital schemes	(400,816)	(400,816)	(313,816)	(313,816)
Community Engagement Fund	To assist communities with their efforts to battle COVID-19	(286,104)	(286,104)	(245,484)	(245,484)
COVID Pressures		(200,000)	(200,000)	(179,750)	0
Collection Fund Budget	To fund the Collection Fund deficit which has arisen because of General Fund grant being given to compensate councils for statutory NDR reliefs paid by councils in-year.	(8,570,638)	(8,570,638)	0	0
COVID Compliance Reserve		(281,411)	(263,731)	(191,641)	(31,571)
Commercialisation Plan Invest to Save Reserve	To fund the initial investment in activities required to generate annual savings over the medium- and long-term	0	0	0	(200,000)
Workforce Development Reserve		0	0	0	(200,000)
Collection Fund Spreading Adjustment Reserve	To fund Collection Fund deficits which have arisen as a result of exceptional pandemic-related circumstances	0	(775,560)	(387,780)	0
General Fund Balance		(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Council Funds		(34,458,775)	(36,346,180)	(27,247,682)	(27,770,082)
Grants:					
Homelessness Fund	To pay for relevant costs from the government's homelessness-related grants	(403,482)	(403,482)	(687,321)	(919,861)
Revenue Grants Unapplied	Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused	(539,594)	(480,594)	(332,426)	(332,426)
Community Safety Fund	To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNSCSP)	(141,214)	(141,214)	(141,214)	(141,214)
Energy & Home Support Reserve	To assist vulnerable residents with heating/boiler issues	(103,171)	(103,171)	(103,171)	(103,171)
Welfare Reform Reserve		(25,774)	(25,774)	(25,774)	(25,774)
Total Grants		(1,213,235)	(1,154,235)	(1,289,906)	(1,522,446)
Total General Fund Revenue Reserves		(35,672,010)	(37,500,415)	(28,537,587)	(29,292,527)

General Fund Capital Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Capital Financing Provision	Resources such as New Homes Bonus (NHB) grant to pay for capital spend	(1,519,644)	(2,663,299)	(1,060,635)	(1,357,772)
Capital Receipts	Receipts from selling General Fund (GF) assets to pay for capital spend	(549,491)	(549,491)	(442,551)	(157,551)
Grants & Contributions Unapplied	Capital funding received which does not yet need to be spent	(8,746,184)	(8,746,184)	(8,113,272)	507
Total General Fund Capital Reserves		(10,815,319)	(11,958,974)	(9,616,459)	(1,514,817)

Ring-Fenced Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Mansfield Crematorium	Statutory, because council is part of Mansfield and District Crematorium	(149,948)	(149,948)	(149,948)	(149,948)
Total Ring-Fenced Reserves		(149,948)	(149,948)	(149,948)	(149,948)

Total Reserves	(46,637,277)	(49,609,337)	(38,303,994)	(30,957,292)
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PLANNING (STATUTORY)

List of Statutory and Discretionary Fees and Charges

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see Planning (Discretionary) fees and charges.

Payment can be made by debit or credit card using either our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstothecouncil/> (available 24 hours a day, 365 days a year), by BACS (please email planning@nsdc.info to inform payment has been made, including application reference (if known), amount and site address) or by telephoning us on 01636 650000. Please note, we no longer accept payments by cheque.

Statutory planning fees

Category of development	2021/22 Charge	2022/23 Charge
I. Operations		
1. The erection of dwellinghouses (other than development in category 6), [includes the building of new flats].	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>
	<p>(2) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse;</p> <p>b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>	<p>(2) in other cases:</p> <p>a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse;</p> <p>b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>

	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle</p> <p>£402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area;</p> <p>b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) Where the application is for permission in principle</p> <p>£402 for each 0.1ha of the site area.</p>
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2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).

(2) in other cases:

a) where no floor space (as measured to the outside wall) is to be created by the development, **£234**;

b) where the area of gross floor space to be created by the development does not exceed 40 square metres, **£234**;

c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, **£462**;

d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, **£462** for each 75 square metres (or part thereof) of that area;

e) where the area of gross floor space to be created by the development exceeds 3750 square metres, **£22,859**; and an additional **£138** for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of **£300,000**.

(2) in other cases:

a) where no floor space (as measured to the outside wall) is to be created by the development, **£234**;

b) where the area of gross floor space to be created by the development does not exceed 40 square metres, **£234**;

c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, **£462**;

d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, **£462** for each 75 square metres (or part thereof) of that area;

e) where the area of gross floor space to be created by the development exceeds 3750 square metres, **£22,859**; and an additional **£138** for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of **£300,000**.

	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>
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<p>3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).</p>	<p>(2) in other cases:</p> <p>(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £462;</p> <p>(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £462 for the first 540 square metres, and an additional £462 for each 75 square metres (or part thereof) in excess of 540 square metres; and</p> <p>(d) where the area of gross floor space to be created by the development exceeds 4215 square metres, £22,859; and an additional £138 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £300,000.</p>	<p>(2) in other cases:</p> <p>(a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £96;</p> <p>(b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £462;</p> <p>(c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, £462 for the first 540 square metres, and an additional £462 for each 75 square metres (or part thereof) in excess of 540 square metres; and</p> <p>(d) where the area of gross floor space to be created by the development exceeds 4215 square metres, £22,859; and an additional £138 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £300,000.</p>
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4. The erection of glasshouses on land used for the purposes of agriculture.	(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96 ; (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580 .	(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96 ; (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580 .
5. The erection, alteration or replacement of plant or machinery.	(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; (2) Where the site area exceeds 5 hectares, £22,859 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £300,000 .	(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; (2) Where the site area exceeds 5 hectares, £22,859 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £300,000 .
6. The enlargement, improvement or other alteration of existing dwelling houses.	(1) Where the application relates to one dwellinghouse, £206 ; (2) Where the application relates to two or more dwellinghouses, £407 .	(1) Where the application relates to one dwellinghouse, £206 ; (2) Where the application relates to two or more dwellinghouses, £407 .
7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.	£206	£206
8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£234	£234

<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>
<p>10. A The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>	<p>Where the site area: (a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area, (b) exceeds 15 hectares, £32,100; and an additional £126 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.</p>	<p>Where the site area: (a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area, (b) exceeds 15 hectares, £38,520; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.</p>

<p>11. The carrying out of any operations not coming within any of the above categories.</p>	<p>1. In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000; 2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.</p>	<p>1. In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000; 2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.</p>
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II. Uses of Land		
1. The change of use of a building to use as one or more separate dwellinghouses.	1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 ;	1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 ;
	(2) in all other cases:	(2) in all other cases:
	(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;	(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;
	(b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 .	(b) where the change of use is to use as more than 50 dwellinghouses, £22,859 ; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000 .

2. The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.	(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 15 hectares, £34,934 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000 .	(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 15 hectares, £34,934 ; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000 .
3. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).	£462	£462
III. Scale of Fees in Respect of Applications for Consent to Display Advertisements		
1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters: a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£132	£132
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£132	£132
3. All other advertisements.	£462	£462

Lawful development certificate (LDC)		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.	Same as Full for that use or operation	Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed	£234	£234
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.	Half the normal planning fee if submitting a new application for that use or operation.	Half the normal planning fee if submitting a new application for that use or operation.
Prior approval		
Construction of new dwellinghouses: 50 dwellinghouses or fewer	£334 for each dwellinghouse	£334 for each dwellinghouse
Construction of new dwellinghouses: More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000
Additional storeys on a home	N/A	£96
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2	£96	£96
Agricultural and Forestry buildings & operations	£96	£96
Demolition of buildings	£96	£96
Communications (previously referred to as ‘Telecommunications Code Systems Operators’)	£462	£462
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96	£96
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery	£96	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery	£96	£96

Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)	£96	£96
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)	£96	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96 ; or £206 if it includes building operations in connection with the change of use	£96 ; or £206 if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)	£96 ; or £206 if it includes building operations in connection with the change of use	£96 ; or £206 if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)	£96	£96
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)	£96 ; or £206 if it includes building operations in connection with the change of use	£96 ; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use Class A3)	£96 ; or £206 if it includes building operations in connection with the change of use	£96 ; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)	£96	£96
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96	£96

Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96	£96
Erection, extension or alteration of a university building	N/A	£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96	£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96	£96

Reserved matters		
Application for approval of reserved matters following outline approval	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462
Approval/variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission	£234	£234
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> Requests relating to Listed Building Consent Requests relating to Tree Works Consent 	£34 per request for Householder otherwise £116 per request	£34 per request for Householder otherwise £116 per request
Application for a non-material amendment following a grant of planning permission or permission in principle		
Applications in respect of householder developments	£34	£34
Applications in respect of other developments	£234	£234
Hazardous substances consents		
For proposals involving the presence of a substance in excess of twice the controlled quantity	£400	£400
For applications where no one substance exceeds twice the controlled quantity	£250	£250
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	£200	£200
Certificates of Appropriate Alternative Development		
Applications in respect of certificates of appropriate alternative development	£234	£234

Concessions	
Exemptions from payment:	
Details of when exemptions apply are set out within The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (England) Regulations (as amended) (https://www.legislation.gov.uk/uksi/2012/2920/contents/made). Additionally, exemptions for other types of application are detailed below.	
For alterations, extensions, etc. to a dwelling house , where the alteration is for the benefit of a registered disabled person	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted	
Listed Building Consent	
Planning applications for demolition of unlisted buildings within conservation areas.	
Works to Trees covered by a Tree Preservation Order or in a Conservation Area	
Hedgerow Removal	
<p>If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn, or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. Applicants cannot benefit from more than one free-go per application site. This table (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574500/When_are_applications_eligible_for_a_free_go_.pdf) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.</p> <p>An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).</p>	
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation	
There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person	
<p>If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person.</p> <p>An application for a “free-go” needs to be received by 5pm on the working day it expires (e.g. if a decision notice is dated on the 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).</p>	
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 dis-applying deemed consent under Regulation 6 to the advertisement in question	
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area	

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
'Second application' exemption for applications for prior approval under Part 20 Construction of up to 2 storeys to create new flats on the topmost residential storey of a building which is an existing purpose-built, detached block of flats which are made by the same applicant, in respect of the same character or description of development on the same site or part of the same site and within 12 months of a determination of an earlier application (where a fee has previously been paid) under Part 20 or, in the case of an earlier application under Part 20 which was withdrawn, the date when that application was received by the local planning authority.
Reductions to payments
If the application is being made on behalf of a non-profit making sports club, society or other organisation for making a material change of use or works for playing fields not involving buildings then the fee is £462
If the application is being made on behalf of a parish or community council then the fee is 50% of the application fee (with the exception of submissions for discharge of conditions where the full fee is payable).
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, the fee shall be: (a) the highest of the amounts calculated for each of the alternative proposals, plus (b) an amount equal to the sum of all the alternative proposal added together (excluding that calculated under (a)) divided by 2.
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462 .
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50% of the fee due if a full planning application were submitted.
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (this does not apply if residential (dwellinghouses) are proposed).

PLANNING (DISCRETIONARY)

Newark and Sherwood's Planning Development and Planning Policy departments produces a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Pre Application Advice**Why Apply?**

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

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

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

Qualification

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

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

Processing of Planning Applications Submitted After Advice Sought

The planning service will seek to process applications within the Department for Levelling Up, Housing and Communities (DLUHC) prescribed timescale. Applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable. Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

The pre-application advice application form may be found on our website.

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

Unless otherwise stated, the fees for this service are fixed and will include the following (**charges are inclusive of VAT**). Terms and conditions. Standard fees must be paid on submission of the request for advice.

Development Category	2021/22 Charge	2022/23 Charge
CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).	Fixed charge of £1,540 - with an additional meeting if required. This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development	Fixed charge of £1,571 - with an additional meeting if required. This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development
CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more or where the site area is 4 hectares or more.	£1,920 This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.	£1,958 This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.
CATEGORY C – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares.	£1,450 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.	£1,479 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.

