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**Friday, 12 November 2021**

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

**Members of the Committee:**

**Councillor M Brock  
Councillor Mrs B Brooks  
Councillor S Carlton  
Councillor R Crowe  
Councillor Mrs L Dales  
Councillor L Goff  
Councillor S Haynes  
Councillor J Lee  
Councillor T Wildgust**

**Substitute Members:**

**Councillor P Harris  
Councillor J Kellas  
Councillor Mrs S Michael  
Councillor N Mitchell  
Councillor P Peacock**

**MEETING: Homes & Communities Committee**

**DATE: Monday, 22 November 2021 at 6.00 pm**

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

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

If you have any queries please contact Karen Langford on [Karen.Langford@newark-sherwooddc.gov.uk](mailto:Karen.Langford@newark-sherwooddc.gov.uk)  
01636 655992.



## AGENDA

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### **Confidential & Exempt Items**

None

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 13 September 2021 at 6.00 pm.

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

Councillor Mrs B Brooks, Councillor S Carlton, Councillor R Crowe,  
Councillor Mrs L Dales, Councillor L Goff, Councillor S Haynes and  
Councillor J Lee

ALSON IN  
ATTENDANCE: Councillor Mrs P Rainbow

APOLOGIES FOR  
ABSENCE: Councillor M Brock (Committee Member) and Councillor T Wildgust  
(Committee Member)

Prior to the commencement of the meeting the Chairman, Councillor Wendels, invited the Committee to stand for one minute to remember the late Mrs Kathleen Arnold who had been a member of the Homes & Communities Committee.

The Chairman then welcomed Councillor Haynes and Councillor Wildgust to their first meeting of the Homes & Communities Committee. Although noting that Councillor Wildgust was unable to attend the meeting and had given his apologies.

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

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 21 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED that there would be an audio recording of the meeting undertaken by the Council.

### 22 MINUTES OF MEETING HELD ON 7 JUNE 2021

AGREED (unanimously) that the Minutes of the meeting held on 7 June 2021 be approved as a correct record and signed by the Chairman.

### 23 CHAIRMAN'S REPORT

The Chairman welcomed everyone back to the second meeting this year in person and advised as we slowly return to the office, safely and in line with guidelines the reports would again be presented by a small number of officers, not necessarily the author and any unanswered questions would be followed up.

The Chairman advised the Committee that the Council supported anti-social behaviour week which took place in July. Each day during the week had a particulate

theme and local activities and media releases supported each of these. The themes for the week included partnerships, victims and frontline practitioners. Both Public Protection and Housing were involved in activities during the week.

The Chairman reminded the Committee of the Safer Streets 1 which was completed earlier this year with the only outstanding action being the opening of the Hub; the Chairman was delighted to say that the community resource was opened officially by Caroline Henry the new Police and Crime Commissioner and David Lloyd the Leader of the Council on 18 August 2021.

The neighbourhood policing Inspector and the Business Manager for Public Protection continue to meet each quarter to identify the local policing priorities for the coming quarter. The priorities for July, August and September were identified as anti-social behaviour, vehicle crime and rogue trading.

A lot of time and effort was expended on addressing a number of unauthorised encampments during the summer. In the main this was a single group that were intent on staying within Newark and moved from site to site. Officers responded quickly using the courts to secure possession orders to allow evictions to take place. Longer term solutions are being investigated to prevent future occurrences.

Hoarding is an issue that impacts on individuals within Newark and Sherwood. A district wide Hoarding Panel has now been established that brings together professionals from a number of partner organisations to provide a multi-agency approach to addressing local hoarding cases and working with the individuals affected.

The Chairman then updated the Committee regarding Broadleaves, the new Housing with Care facility which opened its doors in July; and have currently 11 residents enjoying the fabulous scheme.

Also newly opened is the Ollerton Office following a full refurbishment. It is no longer dedicated to just housing enquires – the advisors can assist with all council enquiries. There are self-serve computers so if customers need to access services online then they can do so. Due to the re-opening of this office, customer services are no longer delivering a service from Ollerton Town Hall, although ‘partners’ are still delivering a service from there on Wednesdays and Thursdays.

The Chairman lastly informed the Committee that the Community Lottery continues to grow and generates much needed income for the 51 good causes registered. The Lottery is currently forecast to generate £26.5k over the coming year and will continue to promote the lottery to local community groups, charities and residents to increase funds. Having had 2 big winners so far – receiving £250 each!

#### 24 FORWARD PLAN - OCTOBER 2021 TO SEPTEMBER 2022

The Committee considered the Forward Plan for October 2021 to September 2022 with the Chairman inviting Members to put forward any items they would wish to be considered by Committee at a future meeting.

A Committee Member enquired as to bringing forward items on the Forward Plan as noted that they would be moving from the Committee system to a Cabinet. The Chairman noted this and it was requested if a report could be brought to the November meeting on the Homeless Winter Provision as well as Safer Streets Continued to either November or March Committee.

25 RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS

The Committee considered the report from the Business Manager for Elections & Democratic Services to consider reconvening the Working Parties/Task & Finish Groups established by the Homes & Communities Committee.

AGREED (unanimously) that:

- (a) the Committee determined that the Housing Advisory Group be reconvened and to review the membership of the group.
- (b) the Committee appointed the following representatives to the Housing Advisory Group – Cllr Wendels, Cllr Mrs Holloway, Cllr Crowe, Cllr Mrs Dales, Cllr Goff and Cllr Haynes. Cllr Mrs Holloway and Cllr Lee were also appointed as representatives to the Local Development Framework Task Group, if reconvened by the Economic Development Committee.

26 HOUSING ALLOCATIONS SCHEME – ANNUAL REVIEW

The Committee considered the report from the Assistant Business Manager for Housing and Estate Management providing the annual update on the application of the Council's Housing Allocations Scheme and when appropriate, to recommend some minor amends to the scheme for Committee approval.

The report provided bandings and lettings data with tables showing the number of applicants by their bandings that were registered at the end of quarter 1 2021/22 and also the number of applicants on the housing register with the number of allocations that have been made throughout 2021/21.

The Committee thanked the Officers for the report and requested a change be made to recommendation (b) for delegated authority being given to the Chairman of the Committee rather than to the Director of Housing, Health and Wellbeing, noting that all Members are sent the report.

AGREED (unanimously) that:

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

27 PHASE TWO CONSULTATION OF TENANT ENGAGEMENT UPDATE

The Committee considered the report from the Business Manager for Housing and Estate Management updating Members on the progress made with regards to the consultation and implementation plan of tenant engagement in housing services.

The report reminded Members that in January 2020, the Homes & Communities Committee approved a root and branch review of tenant engagement following the re-introduction of the former Newark and Sherwood Homes into the general housing service.

In November 2020, a Tenant Engagement Officer role began working with tenants in housing services and phase one of the review, this then led to an additional Tenant Engagement Officer joining in August of this year.

The appendix to the report provided phase two feedback of the opportunities for involvement.

AGREED (unanimously) that:

- (a) Members noted the progress in the implementation of the Housing Services tenant engagement review.
- (b) Members supported the recommendation of the additional budget provision of £25k for 2022/23, which will be incorporated into the budget setting process, with full details of spend to be provided to the Committee.

28 CLIMATE EMERGENCY UPDATE

The Committee considered the report from the Environmental Policy and Projects Officer providing an update to Members on the progress of the climate Emergency Strategy and associated Action Plan.

The report advised that work has been underway to progress a number of the activities relating to this agenda, referring to Appendix 1 for the full report detailing all progress made towards the climate change agenda and to be taken to the Policy & Finance Committee on 23 September 2021.

The Committee discussed the report including electric council vehicles with Brunel Drive being the ideal place to store the vehicles and for electric charging. The Environmental Policy and Projects Officer did advise that the council vehicles are not due to be replaced until 2026/27.

The Committee thanked those involved on the progress provided so far.

AGREED (unanimously) that:

- (a) the Project update be noted.

- (b) further reports providing additional progress updates on Newark and Sherwood District Council's carbon reduction journey will be provided as required.

29 REVIEW OF PUBLIC REALM CCTV

The Committee considered the report from the Business Manager for Public Protection reviewing the Council's existing public realm CCTV system, detailing the current coverage that exists across Newark & Sherwood. The report sets out how the system operates (including the shared arrangements with two neighbouring local authorities), the current costs of the system, its usage, all alongside a review of its overall value.

The report highlighted to Members that this was public CCTV and not the security of council buildings, a lot of data had been provided within the report. The Chairman noted the recommendations were positive with the right number of cameras in the right places.

AGREED (unanimously) that:

- (a) Members noted the content of the report with particular reference to the strong link between the location of the cameras and recorded crime; and that,
- (b) no cameras are removed from the CCTV network; and that,
- (c) the CCTV capital replacement programme is now implemented; and that,
- (d) the Business Manager for Public Protection works with the police to identify a performance measure that reflects the use of CCTV and crime investigation outcomes.

30 STAR SURVEY

The Committee considered the report from the Project Research Officer providing Members with the latest STAR (Survey of Tenants and Residents) Survey for 2020/21.

The report highlighted how the survey was conducted in March and April this year and surveyed 545 tenants by telephone. The report was provided in June. This work was conducted by an independent survey provider, Viewpoint Research.

A Committee Member enquired if disabled tenants were also included in the survey, it was explained to the Committee that tenants were chosen at random, this was noted and would be discussed with the external provider.

The Committee noted a lot of good results from the full report at Appendix 1.

AGREED (unanimously) that:

- (a) overall positive levels in satisfaction for housing services be noted.



(b) the full STAR report at Appendix 1 be noted.

31 HOUSING SERVICE COMPLIANCE QUARTER 1 OUT TURN PERFORMANCE

The Committee considered the report from the Business Manager for Housing Maintenance & Asset Management providing an overview of compliance performance of the housing service for the quarter to the end of June 2021.

The report provided the Committee with assurance that homes are safe and services are of a high standard and meet legal and regulatory requirements as a landlord.

The performance included a summary of the Council's housing stock, and landlord responsibilities of building safety measures including fire protection, gas, asbestos, electrical and water.

AGREED (unanimously) that:

(a) the Committee noted the performance of the housing service compliance functions.

32 MEH LAD 2 GRANT FUNDING PROJECT - UPDATE

The Committee considered the report from the Business Manager for Housing Maintenance & Asset Management providing Members with an update on the progress of the Midlands Energy Hub (MEH) Local Authority Delivery 2 (LAD 2) Grant funding Project to provide major energy efficiency improvement measures to 73 homes on low incomes.

The report explained that the MEH LAD2 funding provides an excellent opportunity to improve the energy efficiency of Council-owned homes and private sector homes in two priority areas.

The Committee noted that the deadline for completion of works had been extended from 31 December 2021 to 31 March 2022.

AGREED (unanimously) that:

(a) the project update be noted.

33 HOME ENERGY CONSERVATION ACT (HECA) BI ANNUAL REPORT 2021

The Committee considered the report from the Business Manager for Housing Maintenance & Asset Management informing Members and sharing the content of the annual submission for Home Energy Conservation to the Department of Business, Energy & Industrial Strategy (BEIS) (see Appendix 1). This report was submitted online on 31 May 2021 to comply with BEIS's deadline.

This report to be provided bi-annually and shares what energy conservation measures have been adopted to improve energy efficiency of residential accommodation within

the district. This covers measures across all tenures and not just the Council's social housing stock.

The Committee were advised that the submission had been written in collaboration with Officers from Environmental Health and the Environmental Policy and Projects Officer. The Vice-Chairman thanked the Officers for a detailed report providing more content than previously provided.

AGREED (unanimously) that:

- (a) the report be noted.

34 AFFORDABLE HOUSING DELIVERY 2020/21

The Committee considered the report from the Housing Development Officer to provide the Committee with detail on affordable housing delivery across the district for the financial year 2020/21, along with a guide on future anticipated delivery.

An update was also provided on the progress being made to deliver the approved 5 year Council housing (*Housing Revenue Account*) development programme including progress on the Broadleaves Extra Care Scheme at Boughton.

The Committee discussed the report and noted how the Broadleaves Extra Care Scheme had come in under budget making a saving of £500,000.

AGREED (unanimously) that:

- (a) the Committee noted the affordable housing delivery and progress with the Council's five year development programme, making any observations as appropriate.

35 PARISH AND TOWN COUNCIL INITIATIVE FUND 2020/2021 (CLEANER, SAFER, GREENER) ANNUAL REPORT

The Committee considered the report from the Health Improvement and Community Relations Manager providing Members with an overview of the Parish and Town Council Initiative fund awards for the 2020/2021 'Greener' themed rounds.

The report was the first to bring to the Committee outlining the composition of the panel, with a summary of those applications received and to then bring back to the Committee as an annual report.

The Health Improvement and Community Relations Manager and his team were thanked by a Committee Member who highlighted how funding can make a big difference. The Chairman was pleased to see that the bids were successful in meeting the criteria.

AGREED (unanimously) that:

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

- (b) the Parish and Town Council Initiative Fund 2021/2022 Annual Review be reported to Committee in 2022.

36 URGENCY ITEM – AFGHAN LOCALLY EMPLOYED STAFF (LES) RELOCATION SCHEME – JUNE 2021

The report provided the Committee with the urgency decision that had been taken with respect to the Afghan Locally Employed Staff (LES) Relocation Scheme.

This urgency item was required to secure delegated approval for the Council to accommodate two families in NSDC under the above scheme in order to meet the tight timescales that have been presented within the programme.

The Chairman also provided the Committee with an update advising that the Council had responded to a request made to all councils to help with the Afghan Relocations and Assistance Policy (ARAP). The Council having pledged to accept two families so far and are sourcing accommodation for them. The policy provides financial support for the family to help with housing and general integration and the Council are following their successful Vulnerable Persons Resettlement model to manage this programme locally. Case working support will be provided by Nottingham and Nottinghamshire Refugee Forum and Nottingham City Council will be responsible for overall budget management as part of the Nottingham Partnership.

The first family arrived into temporary accommodation on 16<sup>th</sup> August and existing network of support for refugees has been deployed and they are settling well. They moved into their permanent accommodation last week and the local community were involved in their welcome relocating to Rainworth.

As they are expecting the imminent arrival of a second family, the government have announced 'Operation Warm Welcome'. This is a pledge to provide more wrap around support to these families and most importantly, it will give them automatic right to 'Indefinite Leave to Remain' on arrival. This removes all usual immigration barriers and they can apply for citizenship of the UK immediately.

The MHCLG have asked local authorities to increase their pledges where possible to house the thousands that are still in hotel accommodation in the UK. The Council are investigating the potential to increase their pledge to five families working with other local providers and private landlords in the district.

NOTED the Urgency Item – Minute of Decision.

37 HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2022 AS AT 31 JULY 2021

The Committee considered the report from the Business Manager for Financial Services comparing the Revised Budgets for the period ending 31 March 2022 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on four months' performance information on the Council's revenue and capital budgets,

including:-

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

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

The report provided the Committee with the Policy & Finance report to be tabled at Committee on 23 September detailing the forecast financial position to 31 March 2022 of the Council as at 31 July 2021.

A further report to be brought to the November meeting of the Homes & Communities Committee.

AGREED (unanimously) that:

- (a) the contents of the report be noted.

Meeting closed at 7.59 pm.

Chairman

**Forward Plan of Homes & Communities Committee Decisions from 1 December 2021 to 31 March 2022**

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

These committee meetings are open to the press and public.

