



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Monday, 4 July 2022

Chairman: Councillor D Lloyd

Members of the Cabinet:

Councillor K Girling
Councillor Mrs R Holloway
Councillor R Jackson
Councillor P Peacock
Councillor T Wendels

MEETING: Cabinet

DATE: Tuesday, 12 July 2022 at 6.00 pm

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

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

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

AGENDA

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1. Apologies for Absence	
2. Declarations of Interest from Members and Officers	
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14. Exclusion of the Press and Public	
To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.	
15. Housing Maintenance & Asset Management Restructure Appendices	150 - 156

Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 7 June 2022 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor K Girling, Councillor Mrs R Holloway, Councillor R Jackson, Councillor P Peacock and Councillor T Wendels

ALSO IN ATTENDANCE: Councillor Mrs P Rainbow, Councillor Mrs S Michael and Councillor R White.

1 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor T Wendels, Sanjiv Kohli – Director- Resources and Deputy Chief Executive, and Deborah Johnson – Director – Customer Services & Organisational Development declared Other Registerable Interests in Agenda Item No. 5 – Disposal of Land at The Green, Rolleston to Arkwood Developments Limited, as Directors of Arkwood.

2 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

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

3 COMMUNITY PLAN PERFORMANCE FOR QUARTER 4 - 2021/22

The Transformation & Service Improvement Officer presented the Community Plan Performance report for quarter 4. The performance information was assessed against the Council's Community Plan objectives. The Portfolio Holders highlighted some key performance data relevant to their portfolios. The Cabinet also discussed further activities that the Council would undertake to meet the performance targets including methods to improve recycling, rates and energy efficiency. It was noted that future performance targets would be informed by the findings of the current residents survey.

AGREED (unanimously) that the Cabinet note the Quarter 4 Community Plan Performance Report.

4 DISPOSAL OF LAND AT THE GREEN, ROLLESTON TO ARKWOOD DEVELOPMENTS LTD. (KEY DECISION)

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which sought disposal of land at The Green, Rolleston to Arkwood Developments Ltd. This would enable the delivery of 3 market sale residential units adjacent to a Housing Revenue Account (HRA) development of 5 affordable units.

A joint development of the site by the HRA and Arkwood was proposed to deliver market sale properties and HRA affordable rental properties which would subsidise the HRA development costs of the site against current average build costs. It was

reported that the Local Ward Member supported the proposed development and no major objections had been raised by Rolleston Parish Council.

Details of a second offer from a private developer for the land were contained in the exempt appendix to the report. This offer did not present the opportunity for any additional cost savings.

AGREED (unanimously) that:

- (a) the disposal of the land at Rolleston to Arkwood Developments Ltd for the sum indicated in the exempt appendix be approved;
- (b) the site be developed jointly by the HRA and Arkwood appointing the same development contractor to ensure development cost savings;
- (c) approval be given to terminate the lease to the Parish Council for the land used as car parking; and
- (d) the demolition of the 2 existing bungalows to facilitate the development of 5 HRA dwellings and decanting the existing tenant be approved.

Reasons for Decision

Disposal of the land to Arkwood enables delivery of three market sales residential units adjacent to a HRA development of five affordable units.

Joint development of the site to deliver market sale properties and HRA affordable rental properties would subsidise the HRA development costs of the site against current average build costs.

Options Considered

A second offer had been received for the land from a private developer but it did not present the opportunity for any additional cost savings from a joint development and as such has not been accepted by the Council.

(Having declared interests, Councillor T Wendels, Deborah Johnson and Sanjiv Kohli withdrew from the meeting during its consideration).

5 LOCAL DEVELOPMENT FRAMEWORK UPDATE (KEY DECISION)

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which provided an update on progress toward the publication of the Allocations & Development Management Policies Development Plan Document (DPD), including the Strategy for delivering Gypsy and Traveller sites. The Cabinet were circulated an additional exempt update in respect of pitch delivery.

The report set out the latest progress with the Plan Review and revised timetable. One of the main challenges of the Plan Review had been the ability to identify sufficient sites to meet the future identified needs of the Gypsy Roma Traveller communities. The report detailed the work undertaken in relation to pitch delivery and contributions from existing and new sites, set out deliverability issues and the competitive funding programme for which bid submissions were required by 13 June 2022.

AGREED (unanimously) that:

- (a) the proposed approach to the Allocations and Development Management Policies and meeting future Gypsy and Traveller need, subject to presentation of a Draft Allocations and Development Management Policies DPD to the July Cabinet in order to allow presentation to Full Council in July and public consultation throughout the summer be supported;
- (b) the funding submissions to Government which seeks to secure the costs of land purchase and any necessary works to physically implement a Gypsy & Traveller site or sites be endorsed, including noting the need for General Fund match contribution based on costs received to date detailed in the exempt update report, which shall comprise at least 10% match (£100,000) of any maximum grant award; and
- (c) the continued progress on possible land purchase and Gypsy & Traveller development proposals, as detailed in the exempt report, with a view to further updates presented to the July Cabinet alongside the Final Consultation Draft of the Allocations and Development Management DPD be noted and supported.

Reasons for Decision

To enable the District Council to prepare a sound DPD including the finalisation of an appropriate strategy for delivering additional Gypsy & Traveller sites by:

1. Allowing the Draft DPD to be finalised;
2. Seeking to secure external support by submitting a bid to secure government funding; and
3. To enable the Council to continue to negotiate with landowners on potential sites.

Options Considered

The Council is required to have an up to date Development Plan which meets the housing needs of the whole population. The proposed approach has been developed based on the adopted Planning Policy in the Amended Core Strategy and through public consultation. It is not considered that any other realistic options exist to the proposed approach set out in the report.

6 LEVELLING UP SUBMISSION AND UK SHARED PROSPERITY FUND (KEY DECISION)

The Portfolio Holder for Economic Development & Visitors presented a report which provided an update on and sought approval for the Council submitting bids for projects and programs as part of the Sherwood Parliamentary Constituency Levelling Up Fund (SLUF) and UK Shared Prosperity Fund (UKSPF) for spend in 2022/23, 2023/24 and 2024/25.

The Levelling Up Fund part of the report detailed a number of proposed projects including an Ollerton Hub and redevelopment of the Clipstone Holdings Site. Further information in relation to the Clipstone Holdings site proposal was contained in an exempt appendix. The Shared Prosperity Fund part of the report outlined the criteria for application for funding and the submission deadlines for application. It was noted that the District Council's total principle allocation across the three year program was £3,290,726 of which an additional £20,000 would be provided for capacity funding.

AGREED (unanimously) that:

- (a) the Director - Planning & Growth, in consultation with the Council's s151 Officer, the Sherwood Steering Board and Portfolio Holders for Strategy, Performance & Finance and Economic Development & Visitors, be authorised to submit to Government a Sherwood Constituency Levelling Up Fund Round 2 bid for up to 3 projects for a total grant of up to £20m;
- (b) the Director - Planning & Growth, in consultation with the Portfolio holders for Strategy, Performance & Finance and Economic Development & Visitors, be authorised to prepare and submit an Investment Plan to the UK Shared Prosperity Fund, including the development of a Newark & Sherwood Leaders Board through which the proposals will be presented for approval;
- (c) the Business Manager - Corporate Property be authorised to submit a Maximum Offer and terms as detailed in the exempt Appendix to the report, for the freehold purchase of the Clipstone Holdings site, and add the relevant budget into the Capital Programme funded by borrowing;
- (d) subject to a successful Levelling Up Fund round 2, to amend the Council's Capital Programme to include a capital development match contribution as detailed in the exempt Appendix;
- (e) the Business Manager - Corporate Property, in consultation with the Portfolio holders for Strategy, Performance & Finance and Economic Development & Visitors, be authorised to confirm acceptance to renting space in the proposed Ollerton Hub, subject to confirmation of a successful Levelling Up Fund Round 2 bid; and

- (f) £30,000 be released from the Change Management Reserve in order to fund the commission to create the Investment Plan for the Shared Prosperity Fund. Where the £20,000 capacity funding is then received, this to be replaced into the Change Management Reserve.

Reasons for Decision

To enable the District Council to continue to develop, deliver and accelerate its Community Plan and the Economic Growth Strategy (2021-2026) aspirations, including:

1. In the case of Levelling Up Fund Round 2 an opportunity for well-developed targeted interventions within the Sherwood area to address ongoing challenges of creating new employment opportunities, health inequality, lower pay and transport connectivity;
2. The development of a UKSPF Investment Plan to target provision to local communities for new employment, skills, business support and community development projects and programs;
3. To allow the Council to lead in re-developing the Clipstone Holding Site as an exemplar and needed development offering new and energy efficient commercial opportunities for local employers and residents.