<p>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,030</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,051</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p>CATEGORY E – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p>£580</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£592</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY F – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES B TO D BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p>£204</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£208</p> <p>This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY G – WIND TURBINES</p>	<p>£1,280</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>	<p>£1,306</p> <p>This will cover a site visit, 2 hour meeting with the case officer and one letter.</p> <p>For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>

CATEGORY H – HOUSEHOLDER APPLICATIONS Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk).	£64 This will cover a site visit by the case officer and one letter.	£65 This will cover a site visit by the case officer and one letter.
CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT	A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.	A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.
CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA	£50	£79
CATEGORY K - FOLLOW-UP ADVICE This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).	Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.	Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.
CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.	£4,400	£4,490

<p>CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION</p> <p>A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum.</p> <p>The fee is in addition to the fee levels above.</p>	<p>£500 unless a Planning Performance Agreement has been entered into and includes this cost.</p>	<p>£510 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p>CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES)</p> <p>Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>£0</p>	<p>£0</p>
<p>CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION</p> <p>Applicable when the variation or modification is not required following submission of a new planning application, i.e. those variations/modifications sought independently by a developer.</p>	<p>£100</p>	<p>£102</p>

<p>CATEGORY P - LISTED BUILDINGS AND CONSERVATION AREAS Development that requires either listed building consent or might affect the character and/or setting of a listed building and/or conservation area.</p>	N/A	<p>A meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>
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Development Category	2021/22 Charge	2022/23 Charge
Business Manager	£120.00	£124.00
Senior Planner / Planning Technical Support Manager	£83.00	£85.50
Tree/Landscape Officer	N/A	£79.00
Conservation/Planning Officer	£72.00	£74.00
Trainee Planning Officer	£60.00	£62.00
Support Officer	£40.00	£41.00

Additional service	2021/22 Charge	2022/23 Charge
Confirmation that Permitted Development rights have not been removed Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.	Householder development £40.00 incl. VAT	Householder development £41.00 incl. VAT
Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.) Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days.	N/A	£120.00

Invalid Planning Application Charge

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council's website (<https://www.newark-sherwooddc.gov.uk/validationchecklists/>) prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications we encourage quality submissions. From 1 April, 2022, the service will be implementing a charge to recover the costs of handling invalid planning applications, due to a high number of invalid applications being handled by the authority which are returned to customers.

Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the application as closed and return any fees, less the cost shown below (process cost-recovery):

10% of the fee, subject to a minimum of **£200** for Major Developments*;

10% of the fee, subject to a minimum of **£50** for Minor Developments*;

10% of the fee, subject to a minimum of **£25** for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)*.

*Applications submitted as a variation of condition will be subject to **10%** of the fee

The major, minor and other categories of developments are those as set out within the Government's classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the *Town and Country Planning (Development Management Procedure) (England) Order 2015*.

Fees for monitoring of planning obligations

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Obligations	2021/22 Charge	2022/23 Charge
Financial Obligations	£240	£240
Physical Obligation	£66	£66

Legal Agreements / S106 Planning Obligations	2021/22 Charge	2022/23 Charge
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	£36	£36
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£36 + £36 per hour for every additional hour spent on the research.	£36 + £36 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£100	£100
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150	£150

Community Infrastructure Levy (CIL)

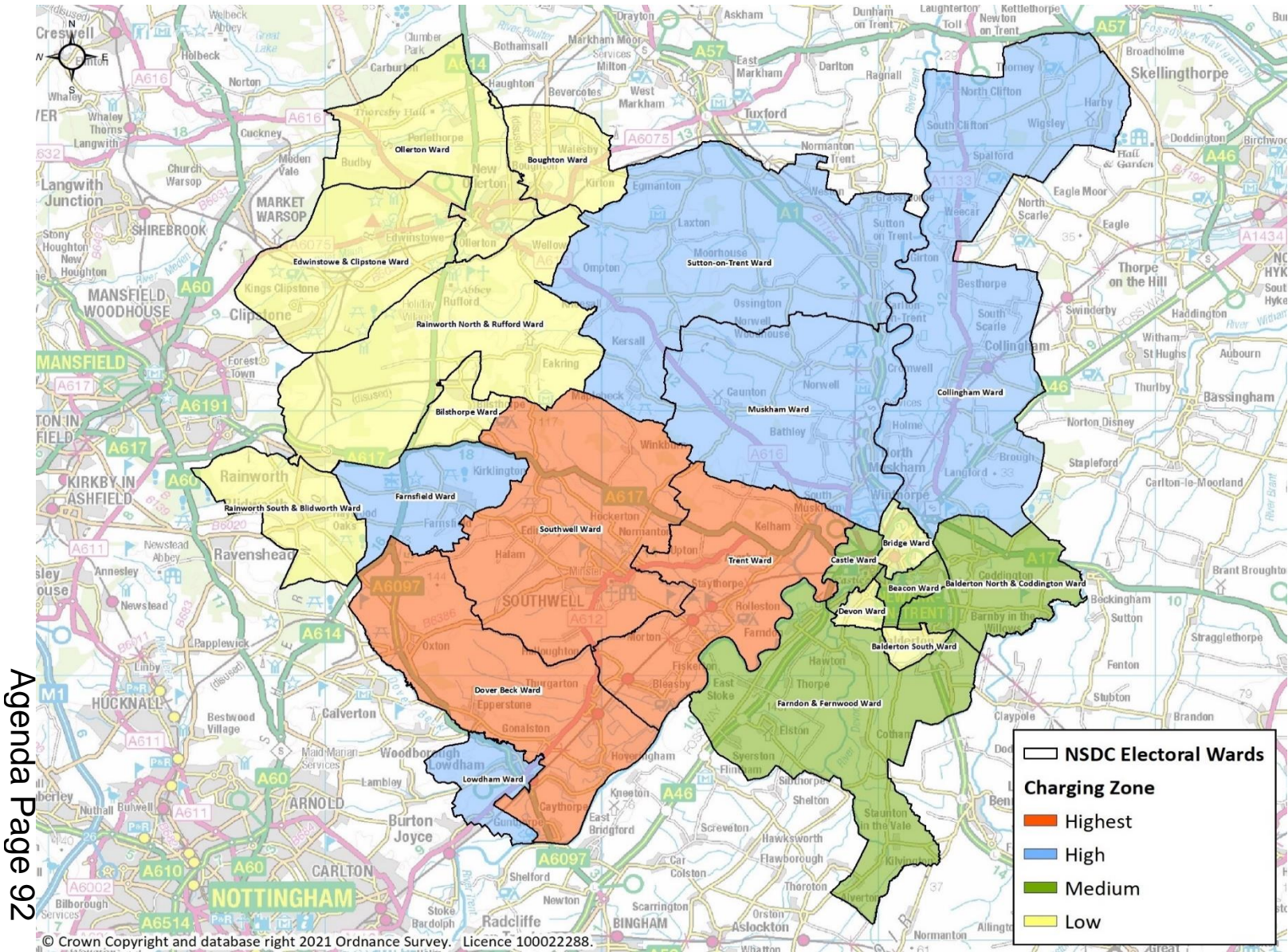
Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>.

Development Type	Cost per Square Metre
Commercial	
Non- residential uses (except retail)	£0
Retail (A1-A5)	£100
Residential	
Apartments (All Zones)	£0
Housing Low Zone 1	£0
Housing Medium Zone 2	£45
Housing High Zone 3	£70
Housing Very High Zone 4	£100

Community Infrastructure Levy Zones - Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our website

Planning Policy documents	2021/22 Charge	2022/23 Charge
Amended Core Strategy (Adopted March 2019)	£15	£15
Allocations & Development Management DPD	£15	£15
Policies Map (also known as the Proposals Map)	£22	£22
Supplementary Planning Documents and Statement of Community Involvement	£0	£0

LAND CHARGES**Types of searches****Form LLC1**

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land.

It will also tell you if, for example, the property is a listed building, in a conservation or smoke control zone, conditional planning applications as well as if any trees on the property are protected by tree preservation orders.

We no longer provide a search of the local land charges register as the service was in 2021 migrated to HM Land Registry's national register. You are able to access the digital service through Portal, Business Gateway and on HM Land Registry's GOV.UK pages.

Form CON29 and CON29O

Form CON29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as CON29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

CON29O contains a series of further, optional questions and may be submitted as stand alone or with CON29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and CON29, often referred to as a full search.

(Charges are inclusive of VAT where applicable)

Type of Search	Relevant Act or Order	2021/22 Charge	2022/23 Charge
LLC1 (Note: cannot charge VAT on this search)	<i>Local Land Charges Act 1975</i>	£26.00	N/A
CON29 Residential Searches	<i>Local Land Charges Act 1975</i>	£93.60 incl. VAT	£106.32 incl. VAT
Full Search Residential	<i>Local Land Charges Act 1975</i>	£119.60 Includes cost of LLC1 (£26.00) and CON29 Residential (£93.60 includes VAT). VAT is only applicable on CON29 element.	N/A
CON29 Commercial Searches	<i>Local Land Charges Act 1975</i>	£127.20 incl. VAT	£140.58 incl. VAT
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	<i>Local Land Charges Act 1975</i>	£45.00 incl. VAT	£47.52 incl. VAT
CON290 - optional questions (excludes requests for Q22) There is no charge for answering Q21 as we simply advise of the organisation(s) you should contact for further details	<i>Local Land Charges Act 1975</i>	£13.20 incl. VAT	£13.50 incl. VAT
Additional Written Enquiries	<i>Local Land Charges Act 1975</i>	£22.80 incl. VAT	£23.28 incl. VAT

Additional Parcels LLC1 (Note: cannot charge VAT on this search)	<i>Local Land Charges Act 1975</i>	£6.50 (Note: cannot charge VAT on this search) No change as currently monitoring progress of transfer of LLC1 search to The Land Registry	N/A
Additional Parcels - CON29 (additional cost to CON29 Commercial and Residential Search)	<i>Local Land Charges Act 1975</i>	£12.36 incl. VAT	£12.60 incl. VAT
Light Obstruction Notice – Registration Fee	<i>Rights of Light Act 1959</i>	£88.20 incl. VAT	£90.00 incl. VAT
Expedited Search – Quick return search (3 day turnaround) additional to CON29 commercial or residential searches	<i>Local Land Charges Act 1975</i>	£22.20 incl. VAT	£22.68 incl. VAT

CON29 Individual Requests	Residential 2021/22 Charge	Commercial 2021/22 Charge (includes VAT)	Residential 2022/23 Charge	Commercial 2022/23 Charge (includes VAT)
1.1 a-i	£18.60	£30.90	£19.02	£31.56
1.1 j-l	£12.72	£20.40	£13.02	£20.82
1.2	£8.75	£8.75	£8.94	£8.94
3.1	£2.06	£2.78	£2.10	£2.88
3.3	£3.71	£5.77	£3.78	£5.94
3.7	£3.71	£5.77	£3.78	£5.94
3.8	£2.06	£2.78	£2.10	£2.88
3.9	£2.06	£2.78	£2.10	£2.88
3.1	£10.80	£10.80	£11.04	£11.04
3.11	£2.06	£2.78	£2.10	£2.88
3.12	£5.66	£8.24	£5.82	£8.40
3.13	£3.71	£5.77	£3.78	£5.94
3.14	£3.71	£5.77	£3.78	£5.94
3.15	£6.70	£6.70	£6.84	£8.28

STREET NAMING & NUMBERING

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

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

Proposed Fee Schedule:

(Charges are not subject to VAT)

Service	2021/22 Charge	2022/23 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£30.00	£30.60
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£90.00 admin fee plus £30.00 per plot* requiring renumbering/naming	£91.80 admin fee plus £30.60 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£90.00 admin fee plus £30.00 per property for up to 10 properties £15.00 for every additional property thereafter	£91.80 admin fee plus £30.60 per property for up to 10 properties £15.00 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£90.00 admin fee plus £30.00 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change	£91.80 admin fee plus £30.60 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	£0.00	£0.00

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

Terms and Conditions:

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

HERITAGE & CULTURE*(The charges below are subject to VAT)*

	2021/22 Charge	2022/23 Charge
<u>Theatre Hire:</u>		
<u>With Stage & Dressing Rooms as Equipped</u>		
<u>Full Theatre: 602 Seats</u>		
Per day with one performance - week days Commercial Hire	£1,836 (£1,530 + VAT)	£1,836 (£1,530 + VAT)
Per day with one performance - weekends Commercial Hire	£2,448 (£2,040 + VAT)	£2,448 (£2,040 + VAT)
Per day with two performances - weekdays Commercial Hire	£3,366 (£2,805 + VAT)	£3,366 (£2,805 + VAT)
Per day with two performances - weekends Commercial Hire	£3,978 (£3,315 + VAT)	£3,978 (£3,315 + VAT)
Week Hire: Monday-Saturday	£11,322 (£9,435 + VAT)	£11,322 (£9,435 + VAT)