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

<b>Meeting Date</b>	<b>Subject for Decision and Brief Description</b>	<b>Contact Officer Details</b>
24 Jan 2022	Allocation of Efficiency Savings within Housing Services 2022/23	<a href="mailto:Suzanne.Shead@newark-sherwooddc.gov.uk">Suzanne.Shead@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Invitation to Police & Crime Commissioner	<a href="mailto:Alan.batty@newark-sherwooddc.gov.uk">Alan.batty@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Policing in Newark And Sherwood – Presentation from Neighbourhood Policing Inspector	<a href="mailto:Alan.batty@newark-sherwooddc.gov.uk">Alan.batty@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Asset Management Briefing	<a href="mailto:Caroline.Wagstaff@newark-sherwood.gov.uk">Caroline.Wagstaff@newark-sherwood.gov.uk</a>
24 Jan 2022	HRA Efficiency Spend	<a href="mailto:Suzanne.Shead@newark-sherwooddc.gov.uk">Suzanne.Shead@newark-sherwooddc.gov.uk</a> <a href="mailto:Julian.Paine@newark-sherwooddc.gov.uk">Julian.Paine@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Antisocial Behaviour Update	<a href="mailto:Alan.batty@newark-sherwooddc.gov.uk">Alan.batty@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Update on Grounds Maintenance service	<a href="mailto:Suzanne.shead@newark-sherwooddc.gov.uk">Suzanne.shead@newark-sherwooddc.gov.uk</a> <a href="mailto:Matthew.Finch@newark-sherwooddc.gov.uk">Matthew.Finch@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Voids Pilot Update	<a href="mailto:Nicola.Priest@newark-sherwooddc.gov.uk">Nicola.Priest@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Phase Two – Tenant Engagement Review Completion and suggested new structure and engagement strategy.	<a href="mailto:Terry.bailey2@newark-sherwooddc.gov.uk">Terry.bailey2@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Update against Housing Ombudsman Self-Assessment (complaints) and Policy amendments re vexatious complainants review	<a href="mailto:julie.davidson@newark-sherwooddc.gov.uk">julie.davidson@newark-sherwooddc.gov.uk</a>
24 Jan 2022	Review of Responsive Repairs Performance on new priorities	<a href="mailto:Caroline.Wagstaff@newark-sherwood.gov.uk">Caroline.Wagstaff@newark-sherwood.gov.uk</a>
24 Jan 2022	Decarbonisation Strategy (HRA Stock)	<a href="mailto:Caroline.Wagstaff@newark-sherwooddc.gov.uk">Caroline.Wagstaff@newark-sherwooddc.gov.uk</a>
14 March 2022	Review of E-Newsletter take up	<a href="mailto:Sarah.Forgione@newark-sherwooddc.gov.uk">Sarah.Forgione@newark-sherwooddc.gov.uk</a>

14 March 2022	Review of Exempt Items 2021/2022	<a href="mailto:Suzanne.Shead@newark-sherwooddc.gov.uk">Suzanne.Shead@newark-sherwooddc.gov.uk</a>
14 March 2022	Housing Service Compliance Performance – Quarterly Report Q3	<a href="mailto:Suzanne.Shead@newark-sherwooddc.gov.uk">Suzanne.Shead@newark-sherwooddc.gov.uk</a>
14 March 2022	Community Plan – Quarterly Performance Report Housing Services Q3	<a href="mailto:Tracey.Clipsham-Brown@newark-sherwooddc.gov.uk">Tracey.Clipsham-Brown@newark-sherwooddc.gov.uk</a>
14 March 2022	MEH LAD 2 Grant Funding Project – Final Report	<a href="mailto:Caroline.Wagstaff@newark-sherwooddc.gov.uk">Caroline.Wagstaff@newark-sherwooddc.gov.uk</a>
14 March 2022	Sherwood & Newark Citizens' Advice - Annual Performance Report 2020-21 <i>The Chief Officer of Sherwood &amp; Newark Citizens' Advice, Jackie Insley, to be in attendance at the meeting to present the report to the Committee</i>	<a href="mailto:Maria.Cook@newark-sherwooddc.gov.uk">Maria.Cook@newark-sherwooddc.gov.uk</a>

## **HOMES & COMMUNITIES COMMITTEE**

**22 NOVEMBER 2021**

### **REVIEW AND UPDATE OF DISABLED FACILITIES GRANT POLICY**

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

1.1 To seek Members approval for amendments to the Council's Disabled Facilities Grants Policy.

#### **2.0 Introduction**

2.1 In 2005 the Council's adopted standalone policy relating to the administration and distribution of disabled facilities grants. . This report seeks to gain approval for a number of amendments to this policy to reflect recent work by the Nottinghamshire districts and County Council Occupational Therapy services. These changes will implement a more consistent approach to the administration of DFG's across the County and acknowledge comments and feedback from service users who have received grants since the adoption of the standalone policy.

#### **3.0 Background Information**

3.1 Disabled Facilities Grants are the mandatory grants that are designed to provide adaptations to the home to allow a disabled person to continue living in the community. These grants are subject to a means test and some applicants do have to pay a contribution towards the cost of the work. Referrals for these grants come from the Occupational Therapy team of the County Council.

3.2 Although there is no legal requirement for a policy in relation to DFGs it is considered prudent and appropriate that such a policy should exist. This provides a transparency of approach to service users and they can clearly see the circumstances that might apply to their need.

3.3 The revised policy does not differ fundamentally from the previous document but seeks to address a number of consistency issues identified via a Nottinghamshire County wide review, which included the seven District Councils and the County Council Adult and Children's Occupational Therapy services. This exercise identified a number of areas in need of clarity including grant recovery, the level of discretionary grant assistance provided to clients plus a need to simplify and consolidate conditions in respect of mandatory and discretionary schemes. There has also been a national DFG review, completed in 2019, but government has chosen not to implement any significant changes to the mandatory grant regime, preferring to recognise the option of Councils to adopt local discretionary powers to reflect local issues.

3.4 Officers of the Nottinghamshire District Councils and the Occupational Therapy Services of Nottinghamshire County Council established a Nottinghamshire DFG consistency group in response to a corporate goal to improve consistency of DFG delivery across the County. This group has been central to identifying where inconsistencies existed and what changes might be required to resolve those issues. DFG service users have also fed back into this

group and reported their own experiences of the grant application, approval and delivery process.

- 3.5 The draft revised Policy is attached as Appendix One to this report. A commentary on the main points contained within the draft policy is also provided below.
- 3.6 The Policy provides an overview of the primary DFG legislation and non-statutory guidance including a summary of those works that might be considered for grant (mandatory grant headings), the definition of disability and eligible applicants, plus details on the application, approval and payment procedure. The Policy also details how complaints will be considered and dealt with.
- 3.7 In addition to outlining the mandatory grants procedure the Policy also sets out the limited circumstances under which the Authority might consider using discretionary powers to provide additional grant over and above the mandatory maximum or DFG in circumstances that would fall outside normal grant eligibility.
- 3.8 The mandatory DFG scheme is currently restricted to a maximum award of £30,000. On occasion complex/comprehensive adaptations, generally involving the construction of bedroom/bathroom extensions, can exceed this threshold. In an increasing number of cases low income and vulnerable households require additional financial assistance to ensure the essential works can proceed. The policy provides discretion for the Authority to award additional grants in these specific circumstances subject to the availability of sufficient budget.

#### **4.0 Summary and Rational for the Proposed Changes**

- 4.1 The following is a brief summary of the proposed amendments to the 2015 policy and a description of why these changes are proposed:
- 4.2 The current mandatory grant maximum of £30,000 has been fixed at this level since 2008 and this no longer reflects the costs associated with delivering the most complex and often expensive adaptations. As a result, in 2015 the Council adopted and implemented an effective discretionary 'Top Up' scheme that provided, in the majority of cases, an additional £10,000 assistance and in the most exceptional circumstances a potential £15,000 discretionary grant. The costs associated with this type of scheme, generally the construction of extensions, have risen significantly over recent years and when taking into account architectural costs and VAT the current arrangements are insufficient to fund such complex schemes, leaving grant applicants in the difficult position of being unable to progress their DFG. The policy seeks to increase the maximum level of discretionary grant to £20,000 that will enable these complex schemes to progress without the need to identify additional funding sources and avoid unnecessary delays in delivering essential adaptations. It is proposed that this higher discretionary grant level will be implemented across the County (subject to Members approval from each Authority) ensuring Nottinghamshire residents are not subject to a postcode lottery when seeking additional assistance over and above the mandatory DFG regime.
- 4.3 A further area of concern identified by the Consistency Group and highlighted by Occupational Therapy colleagues and service users is the variety and complexity of recovery conditions attached to discretionary grants plus how such grants are secured via



property charges. The 2015 policy implemented differing conditions for the recording and recovery of mandatory and discretionary grants, which has resulted in some confusion for grant applicants and Occupational Therapists alike. Currently mandatory recovery conditions expire after 10 years whereas discretionary grants have no end date. The revised policy seeks to unify and simplify conditions to a 10-year recovery period for both grants. This change also reflects feedback from applicants that, although appreciative of the option of discretionary grant assistance, the requirement to have to repay grant in full on eventual sale of the property was often felt to be a loan by the Authority rather than any form of grant.

- 4.4 It is also proposed that this policy change be applied retrospectively such that those service users who have received discretionary grants since the adoption of the 2015 policy will now come under the revised policy and new 10-year repayment period. This will affect 21 grant recipients and ensures a consistent and transparent approach to grant recovery, re-establishing the link between discretionary grant award and a finite recovery period. It should be noted that only one recipient have repaid a discretionary grant since 2015 and this was initiated at their own request to facilitate equity release rather than as a consequence of a proposed property sale. Given these circumstances, this client will not be disadvantaged by the proposed retrospective change of policy.

## **5.0 Consultation Comments**

- 5.1 The draft Policy has been considered at length by the DFG Consistency Group including NCC Occupational Therapy Services and a number of service users that have contributed to the work of the group.
- 5.2 Members will note that the bulk of the proposed policy relates to the administration of mandatory grants and remains unchanged. The sections of the policy that relate to NSDC providing discretionary assistance are by definition potentially more contentious and a number of issues may require additional Member consideration.

## **6.0 Proposals**

- 6.1 The Policy has been reviewed and amended to provide as much consistency as possible for the delivery of disabled facilities grants across the county.
- 6.2 It is proposed that the amended Policy is adopted.

## **7.0 Financial Implications**

- 7.1 The capital funding arrangements for the DFG budget are provided by the national Better Care Fund (BCF). This fund has seen the amalgamation of both NHS and Adult Social Care and Health resources in an effort to better integrate the two services and DFG capital funding has been included within this pot. As such, Local Housing Authorities no longer receive a capital grant direct from central government as BCF resources are allocated regionally, to be managed and re-directed by the County Council.
- 7.2 The Council's allocation for 2021/22 has been set by central government at approximately £1.16million, plus a significant underspend from 2019/20 accrued as a result of the impact of the pandemic. This is an increase in comparison to recent years and indicative of the

importance placed on DFG by central government in facilitating the ability of disabled people to remain in their own homes. The Council retains its statutory duty to provide DFG's within the district and a duty to cascade resources to second tier Councils has been built into the BCF's operating guidance. Demand for DFG's continues to increase, including the number and scale of complex schemes that often require access to discretionary assistance. These increases in demand for mandatory DFG plus the proposed policy changes to the maximum discretionary grant will increase pressure on the DFG budget but the current levels of BCF allocation are more than sufficient to cover this demand without placing any financial burden on the Authority.

## **8.0 Equalities Implications**

8.1 The original Policy was the subject of an Equality Impact Assessment and no significant issues arose as a result of that review. As the proposed changes do not alter the fundamental principle of the policy a further assessment is unnecessary.

## **9.0 RECOMMENDATIONS that:**

- (a) Members are asked to consider the draft Disabled Facilities Grant Policy and approve the Policy.**

### Reason for Recommendations

To ensure that there is a clear and transparent and up to date policy for Disabled Facilities Grants

### Background Papers

Nil

For further information please contact Alan Batty Business Manager - on extension 5467.

Matthew Finch  
Director – Communities and Environment

NEWARK AND SHERWOOD DISTRICT  
COUNCIL  
DISABLED FACILITIES GRANT  
POLICY DOCUMENT

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## **POLICY INTRODUCTION**

This document sets out the way in which Newark and Sherwood District Council will provide Disabled Facilities Grants (DFG's) plus associated discretionary assistance for adaptations in the private residential sector and has been produced in collaboration with the District Councils of Nottinghamshire and Nottinghamshire County Council.

This document contains information on eligibility for grant assistance, conditions relating to applications, approval and payment of grant and other relevant conditions and requirements.

## PART 1 MANDATORY DISABLED FACILITIES GRANTS

### 1.0 Introduction

1.1 The Local Housing Authority, is under a statutory duty by virtue of the provisions of the Housing Grants, Construction and Regeneration Act 1996 (the Act) to provide Disabled Facilities Grants (DFGs) for private sector residential adaptations where the appropriate legislative conditions are met.

1.2 The purposes for which mandatory DFGs may be given are set out in section 23(1) of the 1996 Act and have subsequently been added to by The Disabled Facilities Grants (Maximum Amounts and Additional Purposes)(England) Order 2008. The following is a summary of the categories for which grant might be provided but more detailed information can be found in the Act and associated guidance – see the following link: <https://www.legislation.gov.uk/ukpga/1996/53/contents>. The Council will have regard to the Act and associated guidance in determining the eligibility of any works for DFG. The categories can be broadly summarised as follows:

- Facilitating Access – grant may be given for works to remove or overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling, access to the garden and enjoying use of the dwelling and facilities or amenities within it. This includes facilitating access to the principal family room.
- Making a Dwelling or Building Safe – grant may be given for certain adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with them. This may include the provision of lighting where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural problems.
- Access to a room usable for sleeping – grant may be given for the provision of a room usable for sleeping where adaptation of an existing room in a dwelling (upstairs or downstairs) or the access to that room is unsuitable. Where the disabled person shares a bedroom with a spouse or partner a grant may be given to provide a room of sufficient size so that normal sleeping arrangements can be maintained.
- Access to a bathroom – grant may be given for the provision of, or access to, a WC, washing, bathing and/or showering facilities and includes facilitating the use of such facilities.
- Facilitating preparation and cooking of food – grant may be given to re-arrange or enlarge a kitchen to improve the manoeuvrability for a wheelchair and to provide specially modified or designed storage units, work top area etc. Where most of the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen. However, it might be appropriate to carry out certain adaptations that enable the disabled person to perform minor functions in the kitchen, such as preparing light meals or hot drinks.

- Heating, lighting and power – a grant may be given to provide or improve the existing heating system in the dwelling to meet the disabled person’s needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating will only be considered where the well-being and mobility of the disabled person would otherwise be adversely affected. Provision is also made under this section for the adaptation of heating, lighting and power to make them suitable for use by the disabled person.
- Dependant Residents – grant may be given for works to enable a disabled occupant better access around the dwelling in order to care for another disabled person who normally resides there whether or not they are related to the disabled person. Such works could include adaptations to a part of the dwelling to which the disabled person would not normally need access, but which is used by the person to whom they are providing care and therefore it is reasonable for such works to be carried out.
- Common parts- grant may be given for works to facilitate access to a dwelling through common parts of a building.

1.3 Section 24 of the Act places a duty on housing authorities who are not themselves a social care authority, to consult the relevant social care authority on the adaptation needs of disabled people seeking help through DFG’s. Housing authorities themselves must decide what action to take on the basis of that advice and therefore the type of adaptations, if any, for which grant is approved. Any decision must be based on whether the proposed adaptations are necessary and appropriate to meet the needs of the disabled applicant and whether it is reasonable and practicable to carry out the relevant works having regard to the age and condition of the property.

1.4 The OT service will identify an applicant’s needs and make referrals to the relevant Housing Authority recommending work to be carried out and the Council in line with the previous paragraph will consider these. Any referral made by an independent OT will be considered in the same way and the Council will refer all relevant documentation to the Social Care Authority for comment in compliance with its statutory duty to consult.

1.5 Although the provision of mandatory DFG’s is covered by the Act and the Authority must comply with the legislation, this document sets out the policy that will be applied by the Authority in the provision of DFGs with regard to matters not covered by the legislation.

## **2.0 Amount of Mandatory DFG**

2.1 The maximum amount of mandatory grant that the Authority can pay for any single grant application is set by Order and is currently £30,000. This amount is reduced by any contribution assessed as payable by the grant applicant (see section 10.0 on the Test of Resources).