Options Considered

The Council could decide not to bid for the external funding however this has been discounted on the basis that a number of projects are of sufficient impact and maturity to warrant a submission to maximise the current opportunity. Other projects and programs will still be developed beyond the LUF 2 and UKSPF programs. The Council could also decide not to purchase the freehold of the existing Clipstone Holdings site, albeit as detailed separately in the Main Report and Exempt Appendix the purchase of the site is considered appropriate in terms of ongoing revenue commitments and to allow the redevelopment of the site for much needed commercial accommodation.

7 NEWARK TOWN FUND UPDATE AND LORRY PARK OPTIONS FOR RELOCATION (KEY DECISION)

The Portfolio Holder for Economic Development & Visitors presented a report which provided an update on the Newark Town Fund Programme including recommendations to continue to progress the relocation of Newark Lorry Park and the redevelopment of the Newark Gateway site.

The report detailed latest progress with all nine projects which were part of the Newark Town Fund. It was noted that the only outstanding Business Case was for the Smart Innovation, Supply Chain and Logistics (SiScLog) Enterprise Area, also known as Newark Gateway Phase II. Phase I was to provide the Air & Space Institute for which

Heads of Terms had now been agreed with Lincoln College which were detailed in the exempt appendix to the report.

The report also set out the options in relation to the relocation of the Newark Lorry Park onto the Newark Showground site given the preferred route announcement for the A46 Northern Bypass.

AGREED (unanimously) that:

- (a) the progress on the Newark Town Fund Programme and associated projects being delivered be noted;
- (b) the Business Manager, Corporate Property, be authorised to enter into a lease with the Lincoln College Group for the Air & Space Institute; and
- (c) the Director - Planning & Growth and Business Manager - Corporate Property be authorised to continue to negotiate draft Heads of Terms with Newark Showground and the owners of Overfield Park with a view to presenting costed options for the relocation and redevelopment of Newark Lorry Park and the Newark Gateway site to a future Cabinet meeting.

Reasons for Decision

Securing the Heads of Terms with the Lincoln College Group for the Air & Space Institute will allow the implementation of Phase 1 of the Newark Gateway site.

The A46 Newark Northern Bypass will lead to a reduced Lorry Park offer for the town. It therefore remains a priority for relocation options to be concluded for presentation to the September Cabinet.

Options Considered

The Air & Space Institute, Lorry Park (existing and expanded as part of relocation), and SiSCLog are central to delivery of the Newark Town Investment Plan and raising aspiration and opportunity for young people, residents, and businesses within the Town. The projects, given their ambition and depth, accordingly contribute to all Community Plan objectives.

8 ADDITIONAL RESOURCES FOR HOUSING OPTIONS SERVICES

The Portfolio Holder for Homes & Health presented a report which sought additional staffing resources for the Housing Options Service given the current and continually challenging landscape.

The Council's statutory homelessness service provided advice and assistance to any person who considered themselves homeless or threatened with homelessness, with the aim of preventing homelessness wherever possible. Cases of homelessness were increasing and likely to increase further given the current squeeze on finances. It was

noted that some officers within the service had been realigned to support the Homes for Ukraine Scheme and it was considered that in order to support the delivery of the Housing Options Service, additional staffing was required. Full details of the current pressures on the service and the resources required were set out in the report.

The Director, Housing, Health & Wellbeing confirmed that the Homelessness Prevention Grant was ring fenced for homelessness prevention activities and would be used to target issues such as rough sleepers.

AGREED (unanimously) that:

- (a) approval be given for the additional staffing resource of a permanent Housing Options Officer noting this will increase the establishment by 1 x Full Time Employee (FTE);
- (b) approval be given for the additional fixed term 12 month contract for the Housing Assistant role; and
- (c) approval be given to use the homeless prevention grant to allocate £64,921 to fund these roles.

Reasons for Decision

To introduce additional staffing resources into the Directorate to support the delivery of the housing options service within the current and continuing challenging landscape.

Options Considered

The alternative is to do nothing which could provide significant risk of the service being unable to respond to the level of cases presenting to the Council or a reduction in other services the Council provide.

9 TO NOTE TWO URGENCY ITEMS TAKEN UNDER THE COUNCIL'S PREVIOUS GOVERNANCE ARRANGEMENTS:

The Cabinet noted two urgency item decisions, taken under the previous governance arrangements.

Arts Council - National Portfolio Organisation (NPO) Funding

To approve the submission of the NPO application for a total of £927,000 over a three year funding period starting in 2023/24.

Football Stadium Improvement at the YMCA Newark to enable Step 5 Football in Newark

1. That the Director – Planning & Growth be granted delegated approval to progress the proposal to contribute up to £45K towards the installation of spectator accommodation at the stadium pitch at the YMCA (minus any grant funding secured jointly by the District Council and the YMCA) to enable Newark United to play Step 5 football in Newark for the 2022-2023 season; and
2. That up to £45k be added to the capital programme 22/23 to be funded from Change Management reserve.

AGREED (unanimously) that the two urgency item decisions as detailed above, taken under the previous governance arrangements, be noted.

Meeting closed at 6.47 pm.

Chairman



Report to: Cabinet Meeting – 12 July 2022
 Portfolio Holder: Councillor David Lloyd, Portfolio Holder Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli – Deputy Chief Executive and Director - Resources
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
Type of Report	Open Report Non-Key Decision
Report Title	Provisional Financial Outturn Report to 31 March 2022
Purpose of Report	<p>To present to Members the provisional 2021/22 financial outturn position on the Council’s revenue and capital budgets, including:-</p> <ul style="list-style-type: none"> • General Fund Revenue • Housing Revenue Account • Capital Programme • Provisions and Impaired Estimates on Debtors • Usable Reserves • Collection Fund <p>This report provides Members with a summary of actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves.</p>
Recommendations	<p>That the final outturn of revenue and capital spending for 2021/22 be approved;</p> <p>That the capital financing proposals as set out in paragraph 1.16 be approved;</p> <p>That the variations to the capital programme, as set out in paragraph 1.12 and Appendix E, be approved;</p> <p>That the net variations of £16.696m not spent in 2021/22 on the Capital Programme, be re-profiled and carried forward into 2022/23 as per appendices F and G;</p>

	<p>That the movement in Provisions and Impaired Estimates on Debtors be noted;</p> <p>That the creations of the new reserves, as outlined in paragraph 1.27, be approved; and</p> <p>That the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved.</p>
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1.0 **Background**

Overview of Provisional General Fund (GF) Revenue Outturn for 2021/22

- 1.1 The accounts show a favourable variance of £1.613m on service budgets, with a total favourable variance of £2.044m as follows:-

Table 1: General Fund Revenue Outturn for 2021/22 Financial Year as at 31 March 2022

	Budget £'m	Outturn £'m	Variance £'m
Economic Development Committee	4.093	3.492	(0.601)
Homes & Communities Committee	2.522	2.174	(0.348)
Leisure & Environment Committee	6.557	5.940	(0.617)
Policy & Finance Committee	8.422	8.375	(0.047)
Net Cost of Services	21.594	19.981	(1.613)
Other Operating Expenditure	4.974	4.973	(0.001)
Finance & Investment Income & Expenditure	(0.356)	(0.274)	0.082
Taxation & Non Specific Grant Inc	(25.079)	(25.591)	(0.512)
Net Cost of Council Expenditure	1.133	(0.911)	(2.044)
Transfer to/(from) Unusable Reserves	1.700	1.907	0.207
Transfer to/(from) Usable Reserves	(2.833)	(0.996)	1.837
Transfer to/(from) General Balance	0.000	0.000	0.000

- 1.2 The actual outturn for the year (the 'Outturn' column in the table above) is £0.000m, which keeps the balance at £1.500m at 31 March 2022. This is in accordance with the Medium Term Financial Plan approved on 8th March 2022.
- 1.3 The table above shows that the Net Cost of Council Expenditure out turned as a transfer to reserves totalling **£2.044m**. This is broken down as follows:-

Reason for variance	Value £'m
Reduced spend on employees (inclusive of 3.5% vacancy savings target)	(0.595)
Reduced recharges to Housing Revenue Account (HRA) and capital	0.373
Additional grant-related income, such as for the costs of furloughed employees and administering Housing Benefit services	(0.293)
One-off insurance-related saving and council tax recovery refund	(0.280)

Reduced premises-related spend	(0.166)
Net variance related to rent allowances and rent rebates	0.103
Additional car and lorry-parking income	(0.076)
Income from in-year occupation of alms houses properties not budgeted for	(0.073)
Other variances individually less than £0.050m	(0.606)
Favourable variances on services	(1.613)
Net variance on interest	0.080
Additional grant income, mainly through New Burdens (administration grant in relation to business grants)/Income Support Scheme (to support under recovery of Council income in Q1 21/22)	(0.277)
Net variance on Council Tax (£0.016m) and Business Rates (£0.218m) income	(0.234)
Net Cost of Council Expenditure variance	(2.044)

- 1.4 The level of favourable variance on Service Budgets managed by the Business Managers of £1.613m represents 7.46% of the total service budgets. Further details of the variances against committee budgets are in **Appendix A**.
- 1.5 The £0.218m of net additional business rates income includes £0.768m in unbudgeted growth from the Nottinghamshire business rates pool; £1.105m in additional government funding under section 31 of the *Local Government Act 2003* (relating to the power to pay grant) relating to the extended retail relief that was granted to business during 2021/22; and £1.655m contribution towards the funding of the Collection Fund deficit created at 2020/21 year-end. A proportion of the Collection Fund Budget reserve has been used to partly fund the deficit created at 2020/21 year-end which was charged during 2021/22. As per *Table 9*, there is currently £6.250m in the Collection Fund Budget reserve available for use in 2022/23 and/or 2023/24 when required.
- 1.6 The variance of £0.207m on unusable reserves in *Table 1* relates to voluntary revenue provision (VRP), 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.
- 1.7 The variance of £1.837m on usable reserves relates to £0.944m which had been forecasted as part of the 2021/22 budget monitoring report as at end of November 2021, and the £0.893m variance referred to in paragraph 1.8. The favourable variance of £0.944m forecasted in the previous budget monitoring report relates to £0.454m transfer to usable reserves (*Table 1*), and £0.490m in unbudgeted growth from the Nottinghamshire business rates pool (paragraph 1.8).