<u>Non-Profit Making/Charity/Local</u>		
<u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u>		
<u>Current Stalls - only hirers to be phased into new pricing structure over two years</u>		
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance - weekdays Non Profit Making/Charity/Voluntary	£1,260 (£1,050 + VAT)	£1,260 (£1,050 + VAT)
Per day with one performance - weekends Non Profit Making/Charity/Voluntary	£1,860 (£1,550 + VAT)	£1,860 (£1,550 + VAT)
Per day with two performances - weekdays Non Profit Making/Charity/Voluntary	£1,920 (£1,600 + VAT)	£1,920 (£1,600 + VAT)
Per day with two performances - weekends Non Profit Making/Charity/Voluntary	£2,520 (£2,100 + VAT)	£2,520 (£2,100 + VAT)
Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,520 (£2,100 + VAT)	£2,520 (£2,100 + VAT)

Theatre Hire : Supplementary Charges Per Hour (not including staffing)		
Technical/Dress:		
Commercial Hires	£94.20 (£78.50 + VAT)	£94.20 (£78.50 + VAT)
Non Profit Making/Charity/Voluntary	£79.80 (£66.50 + VAT)	£79.80 (£66.50 + VAT)
General Rehearsals: (No lights)		
Commercial Hires	£79.80 (£66.50 + VAT)	£79.80 (£66.50 + VAT)
Non Profit Making/Charity/Voluntary	£67.20 (£56.00 + VAT)	£67.20 (£56.00 + VAT)
Get In/Fit Up/Get Out		
Commercial Hires	£27.00 (£22.50 + VAT)	£27.00 (£22.50 + VAT)
Non Profit Making/Charity/Voluntary	£23.40 (£19.50 + VAT)	£23.40 (£19.50 + VAT)

Staffing Recharges: per hour		
Technical Manager - weekdays*	£42.00 (£35.00 + VAT)	£42.00 (£35.00 + VAT)
Technical Manager - weekends**	£48.00 (£40.00 + VAT)	£48.00 (£40.00 + VAT)
Technical Officer - weekdays*	£32.40 (£27.00 + VAT)	£32.40 (£27.00 + VAT)
Technical Officer - weekends**	£37.20 (£31.00 + VAT)	£37.20 (£31.00 + VAT)
Technical Assistant - weekdays*	£22.80 (£19.00 + VAT)	£22.80 (£19.00 + VAT)
Technical Assistant - weekends**	£27.60 (£23.00 + VAT)	£27.60 (£23.00 + VAT)
* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours		
** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours		
Ticket Handling Fee		
Per Ticket - applicable to all professional productions	£1.50 (£1.25 + VAT)	£1.50 (£1.25 + VAT)
Per Ticket - applicable to all amateur productions, dependent on overall ticket price	50p - £1.50 (41.67p - £1.25 + VAT)	50p - £1.50 (41.67p - £1.25 + VAT)
Palace Membership Scheme (Charges not subject to VAT)		
Single membership	£11.00	£11.00
Couple's membership	£18.00	£18.00
Junior membership	£8.00	£8.00
Family membership	£30.00	£30.00

National Civil War Centre – Newark Museum				
Proposed Ticket Types		Notes	2021/22 Charge	2022/23 Charge
Day Tickets				
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness		£8.00	£8.00
Concession			£7.00	£7.00
Children 5-16			£4.00	£4.00
Children under 5			Free	Free
Family (up to 5)			£20.00	£20.00
Annual Pass - Adult			£15.95	£15.95
Annual Pass - Concession			£13.95	£13.95
Annual Pass - Children			£7.95	£7.95

Groups			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		£5/head , min 10, max per session 20	£5/head , min 10, max per session 20
Volunteer-led Town/Civil War Tour		£5 adult, £3 child	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	£6/head
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	£6/head
Coach Parking @ Lorry Park	FOC	FOC	FOC

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

	Notes	2021/22 Charge	2022/23 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£192 plus travel expenses (£160 + VAT)	£192 plus travel expenses (£160 + VAT)

<p>Room Hire</p>	<p>(projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		
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<p>Community Space <i>(Charges are not subject to VAT)</i></p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>
<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>

Workshop <i>(Charges are not subject to VAT)</i>	Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.	£15.50 - £25	£15.50 - £25
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Tudor Hall	New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing	<p>Hourly rate: £102, max 3 hr hire (£85 + VAT)</p> <p>Day rate for meetings: Charity/Community £474 (£395 + VAT)</p> <p>Corporate £714 (£595 + VAT)</p> <p>Event rate: £954 - £1,560 (£795 - £1,300 + VAT)</p>	<p>Hourly rate: £102, max 3 hr hire (£85 + VAT)</p> <p>Day rate for meetings: Charity/Community £474 (£395 + VAT)</p> <p>Corporate £714 (£595 + VAT)</p> <p>Event rate: £954 - £1,560 (£795 - £1,300 + VAT)</p>
Hire a costumed performer		£105 /evening	£105 /evening

Hire Location	Additional Information	2021/22 Charge	2022/23 Charge
In Hours – Guided tours	Occupancy: Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£5.50 £6.50 £9.00	£7.50 £8.50 £11.00
Microfiche Copies		£5.00 plus £2.00 admin (very rarely requested)	£20.00 plus £10.00 admin
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£5.00 – reflects time processing charges	£10.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify)	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£10.00 – reflects time processing charges	£15.00 – reflects time processing charges

Publication	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on one use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £100.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £20.00 - per image</p> <p>Corporate Products (annual reports, TV): £100.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>
Long Term Archaeological Storage at Museum Resource Centre	<p>Cost is based on English Heritage Calculations. One off fees.</p>	£160 per box	£250 per box

Other Income (Charges are inclusive of VAT)		Additional Information	2021/22 charge	2022/23 charge
Loans Box Fines		Late return of boxes	£16.00	£16.00
Out of District Schools Travel Expenses		Flat fee	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire		Loan period is 2 weeks – fines for late returns	£20 per box for two weeks	£20 per box for two weeks
Education programme at NCWC		To be paid on day of visit by cash/cheque/card or by invoice	<u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit	<u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit
		Option to build bespoke package on request, price according to resource allocation and timescales.	One facilitated activity, two self-led activities: £7 per head - Full day visit	One facilitated activity, two self-led activities: £7 per head - Full day visit
		KS5, HE and FE students to reflect bespoke nature of events and level of expertise required.	Two facilitated activities, one self-led activity: £6.00 per head for half day visit <u>KS5, FE and HE</u> £8 per head full day visit	Two facilitated activities, one self-led activity: £6.00 per head for half day visit <u>KS5, FE and HE</u> £8 per head full day visit

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

Purpose		2021/22 Charge	2022/23 Charge
Guided Tours	Adult	£6.00	£6.00
	Senior	£5.00	£5.00
	Child	£3.00	£3.00
	Family	£16.00	£16.00
	Private, Out of Hours, Subject Specialist Tours (per person)	£10 - £15	£10 - £15
	Ghost Tour Commercial Hire	* see events below	* see events below
Hire of Gardens	Charity	£250 plus staffing, security and other anciliary charges	£250 plus staffing, security and other anciliary charges
Hire of Gardens	Commercial	£800 per day	£800 per day
Hire of Castle	For Events	£50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)	£50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)

Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i>	Bandstand October - March	£480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat)	£480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat)
	Bandstand April - September	£528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat)	£528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat)
	Undercroft October - March	£576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat)	£576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat)
	Undercroft April - September	£633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat)	£633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated resources)</i>	Half day visit per head	£3.25 - £4.50	£3.25 - £4.50
	Full day visit per head	£4.50 - £7.00	£4.50 - £7.00
Charity/Local			
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)			
Current Stalls - only hirers to be phased into new pricing structure over two years			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		£0.00	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£0.00	£0.00

GAMBLING ACT 2005 (STATUTORY)*(Charges are inclusive of VAT where applicable)*

Permit		2021/22 Charge	2022/23 Charge
Family Entertainment Centre	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Prize Gaming Permits	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Gaming Machines in Alcohol Licensed Premises	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 - existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 - new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
Club Gaming and Club Machine Permits	Existing Operators (transition)	£100.00	£100.00
	New Application	£200.00	£200.00
	Renewal	£200.00	£200.00
	Variation	£100.00	£100.00
	Annual Fee	£50.00	£50.00
	Copy of Permit	£15.00	£15.00
Temporary use notice		£100.00	£100.00
Small society Lottery	Exempt Lotteries – Registration Fee	£40.00	£40.00
	Exempt Lotteries – Annual Fee	£20.00	£20.00

GAMBLING ACT 2005 (DISCRETIONARY)

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

(Charges are inclusive of VAT where applicable)

Activity	Application type	2021/22 Charge	2022/23 Charge
BINGO	New application	£1,200.00	£1,200.00
	Application for reinstatement of licence	£800.00	£800.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,000.00	£1,000.00
	Application to transfer licence	£150.00	£150.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00
	Annual Fee	£520.00	£530.00
ADULT GAMING CENTRE	New application	£950.00	£950.00
	Application for reinstatement of licence	£500.00	£500.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£830.00	£830.00
	Application to transfer licence	£150.00	£150.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00
ADULT GAMING CENTRE	Annual Fee	£520.00	£530.00
FAMILY ENTERTAINMENT CENTRE	New application	£950.00	£950.00
	Application for reinstatement of licence	£500.00	£500.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£830.00	£830.00
	Application to transfer licence	£100.00	£100.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00
	Annual Fee	£530.00	£530.00

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

LICENSING*(Charges are inclusive of VAT where applicable)*

Relevant Act or Order*		Duration	2021/22 Charge	2022/23 Charge
1. Hypnotism - Grant	Ref 001	Occasional for specific dates	£75.00	£85.00
2. Sex Establishment - Grant/Renewal	Ref 002	Up to 1 year	£3,540.00	£3,540.00
3. Vehicle Licences				
(a) Hackney Carriage	Ref 003	Annual	£235.00	£235.00
(b) Private Hire Vehicle	Ref 003	Annual	£185.00	£185.00
(c) Ambulance Vehicles	Ref 003	Annual	£115.00	£115.00
(d) Hackney Carriage/Private Hire Drivers	Ref 003	3 years or lesser depending on circumstances	£145.00 renewal £220.00 new applicants	£145.00 renewal £220.00 new applicants
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	Per Year	£55.00	£55.00
(f) Ambulance Drivers	Ref 003	3 years or lesser depending on circumstances	£110 renewal £95 new applicants	£110 renewal £95 new applicants
(g) Ambulance Drivers over 65	Ref 003	Annual	£40.00	£40.00
(h) Private Hire Operators	Ref 003	5 years *		
(i) Basic			£350.00	£350.00
(ii) plus per vehicle			£35.00	£35.00
(i) Ambulance Operators	Ref 003	5 years *		
(i) Basic			£350.00	£350.00
(ii) plus per vehicle Plates			£25.00	£25.00
(j) Knowledge Test	Ref 003	One-off	£40.00	£40.00
(k) Drivers Test	Ref 003	One-off	£40.00	£40.00
(l) Replacement Badge	Ref 003	One-off	£25.00	£25.00
(m) Replacement Plate	Ref 003		£45.00	£45.00
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	One-off	£50.00	£50.00

(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	One-off	£85.00	£85.00
(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	One-off	£75.00	£75.00
(q) Temporary & Permanent Magnetic Roundels	Ref 003	One-off	£15.00	£15.00
(r) Additional stick on Roundels	Ref 003	One-off	£10.00	£10.00
4. Vehicle test				
(a) Without MOT		Biannual (once every six months)	£45.00	£50.00
(b) With MOT			£55.00	£60.00

LICENSING ACT 2003 (STATUTORY)***(Charges below are not subject to VAT)***

Type of licence	Comments	2021/22 Charge	2022/23 Charge
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Minor Variation		£89.00	£89.00
Personal Licence		£37.00	£37.00
Temporary event Notice		£21.00	£21.00

ENVIRONMENTAL HEALTH*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act	Notes	Duration	2021/22 Charge	2022/23 Charge
1. Animal Boarding Establishments	Ref 004	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£220	£225
Renewal				£220	£225
2. Home Boarding	Ref 004	The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	£175	£170
Renewal				£175	£180
Dog Day Care		Domestic House based Compliance & Inspection Fee	Annual	£165	£170
Renewal				£50 £200	£55 £205
3. Dangerous Wild Animals	Ref 005	The fees have been calculated on a full cost recovery basis	Annual	£230 + Vet Fees	£235 + Vet Fees
4. Dog Breeding	Ref 006	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£195	£299
Renewal				£195 £80	£200 £85
5. Riding Establishments	Ref 007	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£210	£215
Renewal				£210 £100	£215 £105
6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002	The fees have been calculated on a full cost recovery basis	Annual		
Person				£125	£125