### **3.0 Mandatory DFG – Repayment Conditions on Disposal**

3.1 Grant repayment conditions run for a specific period following the completion of any mandatory grant that exceeds a grant total of £5,000. These conditions commence from the grants certified date i.e. the date at which the Authority has certified that the works have been carried out to its satisfaction, for a maximum of 10 years. The application of such conditions will apply only if the grant applicant has an owner's interest in the subject property. The maximum amount that the Authority can recover is £10,000.

3.2. The Authority has determined that it will require repayment by the applicant if –

- (i) the grant recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and
- (ii) the Authority having considered –
  - (a) the extent to which the grant recipient would suffer financial hardship were they required to repay all or any of the grant;
  - (b) whether the disposal of the premises is to enable the grant recipient to take up employment or to change the location of their employment;
  - (c) whether the disposal is made for reasons connected with the physical or mental health or well-being of the grant recipient or of a disabled occupant of the premises; and
  - (d) whether the disposal is made to enable the grant recipient to live with, or near, any person who is disabled or infirm and in need of care which the grant recipient is intending to provide or who is intending to provide care of which the grant recipient is in need by reason of disability or infirmity;

is satisfied that it is reasonable in all the circumstances to require the repayment.

3.3 If a grant recipient is of the opinion that any of the exemptions detailed above may be appropriate then they will be required to submit written representations to the Authority setting out their case in full.

3.4 If no exemption is deemed appropriate the eligible element of the grant that can be reclaimed following a disposal of the property will be recovered in full.

3.5 In all cases, before demanding repayment, the Council will consider the reasons for the sale/transfer of the property, and whether and to what extent the payee would suffer financial hardship if the grant had to be repaid; the Council will not demand repayment unless it is satisfied that it is reasonable in all circumstances to so.

- 3.6 This condition is a local land charge and is binding on any person who is for the time being an owner of the dwelling or building.

## **PART 2 - DISCRETIONARY GRANTS**

### **4.0 Introduction**

- 4.1 In addition to providing mandatory DFG's, the Authority has the power to offer discretionary financial assistance by virtue of the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. Using these powers, the Authority has agreed to offer discretionary grant for private sector residential adaptations in certain specific circumstances. This section relates solely to discretionary grant assistance provided by the Council toward disabled adaptations or approved alternative schemes to meet the identified needs of the disabled applicant.

### **5.0 Top-Up to Mandatory Schemes + Repayment Conditions on Disposal**

- 5.1 Although the maximum amount of grant available for a mandatory DFG is currently £30,000, the Authority has agreed through this policy to potentially provide up to an additional £20,000 as a discretionary top-up. Grant will be considered where circumstances are such that the cost of eligible work exceeds £30,000 (either as a result of unforeseen works post approval or the extent of the original work inclusive of an appropriate contingency sum, that is recommended to the Council). This type of assistance will only be offered as a top up for schemes that fall within the mandatory grant headings as previously described.
- 5.2 Any discretionary assistance awarded under this part will be given without prejudice and will have no regard to any agreed Nottinghamshire County Council funding or the ability of the applicant to self-fund the identified additional costs. Subject to this assessment any discretionary award will potentially make up the difference between the maximum grant and the cost of eligible works (up to a maximum of an additional £20,000). Any discretionary top-up may however be repayable on any subsequent disposal of the subject property and will be recorded as a land registry charge against the property.
- 5.3 If the subject property is disposed of within 10 years of the certified date the Authority may require repayment of all or a proportion of the grant following consideration of the reasons behind the disposal. The Authority will apply the same criteria as detailed in sections 3.2 to 3.4 (above) in determining if and how much of the grant will be repayable. All grant conditions will cease on expiry of the 10-year period from the certified date.
- 5.4 The award of any discretionary top-up will only be considered having regard to the amount of resources the Authority has at that time. If it does not have sufficient resources available to deal with other referrals that have been passed to the Authority by the Occupational Therapy Service at the time, the Authority reserves the right not to

approve any discretionary top-up. The Council will however consider the likely demand for discretionary assistance and where practicable build this into its financial planning and bidding process.

## **6.0 Dual residency of a disabled child**

- 6.1 In cases where families separate, and a court order or mediation agreement provides that residency of the subject disabled child is split between the mother and father (or other designated guardian) the Authority may consider the award of discretionary grant to one property. The proposed adaptations will only be considered for discretionary assistance if they fall within those headings applied to mandatory schemes and are determined to be necessary and appropriate and reasonable and practicable (see section 1.2).
- 6.2 Mandatory DFG can only be provided to the 'sole or main residence' of the disabled applicant and in circumstances covered by this section it is assumed that one party would apply for mandatory grant on the basis that the child occupies the subject property as their sole or main residence. The main residence will be determined by consideration of the applicant's particular circumstances including which party receives child benefit and the details of any court order or mediation agreement.
- 6.3 The Authority will consider the details of any court order or mediation agreement and specifically the allocation of time spent with each parent in determining eligibility for assistance. No specific percentage split is proposed by this policy as each case will be reviewed on its own merits. Factors to be considered include the specific details of any order, likely time to be spent at each property, whether the child will stay overnight at the subject property and for what period etc.
- 6.4 Any assistance provided under this heading will be determined and assessed using the mandatory DFG criteria and will be up to a maximum award of £30,000 and will not be subject to any form of means testing as per mandatory DFG applications for children/young persons. The grant will be recorded as a Land Registry charge against the property.
- 6.5 If the subject property is disposed of within 10 years of the certified date the Authority may require repayment of all or a proportion of the grant following consideration of the reasons behind the disposal. The Authority will apply the same criteria as detailed in sections 3.2 to 3.4 (above) in determining if and how much of the grant will be repayable. All grant conditions will cease on expiry of the 10-year period from the certified date.
- 6.6 Any discretionary award will only be considered having regard to the amount of resources the Authority has at the time. If the Authority does not have sufficient resources left to deal with other mandatory referrals that have been passed to the them by the Occupational Therapy Service at the time, the Council reserves the right not to approve any discretionary assistance. The Council will however consider the likely

demand for discretionary assistance and where practicable build this into its financial planning and bidding process.

## **7.0 Relocation Grant**

- 7.1 A relocation grant may be available to an applicant who owns or privately rents their property if adaptations to their current home through DFG are determined not to be feasible or reasonable and they are considering relocation to a property they intend to purchase or rent.
- 7.2 Applicants must be 18 or over on the date of application is made and, in the case of a disabled child, the parent(s) would make the application. Any application must be supported by a recommendation from the Nottinghamshire County Council's OT service or relevant Health or Social Services Care partner in the event of hospital discharge.
- 7.3 The Authority and the OT must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or are satisfied that it can adapted at a reasonable cost.
- 7.4 Applicants must be relocating within the Authority's boundary. Consideration may be given to a move within Nottinghamshire, but this would require the approval of the relevant district/borough council, whether or not adaptations are required and the scale of any adaptations before a relocation grant can be considered.
- 7.5 A grant of up to £5,000 may be made available towards specific relocation expenses, which includes estate agent fees, legal costs, removal costs and up to a 75% contribution toward cooker and/or fridge if built-in appliances are being left behind and none are, or have been fitted in the new property.
- 7.7 Applications must be submitted prior to the relocation as grants cannot be paid retrospectively. Assistance will not be given toward the purchase price of the new property.
- 7.8 The Authority will require quotations from independent contractors in compliance with the Authority's adopted procurement rules, that realistically reflect the cost of the works/service provided. In some circumstances, one estimate may be accepted if the Authority is satisfied that the cost is reasonable.
- 7.9 All applicants will be required to complete the move within 12 months from the date of approval of their application. Any payments made will be made either directly to the service/work provider or to the grant applicant. Valid invoices or receipt must be provided prior to payment.
- 7.10 If on sale of the applicant's existing property, a net equity of more than £20,000 is released, the Relocation Grant will only fund the physical removal costs. (Net equity refers to any equity released when the purchase price of the new property is less than the existing property's selling price).

- 7.11 If the move is aborted through the fault of the applicant then costs will not be paid, and any costs already paid will be reclaimed from the applicant. If the reason for the move failing is through no fault of the applicant, then the Authority will not recover the costs.
- 7.12 The new property must be the disabled person's main residence and no applicant will be awarded a Relocation Grant on more than one occasion.
- 7.13 The Relocation Grant scheme will be subject to the same Test of Resources as the mandatory Disabled Facilities Grant scheme unless the relocation is for a disabled child in which case no test will be applied.
- 7.14 Any Relocation Grant will be recorded as a Land Registry charge and will mirror those repayment conditions attached to mandatory DFG's that breach a £5,000 threshold (see section 3.2 to 3.4).

### **PART 3 - GENERAL REQUIREMENTS & GRANT CONDITIONS**

The following general requirements and conditions will apply to both mandatory DFGs and discretionary DFGs.

#### **8.0 APPLICATIONS FOR GRANT**

##### **8.1 Definition of disabled person**

- 8.1.1 For the purposes of the legislation relating to DFGs, a person is defined as being disabled if:
- their sight, hearing, or speech is substantially impaired,
  - they have a mental disorder or impairment of any kind, or
  - they are physically substantially disabled by illness, injury, impairment present since birth or otherwise.
- 8.1.2 A person aged 18 or over is taken to be disabled if:
- they are registered as a result of any arrangements made under the care act or any subsequent act, or
  - they are a person for whose welfare arrangements have been made under that section or might be made under it.
- 8.1.3 A person aged under 18 is taken to be disabled if:
- they are registered in a register of disabled children maintained under the Children Act 1989 or any subsequent act, or

- in the opinion of the social services authority (Nottinghamshire County Council) they are a disabled child as defined for the purposes of Part III of the Children Act 1989.

## **8.2 Applicant's criteria**

8.2.1 The Authority cannot consider an application for a mandatory or discretionary DFG unless it is satisfied that;

- the applicant has or proposes to acquire, an owner's interest in every parcel of land on which the relevant works are to be carried out, or
- the applicant is a tenant of the dwelling where the relevant works are to be carried out.

### *Certificate required in case of owner's application*

8.2.2 An owner's application for a DFG must be accompanied by an owner's certificate which will certify that the applicant has or proposes to acquire an owner's interest and that they intend that the disabled occupant will live in the dwelling as their only or main residence throughout a period of five years following completion of the works.

### *Certificates required in case of tenant's applications*

8.2.3 A tenant's application for a DFG must be accompanied by a tenant's certificate which will certify that the application is a tenant's application and that the applicant intends that the disabled occupant (whether that is the applicant or someone in the applicant's household) will live in the dwelling as their only or main residence throughout a period of five years following completion of the works.

8.2.4 A tenant's application should be accompanied by an owner's certificate from the person who at the time of the application is the landlord under the tenancy. The Authority can waive this where it is not reasonable in the circumstances to request a certificate.

8.2.5 Private tenants must obtain their landlords written permission for the subject works before a DFG can be approved. Where a landlord withholds this permission for the works to be undertaken a grant cannot be approved. Any DFG approved would not normally include any element of reinstatement.

### *Occupiers and Consent Certificates (houseboats and park homes)*

8.2.6 Occupiers of houseboats and park homes must provide an 'occupiers certificate' certifying the intention of the disabled occupier to occupy the qualifying houseboat or park home as his only or main residence throughout the grant condition period (5 years from the certified date). Any such certificate must also be accompanied by a 'consent certificate' from each person who owns the mooring or land on which the houseboat or park home is stationed or who owns the houseboat or park home.

## **9.0 COST OF WORK**

- 9.1 The Authority uses public money to fund the provision of both mandatory and discretionary DFGs and as such it must take into account value for money.
- 9.2 When officers schedule the work to be carried out, they will ensure it meets the needs of the applicant but at the same time they will only prepare a basic specification. If grant applicants wish to have a higher or more complex specification that costs more, they will have to pay the difference themselves.
- 9.3 The applicant will be required to obtain quotations in compliance with Authority's adopted procurement rules for the cost of work (although the Authority will do this for applicants if they request us to do so- see section 20.1 below). The provision of stair lifts that fall within the scope of the Nottinghamshire Procurement Framework will however be exempt from this requirement. The grant will be approved on the basis of the cheapest quote unless there are extenuating circumstances. Where the applicant wants to use a contractor that will cost more than the quote that is deemed acceptable by the Authority, the applicant will have to pay the difference direct to the contractor. The Authority will notify the contractor that the client will have to make a contribution and advise them of the value of the contribution.
- 9.4 If a grant applicant has a preferred scheme of works that meets their assessed need to the same degree as the scheme proposed by Authority i.e. the provision of a ground floor extension in lieu of a vertical through floor lift installation, the Authority will part fund the preferred scheme to the same degree as the grant eligible works. Any extra over costs associated with the clients preferred scheme, including unforeseen works, architects' fees etc., must be met by the grant applicant. Evidence that sufficient funds are in place must be made available prior to works starting. The Occupational Therapy Service will be consulted to ensure that the applicants preferred scheme meets their assessed need in full.

## **10.0 MEANS TESTED CONTRIBUTIONS/SUCCESSIVE APPLICATIONS**

- 10.1 Applicants for DFG's will be required to complete a test of resources form (means test) to determine whether any contribution is to be paid towards the cost of works. The Authority will undertake such means tests in line with the prevailing statutory provisions in force at the point of application. At present parents of disabled children and young persons are not subject to a test of resources. In the majority of cases a Preliminary Test of Resources will be undertaken prior to the provision of an OT referral to provide the prospective applicant with an early indication of their likely contribution. Such preliminary tests will not be applied in urgent cases or where the OT is aware that the client is in receipt of a passport benefit. The recipient of a passport benefit (a number of means tested mainstream benefits) will automatically be assessed as having a NIL contribution toward any grant award and will receive full grant.

- 10.2 If an applicant has an assessed contribution toward any application any payment of this contribution is generally made to the scheme contractor on completion of the works. In certain circumstances the client may however be asked to pay this contribution in advance, to be held by the Local Authority until satisfactory completion of the works i.e. schemes within the Nottinghamshire Procurement Framework agreement for stair lift installations. If the level of contribution is high the Authority may require evidence that the applicants have the resources in place to fund their contribution and that they may wish to seek independent financial advice on how they might raise the necessary funds.
- 10.3 In circumstances where an applicant has a degenerative condition and where it is likely additional adaptations may be required over time it should be noted that there is no restriction on further grant applications at a later date. Any contribution paid by an applicant toward an initial application will be deducted from any future assessed contribution if the second application is made within a prescribed period (10 years for owner occupiers and 5 years for tenants).
- 10.4 This provision means that it may be in the interest of applicants to proceed with a grant application even if their assessed contribution is higher than the likely cost of works, leading to the award of a 'nil grant' approval. In such circumstances the applicant must proceed to complete the subject works to a satisfactory standard. If a second application is submitted within the prescribed period, the cost of the previously completed works will be deducted from any assessed contribution the applicant might have.

## **11.0 GRANT APPROVAL**

- 11.1 The Authority is required to approve or refuse the grant within 6 months of a valid grant application being made. A valid application is deemed to be made when the following documentation is submitted:
- A completed application form
  - The appropriate certification (see 7.2 above) together with proof of ownership or tenancy
  - The appropriate evidence of financial resources in order that the Council can undertake the Test of Resources
  - The appropriate number of quotes

The Authority is required to consult with and obtain confirmation from the OT Service that the works which are the subject of the application are necessary and appropriate to meet the needs of the disabled occupant.

- 11.2 Officers from the Authority will work with prospective grant applicants to ensure the appropriate documentation is in place to make a valid application.
- 11.3 The Authority will not usually approve an application for grant where the relevant work has already begun. It can approve however if it is satisfied that there were good



reasons for beginning the works before the application was approved. Any grant offer may be reduced to reflect the works undertaken prior to approval.

- 11.4 The Authority will not approve an application for a DFG if the relevant works have been completed.

## **12.0 COMPLETION OF WORK**

- 12.1 The legislation requires the Authority to pay the grant on condition that the work has been carried out to its satisfaction. It also states that it is able to pay the contractor direct where it has advised the grant applicant prior to the grant being approved that this would be the method of payment.