Final position (as at 31 March 2022) compared to previous position (as at 30 November 2021)

- 1.8 The previous budget monitoring report to Policy & Finance Committee projected a favourable variance against the revised budget of £0.720m on Service budgets. This report describes the actual favourable variance, against the revised budget, of £1.613m on Service budgets: an increase of £0.893m. *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

Net Cost of Services variance as at 30/11/2021 (27/01/2022 P&F report)	(0.720)
Economic Development	(0.187)
Homes & Communities	(0.096)
Leisure & Environment	(0.578)
Policy & Finance	(0.032)
Net Cost of Services variance as at 31/03/2022 (12/07/2022 Cabinet report)	(1.613)

Carry Forwards

- 1.9 Previous years have seen officers requesting carry forwards of underspends that relate to the timing of payments that have extended past the year-end date of 31st March in year. This year, the s151 Officer has approved £0.520m to be carried forward into 2022/23.
- 1.10 Any unspent conditional grants are dealt with separately, and are transferred to the balance sheet for either repayment or expenditure in the following year dependent upon its terms and conditions.

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

- 1.11 The financial outturn position to 31 March 2022 for the HRA before appropriations to reserves is a favourable variance of £1.154m. *Table 3* summarises these variances.

Table 3: HRA Revenue Outturn for 2021/22 Financial Year as at 31 March 2022

	Budget £'m	Outturn £'m	Variance £'m
Expenditure	23.113	21.846	(1.267)
Income	(25.170)	(24.868)	0.302
Net Cost of HRA Services	(2.057)	(3.022)	(0.965)
Other Operating Expenditure	0.261	(0.012)	(0.273)
Finance & Investment Income/Expenditure	4.170	4.254	0.084
Taxation & Non Specific Grant Income	(1.741)	(1.741)	0.000
(Surplus)/Deficit on HRA Services	0.633	(0.521)	(1.154)
Movements in Reserves			
Transfer to/(from) Usable Reserves	1.516	1.516	0.000
Transfer to/(from) Unusable Reserves	(11.920)	(11.921)	(0.001)
Transfer to Major Repairs Reserve	9.771	10.926	1.155
Total	0.000	0.000	0.000

- 1.12 Further details of the variances against HRA budgets are in **Appendix C**.
- 1.13 Further details of the changes in variance between this report and the previous report are in **Appendix D**.

Overview of Provisional Capital Outturn for 2021/22

- 1.14 Capital monies are spent on building or enhancing the Council's asset base. There are rules and regulations regarding what can be classed as capital expenditure and this spend must be financed separately from the day to day running costs of the Council.
- 1.15 Members approve all variations to the Capital Programme. At its meeting on 27th January 2022, Policy & Finance Committee approved the revised budget of £38.431m. Since that meeting, there have been changes made to the budget. These have increased the budget by £0.655m to £39.086m. Further details of these variations to the GF (£0.625m) and HRA (£0.030m) budgets are in **Appendix E**.
- 1.16 In addition to the variations totalling £0.655m in **Appendix E**, Cabinet approval is being sought for the allocation of £0.437m of S106 monies against Phase 4 Cluster 3 affordable housing project. It is proposed that this £0.437m will be funded by AG833(b) Land North of Cavendish Way, Clipstone affordable housing contribution. This does not change the overall budget, it is the use of this funding to finance the existing expenditure.
- 1.17 The accounts show lower levels of expenditure of £21.077m or 54% of the revised capital programme budget. As with all financial programmes, there will always be an element of slippage on capital schemes at the end of the financial year. 2021/22 has seen an increased amount of slippage against budget due to COVID-19, either directly because works were paused due to lockdowns or indirectly because supply of goods and services. It is proposed that the Cabinet approve the re-profiling of capital schemes totalling £16.696m (£10.001m GF and £6.695m HRA) as detailed in **Appendices F and G**. This is because the majority of the schemes are already committed. For clarity, where a scheme has been completed, any remaining budgets will not be carried forward.

Table 4: GF and HRA Capital Outturn for 2021/22 Financial Year as at 31 March 2022

Spend Type	Budget Approved as per P&F 27/01/2022 £'m	Revised Post P&F £'m	Outturn £'m	Variance £'m
GF	9.941	9.941	4.322	(5.618)
GF REFCUS*	8.500	9.126	4.736	(4.389)
GF Total	18.441	19.066	9.059	(10.008)
HRA	19.799	19.829	11.827	(8.002)
HRA REFCUS*	0.191	0.191	0.191	0.000
HRA Total	19.990	20.020	12.018	(8.002)
GF and HRA Total	38.431	39.086	21.077	(18.009)

*REFCUS relates to Revenue Expenditure funded from Capital under Statute i.e. expenditure on non-Council-owned assets e.g. disabled facilities grants.

- 1.18 The GF variance of £10.008m is comprised of £10.001m of carry forward requests, and favourable variances of £0.007m. Further details are in **Appendix G**.
- 1.19 The HRA variance of £8.002m is comprised of £6.695m of carry forward requests, and favourable variances of £1.307m. Further details are in **Appendix F**.
- 1.20 Capital spending in the year totalled £21.077m. The capital expenditure of £21.077m in 2021/22 has been funded by a combination of borrowing, external grants and contributions, receipts, major repairs reserve and revenue contributions. It is proposed that Cabinet approve the revised capital financing proposals as summarised in *Table 5*:

Table 5: Proposed 2021/22 GF and HRA Capital Outturn Financing

Source of Financing	GF Programme £'m	HRA Programme £'m	Total £'m
Borrowing	1.408	5.000	6.408
External Grants & Contributions	3.852	1.764	5.616
Capital Receipts	0.107	3.039	3.146
Revenue Contributions	3.692	2.215	5.907
Total Financing	9.059	12.018	21.077

Provisions for Future Liabilities

- 1.21 Provisions are made when an event has taken place that gives the Council an obligation that probably requires settlement, can be reasonably estimated, but where the timing of the payment is uncertain. Good practice requires that any movements in a Provision should be approved separately by Cabinet. The provisions in the table below relate to appeals against Rateable Values allocated against properties liable for National Non-Domestic Rates (NNDR). The amounts shown in the Statement of Accounts (and hence in the table below) relate to this Council's element for the provision for appeals. During the year £1.965m was charged against the provision in relation to settled claims and £1.230m was released from the provision of which 40% is applicable to NSDC (£0.786m charge and £0.491m released therefore £0.295m as the NSDC share). The provisions provided for in *Table 6* are the Council's 40% share, as follows:

Table 6: 2021/22 Movements in GF Provision – NNDR

General Fund Provision (NNDR) – Period of Settlement for Appeals	Balance B/Fwd 01/04/2021 £'m	Movement in Year £'m	Actual Balance 31/03/2022 £'m
Provision for Appeals – NNDR settled within 12 months	(0.230)	(0.221)	(0.009)
Provision for Appeals – NNDR settled after 12 months	(1.538)	(0.074)	(1.464)
Provision for Appeals – NNDR Total	(1.768)	(0.295)	(1.473)

1.22 The Council receive external advice (from Analyse Local) relating to the level of provision that should be held. The Advisors suggest that there is a risk of £0.023m which relates to the Rateable Value list which began in 2010. From the revaluation of the 2010 ratings list which occurred in 2017, there has been limited information relating to the levels of appeals due to the Governments new “Check, Challenge, Appeal” process. Analyse Local have used their knowledge and understanding from a national perspective to estimate the total liability for the 2017 list which amounts to £3.661m. This gives a total provision at Collection Fund level of £3.684m of which this Council recognises 40% (£1.473m) due to its share of the overall NNDR income.