Premises		Where the premises already hold a licence the charge is £125 per additional treatment		£120	£125
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£180	£195
Renewal				£155	£155
No massage (just sunbeds)				£170	£170
Renewal				£130	£130
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
New				£525	£525
Renewal				£195	£195
Transfer				£240	£240
9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis			
Initial Inspection			First licence valid for 4 years	£550	£550
Renewal			Renewal valid for 6 years	£400	£400
Periodic 3 year inspection				£400	£400
Transfer				£200	£200
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£190	£195
Renewal				£190	£195
		Compliance & Inspection Fee		£80	£85
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£175	£185

12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£175	£180
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£75	£80
14. High Hedges 1st stage 2nd stage	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off	£250 £420	£250 £420
15. Licence Application for House in Multiple Occupation Single application Multiple applications at same time Variation of licence	Ref 012	The fees have been calculated on a full cost recovery basis	One off	£750 £570 £55	£750 £570 £60
16. Scrap Metal Dealer Site Licence Collectors Licence	Ref 013	The fees have been calculated on a full cost recovery basis	Three years	£390 £165	£390 £165
17. Mobile Homes Act 2014 Application fee Plus, per additional unit Annual Fee Transfer/amendment of licence Depositing Site rules Fit and Proper person application fee	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site. Depends on total number of pitches New fee with effect from 01/04/2022		£380 £10 £10 per pitch £175 £145 N/A	£380 £10 £10 per pitch £175 £145 £300

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2021/22 Charge	2022/23 Charge
Health & Purity Certificate		£36.00	£36.00
Foot & Mouth Health Certificate		N/A	N/A
Condemnation Certificate		£260.00	£260.00

Environmental Site Reports	<i>Prices include VAT</i>		
Home Buyer Version		£125.00	£125.00
Detailed version		£370.00	£370.00
Housing immigration check		£120.00	£130.00

PRIVATE WATER SUPPLIES

Activity	Notes	2021/22 Charge	2022/23 Charge
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£50.00	£50.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£25.00
Check Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs
Audit Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs

***Relevant act/ Order References**

Ref 001 - *Hypnotism Act 1952*

Ref 002 - *Local Government (Miscellaneous Provisions) Act 1982*

Ref 003 - *Local Government (Miscellaneous Provisions) Act 1976*

Ref 004 - *Animal Boarding Establishments Act 1963*

Ref 005 - *Dangerous Wild Animals 1976*

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

Ref 007 - *Riding Establishments Acts 1964 and amended 1970*

Ref 008 - *Nottinghamshire County Council Act 1985*

Ref 009 - *Zoos Licensing Act 1981*

Ref 010 - *Pet Animal Act 1951*

Ref 011 - *Anti-social Behaviour Act 2003*

Ref 012 - *Housing Act 2004*

Ref 013 - *Scrap Metal Dealers Act 2013*

DOG WARDEN*(Prices are not subject to VAT)²*

STRAY DOGS:	Duration	2021/22 Charge	2022/23 Charge
This includes Government fee, Local Authority charge, and kennelling costs.	1 Day	£83.00	£83.00
	2 Days	£91.00	£91.00
	3 Days	£99.00	£99.00
	4 days	£107.00	£107.00
Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	5 Days	£115.00	£115.00
	6 Days	£123.00	£123.00
	7 Days	£131.00	£131.00

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

WASTE & RECYCLING

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

(Prices include VAT where applicable)

Trade Waste, Recycling and Garden Bins					
We have set figures for these services and have used a disposal cost provided by Nottinghamshire County Council (disposal authority).					
REFUSE					
Bin Size	2021/22 Collection Charge	2021/22 Disposal Charge	2022/23 Collection Charge	2022/23 Disposal Charge	
140L	£2.28	£1.44	£2.35	£1.49	
240L	£2.81	£2.47	£3.00	£2.56	
360L	£3.45	£3.71	£3.80	£3.83	
660L	£5.04	£6.80	£5.75	£7.03	
1100L	£7.43	£11.33	£8.60	£11.72	
Pre-Paid Sacks	£1.80	£0.62	£1.85	£0.64	
Clinical	£2.22	£7.90	£2.35	£8.00	
RECYCLING					
Bin Size	2021/22 Collection Charge	2021/22 Disposal Charge	2022/23 Collection Charge	2022/23 Disposal Charge	
140L	£2.28	£0.35	£2.35	£0.36	
240L	£2.81	£0.61	£3.00	£0.62	
360L	£3.45	£0.91	£3.80	£0.94	
660L	£5.04	£1.67	£5.75	£1.72	
1100L	£7.43	£2.79	£8.60	£2.86	
Pre-Paid Sacks	N/A	N/A	N/A	N/A	
Clinical	N/A	N/A	N/A	N/A	
Trade Waste contract charges					
			2021/22 Charge	2022/23 Charge	
Alteration Fee			£38.00	£42.00	
Lockable Bin			N/A	N/A	
Access Fee (Maximum)			5 – 10% of total cost dependent on site	5 – 10% of total cost dependent on site	

Domestic Garden Bins	2021/22 Charge	2022/23 Charge
Price per bin	£35.00	£35.00
Cost of bin for new properties		
Bin Size	2021/22 Charge	2022/23 Charge
140L	£32.00	£32.00
240L	£32.00	£32.00
360L	£48.00	£48.00
660L	£258.00	£300.00
1100L	£284.00	£320.00
Developers delivery charge (per load)	£62.00	£65.00
Bulky Waste Charges		
Domestic Bulky Waste		
First Item	£13.00	£13.00
Subsequent item	£7.00	£7.00
Electrical Items		
First Item	£13.00	£13.00
Subsequent item	£7.00	£7.00
Large Items which are not covered by the above charges	£62 per hour	£62 per hour
Commercial Fridges		
Per Unit		
	£93.36	£95.22
Collection and Transport	£116.70	£98.33
Cleansing Services Hours		
2021/22 Charge	2022/23 Charge	
1 hour	£64.00	£65.00
1.5 hours	£96.00	£97.50
2 hours	£128.00	£130.00
3 hours	£192.00	£195.00
4 hours	£256.00	£260.00
5 hours	£320.00	£325.00
Emptying bins (cost per empty of bin)		
2021/22 Charge	2022/23 Charge	
Litter bins	£0.80	£1.00

Dog Bins	£2.00	£2.00
Vehicle Workshop Services	2021/22 Charge	2022/23 Charge
MOT's	£45.00	£45.00
Air Conditioning re-gas	£50.00	£60.00
External Servicing of vehicles	£45 per hour	£45 per hour

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

PARKS & AMENITIES*(Charges are inclusive of VAT where applicable)*

Facility	Purpose		2021/22 Charge	2022/23 Charge
Parks & Playing Fields *charges for where a current agreement doesn't exist	Football Season (13 matches or more)*	Seniors	£500.00	£510.00
		Juniors	£280.00	£286.00
		Mini Soccer	£150.00	£153.00
	Football Pitch (per match)*	Seniors	£49.00	£52.00
		Juniors	£30.00	£32.00
		Mini Soccer	£20.00	£22.00
	Hire of Park	Commercial use	£566 per day	N/A
		Charities (can be waived by SLT)	£103 per day	£100 per day
	Circuses		£381 per day	N/A
	Funfairs	Large Fair	£370 per day	N/A
		Small Fair	£283 per day	N/A
	Sponsorship	Bedding Displays	£800 per annum	£816 per annum
	Forest School Sessions	Ranger-led	£5.00 per person	£10.00 per session
		Self-led	N/A	£3.00 per person
	Outdoor Fitness Camps		£6.90 per session	N/A
	Commercial fitness & skills sessions inc. football training	Weekly	N/A	£25.00 per session
		Annual	N/A	£300.00
	Events	Ticketed	N/A	£100 + 15% of ticket sales
		Non-ticketed	N/A	£400.00
	School sessions	Ranger-led: annual	N/A	£100.00
		Ranger-led: one-off	N/A	£25.00
		Schools-led: annual	N/A	£40.00
		Schools-led: one-off	N/A	£10.00
	Hire of Football Changing Rooms*	Without showers	N/A	£11.00
		With showers	N/A	£15.00
	Provision of memorial trees	Per tree	N/A	£20.00
Lincoln Road Pavilion	Hire of Pavilion		£10.10 per hour	£11.00 per hour

PUBLIC CONVENIENCES

Public Convenience	2021/22 Charge	2022/23 Charge
Gilstrap Centre	20p	20p

CAR PARKS*(Car Park charges are all inclusive of VAT)*

Newark Car Parks	Duration	2021/22 Charge	2022/23 Charge
INNER TOWN London Road Balderton Gate Town Wharf Appletongate	30 minutes	£0.50	£0.50
	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-3 hours	£2.50	£2.50
	3-4 hours	£4.50	£4.50
	Over 4 hours	£7.50	£7.50
	After 6pm (Evening Charge)	£1.00	£1.00
	OUTER TOWN Riverside (former Tolney Lane) Riverside Arena Livestock Market Castle House	1 hour	£1.00
2 hours		£1.50	£1.50
2-4 hours		£2.00	£2.00
4-5 hours		£2.50	£3.00
5 hours and above		£3.00	£3.50
After 6pm (Evening Charge)		£1.00	£1.00
Dedicated Motorcycle Bay Newark: London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market		Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.	
LORRY PARKING			
Lorry Parking - Fixed Charge		£18.50	£19.50
Lorry Parking (with meal voucher)		£21.50	£22.50
Coaches - (with meal voucher)		£5.00	£5.00

SEASON TICKETS			
INNER TOWN (Newark) (limited issue)	Per month	£84.00	£84.00
	Per quarter	£193.00	£193.00
	Per year (7 days per week)	£700.00	£700.00
OUTER TOWN (Newark) (limited issue)	Per month	£47.00	£54.00
	Per quarter	£123.00	£124.00
	Per year (Monday - Friday only)	£350.00	£350.00
	Per year (7 days per week)	£450.00	£450.00
CONTRACT CAR PARK RATES			
Barnby Gate	Per quarter	£208.00	£208.00
	Per annum	£800.00	£800.00
The Palace	Per annum	£600.00	£650.00
Pelham Street	Per annum	£500.00	£550.00
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply

RIVERSIDE MARKET

(Charges are not subject to VAT)

DAY	ITEM	2021/22 Charge	2022/23 Charge
WEDNESDAY	MARKET STALL	£17.00	£17.00
	PITCH - PER LINEAR METRE	£6.00	£6.00

CASTLE HOUSE - CIVIC SUITE HIRE & PARTNERS' DESK USAGE*(Prices are exclusive of VAT)*

No Webcasting			
Room	Duration	2021/22 Charge	2022/23 Charge
G2	Hourly charge	£15.00	£15.00
G3	Hourly charge	£15.00	£15.00
Civic 1	Hourly charge	£25.00	£25.00
Civic 2	Hourly charge	£25.00	£25.00
Civic 3	Hourly charge	£15.00	£15.00
Civic 4	Hourly charge	£15.00	£15.00
Civic 1 + 2	Hourly charge	£40.00	£40.00
Civic 3 + 4	Hourly charge	£25.00	£25.00
Civic 2+3+4	Hourly charge	£40.00	£40.00
Civic 1+2+3+4	Hourly charge	£65.00	£65.00
Desk Charge	Per Desk	£4,420.00	Various

NEWARK BEACON*(Prices are inclusive of VAT)*

Room	Seating Capacity	Duration	2021/22 Charge	2022/23 Charge
Cafferata Suite	Maximum capacity 70 (theatre style)	Full day	£252.00	£252.00
		Half day	£187.20	£156.00
		Hourly rate	£50.40	£42.00
Trent Suite	Maximum capacity 10	Full day	N/A	N/A
		Half day	N/A	N/A
		Hourly rate	N/A	N/A
Gresham	Maximum 20 (10 during COVID-19)	Full day	£132.00	£132.00
		Half day	£84.00	£84.00
		Hourly rate	£24.00	£24.00
Friary	Maximum 16 (8 during COVID-19)	Full day	£132.00	£132.00
		Half day	£84.00	£84.00
		Hourly rate	£24.00	£24.00
11C (or other office depending on occupancy)	Maximum 4 (2 during COVID-19)	Full day	£84.00	£84.00
		Half day	£42.00	£30.00
		Hourly rate	£12.00	£12.00

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

NON-PAYMENT OF COUNCIL TAX/NNDR

Council Tax	2021/22 Charge	2022/23 Charge
Summons	£80	£80
Liability Order	With summons	With summons

NNDR	2021/22 Charge	2022/23 Charge
Summons	£100	£100
Liability Order	With summons	With summons

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

TEMPORARY ACCOMMODATION

These charges are in relation to Northgate, Newark; Seven Hills, Newark; and Wellow Green, Ollerton.