- 12.2 The Authority has resolved through this policy that other than in exceptional circumstances it will always pay the contractor direct and the grant applicant will be notified of this prior to the grant being approved.

- 12.3 The Authority will inspect the works once completed and if in their opinion the work has been done satisfactorily will pay the contractor direct to the value of the grant. Any other payments that the grant applicant is responsible for must be made by the applicant.

- 12.4 If there is a dispute between the grant applicant and the contractor and the Authority is satisfied that the work has been completed to a satisfactory standard, payment of any outstanding grant money will be made to the applicant and it will be the responsibility of the applicant to pay the contractor. If the Authority is not satisfied with the standard of work it will retain the grant money until such time as any works issues have been resolved at which point it will pay the contractor or if the applicant is still not satisfied, it will pay the applicant.

## **13.0 Entitlement to a grant ceases**

- 13.1 Where a grant applicant ceases to be entitled to a grant before completion of the works the legislation states that the Authority cannot pay any grant or any further instalments (as the case may be) after that date. If the grant applicant makes an owner's application, he ceases to be entitled to a grant when he ceases to have a qualifying owner's interest or ceases to have the intention specified in the owner's certificate which accompanied the grant application. If the grant applicant makes a tenant's application, he ceases to be entitled to a grant when he ceases to be a qualifying tenant of the dwelling or if the landlord ceases to have the intention specified in the owner's certificate submitted with the application.

- 13.2 The Authority has the right under the legislation to demand any instalment that has already been paid to be repaid forthwith together with interest from the date on which it was paid until repayment. The Authority will consider each case on its own merits in deciding whether to recover any such payments.

#### **14.0 Changes in circumstances**

14.1 In some cases there is a change in circumstances after the grant has been approved that affects the payment of grant. These circumstances (which are prescribed in the legislation) are;

- where the works cease to be necessary or appropriate to meet the needs of the disabled occupant;
- the disabled occupant ceases to occupy the dwelling; or
- the disabled occupant dies.

14.2 In such circumstances, the legislation states that the Authority can take such action as appears to be appropriate and may decide:

- that no grant shall be paid or as the case may be, no further instalments shall be paid;
- that the works or some of them should be completed and the grant or an appropriate proportion of it paid; or
- that the application should be redetermined in the light of the new circumstances.

14.3 The Authority has the right under the legislation to demand any instalment that has already been paid to be repaid to the Authority forthwith together with interest from the date on which it was paid until repayment. Each case will be considered on its own merits in deciding whether to recover any such payments.

#### **15.0 Cases in which grant may be recalculated, withheld or repaid**

15.1 The Authority is entitled to refuse to pay grant or any further instalment of grant which remains to be repaid or make a reduction in the amount of grant in the following circumstances:

- The Authority ascertains that the amount of grant was approved on the basis of inaccurate or incomplete information and exceeds that which the grant applicant was entitled,
- The Authority ascertain that without their knowledge the eligible works were started before the application was approved,
- The works are not completed within 12 months,
- The cost of works is less than the estimated expense upon which the grant was calculated,
- The work has been carried out by a contractor who was not one of the contractors who originally quoted for the work.

15.2 Where any of the above situations arise, the Authority can demand repayment by the applicant in whole or part, of the grant or any instalment of the grant paid together with interest from the date of payment until repayment. Each case will be considered on its own merits in deciding whether to recover any such payments.

**16.0 Repayment in case of compensation**

16.1 It is a condition of the grant that the applicant takes reasonable steps to pursue any relevant claim and to repay the grant so far as appropriate out of the proceeds of such a claim. A claim is:

- (i) an insurance claim or legal claim against another person in respect of damages to the premises to which the grant relates, or
- (ii) a legal claim for damages in which the cost of the works to premises to which the grant relates is a part of the claim, and a claim is a relevant claim to the extent that the works to make good the damage or the cost of which is claimed are works to which the grant relates.

16.2 In the event of a breach of this condition the applicant shall on demand pay to the Authority the amount of grant so far as relating to any such works together with compound interest from such date as may be determined, calculated at such reasonable rates as the Authority may determine.

16.3 The Authority may determine not to make such a demand or to demand a lesser amount. The assumption is that the amount will be demanded in full however on representations from the applicant, the Authority will consider each case on its own merits.

**17.0 General Provisions**

17.1 Where work has commenced but grant entitlement has ceased and where the Authority has decided that the works or some of them should be completed and the grant or an appropriate proportion of it paid the Authority will arrange to make good the work so that the property is safe, secure and water-tight.

17.2 This may not include carrying out such work as finishing internal surfaces and plumbing any new facilities (unless these are the only facilities in the property) for example. Any work over and above making the property safe, secure and water-tight would have to be paid for by the applicant or some other appropriate person.

**18.0 Deferring Grant Payment**

18.1 The Authority has the discretion to defer any payment of an approved grant for a period of up to twelve months from the date of grant approval. Any such decision must be set out within the grant approval notice.

## **19.0 INSTALLATION OF EQUIPMENT AND MAINTENANCE**

- 19.1 Equipment which can be installed and removed fairly easily with little or no structural modification will not be funded by either a mandatory DFG or discretionary grant. The cost of supplying such equipment will fall to Nottinghamshire County Council.
- 19.2 Typically the type of equipment that will be covered by a mandatory DFG includes (this is not an exhaustive list):
- Stair lifts
  - Ceiling track hoists (excluding slings)
  - Through floor lifts
  - Rise and fall showering tables that are electrically powered
  - Rise and fall baths that are electrically powered
  - Wash and dry toilets
- 19.3 Where the provision of equipment is to be funded by a mandatory DFG it is usually the responsibility of the applicant to take out the necessary insurances and maintenance agreements to ensure the equipment is properly maintained. However, the Authority will include within the grant the cost of a supplier's standard maintenance/service agreement to give cover for up to 5 years. This will exclude hoist installations where cover is arranged by Nottinghamshire County Council.
- 19.4 If a grant application is made for replacement of defective/obsolete equipment it will not be approved if it can be shown that the equipment can be repaired at a reasonable cost in comparison to renewal. In such cases the costs of the repairs will fall to the householder.

## **20.0 CONTRACTUAL RELATIONSHIPS**

- 20.1 Following the referral from the Occupational Therapy Service at Nottinghamshire County Council, officers from the Authority will schedule the works that are required. The scheduled works will form the basis upon which contractors quote. As referred to above at paragraph 9.3 the grant applicant will need to obtain appropriate quotations however officers will source such quotes on behalf of the applicant if requested. The Authority reserves the right to recover their costs for this and associated services i.e. scheme design, producing plans and specification, release of interim payments, assistance with the completion of application forms etc.
- 20.2 Whilst work is being undertaken officers will wherever possible visit the property to ensure that the work is being undertaken as per specification and when the work is completed, the officer will carry out a final inspection to ensure it has been completed satisfactorily (see paragraph 12.3 above).
- 20.3 Grant applicants must be aware however that the Authority is in no way responsible for the work of the contractor and that there are no contractual obligations between the contractor and the Authority. The purpose of the final inspection is simply to confirm

that the works have been completed as per the scheme specification and therefore protect the public purse. All contractual relationships with respect to the carrying out of the work are between the grant applicant and the contractor.

- 20.4 If there is a dispute between the grant applicant and the contractor, the Authority will not be able to get involved unless by some act or default the Authority has caused the issue which has led to the dispute.

## **21.0 COMPLAINTS**

- 21.1 Where Applicants are dissatisfied with the service they have received (including where a grant has been refused), they should contact the Public Protection Business Manager at the main Council address. If the matter is not resolved to Applicants' satisfaction, they can make a formal complaint via the Authority's adopted Customer Comments procedure.

- 21.2 If after receiving the Authority's response the complainant is still dissatisfied, they can write to the Local Government and Social Care Ombudsman.

## **22.0 POLICY AMENDMENTS**

- 22.1 The Public Protection Business Manager has delegated authority to make minor policy amendments which do not affect the broad thrust of policy direction. Other changes must be approved by the appropriate Council Committee for Housing Strategy and Regeneration.

## HOMES & COMMUNITIES COMMITTEE

22 NOVEMBER 2021

### NEWARK AND SHERWOOD COMMUNITY LOTTERY ALLOCATION OF FUNDING FROM INCOME GENERATION PROPOSAL

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

1.1 To provide Committee with an update on the progress of Newark and Sherwood Community Lottery since its launch in May 2021 and to secure approval for the process of spend for income generated through both the lottery 'Central Fund' and 'Operator Fund'.

#### **2.0 Background Information**

2.1 Newark and Sherwood Community Lottery launched in May 2021, with 26 draws to date. There are currently 54 Good Causes within the District signed up to the lottery, meeting the annual target of 50 within 3 months of its launch date. A range of 'Good Causes' are benefiting from the lottery including charities, sports clubs, community and youth groups and other non-for profit organisations, with the most successful receiving over £170 worth of funds a month. Case studies and positive feedback from registered 'Good Causes' can be found in Appendix A.

2.2 At present, the lottery is forecast to generate approx. £22,600 each year, with a full breakdown of finances available in Appendix B. The team is aiming to increase this forecast as further awareness is created through both a targeted marketing plan and positive word of mouth.

2.3 Players can choose for 50p of their £1 ticket to be donated to either a specific 'Good Cause' registered with the lottery or for it to go towards the 'Central Fund'. As referenced in Appendix B, the annual income generated through the lottery into the 'Central Fund' is estimated to be approx. £3500. In addition, 10p from every £1 ticket contributes towards the Operator Fund, where annual totals are estimated to be approx. £3600.

#### **3.0 Proposals**

3.1 The first key proposal is that the total income generated through the 'Central Fund' is used to establish a 'lottery within a lottery', whereby funds are distributed to registered 'Good Causes' through a 6 monthly raffle style draw. It is suggested that one-off awards of £500 are granted to successful groups, with the amount of awards available at each draw dependant on the total income generated into the 'Central Fund'. For example, if a total of £1500 is generated in 6 months, 3 awards of £500 will be available in that particular raffle.

3.2 To ensure both a transparent and fair raffle process is established, it is proposed that the draw is filmed or takes place via an appropriate streaming platform such as Facebook Live. Successful 'Good Causes' would also become exempt from the following round of awards, but reintroduced into the process afterwards. Likewise, whilst there would be flexibility in how the awards are spent, it is expected that 'Good Causes' are able to demonstrate how their award contributes towards the achievement of the Council's Community Plan objectives.

3.3 The second key proposal is that the income generated through the 'Operator Fund' is used as anticipated to cover operational costs associated with the delivery and maintenance of the lottery. This includes the annual renewal of both the Gambling Commission Licence and Lotteries Council Membership, as well as marketing costs, totalling up to approximately £1000PA. With an estimated £3600 generated annually through the 'Operator Fund', it is proposed that the remaining funds (approx. £2600) contribute towards the raffle draw in addition to the 'Central Fund' income, as outlined above in 3.2.

#### **4.0 Equalities Implications**

4.1 There are no negative equality implications associated with this proposal and the distribution of the Council's share of lottery proceeds will directly benefit those organisations that have registered with the lottery and contributed to its success by promoting it to its supporters.

#### **5.0 Digital Implications**

5.1 There are no significant digital implications in respect of this report. It can be noted that the majority of ticket sales and promotion of the lottery is online, however, players do have the option to purchase tickets over the phone, should they wish to do so. Likewise, the proposed raffle draw is expected to be streamed online but can be publicised by our Communications team in additional formats if necessary, and to ensure accessibility for all.

#### **6.0 Financial Implications – FIN21-22/7115**

6.1 There are no additional financial implications as a result of this report.

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

7.1 The Newark and Sherwood Community Lottery has already started to generate much needed revenue for over 50 'Good Causes' and the proposals in the report will ensure that the Council maximises the value of the lottery to deliver further benefits to the registered organisations and thereby making a positive contribution to the Council's Community Plan 2020 – 2023 objectives primarily 'create vibrant and self-sufficient communities where residents look out for each other and actively contribute to their local area' and 'improve health and wellbeing of local residents'.

#### **8.0 RECOMMENDATION(S):**

8.1 **It is recommended that Committee approve:**

- a) **The proposed method and process of spend for income generated through Newark and Sherwood Community Lottery 'Central Fund' (3.1 and 3.2), and the 'Operator Fund' (3.3).**
- b) **That the process for spending income generated through both the 'Central Fund' and 'Operator Fund' is reviewed on an annual basis, with the flexibility to adapt and modify the process if required, subject to Member approval as part of the annual report.**

**Reason for Recommendation(s)**

To ensure that the distribution of the Newark and Sherwood Community Lottery receipts are deemed to appropriate and make a positive difference to the community and support the Council's Community Plan objectives wherever possible.

**Background Papers**

Nil.

For further information please contact Andy Hardy on Ext 5708

Suzanne Shead  
Director – Housing Health and Wellbeing



## **Appendix A - Feedback from Good Causes**

<b><u>Good Cause</u></b>	<b><u>Comments</u></b>
Newark Foodbank	<p>The Community Lottery has been a very useful additional income stream for the Foodbank. While it cannot provide all the financing required by the Foodbank, it helps us diversify our income sources. On present performance the Lottery is likely to raise over £700 for the Foodbank. Coupled with the added benefit that 50 % of the lottery ticket price goes to local good causes, the Community Lottery provides an opportunity for those who may not be able to contribute in other ways, such as volunteering personally, to still play a role and feel engaged in the local community.</p> <p>The Community Lottery plays a significant part in the District's role of engaging and facilitating participation in community programs leading to better health and well-being.</p>
Bilsthorpe Heritage Museum	<p>We have a few supporters who have won prizes and received more than we expected from the lottery, which has helped us in these difficult times, providing an income that we would have previously relied on coffee mornings and visitors for.</p>
North Muskham Village	<p>The community, including the players will benefit from the lottery funds plus we will give a "gift" or a free buffet to the players at the village fayre or other community event. Most if not all the players I suggest play the lottery not because of the win potential but to put something back to the community with the added bonus of potentially winning.</p>

## **Appendix B - Overview of Lottery Finances**

<b><u>Accounting Period</u></b>	<b><u>Operator Income (10p)</u></b>	<b><u>Central Fund Income (50p)</u></b>	<b><u>Good Cause Income (50p)</u></b>
May 2021	£117.90	£136.00	£453.50
June 2021	£311.20	£313.50	£1242.50
July 2021	£323.80	£297.50	£1331.50
August 2021	£408.00	£381.50	£2,299.50
September 2021	£333.10	£331.50	£1334.00
<b>Annual Forecast</b>	£3600.00 (current average x 12)	£3500.00 (current average x 12)	£15,500.00

## **HOMES & COMMUNITIES COMMITTEE**

**22 NOVEMBER 2021**

### **NEWARK AND SHERWOOD EEM LOCAL INITIATIVE FUND PROPOSAL**

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

1.1 To secure Committee approval to use the Council's EEM (Efficiency East Midlands) contribution through the establishment of the Newark and Sherwood EEM Local Initiative Fund and the proposed process of distributing donations within the district.

#### **2.0 Background Information**

2.1 EEM is a non-for profit organisation that chooses to distribute a proportion of its operating surplus to its Members in the form of community donations. The council's Energy and Home Support Team follow the EEM heating procurement framework, resulting in an annual community donation from EEM that is split proportionally between members based on the level of throughput. Donations are also accrued through contractors working for members who are purchasing materials through the EEM framework.

2.2 The council currently holds EEM community donations to the total value of £26,616 (£12,783 2018/2019 and £13,833 2019/2020). The financial year 2019/2020 was EEM's most successful to date. Donations for the year 2020/2021 are not yet confirmed and are dependent on a sufficient surplus with consideration of the uncertainty of the pandemic. It is expected that EEM will provide an update on the position for 2020/2021 community donations in the near future.

2.3 The donation should be spent on a project or multiple projects that benefit a community and those that are not covered by budgets as standard. EEM also request that details of how the donation is spent are provided to enable good news stories to be shared publically.