Impaired Estimates on Debtors

1.23 Impaired Estimates on Debtors is an estimation of the amount that will remain uncollectable after a certain time period and may require write off in the future accounts of the Council. The calculation is based upon on the age and amounts of debt owed to the Council based on a hierarchical percentage i.e. the older the debt, the greater likelihood of non-collection. Good practice requires that movements in the Impaired Estimates on Debtors should be approved separately by Members. *Table 7* details these:

Table 7: 2021/22 Movements in GF and HRA Impaired Estimates on Debtors

Debtor Type	Balance B/Fwd 01/04/2021 £'m	Movement in Year £'m	Actual Balance 31/03/2022 £'m
GF - Sundry Debts	(0.411)	0.311	(0.100)
GF - Housing Benefit	(0.663)	(0.272)	(0.935)
GF - Council Tax Debts	(0.325)	(0.070)	(0.395)
GF - Business Rates Debts	(0.413)	(0.009)	(0.422)
GF – Impaired Estimates on Debtors	(1.812)	(0.040)	(1.852)
HRA - Sundry and Other Debts	(0.307)	0.277	(0.030)
HRA - Former Tenants	(0.233)	(0.020)	(0.253)
HRA - Current Tenants	(0.444)	0.047	(0.397)
HRA – Impaired Estimates on Debtors	(0.984)	(0.304)	(0.680)

Usable Capital Reserves

1.24 A Reserve is created for a specific future purpose or to cover contingencies. In accordance with the Code; these Usable Reserves must be separately identified between those that are retained for Capital purposes and those that are retained for Revenue purposes. Again, good practice dictates that any movements in existing reserves, or the creation of any new reserves, be approved by Members.

1.25 Capital reserves are used to fund spend incurred on the approved capital programme. *Table 8* details the position as at 31 March 2022:

Table 8: Capital Reserves used to Fund GF and HRA Capital Programmes as at 31 March 2022

Capital – Type of Reserve Used to Fund Capital Programme	Balance B/Fwd 01/04/2021 £'m	Cont'n in Year £'m	Use in Year £'m	Actual Balance 31/03/2022 £'m	Anticipated balance at 31/03/2026 £'m
Capital - GF					
Usable Capital Receipts	0.549	0.774	0.107	1.217	1.154
Capital Grants Unapplied	8.746	4.914	0.620	13.040	0.000
Capital – HRA					
Usable Capital Receipts – HRA	2.783	0.694	1.784	1.693	0.950
Usable Capital Receipts - RTB's	0.708	0.547	1.255	0.000	2.371
Capital Grants Unapplied	0.034	0.000	0.022	0.012	0.000
Major Repairs Reserve (MRR)	11.687	10.829	5.165	17.351	16.884
Capital - Total	24.508	17.758	8.953	33.313	21.359

Usable Revenue Reserves

1.26 Revenue reserves are used to fund anything that is not capital in nature, albeit can be applied to capital expenditure if necessary. They cover such areas as donations, external grants and contributions for future service provision, or specific sums of money held for a specific purpose. *Table 9* details the movement on earmarked General Fund and Housing Revenue Account revenue reserves:

Table 9: 2021/22 movement on GF and HRA revenue reserves

	Balance brought forward £	Used in year £	Added to in year £	Balance at 31 Mar 2022 £	Currently committed expenditure £
General Fund Reserves					
Statutory Ring Fenced Reserves					
Building Control Surplus	(57,343)	0	(18,087)	(75,430)	75,430
Museum Purchases Fund	(32,199)	0	(7,585)	(39,784)	39,784
Community Safety Fund	(141,214)	26,207	(26,730)	(141,737)	141,737
Homelessness Fund	(403,482)	554,539	(457,529)	(306,472)	306,472
Energy & Home Support Reserve	(103,171)	0	0	(103,171)	103,171

Revenue Grants Unapplied	(539,594)	198,832	(278,506)	(619,269)	619,269
Community Lottery Fund	0	0	(7,052)	(7,052)	7,052
Mansfield Crematorium	(149,948)	5,147	0	(144,801)	0
Statutory Ring Fenced Total	(1,426,951)	784,724	(795,489)	(1,437,716)	1,292,915
Earmarked for known pressures Reserves					
Investment Realisation Fund	(90,935)	0	0	(90,935)	0
Election Expenses Fund	(73,249)	31,936	(35,470)	(76,783)	76,783
Insurance Fund	(268,906)	8,572	0	(260,334)	0
Repairs And Renewals Fund	(2,234,925)	166,021	(331,840)	(2,400,744)	0
Training Provision	(158,792)	0	(31,700)	(190,492)	0
Restructuring And Pay	(153,058)	11,858	0	(141,200)	0
Court Costs	(58,959)	0	0	(58,959)	0
New Burdens Reserve	(25,774)	0	0	(25,774)	0
Planning Costs Fund	(201,140)	0	0	(201,140)	0
Fuel And Energy Reserve	(62,142)	0	0	(62,142)	0
Refuse Bin Purchase	(15,000)	0	0	(15,000)	0
Growth And Prosperity Fund	(127,366)	0	0	(127,366)	127,366
Emergency Planning Reserve	(42,651)	0	0	(42,651)	0
CSG/Enforcement Reserve	(84,210)	37,300	0	(46,910)	0
Management Carry Forwards	(663,672)	191,372	(520,224)	(992,524)	0
Flood Defence Reserve	(250,000)	0	0	(250,000)	0

NNDR Volatility Reserve	(793,348)	0	0	(793,348)	0
Community Initiative Fund	(195,452)	41,446	0	(154,006)	79,005
Asset Maintenance Fund	(500,000)	0	0	(500,000)	0
Capital Project Feasibility Fund	(400,816)	53,529	0	(347,287)	0
Community Engagement Fund	(286,104)	65,994	0	(220,110)	194,876
COVID Pressures	(200,000)	13,750	0	(186,250)	186,250
COVID Compliance Reserve	(281,411)	83,178	0	(198,233)	161,070
Theatre Centenary Legacy	0	7,256	(22,000)	(14,744)	14,744
Earmarked for known pressures Reserves Total	(7,167,909)	712,211	(941,234)	(7,396,933)	840,094
Budget Funding Reserves					
MTFP Reserve	(4,043,444)	35,000	(1,578,870)	(5,587,314)	5,587,314
Collection Fund Budget	(8,570,638)	2,320,902	0	(6,249,736)	6,249,736
Capital Financing Provision	(1,519,645)	1,587,192	(1,143,655)	(1,076,108)	1,076,108
General Reserves Total	(14,133,726)	3,943,094	(2,722,525)	(12,913,158)	12,913,158
General Reserves					
Change/Capital Fund	(13,113,015)	2,406,729	(2,390,724)	(13,097,010)	7,342,429
General Fund Balance B/Fwd	(1,500,000)	0	0	(1,500,000)	0
General Reserves Total	(14,613,015)	2,406,729	(2,390,724)	(14,597,010)	7,342,429
Total General Fund	(37,341,603)	7,846,759	(6,849,972)	(36,344,816)	22,388,596

Revenue – HRA					
Newark and Sherwood Homes (NSH) Transfer	(3,966,911)	0	0	(3,966,911)	0
Insurance Fund	(50,000)	0	0	(50,000)	0
Development & ICT Reserve	(281,000)	166,198	0	(114,802)	0
Staffing & Pay Reserve	(100,000)	0	0	(100,000)	0
Earmarked Reserve	(736,973)	101,570	(100,000)	(735,403)	0
HRA Future Rents Bad Debt	(325,878)	0	0	(325,878)	325,878
HRA - Working Balance	(2,000,000)	0	0	(2,000,000)	0
Total HRA	(7,460,762)	267,768	(100,000)	(7,292,994)	325,878

1.27 During the year two new General Fund reserves have been set up:

Reserve name	Balance as at 31 Mar 2022 £	Purpose
Community Lottery Fund	(7,052)	To use money raised through the Newark and Sherwood Community Lottery to support the local community
Theatre Centenary Legacy	(14,744)	To use money raised through the Newark Palace Theatre centenary celebrations to give grants to people doing eligible cultural courses

The Collection Fund 2021/22

1.28 The Collection Fund accounts for the income from the collection of Council Taxes and Business Rates, and the subsequent disbursement to local authority preceptors and central government.

1.29 The in-year decrease on the Council Tax account was £2.722m, which decreased the overall balance from a surplus of £4.128m at 1 April 2021 to a surplus of £1.406m at 31 March 2022. This was due to payments in-year to preceptors for the previous year's estimated Council Tax Collection Fund surplus as declared within the budget process during March 2021.