Charge	2021/22 Charge	2022/23 Charge
Hostel Service Charge	£31.78 per week	£33.08 per week
Hostel Support Charge (non-Housing Benefit (HB))	£4.35 per week	£4.52 per week

PRIVATE SECTOR CARELINE SERVICE

Product	2021/22 Charge	2022/23 Charge
Lifeline - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	£4.30 per week	£4.43 per week
Lifeline installation fee	£25.00 one-off	£25.00 one-off
Keysafe	£40.00 one-off	£40.00 one-off

Product	2021/22 Charge	2022/23 Charge
Sensor monitoring To receive this service tenants must also subscribe to the lifeline service. The sensors available are: i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detectors	£2.55 for two to five sensors, per week	£2.63 for two to five sensors, per week
Sensor monitoring installation fee: falls detectors	£0.00	£0.00
Sensor monitoring installation fee: all other sensors (per visit)	£35.00 one-off	£35.00 one-off

Product	2021/22 Charge	2022/23 Charge
Welfare calls To receive this service tenants must also subscribe to the lifeline service. - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required.	£4.30 per week	£4.43 per week

INTRODUCTION

REVIEW OF 2021/2022

The Staffing Establishment Report for 2021/2022 produced early in 2021 predicted an increase of 20.24 full-time equivalents (FTEs) to an establishment of 579.19 FTEs at 31st March 2022. In the current review staffing levels are estimated to be 579.89 FTEs as at 31st March 2022.

2021/22		2021/22		
Actual Employee Establishment at 31.03.21	Directorate	Planned Employee Establishment at 31.03.22	Planned Variations	Anticipated Employee Establishment at 31.03.23
18.00	Law & Democratic Services	16.60	1.50	18.10
83.76	Resources & Deputy Chief Executive	87.43	1.00	88.43
86.53	Customer Services & Organisational Development	70.12	0.61	70.73
164.53	Communities & Environment	174.60	2.01	176.61
44.26	Growth & Regeneration	49.46	0.00	49.46
161.87	Housing, Health & Wellbeing	181.69	0.00	181.69
558.95		579.89	5.12	585.01
26.00	Joint Negotiating Committee	20.57	0.00	20.57
99.29	Grades NS 11-17	116.64	1.10	117.74
75.07	Grades NS 9-10	74.86	2.00	76.86
358.59	Below Grade NS 9	367.82	2.02	369.84
558.95		579.89	5.12	585.01

POLICY & FINANCE COMMITTEE

21 FEBRUARY 2022

2022/23 TO 2025/26 MEDIUM TERM FINANCIAL PLAN

1.0 Purpose of Report

- 1.1 To present the council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2022 and 31 March 2026 (2022/23 to 2025/26).

2.0 Background Information

- 2.1 The MTFP (**Appendix A**) aims to provide members and officers with a clear financial framework for delivering the council's Community Plan objectives over the next four financial years.
- 2.2 Updating the council's MTFP is an essential pre-requisite to the annual budget setting process for future years.

3.0 Proposals

- 3.1 The MTFP shows that the council is able to set a balanced budget for 2022/23, though will need to reduce expenditure and/or increase income to pay for service delivery in future years.
- 3.2 The council will need to continually consider how best to manage demand for its services, as well as continually monitor and review how it best delivers each service.

4.0 Digital Implications

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

5.0 Equalities Implications

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

6.0 Financial Implications (FIN21-22/6891)

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

7.0 Community Plan – Alignment to Objectives

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

8.0 RECOMMENDATION

That the Committee recommends the 2022/23 to 2025/26 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 8 March 2022.

Reason for Recommendation

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

Background Papers

2022/23 Proposed General Fund (GF) Revenue Budget
Capital Programme 2022/23 to 2025/26
Statement of Accounts 2020/21

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

Sanjiv Kohli
Director – Resources and Deputy Chief Executive

2022/23 TO 2025/26 MEDIUM TERM FINANCIAL PLAN (MTFP)

The council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2021 and 31 March 2025 (2021/22 to 2024/25, or 2021/25) was presented to this Committee on 21 February 2021 and approved by Full Council on 9 March 2021.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2022/23 and 2025/26 (2021/25).

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2022/23 and 2025/26; and
- c) enable members to make decisions which ensure the council's future financial sustainability.

The MTFP tries to do this by:

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

1.1 Financial Projections

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

	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)
Net Service Expenditure (less capital charges)	14.363	14.517	14.900	15.343
Total Other Expenditure	1.172	1.858	1.855	1.879
Total Expenditure	15.535	16.375	16.755	17.222
Business Rates: receivable annually	(6.744)	(4.413)	(5.082)	(5.639)
Business Rates: other adjustments	0.341	0.000	0.000	0.000
Council Tax: receivable annually	(7.646)	(7.966)	(8.299)	(8.646)
Council Tax: surpluses/(deficits)	(0.333)	0.000	0.000	0.000
Council Tax: other adjustments	0.047	0.000	0.000	0.000
Other Grants	(0.568)	(0.568)	(0.464)	(0.475)
Contribution (to) or from Reserves	0.632	3.428	2.910	2.462

1.2 Financial Landscape

The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. It has now

delayed these reforms further to 2023/24 at the earliest. Given the additional year's delay, the government plans to roll forward the 2021/22 settlement to 2022/23.

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

The impact of the government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income in each year between 2020/21 and 2022/23 has been at least £2m more than was expected in the 2019/23 MTFP approved on 7 March 2019. This includes surpluses not forecasted for within the 2019/23 MTFP.

The government has not yet indicated when it plans to carry out a multi-year Spending Review to enable the reformed systems for business rates retention and annual funding allocations to be implemented. The Chancellor may set this out in his budget on 23 March 2022.

As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the council's current modelling of funding projections for 2023/24 and future years are subject to high levels of volatility. It is however anticipated that the changes to the local government funding formula will be implemented in 2023/24. A consultation paper on potential reform has been promised for the Spring and it is expected that there will be further consultation over the Summer.

The scope of reforms is still uncertain which would include the Fair Funding Review, a reset in the baseline for Business Rates Funding and changes to New Homes Bonus, albeit time is already limited and therefore this may mean only a cut-down version of the reforms are implemented.

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

Throughout the remainder of 2021/22 and in 2022/23, officers will closely monitor the government's announcements relating to the local government finance system and assess the implications of these on the council's funding for 2022/23 and future years.

1.3 Fair Funding Review

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

The government now plans to use an updated approach to distributing funding to councils from 2023/24. Much of the data that Government hold in relation to the current formula relates to 2013/14 and before hence significant work is necessary in order to recalibrate the formulae. As stated above, consultation is expected in the Spring where the scope will hopefully be outlined. As timescales are limited a compromise may be to make simple reforms or largely leave formulae alone and create a headroom pot to redistribute.

The Fair Funding Review will have an enormous effect on the Council's budget because it will affect the amount of BFL the government will give the council in future years, and thus also the amount of business rates the council can retain. As per the table in section 1.1, business rates are expected to account for a large proportion of the council's total expenditure (excluding capital charges) in each year of the council's MTFP.

1.4 Retained Business Rates

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

The government plans to implement a reformed business rates retention system, though for changes not to take place until 2023/24 at the earliest. The reforms aim to:

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

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

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

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

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

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

The council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2023/24 and future years are subject to higher levels of volatility. These have been modelled with the assistance of Pixel, the Council's external advisors who assist many authorities on national funding.

The government has proposed freezes to the proportions of businesses' rateable values (RVs) payable as business rates in 2022/23, though has not yet proposed the reliefs it will require councils to implement for 2022/23:

- a freeze in the small business NDR multiplier at 49.9p;
- a freeze in the NDR multiplier at 51.2p;

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

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

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

The total rateable value (RV) of all business premises within the district anticipated at the beginning of 2022/23 is £106.2m. If NDR payers believe that the RV of their premises is incorrect, they can appeal the RV of the premises. If appeals by NDR payers are successful, the council makes one-off refunds to NDR payers and backdates these as appropriate.

The table below analyses the forecasted provision (money set aside) by the council at 2021/22 year-end if all appeals, challenges (prospective appeals) and threats (appeals and challenges yet to be received) regarding NDR payers' RVs are successful:

Forecasted provision by council at 2021/22 year-end if all NDR appeals, challenges and threats successful	Number of businesses	Reduction in RV (£m)	Cost (£m)
Appeals	8	0.108	0.127
Challenges (prospective appeals)	10	0.342	0.301
Threats (appeals and challenges yet to be received)	249	1.965	3.601
Forecasted provision by council at 2021/22 year-end	267	2.415	4.029

If appeals that the council has provided for (set money aside) are unsuccessful, or are successful but cost the council less than the amount set aside for these appeals, the council can release the surplus provisions back into the Collection Fund, in order that this may then be re-distributed back to the council and its preceptors. Similarly, where appeals are settled higher than funds set aside, an additional charge would need to be levied from the council and its preceptors in order to fund the deficit arising.

1.5 Council Tax

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

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

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

The proposed core principle for 2022/23 is 2%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2022/23 relevant basic amount of council tax of up to (and including) the greater of 1.99% or £5.00 without holding a referendum.

For all years since 2016/17 except 2020/21, Members have approved annual average band D council tax increases of 1.94%. For 2020/21, Members agreed an increase of £5.00 (2.88%). The council's MTFP assumes annual increases of 1.94%.

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

The council's MTFP assumes that the 2022/23 CTB will be 3.01% higher than the 2021/22 CTB, and that there will be a 2.20% increase in CTB for 2023/24 and subsequent years.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 1.94% in 2022/23, compared to if council tax was frozen at the 2021/22 level during 2022/23 but increased by 1.94% annually thereafter:

Effect of council tax changes	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	MTFP (£m)
Additional income from 1.94% increase in all years	0.146	0.152	0.158	0.165	0.621

1.6 New Homes Bonus (NHB)

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

The government plans to consult on the future of NHB, with a view to implementing reform in 2023/24.

Details of the government's final NHB allocations for 2022/23 and the three years previous are in the table below. This includes a legacy payment for 2019/20 and a new one-year allocation for 2022/23.

Year	2019/20 (£m)	2020/21 (£m)	2021/22 (£m)	2022/23 (£m)
Total	1.580	1.741	1.187	1.573

NHB is not ring-fenced, and thus can be used to fund either revenue or capital expenditure. To-date, the council has not needed to budget to use NHB to fund its General Fund revenue

expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

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

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

As per section 1.2, NHB is within scope of the proposed reforms to the local government finance system. As such, councils are not expected to receive NHB in 2023/24 or future years.

1.7 Income from Fees and Charges

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

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

The Action Plan to the Commercial Strategy approved at Policy and Finance Committee on 27 January 2022 set the expectation that new areas for charging and understanding price elasticity of demand on existing charges would be reviewed to ensure that discretionary charges are set at the right levels and for the right activities. The council should ensure that fees and charges for discretionary services are set which:

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

As mentioned in section 1.11, the fees and charges budgets proposed for 2022/23 are at levels considered achievable. Further details on the fees and charges budgets for 2022/23 can be found in the 2022/23 proposed General Fund revenue budget report.

The table in section 1.10 identifies further fees and charges income as key to bridging the council's funding gap. It is anticipated that new annual income of £0.200m will be generated by delivering the Commercial Strategy. This may be by stretching existing fees and charges income targets, new income streams, and/or a combination of both.

1.8 Reserves and Balances

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the

adequacy of financial reserves in the council's proposed budget and robustness of estimates made.

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

Council's generally hold useable reserves for three purposes:

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

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

Appendix B shows the balances which comprised the council's total reserves at the end of 2020/21 and at the beginning of 2021/22. It also shows the balances expected to comprise the council's total reserves at the end of 2021/22 and 2022/23.

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

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

ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

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

The council's total forecast reserves and fund balance to 31 March 2023 is £30,957,292. This is 199% of the forecast Net Budget Requirement of £15,535,910. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.