#### **3.0 Proposals**

3.1 It is proposed that the donations are used to establish a grant scheme (Newark and Sherwood EEM Local Initiative Fund), led by the Community Relations and Health Improvement Team. The scheme would support smaller and/or less established groups that may be limited in terms of accessing alternative means of funding. Supported local initiatives should align with the Council's Community Plan objectives and the specific needs of our communities. The proposed requirements are outlined below:

- A maximum of £500.00 per initiative/applicant can be awarded through the scheme.
- The total project costs should not exceed £2000.00.
- Applicants must have no more than £8000.00 of unrestricted financial reserves at the time of application.
- Funds will only be transferred to Groups/Organisations/Charities where a governing document, copy of recent bank statement and receipts have been provided. In all other circumstances, NSDC will purchase items on behalf of successful applicants.

- Funding will not support core funding or general running costs, professional fees, political or religious activities, commercial organisations and work considered to be a statutory responsibility.

3.2 The scheme would be promoted externally via the Council’s web and locality teams and all applications would receive input from the Community Relations Officers, Tenant Engagement Officers, Health Improvement Officer or the Arts Development Officer. All applications would be reviewed by the Senior Community Relations Officer on a monthly basis who will make recommendations to the Health Improvement and Community Relations Manager and the Business Manager - Housing & Estates, for final approval. A copy of the proposed application form can be found in Appendix A.

3.3 The scheme would be open to applications on a continuous cycle with a review/approval process undertaken on a monthly basis. Likewise, it is suggested that any unspent donations are rolled over into the following financial year of the schemes delivery.

3.4 An update of successful applications and projects supported would be issued to EEM on a quarterly basis for the purpose of wider communication. Likewise, an annual update/report of spend would be provided to Members outlining the positive community impacts as a result of the scheme.

#### **4.0 Equalities Implications**

4.1 There are no negative equality implications associated with this project. It would be the responsibility of Officers to ensure that the donations are most appropriately allocated across the district with consideration of equal opportunities. Likewise, the scheme encourages equality through providing a means of funding for community groups and organisations that may not be otherwise eligible for other sources of financial support.

#### **5.0 Digital Implications**

5.1 There are no digital implications associated with this report.

#### **6.0 Financial Implications – FIN21-22/380**

6.1 There is no additional financial impact on NSDC, as the council is only allocating the EEM surplus donation to fund such initiatives deemed suitable under this proposed scheme.

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

7.1 The Newark and Sherwood EEM Local Initiative Scheme will make a positive contribution to the Council’s Community Plan 2020 – 2023 objectives primarily ‘create vibrant and self-sufficient communities where residents look out for each other and actively contribute to their local area’ and ‘improve health and wellbeing of local residents’.

#### **8.0 RECOMMENDATION(S):**

8.1 **It is recommended that Committee approve:**

- a) **The establishment of the proposed Newark and Sherwood EEM Local Initiative Fund as outlined in 3.1.**
- b) **The proposed process for submitting, reviewing and approving applications as outlined in 3.2 and 3.3.**
- c) **Approve the proposed reporting and update arrangements as outlined in 3.4.**

**Reason for Recommendation(s)**

To ensure that the EEM receipts contribute to community projects that make a positive difference to the community and support the Council's Community Plan objectives wherever possible.

**Background Papers**

Nil.

For further information please contact Andy Hardy on Ext 5708

Suzanne Shead  
Director – Housing Health and Wellbeing

**EEM Newark and Sherwood Local Initiative Fund Application Form**

**EEM Newark and Sherwood Local Initiative Fund**

The EEM Newark and Sherwood Local Initiative Fund is a unique grant scheme delivered by NSDC to support local initiatives that align with the Council’s Community Plan objectives and the specific needs of our communities. The scheme is Officer Lead and aims to support smaller and/or less established groups that may be limited in terms of accessing alternative means of funding.

**Terms of funding:**

- A maximum of £500.00 per initiative/applicant can be awarded through the scheme.
- The total project costs should not exceed £2000.00.
- Applicants must have no more than £8000.00 of unrestricted financial reserves at the time of application.
- Funds will only be transferred to Groups/Organisations/Charities where a governing document, copy of recent bank statement and receipts have been provided. In all other circumstances, NSDC will purchase items on behalf of successful applicants.
- Funding will not support core funding or general running costs, professional fees, political or religious activities, commercial organisations and work considered to be a statutory responsibility.

<b><u>Application Details</u></b>	
<b>Name of NSDC Lead Officer:</b>	
<b>Name of Group/Organisation/Charity:</b> <i>(Please provide the name of the applicant you are requesting funding on behalf of if not NSDC)</i>	<b>Charity Number:</b>
<b>Area of Operation:</b> <i>(please identify the locality within Newark and Sherwood where the project will take place)</i>	

<b><u>Details of Initiative</u></b>
<b>1) Please provide an overview of the initiative including estimated timescales</b> <i>(you may wish to attach separate plans and supporting documents)</i>

2) Please explain how the initiative relates to specific challenges within the locality or where the need for funding is demonstrated, (you may wish to provide statistics, case studies, resident feedback etc.).

3) Please identify how the initiative would contribute to some/all of the community plan objectives below.



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



Deliver inclusive and sustainable economic growth



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



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



Enhance and protect the district's natural environment



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



Improve the health and wellbeing of local residents

Empty box for identifying contributions to community plan objectives.

4) Please explain which communities the initiative would support (if possible, please provide specific information relating to number of residents, localities, age ranges etc.)

Empty box for explaining which communities the initiative would support.

## Financial Information

**1) Please provide the following breakdown of the costs of the initiative, including:**

- The total costs as well as the amount requested from NSDC through the scheme.
- VAT costs as NSDC will only refund VAT where it is unrecoverable.

*(Please ensure the amount requested from NSDC does not exceed the maximum award of £500.00 per initiative/applicant)*

<u>Item</u>	<u>Total Cost</u>	<u>VAT</u>	<u>Amount Requested from NSDC</u>
<b>Totals:</b>			

**2) If the request for funding from NSDC is less than the total costs, please explain how the remainder of the initiative will be funded** *(please note 'N/A' if total costs are requested)*

**3) Is the applicant a constituted group or an organisation/charity with governing documents and a bank account?** *(Please mark the relevant box with an 'x')*

Yes  If yes, please ensure these documents are submitted with the application.

No  If no, NSDC will be responsible for purchases on behalf of successful applicants.

**4) If 'Yes' to the above, please provide the following Bank Account details**

**Account Name:**

**Address on Account:**

**Account Number:**

**Account Sort Code:**

## **Declaration**

*I confirm I am authorised to sign this application on behalf of:*

***I, the undersigned, understand that any grant awarded will be used solely for the purpose outlined in this application. I also understand that Newark & Sherwood District Council reserves the right to withhold the payment of the whole or any part of a grant or to require repayment of any grant if the information is subsequently discovered to be false.***

## **Data Protection Act 2018 and General Data Protection Regulation (GDPR) Privacy Notice**

The personal information you provide will only be used by Newark and Sherwood District Council or the data controller, in accordance with Data Protection Act 2018 and GDPR to process your application for a grant.

The basis for processing this information is to enable the council to undertake a public task. Should your application be successful, some of your personal information may be included in a public register in accordance with our statutory responsibility under the Local Government Transparency Code. Your personal data will be kept in accordance with the council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

In accordance with the Data Protection Act and GDPR you have a right to:

- have a copy of the personal information that we hold about you.
- complain to the Information Commissioner if you feel that your information is not being handled appropriately.

You may also have a right

- to erasure (also known as the right to be forgotten)
- to stop processing

For further details about how your information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)

**Sign:**

**Date:**

**Print Name:**



## HOMES & COMMUNITIES COMMITTEE

22 NOVEMBER 2021

### SAFER STREETS FUND

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

1.1 To update members on the progress of the Safer Streets Two project.

#### **2.0 Background Information**

2.1 Following the success of the Safer Streets project it was agreed that a smaller Safer Streets Two project should continue with a similar focus on crimes associated with the areas identified. Three lower super output areas adjoin the previous areas were identified. The map showing these areas is attached as Appendix one.

2.2 The partners have all agreed to fund elements of the work. The partners involved are:

Newark and Sherwood DC  
Office of the Police and Crime Commissioner  
Nottinghamshire Police  
Nottinghamshire County Council

2.3 The main focus of the project is the reduction of acquisitive crime, including vehicle crime. Therefore the project activities have been designed to reflect this.

2.4 The table below sets out the activities and the lead organisation.

<b>Activity</b>	<b>Lead Organisation</b>	<b>Supporting Organisation</b>
Bicycle Property Marking & Security Events	Nottinghamshire Police	Newark and Sherwood DC
Safer Streets Patrol and Enforcement Operations	Nottinghamshire Police	Newark and Sherwood DC
Environmental Improvements (Street cleansing Repairs)	Newark and Sherwood DC	Nottinghamshire County Council
Neighbourhood Capacity Building + Neighbourhood Watch	Newark and Sherwood DC	Nottinghamshire Police
Street Lighting	Nottinghamshire County Council	Nottinghamshire Police

2.5 The project is scheduled to end by 31<sup>st</sup> March 2022. Progress is going well and set out below is the work that has been achieved so far.

<b>Action</b>	<b>Progress so far</b>	<b>Comments</b>
<b>Target Hardening to Prevent and Deter Crime</b>		
No. of burglary victims & neighbours offered target hardening	148	Identified using police data
No. of premises target hardened	38	A range of options have been provided to match the nature of the property
No. of 4G WIFI CCTV Cameras installed at premises	11	
<b>Vehicle Crime</b>		
No. of Vehicle Crime Victims offered target hardening	26	
No. of Vehicles target hardened	5	Small traders have been the focus of this work.
<b>Security fixtures in Bicycle hot spot locations</b>		
No. of new Bike Registers	46	
No. of security devices given out	10	
<b>Hot spots targeted by Police to reduce specified crimes</b>		
No. of police hours spent in target areas	423	
No. of stop and searches, intelligence submitted	36	
No. of positive outcomes	18	
<b>Top 10 offenders identified and targeted</b>		
No. of Police Operations undertaken	6	
No. of Targets arrested	7	

<b>Capture Bike deployed in hot spots</b>		
No. of occasions capture bikes deployed	2	
No. of occasions capture bike stolen	1	
No of arrests made from capture bikes	1	
<b>Environmental Cleansing to make LSOAs look and feel better</b>		
No. of detailed Environmental surveys undertaken	1	
No. of operations planned/undertaken	43.5 hours	
No. of streets targeted and cleansed/improved	68	
<b>Street Lighting is enhanced in target areas</b>		
No. of street lights improved in and close to identified hot spots		Delay due to availability of products.

2.6 Regular project meetings are undertaken to review progress and to ensure that all partners are working together to achieve the desired outcomes.

### **3.0 RECOMMENDATIONS that:**

a) **Members are asked to note the progress of the Safer Streets Two project.**

#### **Reason for Recommendations**

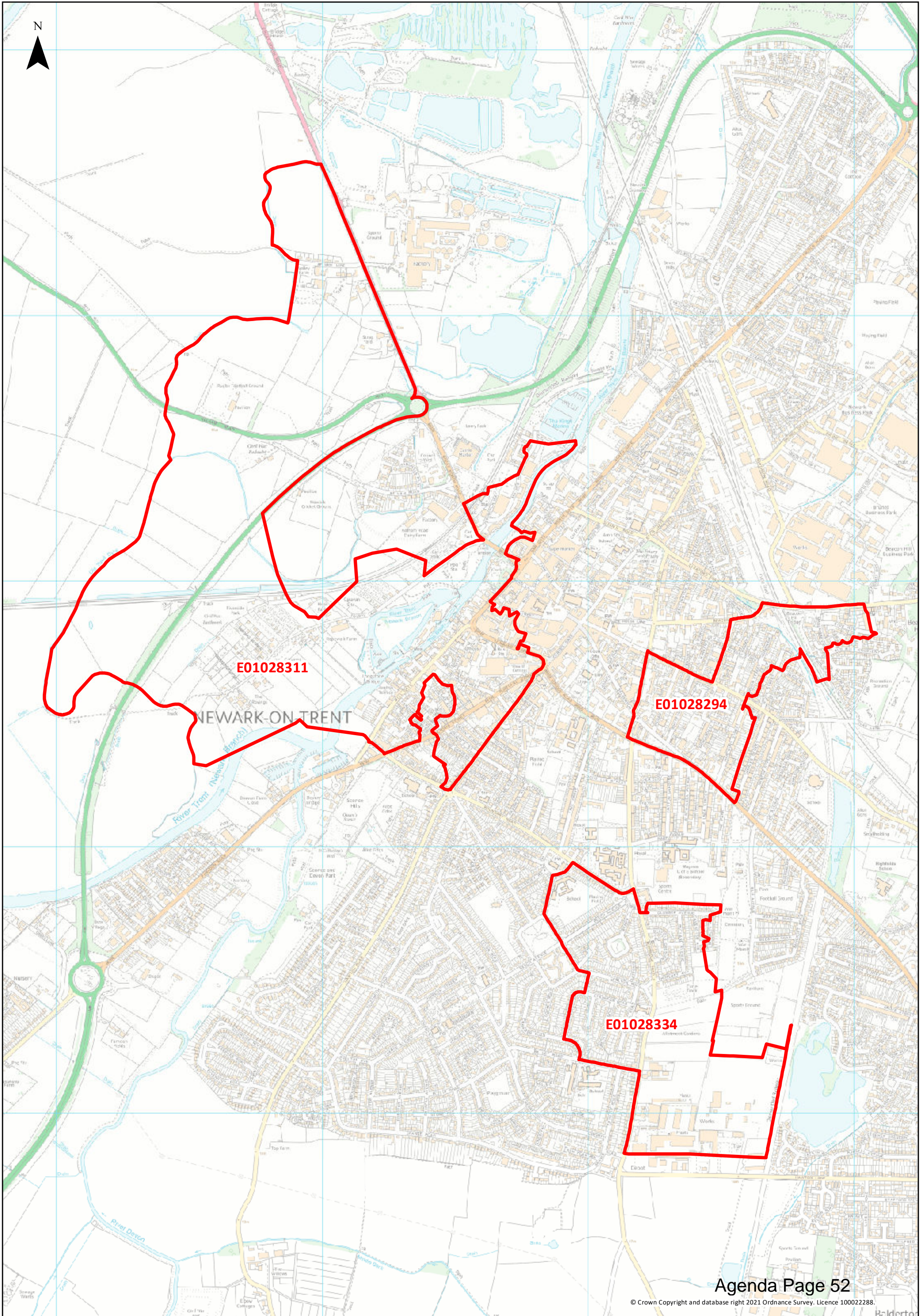
**To update members on Safer Streets Two project.**

#### **Background Papers**

Nil

For further information please contact Alan Batty on Ext 5467

Matthew Finch  
Director – Communities and Environment



**E01028311**

**NEWARK-ON-TRENT**

**E01028294**

**E01028334**

## HOMES & COMMUNITIES COMMITTEE

22 NOVEMBER 2021

### HOUSING SERVICE COMPLIANCE 2<sup>ND</sup> QUARTER OUT TURN PERFORMANCE

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

1.1 This report provides the Committee with an overview of compliance performance of the housing service at the end of September 2021.

#### **2.0 Background Information**

2.1 This report gives a summary of the performance of the housing service compliance functions at the end of September 2021 to ensure that homes and services are of a high standard and meet legal and regulatory requirements.

2.2 This report provides Members with an opportunity to comment on the performance of the housing services compliance functions.