- 1.30 The Code prescribes that the Statement of Accounts only show the element of Council Tax that relates to Newark & Sherwood District Council. In this regard, the share of the Council Tax surplus of £1.406m that relates to Newark & Sherwood District Council as at 31 March 2022 is £0.171m. This balance can be released to the General Fund in future years in order to mitigate any shortfalls in funding.
- 1.31 The in-year increase on the Business Rates account was £2.983m, which decreased the overall balance from a deficit at 1 April 2021 to a deficit of £14.434m at 31 March 2022. The amount set aside in paragraph 1.5 will contribute to the council's 40% share of this deficit.
- 1.32 The Code prescribes that the Statement of Accounts only show the element of business rates that relates to Newark & Sherwood District Council. In this regard, the share of the business rates deficit that relates to Newark & Sherwood District Council as at 31 March 2022 is £5.774m. The Council declared an estimated deficit as at 31st March 2022 of £14.319m during January and hence £5.728m of the £5.774m has been included within the 2022/23 budget. The additional £0.046m will be released within the 2022/23 budget process.

Pensions

- 1.33 The details regarding the Council's share of the Nottinghamshire County Council Pension Fund are provided for Members consideration at **Appendix H**.
- 1.34 Barnett Waddingham are the Pension Fund's appointed Actuary and their report sets out the assumptions used to prepare the IAS19 pension figures reported in the Council's accounts. It is best practice to consider these assumptions prior to agreeing their use and inclusion in the Statement of Accounts for 2021/22. The Audit & Accounts Committee considered these at their meeting in April 2022.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 To approve the Financial Outturn position for the Council for the 2021/22 financial year.

3.0 Implications

- 3.1 In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Statement of Accounts files & working papers 2021/22

Capital Finance Account's 2021/22 files

Housing Revenue Account's 2021/22 files

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 31 March 2022

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

Economic Development - £(0.601)m	£'m
Newark Castle/Castle Grounds: reduced spend on employees and repairs and maintenance, furlough income not budgeted for, and over-achievement against budgeted income from bookings and other services	(0.025)
Heritage, Culture & Visitors: furlough and grant income not budgeted for (£0.132m), and over-achievement against budgeted income from bookings and other services	(0.227)
Land Charges: increased income due to temporary reduced rates of Stamp Duty Land Tax (SDLT) and migration of service to HM Land Registry (HMLR), partly offset by increased spend due to Nottinghamshire County Council (NCC)	(0.030)
Vicar Water Park: vacant post	(0.017)
Sconce & Devon Park: vacant post and reduced spend on contractual services	(0.010)
Promotion Of Tourism: reduced spend on employees due to in-year restructure	(0.011)
Growth/Technical Support: vacant posts	(0.019)
Development Management: vacant posts and increased planning-related income, partly offset by increased spend on legal advice	(0.050)
Planning Policy: reduced spend on employees compared to budget	(0.018)
Community Infrastructure Levy: increased CIL administration fee income due to significant increase in number of developments within the district	(0.038)
Newark Beacon: reduced income due to reduction in additional services more than offset by reduced expenditure, particularly on supplies and services	(0.017)
Crew Close Blidworth Workshop: increased spend as part of rent share agreements, due to timing of payment	0.013
Boughton Workshops: increased spend as part of rent share agreements, due to timing of payment	0.011
Clipstone Workshops: increased spend as part of rent share agreements, due to timing of payment	0.012
Clipstone Holding Centre: increased spend on rents relating to retrospective rent review	0.054
Clipstone Advanced Factories: increased income from workshop rents, following rent reviews	(0.013)
Sherwood Forest Craft Centre: reduced premises-related spend, and increased income from workshop rents, following rent reviews	(0.038)
Buttermarket: reduced spend, largely premises-related and on supplies and services	(0.025)
Economic Growth: vacant post	(0.017)
Former M&S Building: refund of overpaid National Non-Domestic Rates (NNDR)	(0.011)
Covid Costs - Economic Development Committee: Additional Restrictions grants funded by New Burdens income	0.013
Newark Lorry Park: over-achievement against budgeted income from lorry parking	(0.096)
Other Properties & Workshop Voids: reduced premises-related spend	(0.015)
Other small variances	(0.027)
Total	(0.601)

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 31 March 2022

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

Homes & Communities - £(0.348)m	£'m
Private Sector Speech Call: reduced costs, and increased income due to an increase in customer demand	(0.058)
Housing Options: reduced expenditure and rent and service charge income from in-year occupation of Northgate site	(0.111)
Strategic Housing: vacant posts	(0.047)
Customer Services: vacant posts	(0.044)
CCTV: reduced spend on operational costs	(0.023)
Commissioning Contributions: reduced spend on certain community-based organisations	(0.010)
Emergency Planning: reduced spend on employees	(0.010)
Other small variances	(0.045)
Total	(0.348)

Leisure & Environment - £(0.617)m	£'m
Upkeep of Dykes: reduced spend on supplies and services	(0.011)
Waste & Recycling: vacant posts and over-achievement against budgeted income on garden waste (£0.040m), partly offset by increased spend on refuse bins and under-achievement against budgeted income on other services	(0.118)
Street Scene Street Cleansing: vacant posts and associated reductions in transport-related spend, and reduced costs of removing fly tipping due to increased awareness and enforcement (Not in Newark and Sherwood campaign)	(0.053)
Dog Control: savings from bringing warden contract back in-house at end of May 2021	(0.028)
Environmental Health: vacant posts and income from a secondment not budgeted for, and over-achievement against budgeted income from licence and registration fees (£0.021m)	(0.207)
Neighbourhood Wardens: vacant posts, and additional income from Fixed Penalty Notices (FPNs)	(0.047)
Arts & Community Development: reduced number of events due to COVID, and reduced number of funding requests partly COVID-related	(0.028)
Active4Today (A4T): Additional cost relating to deficit arising from Southwell Leisure Centre	0.027
Health & Community Relations: vacant posts and unanticipated grant income (£0.013m)	(0.085)
Newark Livestock Market: spend which was expected whilst property was awaiting demolition was not incurred based on when the property was demolished	(0.016)
Brunel Drive Depot: reduced premises-related spend	(0.011)
Street Scene Grounds Maintenance: additional income from sales of equipment, recharges to Housing Revenue Account (HRA) and services to third parties	(0.040)
Other small variances	0.000
Total	(0.617)

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 31 March 2022

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

Policy & Finance - £(0.047)m	£'m
ICT: vacant post and reduced spend on supplies and services	(0.086)
Payments & Receipts: increased income from recharge of costs incurred related to HRA	(0.013)
Bank Charges: increased usage, such as of credit cards	0.029
Human Resources: increase in employee costs due to transition arrangements, and reduced income from recharge of costs incurred related to HRA	0.041
Committee Section: increased income from recharge of costs incurred related to HRA	(0.014)
Legal Section: reduced income from recharge of costs incurred related to HRA and other income, partly offset by overpayment recovered related to publications contract	0.021
Central Postages: reduced activity due to COVID-related working from home arrangements	(0.018)
Central Personnel Expenses: reduced income from recharge of costs incurred related to HRA, partly offset by COVID-related reductions in spend on training and events	0.011
Senior Leadership Team: in-year effect of establishment changes effective from 01/08/2021, and recharge of costs against COVID-related grant income	(0.087)
Financial Services: vacant post and one-off insurance-related savings recognised in-year, partly offset by costs in relation to the implementation of iTrent (HR & payroll system provider)	(0.132)
Administration Services: vacant posts	(0.036)
Council Tax: backdated refund of overpaid liability orders, increased income from court costs and reduced court fees for summons	(0.106)
Rent Allowances/Rent Rebates: based on year-end submission of Housing Benefit costs incurred and associated income claimable from Department for Work and Pensions (DWP)	0.103
Housing Benefit Administration: vacant post and additional unbudgeted grant income	(0.089)
Business Rates Property Unit: reduced spend and increased income claimable from other Nottinghamshire districts	(0.013)
Castle House: COVID-related reductions in premises-related spend, partly offset by COVID-related reductions in income	(0.058)
Repairs & Maintenance - A4T: premises-related spend not currently anticipated to be recovered from A4T	0.010
Beaumont Cross: NNDR costs due to delays in finalising contracts with prospective tenants	0.025
Corporate Property: reduced staffing-related costs, increased income from rent share arrangements and recharges of surveyors' fees for leases	(0.054)
Members Expenses: the budget set assumed the Independent Remuneration Panel (IRP) recommendations would be implemented and that all members would receive all the allowances they are entitled to for the full year, neither of which have materialised	(0.033)
Civic Expenses: COVID-related reductions in spend	(0.011)
£540,530 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.540
Test & Trace Support Admin: administrative spend in excess of grant already received	0.027
Corporate Management: additional audit fees	0.018
Non Distributed Costs: unused budget for one-off pension strain costs	(0.070)
Other small variances	(0.052)
Total	(0.047)

(1.613)

General Fund (GF) Revenue Outturn Change in Variance Analysis by Committee as at 31 March 2022

Favourable variances are bracketed and in red - £(0.123)m. Unfavourable variances are in black - £0.123m.
All amounts are in millions of pounds (£'m)