The budget has been prepared in accordance with the budget strategy approved by this Committee on 24 June 2021. The same strategy has been adopted for the period of the MTFP.

The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current

funding regime (in particular New Homes Bonus and Business Rates) are introduced – particularly against the backdrop of recovering from the impact of COVID-19. The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government’s departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The council’s current projections within the Medium Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

1.9 Assumptions made within the MTFP

Finance officers and budget holders have developed detailed budgets for 2022/23 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 2% annual increase in basic pay has been assumed for 2022/23, and a 3% increase for each subsequent year of the council’s MTFP.

The National Joint Council (NJC) for Local Government Services’ pay award for 2022/23 has not yet been finalised. The costs of the 2022/23 pay award may exceed the pay increases currently budgeted for. If the 2022/23 pay award is agreed at a higher rate than the 2% increase in basic pay assumed, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

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

The council’s General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council’s Minimum Revenue Provision (MRP) policy for 2022/23, which was recommended for approval by Full Council on 8 March 2022 by the Audit and Accounts Committee on 2 February 2021.

1.10 Proposed strategy for bridging the funding gap

The table below shows the contributions to and from reserves currently projected for each year of the council’s MTFP (as described at the table in paragraph 1.1), and the actions currently proposed to mitigate the annual contributions from reserves projected for 2023/24, 2024/25 and 2025/26:

	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)
Contribution (to) or from reserves	0.632	3.428	2.910	2.462
Contribution (to) or from reserves other than MTFP reserve	(0.096)	0.200	0.200	0.200
Contribution (to) or from MTFP reserve, before proposed mitigations below	0.536	3.628	3.110	2.662
Use of MTFP reserve to offset contributions from reserves in future years	0.064	(2.928)	(1.960)	(0.698)
Contribution from	(0.600)	-	-	-

Nottinghamshire Business Rates Pool				
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.500)	(0.500)
Savings from service reviews	-	-	(0.100)	(0.100)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.200)	(0.200)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Rental income from town centre regeneration	-	-	(0.150)	(0.150)
Contribution (to) or from MTFP reserve, after proposed mitigations above	0.000	0.000	0.000	0.814

The table shows a total anticipated shortfall of £0.814m in funding over the four-year period. Forecasts of anticipated efficiencies and additional income have been updated from the 2021/25 MTFP approved on 9 March 2021.

The equivalent table above was presented in the MTFP approved at Council on 9 March 2021, which identified that for the production of the 2022/23 budget £0.100m was due to be generated in savings from service reviews. This has been completed with the deletion of the Business Manager – Legal Services post and the flexible retirement of the Business Manager – Revenues and Benefits. The table above has therefore removed £0.100m of the requirement in the future years.

As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), a forecast of the additional funding to be generated next financial year has been made of £0.600m. This is expected to be the final year that this will occur as the changes to the system of funding described at 1.2, 1.3 and 1.4 above are likely to remove this funding. Forecasts for the current year's year-end of £0.490m have been included the balance of the MTFP reserve together with the £0.453m favourable variance on the General Fund.

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

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

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

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in section 1.5, the council can increase council tax in

2022/23 by the greater of 1.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £76,460 of net expenditure.

The council's Commercial Strategy and Action Plan, approved by Policy and Finance Committee on 27 January 2022, aims to make Newark and Sherwood an *"innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and delivering cost reductions, through trading and business improvements"*. The council has begun to benefit from the projects which have been completed to date since the Commercial Plan 2017-18 to 2020-21 was approved in October 2017, and expects to increasingly benefit in future years from the implementation of the current strategy. The council's work across the district (externally) and with services council-wide (internally) will be crucial to enabling the council's future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth, as mentioned in section 1.4.

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

Pressures	Increase in 2023/24 budget, compared to 2022/23 budget (£m)	Increase in 2024/25 budget, compared to 2023/24 budget (£m)	Increase in 2025/26 budget, compared to 2024/25 budget (£m)
Employees	0.401	0.497	0.511
Internal Drainage Board Levies	0.040	0.029	0.023
Electricity and gas costs	0.021	0.022	0.023

1.11 Risks Associated with the Budget Process

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

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

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

In considering the council's proposed budget for 2022/23 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £76,460 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £41,210 of net expenditure.

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

Employee costs

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 65% of the council's proposed controllable service expenditure budget for 2022/23 (total spend, excluding spend on capital costs, internal recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 2% pay award currently budgeted for 2022/23 and/or the 3% pay awards currently budgeted for subsequent years. For example, a 3% increase in basic pay for 2022/23 (1% more than currently budgeted for) would result in around £162,210 needing to be funded from reserves for 2022/23. Additional funding would also need to be found for subsequent years, as the higher than expected pay for 2022/23 would result in higher than expected pay in subsequent years.

Currently vacancies are expected to amount to around 5.6% of total employee spend to the year end of 2021/22. With this in mind a forecast of 4% in 2022/23 and 3.5% has been used in all future years.

Income

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets, and have considered factors expected to affect future income levels, to ensure the 2022/23 income budgets for services have been set at levels considered achievable. As COVID-19 has had a major effect on the way that consumers use services, this has impacted the expected amount of income which may be generated in future years. Officers will monitor this closely over the coming year and revised forecasts over the medium term will be updated for the MTFP to be developed for the period between 2023/24 and 2026/27.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £57,190 in 2022/23.

Interest rates

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

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

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2022/23 will likely differ from those budgeted.

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

Inflation

Most income budgets and non-pay expenditure budgets have been uplifted by 3%. Some costs, such as insurance and utilities, are expected to increase by more than 3%; and others, such as fixed-price goods and services, are expected to increase by less than 3%.

The most recent month for which inflation data was available at the time of writing, December 2020, had a 5.4% increase in inflation (Consumer Prices Index (CPI)) over the 12 months of the 2020 calendar year.

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

1.12 Capital Investment Programme and Funding

The overall proposed General Fund Capital Programme for the period from 2022/23 and 2025/26 totals £74.719m. £36.280m is financed by external grant funding for the Southern Link Road (SLR), Stodman Street Regeneration, Castle Gatehouse, Disabled Facilities Grant (DFG's) and flood grants. One of the grants in relation to the SLR have already been received and are held on the Council's balance sheet as a conditional grant, albeit further funding has been approved from the Levelling up fund which will ensure the delivery of the scheme. This levelling up funding has yet to be received by the Council. The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the form of contributions from external partners amounts to £0.225m. This relates to an expectation of £0.225m of S106 funding towards the works to be identified at Southwell Leisure Centre.

Council internal capital resources employed amount to £8.815m, which relates to the Council's contribution to the funding gap in the Southern Link Road, Yorke Drive Pavilion, the Council's contribution to the works at Southwell Leisure Centre as described above and replacing parts of the Council's refuse fleet and other equipment.

In 2022/23 Community Infrastructure Levy receipts will be used to finance the cost of £5.540m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.

Borrowing is the balancing figure for the capital expenditure at £23.859m. This type of financing, attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

General Fund Revenue Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Council Funds:					
Investment Realisation Fund	A buffer from potential future losses on external investments	(90,935)	(90,935)	(90,935)	(90,935)
Election Expenses Fund		(73,249)	(73,249)	(56,249)	(56,249)
Insurance Fund		(268,906)	(268,906)	(268,906)	(268,906)
Repairs And Renewals Fund	To pay for future repairs, maintenance and renewals of property and equipment	(2,234,925)	(2,234,925)	(2,357,739)	(2,357,739)
Building Control Surplus	Statutory building control reserve	(57,343)	(57,343)	(57,343)	(57,343)
Museum Purchases Fund	Partly a bequest from the Nicholson estate	(32,199)	(32,199)	(32,199)	(32,199)
Training Provision	To pay for additional training needs and apprentice costs	(158,752)	(158,752)	(158,752)	(158,752)
Restructuring And Pay		(153,058)	(153,058)	(141,200)	(141,200)
Court Costs	To pay for unplanned court costs	(58,959)	(58,959)	(58,959)	(58,959)
Change Management/Capital Fund	To enable and facilitate the changing working environment	(13,113,015)	(13,706,670)	(13,490,828)	(14,276,828)
Enforcement Reserve	Provides additional funding for enforcement-related activities	(84,210)	(84,210)	(45,620)	(45,620)
Flooding Defence Reserve	To mitigate the impact of flooding	(250,000)	(250,000)	(250,000)	(250,000)
Emergency Planning Reserve	To replenish the emergency planning store's stock (of, for example, aqua-sacs)	(42,651)	(42,651)	(42,651)	(42,651)
Planning Costs Fund	To pay for unplanned planning enquiries or appeals	(201,140)	(201,140)	(201,140)	(201,140)
Growth And Prosperity Fund	Think BIG (Business Investment for Growth) loans to businesses in the district	(127,366)	(127,366)	(127,366)	(127,366)
Refuse Bin Purchase	If the cost of buying bins exceeds the revenue budget the service has available	(15,000)	(15,000)	(15,000)	(15,000)
Fuel And Energy Reserve		(62,142)	(62,142)	(62,142)	(62,142)
Management Carry Forward	Requests by management to transfer some of their budget into the next financial year, to spend in the next financial year	(663,672)	(663,672)	0	0
NNDR Volatility Reserve	A buffer from reduced income, increased bad debts and/or increased refunds when the business rate system changes	(793,348)	(793,348)	(793,348)	(793,348)
Community Initiative Fund		(195,492)	(195,492)	(156,520)	(156,520)
MTFP Reserve	To cover future years' deficits, if all other actions to cover deficits are insufficient	(4,043,444)	(4,579,314)	(5,522,314)	(5,586,314)
Asset Maintenance Fund	To fund works identified from asset condition surveys	(500,000)	(500,000)	(500,000)	(500,000)
Capital Project Feasibility Fund	To fund feasibility works in relation to potential capital schemes	(400,816)	(400,816)	(313,816)	(313,816)
Community Engagement Fund	To assist communities with their efforts to battle COVID-19	(286,104)	(286,104)	(245,484)	(245,484)
COVID Pressures		(200,000)	(200,000)	(179,750)	0
Collection Fund Budget	To fund the Collection Fund deficit which has arisen because of General Fund grant being given to compensate councils for statutory NDR reliefs paid by councils in-year.	(8,570,638)	(8,570,638)	0	0
COVID Compliance Reserve		(281,411)	(263,731)	(191,641)	(31,571)
Commercialisation Plan Invest to Save Reserve	To fund the initial investment in activities required to generate annual savings over the medium- and long-term	0	0	0	(200,000)
Workforce Development Reserve		0	0	0	(200,000)
Collection Fund Spreading Adjustment Reserve	To fund Collection Fund deficits which have arisen as a result of exceptional pandemic-related circumstances	0	(775,560)	(387,780)	0
General Fund Balance		(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Council Funds		(34,458,775)	(36,346,180)	(27,247,682)	(27,770,082)
Grants:					
Homelessness Fund	To pay for relevant costs from the government's homelessness-related grants	(403,482)	(403,482)	(687,321)	(919,861)
Revenue Grants Unapplied	Revenue grants which have not yet been used where the grant providers do not require the grants to be repaid if unused	(539,594)	(480,594)	(332,426)	(332,426)
Community Safety Fund	To pay for costs of Bassetlaw, Newark and Sherwood Community Safety Partnership (BNSCSP)	(141,214)	(141,214)	(141,214)	(141,214)
Energy & Home Support Reserve	To assist vulnerable residents with heating/boiler issues	(103,171)	(103,171)	(103,171)	(103,171)
Welfare Reform Reserve		(25,774)	(25,774)	(25,774)	(25,774)
Total Grants		(1,213,235)	(1,154,235)	(1,289,906)	(1,522,446)
Total General Fund Revenue Reserves		(35,672,010)	(37,500,415)	(28,537,587)	(29,292,527)

General Fund Capital Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Capital Financing Provision	Resources such as New Homes Bonus (NHB) grant to pay for capital spend	(1,519,644)	(2,663,299)	(1,060,635)	(1,357,772)
Capital Receipts	Receipts from selling General Fund (GF) assets to pay for capital spend	(549,491)	(549,491)	(442,551)	(157,551)
Grants & Contributions Unapplied	Capital funding received which does not yet need to be spent	(8,746,184)	(8,746,184)	(8,113,272)	507
Total General Fund Capital Reserves		(10,815,319)	(11,958,974)	(9,616,459)	(1,514,817)

Ring-Fenced Reserves	Reason for reserve	Balance as at 31 March 2021	Balance as at 1 April 2021	Estimated Balance as at 31 March 2022	Estimated Balance as at 31 March 2023
Mansfield Crematorium	Statutory, because council is part of Mansfield and District Crematorium	(149,948)	(149,948)	(149,948)	(149,948)
Total Ring-Fenced Reserves		(149,948)	(149,948)	(149,948)	(149,948)

Total Reserves	(46,637,277)	(49,609,337)	(48,303,994)	(50,807,292)
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POLICY & FINANCE COMMITTEE

21 FEBRUARY 2022

CAPITAL PROGRAMME 2022/23 TO 2025/26

1.0 Purpose of Report

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

2.0 Background Information

- 2.1 During summer 2021, capital appraisal forms were circulated to Business Managers and the Senior Leadership Team (SLT) to inform the proposed capital programme. Completed forms were scored in conjunction with the scoring matrix set within the Capital Strategy (as approved by Council on 9 March 2021), based on a comparison of service priorities against finance costs. SLT considered the results of this exercise and the proposed capital programme included within this report, contains those schemes that were agreed to be appropriate.