#### **3.0 Performance report**

3.1 The report contains information on compliance performance to provide Members with oversight and input into these essential services. The report includes, amongst other matters information on the following:

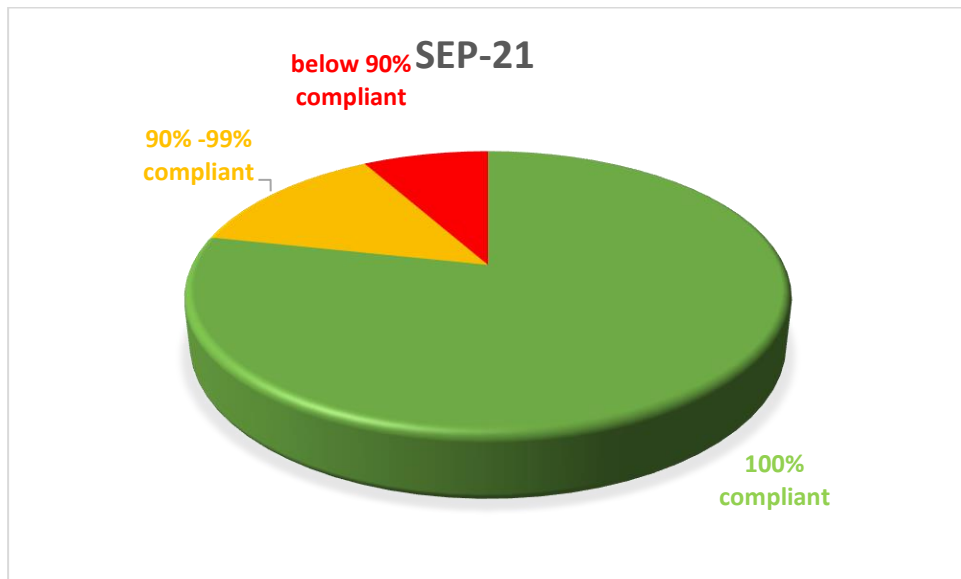
- Landlord responsibilities for a range of building safety measures including fire protection, gas, lifts, asbestos, electrical and water. It also summarises details of the Council's housing stock.

3.2 A separate report will be submitted to this committee relating to the operational performance of other key housing services.

3.3 Current overall annual performance has improved since the last report and is shown in the pie chart below, over the last year the number of areas reported on has risen from 22 areas to 27 areas that are now reported. Also there is more detailed reporting in areas such as Fire Safety, Heating Compliance and Communal areas.

Month	Compliant (Green)	90% -99% compliant (Amber)	Below 90% compliant (RED)	Total no. reporting areas
June 2020	14 Areas	4 Areas	4 Areas	22
September 2020	16 Areas	5 Areas	1 Area	22
December 2020	17 Areas	3 Areas	2 Areas	22
March 2021	18 Areas	4 Areas	1 Area	23
June 2021	20 Areas	4 Areas	3 Areas	27
September 2021	19 Areas	5 Areas	3 Areas	27

3.4 Full details of these performance indicators along with associated commentary are included at Appendix 1 to this report. All the areas out of compliance relate, in the main, to issues arising from the COVID-19 lockdown.



3.5 To assist the reader, performance against the 27 indicators are RAG rated, as follows:

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

3.6 Of note within the amber segment is the position on gas servicing, which is now 0.9% out of compliance with 47 properties not having their annual service carried out by the anniversary date of the previous one. This has reduced from 63 at the end of June 2020. In this period Vinshire have been rebranded as Aaron Services and they have brought in new systems and new management to aid in delivery of the contract.

Aaron have completed the servicing of the cases outstanding in the summer months, except for 2 cases that are at 'legal stage' and papers have been served in the courts and awaiting their processing; technically these cases are compliant under the law. The majority of outstanding cases now are due to Aaron operatives completing paper certificates for servicing and 42 of these have been lost (from 200). Aaron are now re-attending those 42 cases to complete the surveys again as we do not count them until a fully compliant certificate is with NSDC. Of the 47 cases outstanding, Aaron have 15 confirmed appointments as at 19<sup>th</sup> October 2021 with more being scheduled in the coming week. They are working weekends and bought in additional resources to significantly reduce this as quickly as possible. The Compliance team are meeting weekly with Aaron to monitor progress and will do so until numbers drop to single figures. In addition, all Aaron operatives on the NSDC contract are now working from hand-helds so the issue with lost paper certificates will not occur again.

3.7 Within the red segment, the report highlights electrical testing as an area for improvement. The current position for the year, is 75.76% of the properties are compliant and that out of the 821 properties that required testing this year, 424 electrical tests have already been carried out the remaining properties are being programmed in and will be carried out this year. It is worth noting that 96.40% of the council housing stock have a current electrical testing certification.

- 3.8 All the Type 3 Fire Risk Assessments have been carried out on the 136 housing blocks, and the remedial works that have been highlighted are progressing well. As part of this work all the fire doors within these blocks have been examined and a register of all the doors has been produced (with each fire door having a unique asset number) this will be used to carry out regular check to make sure that the fire doors are kept in a suitable condition. A similar register has been produced that covers the emergency lighting, in the blocks. These are currently tested weekly to ensure they are operating correctly.

It should be noted, that this is the first year that the Council has undertaken this more detailed fire risk assessment and hence in this first year we are experiencing a large volume of remedial actions. Many of these actions are quite minor in nature as can be seen in under the Table 4.3 below. We have completed 410 actions, with 424 in progress and 161 (16% of total actions) still to commence.

#### **4.0 Equalities Implications**

- 4.1 There are no direct equalities implications arising from this report though as part of how we manage these services, we consider the tenants individual circumstances and work with them through our housing services to achieve compliance.

#### **5.0 Financial Implications**

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

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

- 6.1 The performance of the housing service contributes to creating more and better quality homes through our roles as landlord, developer and planning authority.

#### **7.0 Comments of Director**

- 7.1 It's essential that the Committee receives high quality, timely information to enable it to oversee the Council's management of tenants' homes and services to ensure we are ensuring the health and safety of our residents.
- 7.2 Feedback is also welcome on areas of service where the Committee would benefit from a more in depth briefing to enhance Members' understanding of the services being provided including our legal and regulatory responsibilities.

#### **8.0 RECOMMENDATION(S)**

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

### Reason for Recommendation(s)

This report provides an opportunity for members of the Homes & Communities Committee to have continued oversight into the performance of the housing management service, in relation to statutory and regulatory compliance and best practice.

### Background Papers

Nil

Suzanne Shead  
Director – Housing, Health & Wellbeing

## **Newark & Sherwood District Council Compliance Reporting**

For the month of September 2021 (Housing Services Compliance Performance)

Prepared by Mark Plant

### **1) Asset Base**

Total no. of individual dwellings / properties being managed	5,562
Total no. of “blocks” being managed Note: “Blocks” relates to multiple dwellings contained within one building i.e. flats, bedsits, maisonettes, apartments, HMO’s etc.	338
Total no. of non-residential units (i.e. commercial properties including offices, retail units, storage facilities etc.)	3

### **2) Stock Type**

<b>Residential</b>	<b>Number of Units</b>
<b>Social &amp; affordable housing</b>	
Rented	5562
Leasehold/Shared Ownership	161
<b>Non-Housing</b>	
Community centres	31
<b>TOTAL</b>	<b>5,754</b>
Total requiring servicing	5,617

### **3) How to Read This Report**

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

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

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

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



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

The **Outstanding** column records the number of activities due in the month but not completed by the end of the month.

The final 2 **Compliance** columns record the annual and monthly compliance percentage at the time of the report.







**RAG Rating** is included to assist the reader, as follows;

- Green: At or above your target.
- Amber: Within 10% of your target.
- Red: Less than 10% of your target

#### 4) Work Activity

##### Fire Safety

Table 4.1

Fire	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Type 3 Fire Risk Assessments	136	0	0	0	100% 	100% 
Fire Alarm Testing (including emergency lighting)	6780	540	540	0	100% 	100% 
Sprinkler system	3	0	0	0	100% 	100% 
Comments: All still compliant Type 3 fire risk assessments completed for all housing blocks.						

##### Type 3 Fire Risk Assessment rectification

Below are the remedial actions highlighted during the Type 3 Fire Risk Assessment divided by risk.

Table 4.2

Block	Further Action	Work In Progress	Complete	On Hold
94 Northgate	2	2	2	5
Abbey Road	3	1	2	
Ambleside	2	1	1	
Bakewell Court	6	2	5	
Bakewell House			3	
Balderton Gate		7	2	
Beaumont Walk	4	1	3	
Bishops Way	1	2	9	
Burgage Close	3	37	18	
Burton Court	3	1	3	
California Road	5	2	5	
Cambridge Close	3	1	2	

Chatham Court	16	20	58	
Church Street	5	5	1	
Cleveland Square	1		3	
Coghill Court	4	33	27	
Coopers Rise	2		2	
De Lacy Court	31	32	22	
Eastfield Close	2		2	
Grange Road	3	11	37	
Howes Court	6	52	41	
Kings Court	9	13	39	
Lombard Street	3	4	3	
Lord Hawke Way	5	6	5	
Lovers Lane	3	14	6	
Lynds Close	2		2	
Manthorpe Way	3	4	3	
Maypole Court	3	2	2	
Pasture View	23	29	5	
Queens Court	9	14	12	
Rainworth Water Road	3	6	2	
Rookwood Close	16	29	26	
Sheppards Court	1	1	3	
Snell Close	1		2	
Sycamore Close	4	4	8	
The Circle	2		2	
The Green	7	4	6	
The Leys	1		1	
Thoresby Road	14	4	2	
Tithe Barn Court	9	25	21	
Town Mill Close	4	4	8	
Vessey Close			3	
Warwick Road		2	6	
Westgate	1	6	5	
Wilfred Avenue	1		4	
Windsor Close	13	10	8	
Wolfit Avenue	39	33	78	

This is the same works broken down into the following:

- Further action – this is work that may need further investigation or larger scale works that require programming in such as replacement of fire doors
- Work In progress
- Completed















Table 4.3

Row Labels	Further Action	Work In Progress	Complete	Further Action	Work In Progress	Complete	Further Action	Work In Progress	Complete
94 Northgate	1			1	2	2			
Abbey Road			1	2		1	1	1	
Ambleside				1		1	1	1	
Bakewell Court			1	6	1	4		1	
Bakewell House			1			2			
Balderton Gate		1			2	2		4	
Beaumont Walk				4	1	3			
Bishops Way						5	1	2	4
Burgage Close		13		3	23	17		1	1
Burton Court			1	2		2	1	1	
California Road	2	1		2		3	1	1	2
Cambridge Close		1	1	3		1			
Chatham Court		7	18	13	11	32	3	2	8
Church Street	1	1		3	4	1	1		
Cleveland Square				1		3			
Coghill Court		12	7	4	21	18			2
Coopers Rise				1		2	1		
De Lacy Court	9	2	1	20	18	21	2	12	
Eastfield Close			1	2		1			
Grange Road	1	3	20	1	5	14	1	3	3
Howes Court	3	1	2	2	42	39	1	9	
Kings Court			15	8	13	21	1		3
Lombard Street		1		3	2	2		1	1
Lord Hawke Way	3		2		2		2	4	3
Lovers Lane				2	11	5	1	3	1
Lynds Close			1	2		1			
Manthorpe Way	1	1	2	2	2			1	1
Maypole Court				3	1	2		1	
Pasture View	3	11		20	18	5			
Queens Court			2	8	14	8	1		2
Rainworth Water Road	1			2	5	2		1	
Rookwood Close		7	1	16	22	24			1
Sheppards Court			1	1		2		1	
Snell Close			1	1		1			
Sycamore Close		3	3	4	1	5			
The Circle			1	2		1			
The Green	2	2	3	5		2		2	1
The Leys			1	1					
Thoresby Road	3			7	1	2	4	3	
Tithe Barn Court	4	2	4	5	18	17		5	
Town Mill Close		1	3	4	3	3			2
Vessey Close			1			2			
Warwick Road			2		2	3			1
Westgate		2	1	1	4	3			1
Wilfred Avenue				1		3			1
Windsor Close	4	1	1	6	3	6	3	6	1
Wolfit Avenue	4	9	28	24	22	46	11	2	4
<b>Grand Total</b>	<b>42</b>	<b>82</b>	<b>127</b>	<b>199</b>	<b>274</b>	<b>340</b>	<b>37</b>	<b>68</b>	<b>43</b>

The total number of remedial actions will be reported monthly and the figures are reviewed in more details at the monthly Fire Forum, where the detail of the Type 3 Fire Risk Assessments are taken and remedial actions are agreed.

#### Heating Appliance Servicing

	<b>Annual Target</b>					<b>Agenda Page 59 Compliance</b>
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Heating Systems		Target for Month	Total for Month	Outstanding *	Annual	Month
Valid Gas Annual safety Inspection*	5234	489	442	47	99.10% 	90.39% 
Solid Fuel	23	7	4	3	86.96% 	57.14% 
Oil Servicing	205	24	10	14	93.17% 	41.67% 
LPG Gas Servicing	3	0	0	0	100% 	100% 
Commercial Boilers	4	0	0	0	100% 	100% 
Heat Pumps	89	0	0	0	100% 	100% 
Electric	18	0	0	0	100% 	100% 
<p>Comments:</p> <p>There is a continual push to get into the out of compliance properties. There are currently 47 out of compliance properties and we are also awaiting 42 test certification from Aaron</p> <p>There is a breakdown below of all the out of compliance properties.</p>						

#### Workings out

Total heating appliances serviced	5576
Duel Fuel systems	9
No heating system required service	32 (Vale View electric with smoke alarms tested on fire alarm test by HD)
<b>Properties covered by servicing etc.</b>	<b>5617</b>





**N.B.** Please note that total stock number can change due to right to buys and new developments coming on line. Also heating can change due to replacements as some come to the end of their life

#### Out of Compliance Gas Properties








UPRN	LGSRExpirt	Next appointment date Date1	updates
1002880	24/04/2021	13/07/2021	WITH LEGAL AT NSDC
1007412	29/05/2021	26/05/2021	WITH LEGAL AT NSDC
1000054	12/06/2021	06/10/2021	restarted legal process
1002857	22/06/2021	22/09/2021	WITH LEGAL AT NSDC
1006676	24/06/2021	07/10/2021	
1005301	09/07/2021	07/10/2021	
1000714	20/07/2021	06/10/2021	
1002968	22/07/2021	08/10/2021	
1000163	23/07/2021	08/10/2021	
1002469	23/07/2021	13/10/2021	
1001582	04/08/2021	06/10/2021	
1001186	05/08/2021	07/10/2021	
1002472	07/08/2021	11/10/2021	
1001838	10/08/2021	06/10/2021	
1004678	11/08/2021	10/10/2021	
1002475	13/08/2021	06/09/2021	INFORMED TO SEIZE ATTEMPTS
1001645	20/08/2021	06/10/2021	WITH LEGAL AT NSDC - NOW CONFIRMED APT
1000666	21/08/2021	11/10/2021	
1000755	26/08/2021	06/10/2021	
1001668	03/09/2021	08/10/2021	
1005062	03/09/2021	07/10/2021	
1001378	04/09/2021	30/09/2021	
1007045	07/09/2021	07/10/2021	
1004895	08/09/2021	08/10/2021	
1006774	08/09/2021	29/09/2021	awaiting confirmation now void
1003825	09/09/2021	23/08/2021	WITH LEGAL AT NSDC
1001569	10/09/2021	06/10/2021	
1001762	10/09/2021	12/10/2021	
1004730	10/09/2021	11/10/2021	
1001522	10/09/2021	08/10/2021	
1004768	11/09/2021	13/10/2021	
1005186	11/09/2021	13/10/2021	Process Restarted - Legal Pack Rejected
1004892	14/09/2021	11/10/2021	
1001994	15/09/2021	08/10/2021	
1007493	15/09/2021	08/10/2021	
1002003	17/09/2021	12/10/2021	
1004397	17/09/2021	06/10/2021	
1001709	18/09/2021	11/10/2021	
1004952	21/09/2021	07/10/2021	
1003582	22/09/2021	08/10/2021	
1002091	28/09/2021	11/10/2021	
1006016	28/09/2021	10/10/2021	
1002662	29/09/2021	12/10/2021	
1004056	29/09/2021	07/10/2021	
1007433	29/09/2021	11/10/2021	
1001749	30/09/2021	08/10/2021	
1007337	30/09/2021	11/10/2021	

**N.B.1** Extra resources have been supplied by the contractor to increase the number of services carried out for the next few months. This will continue until all the out of compliance jobs are services and the figures are back to normal.