Economic Development - Variance as at 30/11/2021	(0.414)
Newark Castle/Castle Grounds: reduced spend on employees, repairs and maintenance and contractual services	(0.018)
Heritage & Culture: over-achievement against budgeted income from bookings and other services and reduced premises-related spend, partly offset by increased spend on supplies and services	(0.086)
Land Charges: increased income and reduced spend	(0.018)
Lincoln Road Sports Hall: reduced premises-related spend	(0.011)
Vicar Water Park: vacant post	(0.012)
Sconce & Devon Park: reduced premises-related spend and on contractual services	(0.011)
Development Management: increased spend on legal advice and reduced planning-related income	0.044
Building Control: transfer to reserve of previously reported favourable variance	0.037
Community Infrastructure Levy: increased CIL administration fee income due to significant increase in number of developments within the district	(0.035)
Newark Beacon: reduced premises-related spend and on supplies and services	(0.041)
Crewe Close Blidworth Workshop: increased spend as part of rent share agreements, due to timing of payment	0.013
Clipstone Advanced Factories: increased income from workshop rents, following rent reviews	(0.012)
Sherwood Forest Craft Centre: reduced premises-related spend, and increased income from workshop rents, following rent reviews	(0.032)
Clipstone Holding Centre: increased spend on rents, partly offset by increased rental income and reduced spend on non-rental premises-related spend	0.026
Buttermarket: reduced spend, largely premises-related and on supplies and services	(0.031)
Former M&S Building: refund of overpaid National Non-Domestic Rates (NNDR)	(0.011)
Covid Costs - Economic Development Committee: Business Resilience Grants not budgeted for	0.013
Surface Car Parks Newark: increased spend on repairs and maintenance	0.018
Newark Lorry Park: increased spend on contractual services	0.019
Other small variances	(0.039)
Economic Development - Variance as at 31/03/2022	(0.601)

Homes & Communities - Variance as at 30/11/2021	(0.251)
Private Sector Speech Call: reduced spend on delivery of service	(0.014)
Housing Options: rent and service charge income from in-year occupation of Northgate site, partly offset by increased spend on employees	(0.021)
Customer Services: increased spend on employees and reduced income from recharge of costs incurred related to Housing Revenue Account (HRA)	0.017
Communications: increased income from recharge of costs incurred related to HRA	(0.020)
Licensing Administration: reduced spend on supplies and services and increased income, largely from unanticipated grant income	(0.018)
CCTV: reduced spend on operational costs and third party agents	(0.030)
Commissioning Contributions: reductions in budget and increased spend on certain community-based organisations	0.020
Other small variances	(0.031)
Homes & Communities - Variance as at 31/03/2022	(0.348)

Leisure & Environment - Variance as at 30/11/2021	(0.039)
Upkeep of Dykes: reduced spend on supplies and services	(0.011)
Waste & Recycling: vacant posts and increased income, partly offset by increased spend on refuse bins	(0.126)
Street Scene Street Cleansing: vacant posts and associated reductions in transport-related spend, and reduced costs of removing fly tipping due to increased awareness and enforcement (Not in Newark and Sherwood campaign)	(0.064)
Environmental Health: vacant posts and income from a secondment not budgeted for, and over-achievement against budgeted income from licence and registration fees	(0.052)
Neighbourhood Wardens: vacant posts, and additional income from Fixed Penalty Notices (FPNs)	(0.029)
Arts & Community Development: reduced number of events due to COVID, and reduced number of funding requests partly COVID-related	(0.027)
Active4Today (A4T): reduced year-end management fee payable by council, as agreed with A4T	(0.098)
Health & Community Relations: changes in assumptions regarding recruitment to vacant posts, and unanticipated grant income	(0.062)
Brunel Drive Depot: reduced premises-related spend	(0.011)
Street Scene Grounds Maintenance: additional income from recharges to HRA and services to third parties	(0.031)
Vehicle Pool And Workshop: reduced expenditure on employees, transport-related and on supplies and services	(0.065)
Other small variances	(0.002)
Leisure & Environment - Variance as at 31/03/2022	(0.617)

Policy & Finance - Variance as at 30/11/2021	(0.017)
Electoral Registration: less than anticipated canvassing activity	(0.017)
ICT: vacant post, increase in value of inventory at year-end and reduced spend on computer-related maintenance costs	(0.095)
Payments & Receipts: increased income from recharge of costs incurred related to HRA	(0.013)
Income Section: changes in assumptions regarding employee costs following restructure	(0.015)
Bank Charges: increased usage, such as of credit cards	0.015
Human Resources: reduced income from recharge of costs incurred related to HRA	0.030
Committee Section: increased income from recharge of costs incurred related to HRA	(0.021)
Legal Section: changes in assumptions regarding recruitment to vacant posts, and reduced income from recharge of costs incurred related to HRA and other income	0.098
Central Telephones: changes in assumptions regarding charges for council's telephony software, and associated recharge of costs incurred related to HRA	(0.023)
Central Postages: reduced activity due to COVID-related working from home arrangements	(0.018)
Central Personnel Expenses: reduced income from recharge of costs incurred related to HRA, partly offset by COVID-related reductions in spend on training and events	0.010
Financial Services: reduced spend in relation to the implementation of iTrent (HR & payroll system provider), and increased income, such as from recharges	(0.011)
Transformation: changes in assumptions regarding employee costs following restructure	0.017
Administration Services: increased income from recharge of costs incurred related to HRA	0.011
Council Tax: backdated refund of overpaid liability orders and increased income from court costs	(0.089)
Rent Allowances/Rent Rebates: based on year-end submission of Housing Benefit costs incurred and associated income claimable from Department for Work and Pensions (DWP)	0.122
Rent Rebates: revised assumptions in year-end submission of Housing Benefit costs incurred and associated income claimable from Department for Work and Pensions (DWP)	0.039
Housing Benefit Administration: changes in assumptions regarding recruitment to vacant posts	(0.029)
Risk Management: reduced income from recharge of costs incurred related to HRA	0.014
Castle House: reduced premises-related spend and increased income from car parking and other services	(0.097)
Beaumont Cross: National Non-Domestic Rates (NNDR) costs because of delays in finalising contracts with prospective tenants	0.026
Corporate Property: reduced staffing-related costs, increased income from rent share arrangements and recharges of surveyors' fees for leases	(0.045)
Test & Trace Support Admin: increased spend, and change in assumptions regarding associated grant income	0.071
Corporate Management: change in budgeted spend and income assumptions	0.011
Non Distributed Costs: unused budget for one-off pension strain costs	(0.074)
New Burden Council Tax Reform: increased spend, and change in assumptions regarding associated grant income	0.040
COVID Compliance Tier 3: changes in assumptions regarding budgeted expenditure	0.040
Other small variances	(0.027)
Policy & Finance - Variance as at 31/03/2022	(0.047)

General Fund Revenue Outturn for Services - Variance as at 31/03/2022	(1.613)
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Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 31 March 2022

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

HRA - £(1.154)m	£'m
Services: a significant number of posts temporarily vacant	(0.444)
Release of loss allowance previously set aside for solar photovoltaic (PV) income now received related to previous years	(0.259)
One-off insurance-related savings recognised in-year	(0.230)
Reduced rental income from The Broadleaves due to occupancy delays, partly offset by reduced expenditure	0.180
Reduced spend on costs which have been recharged to the HRA from the General Fund (GF) and other costs centrally incurred	(0.096)
Reduced spend on feasibility works for potential capital schemes	(0.089)
Higher than anticipated interest payable	0.083
Change in assumptions regarding anticipated delivery of compliance services before year-end	(0.061)
Gladstone House: reduced premises-related spend and on supplies and services and furlough income not budgeted for	(0.061)
Yorke Drive: delays in one-off regeneration-related expenditure	(0.059)
Reduced purchase of materials for responsive repairs	(0.050)
Other small variances	(0.068)
Total	(1.154)

Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 31 March 2022

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

HRA - £(1.154)m	£'m
Services: a significant number of posts temporarily vacant	(0.444)
Release of loss allowance previously set aside for solar photovoltaic (PV) income now received related to previous years	(0.259)
One-off insurance-related savings recognised in-year	(0.230)
Reduced rental income from The Broadleaves due to occupancy delays, partly offset by reduced expenditure	0.180
Reduced spend on costs which have been recharged to the HRA from the General Fund (GF) and other costs centrally incurred	(0.096)
Reduced spend on feasibility works for potential capital schemes	(0.089)
Higher than anticipated interest payable	0.083
Change in assumptions regarding anticipated delivery of compliance services before year-end	(0.061)
Gladstone House: reduced premises-related spend and on supplies and services and furlough income not budgeted for	(0.061)
Yorke Drive: delays in one-off regeneration-related expenditure	(0.059)
Reduced purchase of materials for responsive repairs	(0.050)
Other small variances	(0.068)
Total	(1.154)

Housing Revenue Account (HRA) Revenue Outturn Change in Variance Analysis as at 31 March 2022

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)