3.0 Capital Expenditure – General Fund

- 3.1 The Council intends to spend £74.719m in general fund capital expenditure from 2022/23 to 2025/26.
- 3.2 The major schemes in this programme are:

Scheme Name	Summary of Proposed Financing
Homeless Hostel	Borrowing
Yorke Drive Regeneration and Community Facility	Borrowing plus external grant
Castle Gatehouse	Currently £1m borrowing together with anticipated contribution from the Towns Fund and HLF. This project will be further updated once Full business case is approved. This is likely to move the current proposed timeline
Southern Link Road Contribution	External Grant supplemented by a revenue contribution
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
32 Stodman Street	£2m Town Fund, with the remainder supplemented by borrowing

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

4.0 Capital Expenditure – Housing Revenue Account (HRA)

- 4.1 The Council intends to spend £54.326m from the HRA from 2022/23 to 2025/26. This is made up of £28.220m on existing property investment and £26.106m on additional Affordable Housing.
- 4.2 The Housing, Health and Wellbeing directorate will review and update the property investment programme against the records kept for all properties to ensure budget levels are sufficient for works coming up in the medium term.
- 4.3 Major schemes included in the HRA are:
- Yorke Drive Estate Regeneration
 - Phases 4 and 5 of the Council House Development Programme
- 4.4 Details of individual schemes are shown in **Appendix B**.

5.0 Resources Available

- 5.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards delivery of the capital programme.
- 5.2 The most significant grants currently forecast over the medium term are from the Towns Fund (currently awaiting DLHUC approval), the Better Care Fund (BCF) for Disabled Facilities Grants (DFG's). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Local Enterprise Partnership (LEP) Grant received during 2016/17 in relation to the Southern Link Road, which is forecast to be utilised over the next two financial years.
- 5.3 Capital Receipts

	General Fund £'m	HRA £'m	1-4-1 £'m	Total £'m
Balance @ 1 Apr 2022	0.501	1.027	0	1.528
Estimated Receipts 2022/23 – 2025/26	5.550	4.530	3.162	13.242
Approved for Financing 2022/23 – 2025/26	4.897	4.607	0.791	10.295
Unallocated Capital Receipts Balance	1.154	0.950	2.371	4.475

- 5.4 The general fund capital estimated receipts of £5.550m are made up of the sale of Bowbridge Road Land to Arkwood Developments Ltd (£2.350m) and other estimated sales of GF land. The residual unallocated balance is not expected to be utilised for financing capital, over the four year capital programme period, due to the expected timing of the receipt other anticipated sales over the proposed capital programme period.

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

- Amount to no more than 40% of the total scheme cost
- Spent within 5 years of receipt, or returned to Government with interest

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

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

6.0 Financing

6.1 Subject to the approval of the proposals outlined in section 3.0 and 4.0 above, the current plan for financing the capital programme is shown below.

General Fund Capital Programme Financing Summary

General Fund Financing	22-23	23-24	24-25	25-26
Net Internal and External Borrowing	21,569,123	1,063,000	0	0
EU & Gov't Grants	23,699,779	10,860,000	860,000	860,000
RCCO	3,670,000	0	750,000	0
Contributions from Third Parties	0	0	225,000	0
Community Infrastructure Levy	5,540,000	0	0	0
Capital Receipts	2,635,000	365,000	346,000	1,497,885
Capital Reserve	488,863	188,287	50,400	50,400
Total Financing - GF	57,602,765	12,476,287	2,231,400	2,408,285

Approval Summary

Approved Full Council	23,643,575	2,413,287	1,256,400	N/A
Movements in Year approved at P&F	35,299,987	10,050,000	0	N/A
Approved to date	58,943,562	12,463,287	1,256,400	N/A
To be approved:				
Inflation on Vehicle Purchases	70,203	13,000	0	1,277,285 *
Additions - Capital bids 22-23	89,000	0	0	1,131,000 **
Reductions - Capital bids 22-23	-525,000			0
Reprofile - SLC	-975,000	0	975,000	0
Total Approvals	-1,340,797	13,000	975,000	2,408,285
Total revised programme	57,602,765	12,476,287	2,231,400	2,408,285

*£1,277,285 is the new vehicles programme in its entirety - not just inflation

** Rolling programme, BCF, ICT

Housing Capital Programme Financing Summary

HRA Financing	22-23	23-24	24-25	25-26
Net Internal and External Borrowing	13,370,000	2,670,000	0	0
EU & Gov't Grants	0	0	0	0
MRR	15,164,980	5,491,270	6,152,930	6,079,130
1-4-1 Capital Receipts	790,545	0	0	0
RTB/Other Receipts	217,151	3,464,500	463,200	462,000
Total Financing - HRA	29,542,676	11,625,770	6,616,130	6,541,130

Approvals Summary

Approved Full Council	16,169,990	10,460,130	5,228,900	N/A
Movements in Year approved at P&F	11,900,846	0	0	N/A
Approved to date	28,070,836	10,460,130	5,228,900	N/A
To be approved:				
Inflation on Investment Budgets 20%	1,122,640	1,094,190	1,045,780	6,274,680 *
Additions - Capital bids 22-23	349,200	71,450	341,450	266,450
Total Approvals	1,471,840	1,165,640	1,387,230	6,541,130
Total revised programme	29,542,676	11,625,770	6,616,130	6,541,130

**£6,274,680 is the new Investment programme in its entirety - not just inflation*

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

7.0 RECOMMENDATION

That the General Fund schemes set out at Appendix A to the report, and the Housing Services schemes set out at Appendix B to the report, be recommended to Full Council on 8 March 2022 as committed expenditure in the Capital Programme for 2022/23 to 2025/26.

Reason for Recommendation

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

Background Papers

Capital Strategy 2021/22 report to Council 9 March 2021

Capital Programme 2022/23 – 2025/26 Report to SLT on 14 December 2021

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

For further information, please contact Mike Marriott on Ext. 5327.

Sanjiv Kohli

Deputy Chief Executive, Resources and S151 Officer

Capital Projects		Project costs to 31.03.21 plus 21- 22 Forecast	Budget 22-23	Budget 23-24	Budget 24-25	Budget 25-26	Total Project	External Costs	Internal Costs
TA3286	Information Technology Investment	1,372,755	522,000	150,000	271,000	271,000	1,214,000	0	1,214,000
TC3142	Common Lighting at Industrial Estates	25,000	20,000	15,000	0	0	35,000	0	35,000
TC3143	Roller Shutter Doors at Industrial Units	90,000	75,000	35,000	0	0	110,000	0	110,000
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	40,000	40,000	40,000	0	0	80,000	0	80,000
TC3145	Fire Signage and Emergency Lighting at Industrial Units	75,000	75,000	50,000	0	0	125,000	0	125,000
TC3146	Electrical Upgrades to Industrial Units	100,000	80,000	0	0	0	80,000	0	80,000
TC3148	RHH Units Fit Out	135,000	140,000	0	0	0	140,000	0	140,000
TC	RESOURCES	1,837,755	952,000	290,000	271,000	271,000	1,784,000	0	1,784,000
TA1217	Southwell Leisure Centre Improvements	0	0	0	975,000	0	975,000	225,000	750,000
TA1218	Leisure Equipment Purchase	0	760,000	0	0	0	760,000	0	760,000
TB6162	Loan to Magnus Academy	0	352,500	0	0	0	352,500	0	352,500
TF3228	Homeless Hostel	650,000	2,650,000	50,000	0	0	2,700,000	0	2,700,000
TA3097	Yorke Drive Regeneration and Community Facilities	210,000	3,248,000	0	0	0	3,248,000	0	3,248,000
TF6807	Warm Homes on Prescription	128,220	70,000	70,000	70,000	70,000	280,000	280,000	0
TA	HOUSING HEALTH & WELLBEING	988,220	7,080,500	120,000	1,045,000	70,000	8,315,500	505,000	7,810,500
TA3053	Museum Improvements	590,000	180,000	0	0	0	180,000	0	180,000
TBC	Palace Theatre Fire Alarm Upgrade	0	51,000	0	0	0	51,000	0	51,000
TBC	Palace Theatre Catwalk	0	38,000	0	0	0	38,000	0	38,000
TBC	Beacon - New Boiler	0	53,500	0	0	0	53,500	0	53,500
TBC	Beacon - LED Lights	0	71,300	0	0	0	71,300	0	71,300
TA3056	NCWC Tudor Hall	60,000	140,000	0	0	0	140,000	0	140,000
TB2253	Vehicles & Plant	3,357,138	1,589,203	195,000	50,400	1,277,285	3,111,888	0	3,111,888
TB3154	Castle Gatehouse Project	225,450	2,993,863	1,006,287	0	0	4,000,150	2,975,000	1,025,150
TC3136	Climate Change	36,900	18,300	75,000	75,000	0	168,300	0	168,300
TC3154	Solar PV	0	685,250	0	0	0	685,250	0	685,250
TF3227	Lowdham Flood Alleviation	0	200,000	0	0	0	200,000	140,000	60,000
TF6011	Private Sector Disabled Facilities Grants	1,641,016	700,000	700,000	700,000	700,000	2,800,000	2,800,000	0
TF6012	Discretionary DFG	201,010	90,000	90,000	90,000	90,000	360,000	360,000	0
TA	COMMUNITIES & ENVIRONMENT	6,111,514	6,810,416	2,066,287	915,400	2,067,285	11,859,388	6,275,000	5,584,388
TE3268	Southern Link Road Contribution	3,019,215	19,000,000	10,000,000	0	0	29,000,000	28,114,779	885,221
TE	GROWTH	3,019,215	19,000,000	10,000,000	0	0	29,000,000	28,114,779	885,221
TG1003	Housing Regeneration Loan Facility	1,300,000	10,109,849	0	0	0	10,109,849	0	10,109,849
TG	CAPITAL INVESTMENT	1,300,000	10,109,849	0	0	0	10,109,849	0	10,109,849
TI1002	A1 Overbridge Improvements	60,000	5,540,000	0	0	0	5,540,000	5,540,000	0
TI	Community Infrastructure Levy	60,000	5,540,000	0	0	0	5,540,000	5,540,000	0
TT1000	Towns Fund - 32 Stodman Street Regeneration	958,000	8,110,000	0	0	0	8,110,000	1,610,000	6,500,000
TT	Towns Funds	958,000	8,110,000	0	0	0	8,110,000	1,610,000	6,500,000
	TOTAL GENERAL FUND CAPITAL EXPENDITURE	14,274,704	57,602,765	12,476,287	2,231,400	2,408,285	74,718,737	42,044,779	32,673,957