**NB2.** Increased monitoring of the contractor is in place and extra resources have been requested to aid in this heavy period of work.





Asbestos	Annual Target	Target for Month	Total to Month	Outstanding	Compliance	
					Annual	Month
Asbestos Surveys (Domestic)	333 (Running total 204)	26	26	0	100% 	100% 
Asbestos Surveys (Communal)	127 (per 1999 blocks)	0	0	0	100% 	100% 
<p>Comment</p> <p>Progress for the first six months is above target for the domestic properties and all Communal blocks have been completed in the first six month of the financial year.</p>						

### Electrical Safety







Electrical 5 Year	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Domestic Testing	821 (running total 424)	284	85	199	75.76% 	29.93% 
Housemark Data - Domestic EICR certified up to five years old	5535	N/A	N/A	199	96.40% 	N/A
Non-domestic Testing	133	0	0	0	100% 	100% 
PAT Testing	37	13	7	6	97% 	53% 
<p>Comments:</p> <p>The number of outstanding EICRs is reducing if the contractor maintains the current output we should be compliant by the end of the year. We are prioritising rewires if the rewire is due and the EICR outstanding, we will attack these from two angles.</p> <p>Three legal packs have been received we will be processing this within the compliance department with aid from the legal team.</p> <p>The contractor is beginning to experience access difficulties, a list of the hard to access addresses has been requested for NSDC to approach the tenants.</p> <p>PAT testing is behind the contractor and appointments made for outstanding testing.</p>						

### Water Safety





Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Legionella	163	10	10	0	100%	100%

						
Gladstone house Bacteria Testing Potable Water	1	0	0	0	100% 	100% 
Comments: All compliant.						



### Lifting Equipment







Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Passenger and Goods Lift Servicing	96	8	8	0	100% 	100% 
Stair lift Servicing	92	7	5	2	97.83% 	71.43% 
Hoist Servicing	30	6	4	2	93.33% 	66.67% 
Comments: Addition cold calling is being undertaken this month as access as not been forthcoming from the tenants. This will be followed up with T&E getting involved before further action.						

### Environmental

Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Play Park Inspections	884	85	85	0	100% 	100% 
Tree Surveys	1	0	0	0	100% 	100% 
Comments: All Compliant. Tree surveys are undertaken every 5 years and were completed in March 2019						

### Blocks

Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
General Block Inspections	1164	96	96		100% 	100% 

Gladstone House Air Conditioning	1	0	0	0	100% 	100% 
Gladstone House Commercial Ductwork	1	0	0	0	100% 	100% 
Community Rooms	396 (33 community rooms inspected monthly)	33	33	0	100% 	100% 
Comments All compliant						

#### Outstanding issues in communal rooms

Block	Issue date reported	Outstanding issue
Wellgreen House	21/9/21	Comm centre ceiling currently being fixed.
Lynds Close	9/9/21	Lifeline not working ongoing issue
Howes Court	21/9/21	Ivy coming thru fire escape door (bottom), reported to GndsMaint
Trent House	17/9/21	Kitchen-ongoing repairs following leak. Sally Skipworth-Cooke dealing



## HOMES & COMMUNITIES COMMITTEE

22 NOVEMBER 2021

### COMMUNITY PLAN PERFORMANCE – YEAR TO DATE

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

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

#### **2.0 Background Information**

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

2.2 The principles of the new approach to performance;

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

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

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

#### **3.0 Proposals**

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

3.2 Homes and Communities members to note appendix two containing additional performance indicators on our tenanted properties.

#### **4.0 Equalities Implications**

4.1 None

**5.0 Digital Implications**

5.1 None

**6.0 Financial Implications FIN21-22/5170**

6.1 None

**7.0 Community Plan – Alignment to Objectives**

7.1 Aligns to all objectives

**9.0 RECOMMENDATION**

- a) Members to review the Community Plan Performance report attached as appendix 1.
- b) Members to note the RIPA and Ombudsman reports (appendices 3 and 4).

**Reason for Recommendation**

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

**Background Papers**

The Community Plan

For further information please contact Ella Brady on Ext.5279  
Deborah Johnson, Director of Customer Services and Organisational Development.

# Newark and Sherwood District Council Performance Report

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



**Contact Us**

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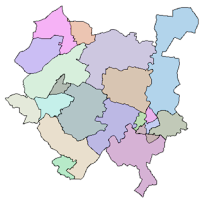
@Newark and Sherwood District Council

# Introduction

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

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

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



## Our District

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

Page 2



## Our Performance

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

Page 3



## Our Customers

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

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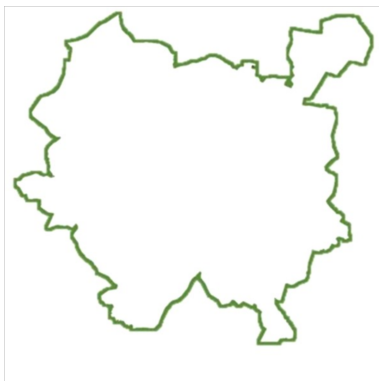


## Our Workforce

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

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## About Newark and Sherwood...



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

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

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

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

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

## How is our district?

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



**767 dwellings completed** by March 2021. A 38.9% increase from the previous year.  
**195 affordable homes completed** by March 2021. A 45.5% increase from the previous year.  
**7,296 dwellings committed or under construction.** A 5.8% decrease from the previous year.

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

**14 commercial planning applications** were validated

**107 residential planning applications** were validated

**29 major planning applications** were received

**633 minor planning applications** were received



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



**9.5% of town centre retail premises were vacant** in quarter 2 (the town centres measured are Newark, Edwinstowe, Ollerton and Southwell). This is an increase from 9.2% in quarter 1.  
**4,840 enterprises** were registered in our district in 2021. This is less than the 4,875 registered in 2020.

## Interactions with the Council

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

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

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



**What we have been doing this quarter;**

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

## Activities continued;

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



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

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

**Our Customers said:-**



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## Deliver inclusive and sustainable growth



### What we have been doing this quarter;

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



### Activities continued...

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

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

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

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

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



**Our Customers said:-**



	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	England/ National Average
% of unemployment for 16+ in Newark & Sherwood	8.2%	6.7%	6.1%	5.1%
Percentage of Town Centre retail premises vacant across the NSDC District	Not previously collected		9.5%	-

The performance of our assets which contribute to the economic growth of the district

	Year to Date Quarter 2 19/20	Year to Date Quarter 2 20/21	Year to Date Quarter 2 21/22	Current Target
Total number of admissions - National Civil War Centre	New for Q3 20/21	New for Q3 20/21	2,016	2,975
Total number of admissions - Palace Theatre	New for Q1 20/21	0	3,456	6,750
Newark Beacon - % of occupied units	New for Q3 20/21	New for Q3 20/21	86.0%	80%
Sherwood Forest Arts and Crafts - % of occupied units	New for Q1 21/22	New for Q1 21/22	100.0%	95%
Commercial Property - % occupied units	New for Q1 21/22	New for Q1 21/22	97.0%	95%

### Exploring our performance...

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

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



### What we have been doing this quarter;

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

### Activities continued...

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

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

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

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

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



**Our Customers said:-**

## Spotlight benchmarking

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



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

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

### Exploring our performance...

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

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

How are we performing against our objective to...

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



### What we have been doing this quarter;

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



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

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

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

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

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

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### Activities continued...

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

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

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

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

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



Our Customers said:-



Image of graffiti removal

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

### Exploring our performance...

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

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





## Enhance and protect the district's natural environment

### What we have been doing this quarter;

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

### Activities continued...

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



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

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

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

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



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

### What we have been doing this quarter;

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

### Activities continued...

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

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

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



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

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

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

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

**Measuring  
Success**



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

## Improve the health and wellbeing of local residents



### What we have been doing this quarter;

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

### Activities continued...

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



### Spotlight benchmarking

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

### Measuring Success



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

### Exploring our performance...

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

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



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

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

## Exploring our performance...

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

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

## Customer Feedback

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

### Compliments

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

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

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

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

### Complaints

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

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

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

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

## Area of improvement...

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

Recurring themes included;

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

## What we have done to improve...

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

## Area of improvement...

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

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

## What we have done to improve...

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

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

## Tenant Satisfaction

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

## Complaint handling

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

## Antisocial Behaviour

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

## Right to Buy

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

## Customer Services

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

## Legionella

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

## Major works to tenants homes

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

## Repairs

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

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

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

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

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

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

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

## Staff Update

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

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

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

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

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

## Staff Turnover

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

## Sickness Absence

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

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

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

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

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



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

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

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

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

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

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

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

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

**Annual Indicators – Included for information**

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

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

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

## **Appendix Three: Ombudsman Annual Report**

### **1.0 Introduction**

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

### **2.0 Annual Review (April 2020 to March 2021)**

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

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

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

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

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

2.4 The table below shows the outcome of each decision

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

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



2.7 Table of complaints

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

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

#### **Appendix Four: Authorisations made under Regulation of Investigatory Powers Act**

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

## **HOMES & COMMUNITIES COMMITTEE**

**22 NOVEMBER 2021**

### **YORKE DRIVE AND LINCOLN ROAD PLAYING FIELDS REGENERATION - UPDATE**

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

1.1 To update the Homes and Communities Committee on progress with the Yorke Drive and Lincoln Road Playing Fields Regeneration project including the successful grant funding award from the Department for Levelling Up, Housing and Communities (DLUHC) of £1.05m.

#### **2.0 Background Information**

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

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

2.2 Outline Planning Permission for the selective demolition of 130 homes and development of up to 320 homes was secured in November 2019.

2.3 The exempt report presented to Policy and Finance Committee in Sept 2019, approved the maximum financial capital commitment from the Council and the appointment of Lovells Partnerships Ltd as developer through their regeneration arm Compendium Living.

2.4 In April 2020, the Policy and Finance Committee approved progressing with the project despite disappointment at being deemed ineligible for Homes England funding under the Affordable Homes Programme.

2.5 The project has suffered a delay in the programme last shared with Homes and Communities Committee which anticipated a Reserved Matters Planning Application in March 2021. An explanation for this, along with revised time-frames is detailed below.

#### **3.0 Project Update**

3.1 Key Updates

Key actions	Update
Land Assembly through acquisition of privately owned properties.	<p>Fourteen privately owned properties fall within the demolition zone and the Council has progressed negotiations with owners with a view to purchasing these through an agreed voluntary sale.</p> <p>Seven properties have been purchased with an additional one expected in the coming months. A compulsory purchase order will be sought as a last resort to ensure land assembly and Weightmans Law has been appointed to support the Council through this process if necessary. A further Committee Paper for approval of the Compulsory Purchase Order application will be brought forward in due course.</p>
Acquisition of 1-9 Lincoln Court from Paragon Asra	<p>The Council has now acquired 1-9 Lincoln Court from Paragon Asra. The existing tenants have transferred to secure Council tenancies. The Council also secured the agreement of Homes England to permit the grant attached to the properties to be put into a Recycled Capital Grants Fund which can be utilized in the delivery of further affordable housing.</p>
Preparation for decant and the move of 130 households	<p>The project phasing has been designed such that disruption to residents is minimized with one move only as far as is practicably possible. It is also anticipated that some households will choose to move off the Drive rather than be rehoused in the new development. The Councils Decant Policy was approved at Policy and Finance Committee in November 2019 with the Resident Compensation Guide approved in April 2020.</p> <p>To date nine properties have been decanted including five within the first six due for demolition. In addition, six natural voids (where a resident has chosen to leave for reasons other than the regeneration project) have been held void. This is supported within the overall decant and rehousing strategy.</p>
Management of vacant properties	<p>The benefits and disadvantages of holding naturally occurring voids in Phase 1 (i.e. rent loss and potential of Anti-Social Behaviour, versus requirement for statutory compensation payment and risk to programme from delayed decant) have been considered and naturally occurring voids in Phase 1 are currently being held rather than re-let.</p> <p>Void properties have been shuttered and made secure with additional patrols from Street Wardens and Tenancy Officers to manage any potential Anti-Social Behaviour.</p> <p>Last winter, a number of short term lettings were facilitated in a number of void properties to support the Council's Winter Shelter provision. In addition, a number of void properties have been earmarked for short term letting. Using voids in this way supports the project through minimizing rent loss, supports wider council objectives and helps reduce the risk of Anti-Social behavior. Temporary lettings do not put additional pressure on the project as temporary residents are not entitled to statutory Home Loss Compensation.</p>
Reserved Matters Planning Phase 1	<p>The project has suffered a delay to the submission of a Reserved Matters Planning Application which was originally anticipated in</p>

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

### 3.2 Grant Funding Success

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

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

- Surveys
- Planning

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

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

#### **4.0 Equalities Implications**

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

#### **5.0 Digital Implications**

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

#### **6.0 Financial Implications- FIN21-22/9557**

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

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

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

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

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

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

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

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

## **8.0 Comments of Director(s)**

- 8.1 The Residents Panel held on 10 November made clear the Council's ongoing commitment to this regeneration scheme and what residents can expect to see on the ground in coming months as a result of our successful bid with DLUHC.
- 8.2 This report shows next steps to achieving the next milestone of submitting reserved planning.

## **9.0 RECOMMENDATION(S):**

- 9.1 **That progress on the delivery of the Yorke Drive Regeneration Project is noted.**
- 9.2 **A further recommendation to Policy & Finance that as and when grant funding is received, that is absorbed into the capital programme budget to enable spend to be achieved within timeframes set.**

## **Reason for Recommendation(s)**

**To present latest progress on this key regeneration scheme and ensure additional funding can be accessed in a timely manner.**

## **Background Papers**

Nil

For further information please contact Cara Clarkson on Ext 5923

Suzanne Shead  
Director of Housing, Health and Wellbeing



**HOMES & COMMUNITIES COMMITTEE**  
**22 NOVEMBER 2021**

**WINTER PROVISION UPDATE**

**1.0 Purpose of Report**

- 1.1.1 This report is to update Members on the winter provision being provided for any rough sleepers in the Newark and Sherwood district this year.

**2.0 Background Information**

- 2.1 Members may recall that in the years prior to the pandemic that the Housing Options service had built up a strong winter offer to rough sleepers with the support and assistance of the local faith and charitable organisations. Their ability to engage this group made it easier to get individuals to participate in using our winter provision, preventing winter death from exposure.
- 2.2 In the early stages of our provision we offered a service known as 'SWEP' (Severe Weather Emergency Provision). This was based on the government guidance that should the overnight temperature reach zero or below on three consecutive nights the local housing authority was required to provide rough sleepers with somewhere to come in from the cold. There was no stipulation that this needed to be a lay-down provision but with the assistance from local faith organisations and their volunteers we were able to provide this.
- 2.3 Each year we were able to enhance our offer as our partnership grew. In 2019 the partnership was so strong that we supported the faith group to apply for some government monies to provide a funded post to work between the council and the church over the full winter period. For the first time, with some contribution funding from ourselves the partnership was able to offer a full winter provision. This meant that the bedding down of individuals took place from November to March without the need to consider the overnight temperatures and for the first time was able to accommodate those at risk of rough sleeping as well as known rough sleepers.
- 2.4 By the time the provision closed in March 2020 the services had dealt with over 60 individuals which was a much higher number than expected and certainly higher than any of our street counts and monitoring had indicated. When reviews of the case data began it became apparent that the service had been used by many individuals who were in the group of 'at risk of homelessness'. We found that many of the group had somewhere to stay the majority of the time, which was why they didn't show up on our street figures but periodically they would leave the addresses to allow the household some time on their own and being able to come to the winter provision meant they didn't sleep on the streets for the period they chose to stay. We also found that many of these displaced individuals were working and yet still could not access housing for themselves.
- 2.5 As we do every year in late spring/early summer whilst carrying out this analysis we began to think about what our winter offer might look like in 2020 amidst a pandemic. As it turned out the government provided local housing authorities with monies to ensure that every person was brought in during the pandemic and therefore the council did not need to provide its winter provision as it had done in previous years.