<u>HRA - Variance as at 30/11/2021</u>	(0.782)
Release of allowance previously set aside for solar photovoltaic (PV) income related to previous years which has now been received	(0.259)
Higher than anticipated interest payable	0.083
Services: changes in assumptions regarding recruitment to vacant posts	(0.110)
Reduced spend on feasibility works for potential capital schemes	(0.089)
Reduced rental income from The Broadleaves due to occupancy delays, partly offset by reduced expenditure	0.063
Reduced spend on costs which have been recharged to the HRA from the General Fund (GF) and other costs centrally incurred	(0.063)
Reduced purchase of materials for responsive repairs	(0.050)
Other small variances	0.053
<u>HRA - Variance as at 31/03/2022</u>	(1.154)

Housing Revenue Account (HRA) Revenue Outturn Change in Variance Analysis as at 31 March 2022

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)

<u>HRA - Variance as at 30/11/2021</u>	(0.782)
Release of allowance previously set aside for solar photovoltaic (PV) income related to previous years which has now been received	(0.259)
Higher than anticipated interest payable	0.083
Services: changes in assumptions regarding recruitment to vacant posts	(0.110)
Reduced spend on feasibility works for potential capital schemes	(0.089)
Reduced rental income from The Broadleaves due to occupancy delays, partly offset by reduced expenditure	0.063
Reduced spend on costs which have been recharged to the HRA from the General Fund (GF) and other costs centrally incurred	(0.063)
Reduced purchase of materials for responsive repairs	(0.050)
Other small variances	0.053
<u>HRA - Variance as at 31/03/2022</u>	(1.154)

Amendments to 2021/22 Capital budgets following Policy & Finance Committee approval of 2021/22 Capital budgets on 27th January 2022**Housing Revenue Account Additions/(Reductions)**

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
S91511	Walls Re-Rendering	(0.015)	Realignment of budgets to match demand in year
S95115	Resurfacing Works	0.085	Realignment of budgets to match demand in year
S99100	PROPERTY INVESTMENT CONTINGENCY	(0.040)	Realignment of budgets to match demand in year
Total Housing Revenue Account Additions/(Reductions)		0.030	

General Fund Additions/(Reductions)

Project	Capital Description	Additions / (Reductions) 2021-22 £m	Comments
TC3152	Target Hardening - GF	0.001	Additional contribution to works from land owners
TB6167	Friends of Trent Vale	0.025	Funded from S106 contributions
TF6807	Warm Homes on Prescription	0.050	Monies held in Capital Grants unapplied moved to budget
TT1002	IASTI Contribution	0.500	Approved at P&F 17.03.22 - IASTI contribution - Towns Fund
TT1005	Towns Fund - Cycle Town	0.050	Realignment of budgets to match demand in year
Total General Fund Additions/(Reductions)		0.625	
Total Additions/(Reductions)		0.655	

Project	Capital Description	Project Manager	Revised Budget approved by P&F Committee on 27/01/2022	Variations proposed to Cabinet on 07/06/2022	Revised Budget including proposed variations for approval	2021/22 outturn	Variance Unavourable / (Favourable)	Comments	Carry Forward Request
PROPERTY INVESTMENT PROGRAMME									
S91115	Roof Replacement Works	A Challinor	344,710	0	344,710	231,151	(113,559)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	113,559
S91116	Flat Roof Replacement Wrk	A Challinor	200,000	0	200,000	144,863	(55,137)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	55,137
S711	ROOF REPLACEMENTS		544,710	0	544,710	376,014	(168,696)		168,696
S91218	Kit & Bathrooms	A Tutty	1,455,330	0	1,455,330	725,431	(729,899)	No carry forward required. Allocation in 2022/23 of £2.390m deemed adequate for schedule of works	0
S712	KITCHEN & BATHROOM CONVERSIONS		1,455,330	0	1,455,330	725,431	(729,899)		0
S91336	External Fabric Works	G Bruce	300,000	0	300,000	102,602	(197,398)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	197,398
S713	EXTERNAL FABRIC		300,000	0	300,000	102,602	(197,398)		197,398
S91412	Doors & Windows Works	D Bamford	229,000	0	229,000	80,024	(148,976)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	65,000
S714	DOORS & WINDOWS		229,000	0	229,000	80,024	(148,976)		65,000
S91500	OTHER STRUCTURAL	G Bruce	85,000	0	85,000	52,044	(32,956)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	32,956
S91511	Walls Re-Rendering	G Bruce	15,000	(15,000)	0	0	0	Final £15k proposed to be moved to resurfacing at P&F and approved	0
S715	OTHER STRUCTURAL		100,000	(15,000)	85,000	52,044	(32,956)		32,956
S93115	Rewires	A Tutty	500,000	0	500,000	342,005	(157,995)	No carry forward required. Allocation in 2022/23 of £1.120m for Electrical works deemed adequate fir schedule of works	0
S731	ELECTRICAL		500,000	0	500,000	342,005	(157,995)		0
S93510	Heating/Boilers	D Bamford	688,000	0	688,000	477,114	(210,886)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials. Only £50k though to align with works programme	50,000
S735	HEATING		688,000	0	688,000	477,114	(210,886)		50,000
S93622	PV Invertors	C Wagstaff	91,760	0	91,760	0	(91,760)	Carry forward requested. LADS2 grant of £92k. LADS2 monies to be spent by July 22	91,760
S736	ENERGY EFFICIENCY		91,760	0	91,760	0	(91,760)		91,760
S95109	Garages	D Bamford	4,000	0	4,000	900	(3,100)	No carry forward required	0
S95115	Resurfacing Works	G Bruce	105,000	85,000	190,000	132,993	(57,007)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	57,007
S751	GARAGE FORECOURTS		109,000	85,000	194,000	133,893	(60,107)		57,007
S95200	ENVIRONMENTAL WORKS	M Carman	56,090	0	56,090	3,309	(52,781)	No carry forward required. Request to P&F Jan 2022 to reprofile £150k to 2022/23 already granted	0
S95203	Car Parking Schemes	D Roxburgh	100,000	0	100,000	(2,817)	(102,817)	14.12.21 Ongoing - Anticipate spend to budget	102,817
S95206	Chatham Court Target Hardening - Safer Neighbourhoods	A Batty	3,945	0	3,945	2,183	(1,763)	Project completed	0
S95208	Roewood Lane Sewerage Treatment Station	D Bamford	10,000	0	10,000	0	(10,000)	Carry forward requested. Work is in progress with anticipated completion summer 2022	10,000
S95250	Communal Lighting	G Bruce	4,000	0	4,000	1,439	(2,561)	No carry forward required. Request to reprofile £16k to 2022/23 to P&F Nov already approved	0
S95252	Flood Defence Systems	D Bamford	10,000	0	10,000	0	(10,000)	No carry forward required. Reactionary budget	0
S95253	Play Areas	L Powell	40,000	0	40,000	40,234	234	Works completed in year	0
S95254	Estate Remodelling	G Bruce	30,000	0	30,000	9,435	(20,565)	No carry forward required. Request to reprofile £35k to 2022/23 to P&F Nov already approved	0
S95303	Target Hardening - HRA	Andrew Kirk	18,625	0	18,625	2,763	(15,862)	Carry forward requested, works are progressing and anticipated to be completed in 2022/23	15,862
S752	ENVIRONMENTAL WORKS		272,660	0	272,660	56,545	(216,115)		128,679
S97115	Asbestos Surveys	J Knowles	43,000	0	43,000	23,594	(19,406)	No request for carry forward - Works to be completed from annual rolling budget	0
S97116	Asbestos Removal	J Knowles	28,000	0	28,000	5,258	(22,742)	No request for carry forward - Works to be completed from annual rolling budget	0
S771	ASBESTOS		71,000	0	71,000	28,851	(42,149)		0
S97218	Enhanced Fire Risk Assessments	J Knowles	450,000	0	450,000	181,552	(268,448)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	268,448
S97221	Fire Risk Assessments	J Knowles	86,870	0	86,870	0	(86,870)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	86,870
S772	FIRE SAFETY		536,870	0	536,870	181,552	(355,318)		355,318
S97300	DDA IMPROVEMENTS	L Powell	20,000	0	20,000	14,228	(5,772)	Carry forward requested. Scheduled works for 2021/22 not completed in year. Delays due to access issues and materials	5,772
S773	DDA IMPROVEMENTS		20,000	0	20,000	14,228	(5,772)		5,772
S97416	Major Adaptations	L Powell	642,000	0	642,000	588,290	(53,710)	Carry forward requested to satisfy demand for this type of adaptation and complete jobs received in 2021/22 and not completed due to number of cases.	53,710
S97417	Minor Adaptations	L Powell	33,000	0	33,000	32,966	(34)	No carry forward request made in year. Future years allocation sufficient to support demand	0
S97418	Adaptation Stair Lift/Ho	L Powell	58,000	0	58,000	44,992	(13,008)	Carry forward is required to satisfy local demand for this type of adaptation and cover jobs not completed 2021/22 due to access issues.	13,008
S774	DISABLED ADAPTATIONS		733,000	0	733,000	666,248	(66,752)		66,718
S97500	LEGIONELLA	A Tutty	30,000	0	30,000	17,501	(12,499)	No carry forward request made in year. Future years allocation sufficient to support demand	0
S791	UNALLOCATED FUNDING		30,000	0	30,000	17,501	(12,499)		0
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	(40,000)	10,000	0	(10,000)	No carry forward request made in year. Future years allocation sufficient to support demand	0
S99102	Housing Capital Fees	M Carman	270,680	0	270,680	263,289	(7,391)	No carry forward request made in year. Future years allocation sufficient to support demand	0
S791	UNALLOCATED FUNDING		320,680	(40,000)	280,680	263,289	(17,391)		0
	PROPERTY INVESTMENT		6,002,010	30,000	6,032,010	3,517,340	(2,514,670)		1,219,305