Capital Projects		Project costs to 31.03.21 plus 21- 22 Forecast	Budget 22-23	Budget 23-24	Budget 24-25	Budget 25-26	Total Project	External Costs	Internal Costs
S91100	ROOF REPLACEMENTS	544,710	480,000	480,000	480,000	480,000	1,920,000	0	1,920,000
S91200	KITCHEN & BATHROOM CONVERSIONS	1,455,330	2,390,000	1,800,000	1,800,000	1,800,000	7,790,000	0	7,790,000
S91300	EXTERNAL FABRIC	300,000	360,000	360,000	360,000	360,000	1,440,000	0	1,440,000
S91400	DOORS & WINDOWS	229,000	204,000	204,000	204,000	204,000	816,000	0	816,000
S91500	OTHER STRUCTURAL	85,000	60,000	60,000	60,000	60,000	240,000	0	240,000
S91511	WALLS RE-RENDERING	15,000	60,000	60,000	60,000	60,000	240,000	0	240,000
S93100	ELECTRICAL	500,000	1,120,000	720,000	720,000	720,000	3,280,000	0	3,280,000
S93500	HEATING	688,000	660,000	660,000	660,000	660,000	2,640,000	0	2,640,000
S93600	ENERGY EFFICIENCY	91,760	330,000	180,000	180,000	180,000	870,000	0	870,000
S95100	GARAGES, FOOTPATHS, WALKWAYS	0	90,000	90,000	90,000	90,000	360,000	0	360,000
S95109	GARAGES	109,000	30,000	30,000	30,000	30,000	120,000	0	120,000
S95200	ENVIRONMENTAL WORKS	56,090	330,000	180,000	180,000	180,000	870,000	0	870,000
S95203	CAR PARKING SCHEMES	100,000	120,000	120,000	120,000	120,000	480,000	0	480,000
S95250	COMMUNAL LIGHTING	4,000	40,000	24,000	24,000	24,000	112,000	0	112,000
S95252	FLOOD DEFENCE SYSTEMS	10,000	12,000	12,000	12,000	12,000	48,000	0	48,000
S95253	PLAY AREAS	40,000	24,000	24,000	24,000	24,000	96,000	0	96,000
S95254	ESTATE REMODELLING	30,000	113,000	78,000	78,000	78,000	347,000	0	347,000
S97100	ASBESTOS	71,000	60,000	60,000	60,000	60,000	240,000	0	240,000
S97200	FIRE SAFETY	0	60,000	60,000	60,000	60,000	240,000	0	240,000
S97218	ENHANCED FIRE RISK ASSESSMENTS	450,000	180,000	0	0	0	180,000	0	180,000
S97300	DDA IMPROVEMENTS	20,000	24,000	24,000	24,000	24,000	96,000	0	96,000
S97400	DISABLED ADAPTATIONS	733,000	600,000	600,000	600,000	600,000	2,400,000	0	2,400,000
S97500	LEGIONELLA	30,000	36,000	36,000	36,000	36,000	144,000	0	144,000
S99100	PROPERTY INVESTMENT CONTINGENCY	50,000	60,000	60,000	60,000	60,000	240,000	0	240,000
S99102	INVESTMENT PROGRAMME FEES	270,680	333,830	343,120	352,680	352,680	1,382,310	0	1,382,310
TBC	BUILDING SAFETY	0	649,200	371,450	341,450	266,450	1,628,550	0	1,628,550
	TOTAL INVESTMENT PROGRAMME	5,882,570	8,426,030	6,636,570	6,616,130	6,541,130	28,219,860	0	28,219,860
HRA AFFORDABLE HOMES									
SA1031	SITE ACQUISITION (INCL RTB)	564,650	1,745,882	0	0	0	1,745,882	0	1,745,882
SA1033	YORKE DRIVE ESTATE REGENERATION	3,764,439	6,693,128	4,989,200	0	0	11,682,328	0	11,682,328
SA1047	NEW BUILD PROGRAMME CONTINGENCY	135,354	990,532	0	0	0	990,532	0	990,532
SA1063	PHASE 3 CLUSTER 3	1,628,235	27,765	0	0	0	27,765	0	27,765
SA1064	PHASE 3 CLUSTER 4	2,366,354	900,000	0	0	0	900,000	0	900,000
SA1073	PHASE 4 CLUSTER 3	2,400,000	1,173,540	0	0	0	1,173,540	0	1,173,540
SA1074	Phase 4 Cluster 4	200,000	370,900	0	0	0	370,900	0	370,900
SA1080	PHASE 5	500,000	9,214,900	0	0	0	9,214,900	0	9,214,900
	TOTAL AFFORDABLE HOUSING	11,559,032	21,116,646	4,989,200	0	0	26,105,846	0	26,105,846
TOTAL HRA CAPITAL BUDGET		17,441,602	29,542,676	11,625,770	6,616,130	6,541,130	54,325,706	0	54,325,706

POLICY & FINANCE COMMITTEE

21 FEBRUARY 2022

NEWARK CASTLE – CONDITION SURVEY

1.0 Purpose of Report

- 1.1 To advise members of the results of the Condition Survey at Newark Castle and request that the schedule of work is added to the Capital Programme for 2022/23.

2.0 Background Information

- 2.1 Newark Castle is designated an Ancient Monument by Historic England. It was built by Bishop Alexander of Lincoln, and is a rare example of an episcopal residence. It holds architectural and archaeological significance, and has the most complete example of a Romanesque gatehouse in England. It has historic significance as the death place of King John. It has been in the stewardship of Newark and Sherwood District Council for many years, enabling free public access to the Victorian Gardens but offering only limited access to the Castle itself.
- 2.2 The ruinous nature of the Castle remains bring significant challenges. The two main walls which run between the towers are exposed to the elements – the inner facing of these would originally have been internal walls and so are particularly susceptible to damage caused by vegetation growth, water ingress and cold, freezing conditions in the winter. There is limited access at high level and roosting pigeons cause further damage. The Castle will always require a commitment to repair and preserve, and the Gatehouse Project is the next step in protecting some of these exposed walls, developing long term plans for supervision and repair management with a dedicated staff presence, a conservation management plan, and delivering greater, more regular footfall.
- 2.3 A condition survey was last undertaken for Newark Castle in 2010/11. Following this survey, a number of repairs were actioned, however it is believed that some outstanding items remained. The Business Manager – Heritage and Culture, in conjunction with Corporate Property, commissioned a new survey in 2021 to ensure that NSDC would be fully apprised of all works required moving forward, enabling a robust forward plan and schedule of repairs to take place over a ten year period.
- 2.4 Due to the availability of suitably qualified heritage specialists, the work eventually commenced in September 2021, with the final report being received in January 2022. Immediately following the physical inspection of the site, we received advice to fence off the inner and outer walls due to the risk of loose stone fall. Heras fencing has been erected accordingly and will remain in place until repairs can be undertaken. This is impacting on the Castle's operation, with weddings being particularly affected. The wooden walkways are also currently inaccessible due to this risk. The lower footpath which runs along the riverside has already been closed for a significant period due to loose stonework.
- 2.5 The resulting report offers both an overview of the current condition of the Castle, a matrix of repairs which have been RAG rated, and a current cost estimate for each aspect of the repairs. Red items require immediate repair, Amber should be placed on a 5 year schedule for completion by 2026, and green items are for review post 2026.
- 2.6 The executive summary states that:

‘Overall the castle is in fair to good condition. Notwithstanding this there are several defects that require urgent attention to prevent the further decay of the highly significant historic fabric and ensure the safety of the public who regularly visit the Castle and grounds.’

Within the body of the report, the majority of the Red rated items relate to the exterior, and to the exposed castle walls. Additionally there is water ingress from the inner courtyard area down into the Undercroft and one internal area of concern. The report determines that regular defrassing to remove loose stone is likely to be required due to the fragile nature of the walls; in the future this can be combined with a schedule of vegetation removal as part of the conservation management plan that is being developed.

3.0 Proposals

- 3.1 The Red rated items equate to approximately £311,652, with preliminaries and access to those areas being estimated at a further £240,000; a total of £550,000. The total cost of all items across the 10 year schedule is in the region of £955,000.
- 3.2 Additionally, quotes have been received for an architect to prepare a schedule of work and tender documents, oversee the tender process for specialist contractor, and to oversee the work on-site, including acting as CDM Principal Designer if required. These quotes are in the region of £30,000, of which £10,000 is required immediately to facilitate the schedule of works and tender. Corporate Property have advised that, due to the specialist nature and high cost of construction in the current climate, the cost of the works at tender may vary.
- 3.3 Earlier this year, £80,000 was agreed to develop the plans for the Castle Gatehouse Project. This included the fee for the condition survey, to mitigate the risk of unidentified repairs being unearthed during that project. It also included provision for a number of professional services, including archaeological surveys, which have not been required. The preparation of the schedule of work and tender documents (£10,000) can be funded from this remaining budget.
- 3.4 It is proposed to add £570,000 to the capital programme to complete the urgent repairs, to protect the legacy of the Castle, to ensure the safety of the public visiting the site and to enable the grounds and green space to remain accessible to the public. It is also proposed that the Business Manager reviews the past ten years’ repairs in conjunction with Corporate Property to assess the level of investment that has been made previously and better understand the future impact to NSDC.
- 3.5 It is likely that some of the conservation work included within the Gatehouse Project is a repetition of some of these repairs – the conservation package was developed from the old condition survey. This information is now ten years old and it is recommended that this new survey supersedes this schedule. It is also recommended to continue with this work as a priority as the Gatehouse project, if approved to proceed, will not begin on site until 2024. This may result in some savings to NSDC’s contribution to the Gatehouse Project, however this cannot be guaranteed at this stage.
- 3.6 The condition survey includes for the replacement of the wooden walkways, at this stage it is recommended to exclude this item and remove access to this area, as this will be abortive work if the Gatehouse Project proceeds.

- 3.7 Newark Castle is a 900 year old monument which will continue to require a schedule of repair and maintenance to preserve its legacy for the future, as an iconic emblem of Newark. In order to successfully manage this, it is proposed to review the annual contribution to Repairs and Renewals and develop a 10 year programme of repairs with the Corporate Property team and specialist consultants as required – this will include regular vegetation removal and defrassing, and will incorporate regular updates to the condition survey and conservation management plan. The Gatehouse Project itself provides an opportunity to ensure that the Castle delivers on its potential for tourism as a destination attraction, and as a much loved historic building and green space for residents, delivering improved educational and well-being benefits for the local community and economic impacts to the town and district.
- 3.8 Possible alternatives are to ‘do nothing’, or to wait until the Gatehouse Project is being delivered. Both of these options have a huge impact on NSDC’s responsibility as the custodians of a significant heritage asset as it would continue to deteriorate, and would continue to limit access to the Castle and grounds. The longer term strategy for weddings and events could not be realised, and the risk of unknown and higher conservation costs for the Gatehouse Project would increase, as Red rated issues would continue to worsen over the next two years. Should the Gatehouse Project not go ahead, NSDC would still have a responsibility to deliver these repairs at a higher cost due to the deterioration and inflation.

4.0 Equalities Implications

- 4.1 The proposals will support the Council’s Equalities Strategy objectives by providing access to the Castle, its Gardens and the Gatehouse. The wider proposals will increase access for people with mobility issues and wheelchair users, and include a Heritage Lottery Funded project which, if successful, will target disadvantaged groups to improve wellbeing and break down socio-economic barriers.

5.0 Digital Implications

- 5.1 None.

6.0 Financial Implications - FIN21-22/8115

6.1 Capital

The total costs of the required works are estimated at £580,000. Of which a contribution of £10,000 can be made from the capital budget already in place for the Castle Gatehouse project towards the £30,000 required for architect and design fees. Hence the total additional capital budget required is £570,000.

- 6.2 If the works are to be funded from Borrowing then this would attract both MRP and Interest payments, the length of the loan is aligned with the life of the asset/work which we have estimated at 50 years.

6.3 Revenue

Charges to revenue directly relating to the financing of the project are:

Charge Type	Life/Int Rate	Amount	Annual Charge
MRP	50 Years	570,000	11,400
Interest	1.90%	570,000	10,830
Total Cost of Financing Loan			22,230

Capital works are to be completed in 2022/23 so these charges would be incurred through revenue from 2023/24 onwards for a period of 50 years.

- 6.4 The proposal for a review of future repair and renewal costs will be conducted and any revenue implications will be picked up as part of 23/24 revenue budget setting.

7.0 Community Plan – Alignment to Objectives

- 7.1 This work will contribute to the delivery of inclusive and sustainable economic growth, and to the improvement of the health and wellbeing of residents, ensuring the Castle remains integral to the town's future economic growth and the Gardens remain accessible to the public.

8.0 RECOMMENDATIONS that:

- (a) the inclusion of this work in the 2022/23 Capital Programme for £570,000 be approved, to be funded from borrowing; and
- (b) the Business Manager - Heritage and Culture works with the Corporate Property Team to develop a management and maintenance plan to include all amber and green items from the condition survey, with any revenue implications to be picked up as part of 2023/24 revenue budget setting.

Reason for Recommendations

To ensure the preservation of Newark Castle, ensuring that the Castle and Gardens remain safe and accessible for residents and to mitigate the risk of unforeseen emergency work as the Gatehouse Project progresses.

Background Papers

Nil.

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

Matthew Finch
Director - Communities and Environment