- 2.6 We did however maintain our relationship with the faith and charity groups during this time as they, in line with government and public health guidance still offered hot food to individuals through the winter period. This connection they have with rough sleepers allows us to trace more individuals and ensure they were accommodated.
- 2.7 The pandemic has changed significantly what response this council has or will be providing in 2021. We have had to wait for government guidance on what provisions are considered safe and appropriate and whilst in previous years we have been able to plan for months in advance this year everything changed in October and so we have had to redesign and rethink our offer.

### **3.0 Proposals**

- 3.1 In retaining our connections with our partnership (faith and charity groups) we will be offering a 'lay-down' provision under the umbrella of SWEP plus. Many meetings have taken place with ourselves, our faith partners and public health to ensure what we are offering not only meets the needs of the individual but also provides as much safety and reassurance as we can for the volunteers, without whom none of this would be possible.
- 3.2 SWEP plus will mean that the provision will be available to those who are rough sleeping or at risk of rough sleeping when the overnight temperature is zero or below for three consecutive nights. The team are monitoring the Met Office 5 day forecast on a daily basis to ensure that we are aware of any upcoming cold snaps and can notify our volunteer partners as soon as possible about any standing up of the service. The "plus" element of our provision will also consider activating the service if we have a number of days with extreme weather, when the actual temperature is above zero but may still have substantial impact on the individual i.e. it may have snowed or we may have had heavy, persistent rain for 3 or more days.
- 3.3 Our faith partner is also running their hot meals service again this year. Details are that they will operate 1 ½ hours per day between 7pm and 8.30pm and a hot meal, laundry, new clothing and a packed breakfast will be made available to those who do not then use the sleeping arrangements. Those who stay overnight will be provided with a hot breakfast and possibly a pack lunch (donations allowing).
- 3.4 The drop in will be open on 22 November 2021 and close the 2nd week in March 2022 and the SWEP offer will be available from 29 November 2021 unless we have a severe weather episode between now and then.
- 3.5 Members should also be aware that all known entrenched rough sleepers who have wanted to work with the team have been accommodated by housing options into our Northgate provision ahead of the winter period so we will continue to work closely with our Framework Street Outreach to manage any new rough sleeping.

### **4.0 Equalities Implications**

- 4.1 No equalities implications have been identified from the Equalities Impact Assessment carried out which takes into account the specific needs of persons with protected

characteristics to ensure the Council's responsibilities under the Equalities Act 2010 have been fully considered and met.

- 4.2 As we have accommodated all of our existing known rough sleepers we are not expecting that the change to service provision will have any significant impact on any new rough sleepers and there are sufficient referral mechanisms in place to minimise any impact for someone not currently accommodated.

#### **5.0 Digital Implications**

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

#### **6.0 Financial Implications FIN21-22/4408**

- 6.1 There are no additional financial implications resulting from the provision of the service described above. Funding to assist the service provision is budgeted for annually.

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

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

#### **8. RECOMMENDATION(S):**

- 8.1 a) **that member's note the content of the report.**

#### **Reason for Recommendation(s)**

#### **Background Papers**

The details of any background papers you have used in writing the report (note these would then become public documents available for inspection) or if none used write "Nil".

For further information please contact Maria Cook on Ext 5456.

**Suzanne Shead**  
**Director of Housing, Health and Well Being.**

## HOMES & COMMUNITIES COMMITTEE

22 NOVEMBER 2021

### HOMES & COMMUNITIES REVENUE AND CAPITAL FORECAST OUTTURN REPORT TO 31 MARCH 2022 AS AT 30 SEPTEMBER 2021

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

1.1 This report compares the Revised Budgets for the period ending 31 March 2022 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on six months' performance information on the Council's revenue and capital budgets, including:-

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

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

#### **2.0 Background Information**

##### **General Fund Performance**

2.1 Attached is the Policy & Finance report to be tabled at Committee on 23 September which details the forecast financial position to 31 March 2022 of the Council as at 30 September 2021.

2.2 The current position for the Council is a favourable variance outturn against usable reserves of £0.188m. This is prior to any return funding from the Nottinghamshire Business Rates Pool, for which S151 Officers across the County are working to review the position.

2.3 The forecast outturn position for the Homes and Communities Committee is a favourable variance of £0.159m. **Appendix A** of the attached Policy and Finance Committee report contains the main reasons for this variance, whilst **Appendix B** summarises the changes in variance between this report and the previous report.

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

##### **Housing Revenue Account Performance**

2.5 The current position for the HRA is a favourable variance outturn against the Major Repairs Reserve of £0.771m. *Table 3* at paragraph 3.12 identifies the reasons for the projected net transfer to reserves of £0.853m. Paragraphs 3.12 through to 3.18 give further details regarding the HRA forecast performance, including the current level of efficiencies generated through the re-integration of the housing service.

### **3.0 Financial Implications (FIN21-22/1883)**

3.1 The financial implications are all contained within the report to Policy & Finance Committee on 25 November which is attached to this report.

### **4.0 RECOMMENDATION**

**That the contents of this report be noted.**

#### **Reason for Recommendation**

**To inform Members of the proposed forecast outturn position for the Homes and Communities Committee as at 30 September 2021.**

#### **Background Papers**

Nil

For further information please contact Nick Wilson, Business Manager – Financial Services on Ext. 5317

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

**POLICY & FINANCE COMMITTEE**  
**25 NOVEMBER 2021**

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

**1.0 Purpose of Report**

1.1 This report compares the Revised Budgets for the period ending 31 March 2022 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on six months' performance information on the Council's revenue and capital budgets, including:-

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

**2.0 Background Information**

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

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

**3.0 Proposals**

**Overview of General Fund Revenue Projected Outturn for 2021/22**

**Current position (as at 30 September 2021): variances**

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

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

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

- 3.2 A favourable variance of £0.540m is currently being projected on Service Budgets managed by Business Managers. This represents 3.5% of the total service budgets. This favourable variance of £0.540m includes a favourable variance of £0.156m on employee spend council-wide. Excluding employee spend, therefore, non-employee spend and income have favourable variances totalling £0.384m.
- 3.3 The favourable variance of £0.156m on employee spend includes a budgeted saving of £0.541m for vacancies council-wide during the year which represents 3.5% of the overall salary budget. As it is not known which services will have vacant posts during the year, the whole of the £0.541m is currently budgeted for within the Policy and Finance committee's budget and shows as an unfavourable variance. Conversely, all of the savings from vacant posts show as favourable variances against their respective committees. Details of the services with variances due to vacant posts are in **Appendix A**.
- 3.4 Non-Service expenditure is projected to have an unfavourable variance of £0.126m against the revised budget of £17.104m. The £0.227m unfavourable variance against Finance & Investment Income/Expenditure primarily relates to a reduction in forecast investment interest income. This is largely offset by a £0.090m favourable variance against Taxation & Non-Specific Grant Income from COVID-related Income Support Scheme grant for the period between April 2021 and June 2021.
- 3.5 The variance of £0.226m on the transfer to unusable reserves represents an element of voluntary revenue provision (VRP). VRP is additional to the Minimum Revenue Provision (MRP) charge which councils statutorily make as provision for repayment of past capital debt. The council's VRP in 2021/22 will enable reductions to MRP charges in future years.
- 3.6 The Nottinghamshire Business Rates Pool may also return some funding to the council for 2021/22, though it cannot currently be quantified how much this may be, as it is based on the non-domestic rates (NDR, or 'business rates') income received by all authorities within the pool. Officers across Nottinghamshire are working to review the position, albeit this will be difficult to predict as the landscape for businesses is currently so volatile. Nottinghamshire S151 officers keep this under review during the year to assess the latest

information collated across the County. This will then be fed into future forecast outturn reports.

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

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

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

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

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

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



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

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

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

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

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

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

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

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

- 3.13 Since February 2020, officers have been working with budget holders in the Housing, Health and Wellbeing directorate to assess the resources required to manage the council's social housing stock.
- 3.14 A report by Savills in 2018/19 identified the potential for the council to realise £0.950m in savings from reintegrating social housing management services back in-house. Officers have

currently identified £1.053m in savings through the deletion of vacant posts and surplus resources within services. £0.363m of this has been reinvested, largely in new posts such as the Director of Housing, Health and Wellbeing's post and the Business Manager posts to be appointed to.

- 3.15 An annual £0.690m is therefore available from savings generated by the reintegration that can be reinvested into the council's social housing management services. As part of the *2021/22 HRA Budget and Rent Setting* report approved by Full Council in February 2021, it was agreed that £0.590m of the £0.690m would be a revenue contribution to capital spend, and that the remaining £0.100m would be available to spend on revenue initiatives. It is currently forecast that this remaining £0.100m for revenue initiatives will be spent this year.
- 3.16 Due to the current pandemic, the plans identified within the report tabled at the Policy & Finance Committee during April 2020 have not yet been realised and hence the £0.690m above remains unallocated in future years. Proposals to reinvest the efficiencies will be put forward to the Homes and Communities Committee on 24<sup>th</sup> January 2022 for consideration and approval. These proposals are a mixture between reoccurring investment and one-off initiatives. Once agreed these will be built into the base HRA financial Business Plan.
- 3.17 The projected outturn for the year is a net transfer to reserves of £0.853m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant.
- 3.18 The main reasons for the projected favourable outturn variance of £0.853m are:

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

#### **Overview of Projected Capital Outturn 2021/22**

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

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

- 3.20 Actual spend to date has been significantly lower than previous years as a proportion of the budget, mainly due to COVID-19 and the subsequent supply issues. However, much of the

spend has started to catch up. As per below a large amount of budget is being profiled to next financial year, though this isn't only due to delays caused by COVID.

- 3.21 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Policy & Finance Committee approve all variations to the Capital Programme. Following the meeting of 23 September 2021, the total approved budget was £54.765m including slippage from 2020/21. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

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

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

### Capital Programme Resources

- 3.23 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 3.24 In summary, the revised budget of £44.337m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

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

### Capital Receipts

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

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
<b>Balance at 1st April 2021</b>	<b>0.549</b>	<b>2.783</b>	<b>0.708</b>	<b>4.041</b>
Received up to end of September 2021	0.162	0.191	0.606	<b>0.959</b>

Estimated receipts for remainder of the financial year	0.000	0.079	0.250	<b>0.328</b>
Approved for financing	0.590	2.476	0.000	<b>3.066</b>
<b>Available Capital receipts balance at 31 March 2022</b>	<b>0.121</b>	<b>0.577</b>	<b>1.564</b>	<b>2.262</b>
Estimated Receipts 2022/23 - 2024/25	3.143	1.130	2.372	<b>6.645</b>
Approved for Financing 2022/23 - 2024/25	3.077	1.984	2.044	<b>7.105</b>
<b>Estimated Uncommitted Balance</b>	<b>0.187</b>	<b>(0.277)</b>	<b>1.891</b>	<b>1.802</b>

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

#### **4.0 Financial Implications (FIN21-22/5350)**

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

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

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

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

#### **5.0 RECOMMENDATIONS that:**

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

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

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

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

#### **Reason for Recommendations**

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

Background Papers

General Fund Monitoring Reports to 30<sup>th</sup> September 2021  
Capital Financing Monitoring Reports to 30<sup>th</sup> September 2021

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

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

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

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

<b>Economic Development - £(0.353)m</b>	<b>£'m</b>
Heritage & Culture: vacant posts and furlough income not budgeted for	(0.067)
Sherwood Youth Hostel: reduced income because of centre closure	0.011
Growth/Technical Support: vacant posts	(0.037)
Development Management: vacant posts	(0.026)
Building Control: in-year favourable variance to be transferred to a specific reserve to mitigate against future potential increases in expenditure (as determined by South Kesteven District Council (SKDC): the lead authority for the tri-council arrangements)	(0.036)
Sherwood Forest Craft Centre: reduced spend on premises security because of closure of centre	(0.016)
Clipstone Holding Centre: reduced workshop rents income	0.030
Buttermarket: reduced rental income, partly because some units have received concessions in-year	0.017
Economic Growth: vacant post	(0.021)
Parking Services Administration: later than anticipated start date of parking operative	(0.013)
Surface Car Parks Newark: increased income from higher than expected number of customers using cashless system	(0.093)
Newark Lorry Park: increased income, partly offset by increased cleaning and security costs	(0.102)
Other small variances	0.000
<b>Total</b>	<b>(0.353)</b>
<b>Homes &amp; Communities - £(0.111)m</b>	<b>£'m</b>
Private Sector Speech Call: reduced costs, and increased income due to an increase in customer demand	(0.032)
Housing Options: vacant posts and service charge income from in-year occupation of Northgate site	(0.034)
Strategic Housing: vacant posts	(0.051)
CCTV: reduced external income due to contract terminations	0.011
Commissioning Contributions: reduced expenditure on certain community-based organisations	(0.031)
Other small variances	(0.022)
<b>Total</b>	<b>(0.159)</b>
<b>Leisure &amp; Environment - £(0.075)m</b>	<b>£'m</b>
Waste & Recycling: greater than expected increase in number of garden waste collection customers; reduced income from waste disposal, partly offset by reduced payment to Nottinghamshire County Council; and reduced income from trade refuse	(0.021)
Dog Control: savings from bringing warden contract back in-house at end of May 2021	(0.031)
Environmental Health: vacant posts and income from a secondment, partly offset by reduced income such as from licence and registration fees	(0.102)
Neighbourhood Wardens: employee-related underspend and additional Fixed Penalty Notice income	(0.011)
Environmental Service Management: vacant post now filled	(0.021)
Active4Today (A4T): £125k deficit in relation to Southwell Leisure Centre Trust (SLCT)	0.125
Health & Community Relations: vacant post	(0.014)
Street Scene Grounds Maintenance: income from external customers and the trade-in of a vehicle	(0.034)
Other small variances	(0.015)
<b>Total</b>	<b>(0.124)</b>
<b>Policy &amp; Finance - £0.096m</b>	<b>£'m</b>
Electoral Registration: grant from Department for Work and Pensions (DWP) to no longer be received	0.010
Service ICT Applications: additional costs in relation to Paygate (payments solution provider)	0.012
Bank Charges: increased usage, such as of credit cards	0.011
Legal Section: vacant posts	(0.128)
Central Telephones: increased standing charges and usage due to increase in number of employees	0.024
Senior Leadership Team: in-year effect of establishment changes effective from 01/08/2021	(0.052)
Corporate Asset Development: reduced income from less than budgeted recharge of employee costs to capital and Housing Revenue Account (HRA), partly offset by vacant posts	0.036
Financial Services: one-off insurance-related savings recognised in-year, partly offset by costs in relation to the implementation of iTrent (HR & payroll system provider)	(0.111)
Transformation: vacant post	(0.015)
Administration Services: vacant posts	(0.023)
Council Tax: vacant post, plus reduced court fees for summons	(0.043)
Rent Allowances/Rent Rebates: forecast based on year-to-date actuals	0.039
Housing Benefit Administration: vacant post and additional unbudgeted grant income	(0.055)
Castle House: reduced income, largely from partners for cost of desk hire, partly offset by reduced spend on repairs and maintenance	0.022
£540,530 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.541
Other Financial Transactions: a COVID-related business grant which was repaid to the council	(0.018)
Test & Trace Support Admin: central government grant received in excess of forecasted spend	(0.032)
New Burden Council Tax Reform: council tax and national non-domestic rates (NNDR) related government grants received in-year which were not anticipated to be received	(0.040)
COVID Compliance Tier 3: additional Contain Outbreak Management Fund (COMF) grant received in-year which was not anticipated to be received and favourable variance against budgeted expenditure	(0.059)
Other small variances	(0.023)
<b>Total</b>	<b>0.096</b>
	<b>(0.540)</b>

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

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

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

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

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

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

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

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

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

**HRA Additions/(Reductions)**

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

**General Fund - Reprofiting**

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

**HRA - Reprofiting**

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



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

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

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

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

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

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

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

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