HRA Investment Programme
Carry forward requests
Favourable variances returned to HRA

1,219,305
1,295,365

Project	Capital Description	Project Manager	Revised Budget approved by P&F Committee on 27/01/2022	Variations proposed to Cabinet on 07/06/2022	Revised Budget including proposed variations for approval	2021/22 outturn	Variance Unavourable / (Favourable)	Comments	Carry Forward Request
AFFORDABLE HOUSING									
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	250,750	0	250,750	217,320	(33,430)	Carry forward requested. P&F previously approved a request to slip £1.746m into 2022/23 Jan 22. Monies are ring fenced to affordable housing programme	33,430
SA1033	Estate Regeneration	C Clarkson	2,432,000	0	2,432,000	782,635	(1,649,366)	Carry forward required due to delay in works. Budget still required in full to compliment future year allocations. Currently working on design and planning applications. Monies of £2,951k have already been reprofiled to 2022/23. Additional £950k added to the programme following the award of £1.05m from Levelling Up Fund (Brown Field Land) to be split between HRA (£950k) and GF (£100k) project	1,649,366
SA1036	Affordable Homes Southwell	J Sanderson	240,497	0	240,497	232,277	(8,220)	Carry forward required. Purchases of two properties completed. Carry forward is to support any additional costs	8,220
SA1047	New Build Contingency	K Shutt	0	0	0	0	0	Full contingency allocation already reprofiled to 2022/23	0
SA1048	Boughton Extra Care	K Shutt	613,379	0	613,379	535,422	(77,957)	Carry forward required. Works currently in defects period until August 22. Any underspend will be moved to contingency as funds ring fenced for Affordable Housing programme	77,957
SA1053	Phase 2 Cluster 3 - Hawtonville	K Shutt	0	0	0	(3)	(3)	14.12.21 - Project complete - No further spend	0
SA1054	Phase 2 Cluster 3 - 1-4-1 Hawtonville	K Shutt	0	0	0	(0)	(0)	14.12.21 - Project complete - No further spend	0
SA1055	Phase 2 Cluster 4 - Sherwood	K Shutt	0	0	0	0	0	14.12.21 - Project complete - No further spend	0
SA1060	Phase 3	K Shutt	0	0	0	26,780	26,780	To be moved to appropriate cost centres. Investigation works, planning. Overspend in year offset by future budget and underspends/carry forward elsewhere	-26,780
SA1061	Phase 3 - Cluster 1 Stand Alone	K Shutt	0	0	0	0	0	Works completed	0
SA1062	Phase 3 - Cluster 2 Various	K Shutt	53,579	0	53,579	28,450	(25,130)	Carry forward requested. Final defects being completed, Final retention to be paid May 2022.	25,129
SA1063	Phase 3 - Cluster 3	K Shutt	946,748	0	946,748	959,689	12,941	Carry forward requested. Final retention at end of defects period, end of September 2022	-12,941
SA1064	Phase 3 - Cluster 4	K Shutt	2,129,810	0	2,129,810	1,394,481	(735,329)	Carry forward requested. Cluster will complete approximately July/August 2022, defects will be August 2023.	735,329
SA1070	Phase 4	K Shutt	1,350,226	0	1,350,226	154,121	(1,196,105)	Carry forward requested - Monies to be allocated in full across Phase 4 - Cluster 5 will receive the balance	1,196,105
SA1071	Phase 4 Cluster 1	K Shutt	1,480,861	0	1,480,861	1,332,791	(148,070)	Carry forward requested. Cluster 1 completed in defects period, final defects payment due January 2023	148,070
SA1072	Phase 4 Cluster 2	K Shutt	1,189,329	0	1,189,329	1,036,666	(152,663)	Carry forward requested. All sites in cluster started, 3 units completed, 2 due by mid June 2022. defects period will be until June 2023.	152,663
SA1073	Phase 4 Cluster 3	K Shutt	2,400,000	0	2,400,000	1,513,697	(886,303)	Carry forward requested, all sites are ongoing all sites will be completed in 2022/23 year.	886,303
SA1074	Phase 4 Cluster 4	K Shutt	200,000	0	200,000	119,134	(80,866)	Carry forward requested, planning and land acquisition did not happen as expected so 2 units only in this cluster, on site now will complete 2022/23 year.	80,866
SA1080	Phase 5	K Shutt	500,000	0	500,000	16,669	(483,331)	Carry forward requested to support ongoing planning, there are a number of sites in planning and at various stages of design.	483,331
SA3001	Ollerton Local Office Refurbishment & Repurpose	J Baker	29,610	0	29,610	29,319	(291)	Works completed	0
SC2000	Careline Analogue to Digital	S Stewardson	80,540	0	80,540	42,362	(38,178)	Carry forward requested. Works to be completed early 2022/23. Currently looking at phase 2 of works	38,178
SC2001	Asset Data Software Migration	C Wagstaff	90,765	0	90,765	79,278	(11,487)	Works completed	0
	SUB TOTAL AFFORDABLE HOUSING		13,988,094	0	13,988,094	8,501,088	(5,487,006)		5,475,224

HRA Affordable Housing Programme

Carry forward requests

5,475,224

Favourable variances returned to HRA

11,782

HRA TOTAL			19,990,104	30,000	20,020,104	12,018,428	(8,001,677)		6,694,530
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General Fund - Spend against budget - Out turn

Project	Capital Description	Project Manager	Revised Budget Approved P&F Jan 22	Proposed additions - July P&F	Proposed Revised Budget 21-22	Final spend - Out turn 21-22	Variance Over/Underspend	Comments - Spend to date	Carry Forward Request
TA3053	Museum Improvements	C Coulton-Jones	51,808	0	51,808	7,577	-44,232	Carry forward required. Planning is underway with spend anticipated in 2022/23. Request to P&F Jan 22 to reprofile £180k to 22/23	44,232
TA3056	NCWC Tudor Hall	C Coulton-Jones	60,000	0	60,000	986	-59,014	Carry forward required. Met with Woodheads end of July to discuss apportionment of costs, as a result request made at P&F to reprofile and move £140k to 22/23 (approved P&F - Nov 21). Still on track to complete in 22/23. Full balance required until the final costs are assessed/ agreed.	59,014
TB3154	Castle Gatehouse Project	C Coulton-Jones	25,000	0	25,000	14,635	-10,366	Carry forward required. Funding is for planning and permission applications. Vast majority of budget Reprofiled at P&F Nov 21 £2.994m. Allocation also in 23/24 of £1.006m	10,366
TB3160	Castle Electrical Upgrade & Fire Alarm	C Coulton-Jones	85,000	0	85,000	76,243	-8,757	Carry forward required. Works to be completed by the end of the summer 22	8,757
TC3131	London Road Library Gardens	M Eyre	467,540	0	467,540	0	-467,540	Carry forward required. Purchase made on 5th May 2022	467,540
TC3134	Works to SFACC	M Eyre	23,560	0	23,560	13,216	-10,344	Carry forward requested to complete works. No future years allocations in capital budget	10,344
TC3135	Works to Buttermarket	P Preece	693,571	0	693,571	29,634	-663,937	Carry forward requested. Enabling works tender complete and contract awarded to principle contractor Q1 2022 23 for final stage redevelopment work. New tenant on first floor Inspire Learning set for handover August 2022 with remainder of project set for completion Q2 2022 23.	663,937
TC3140	Car Park Ticket Machine Replacement	B Rawlinson	60,000	0	60,000	17,960	-42,040	Carry forward requested to complete works. No future years allocations in capital budget	42,040
TC3141	Improvements to Newark Beacon	M Eyre	52,000	0	52,000	2,300	-49,700	Carry forward requested to complete works. No future years allocations in capital budget	49,700
TC3142	Common Lighting at Industrial Estates	M Eyre	25,000	0	25,000	0	-25,000	Carry forward requested to start works - On top of future year allocations	25,000
TC3143	Roller Shutter Doors at Industrial Units	M Eyre	90,000	0	90,000	0	-90,000	Carry forward requested to start works - On top of future year allocations	90,000
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	M Eyre	40,000	0	40,000	0	-40,000	Carry forward requested to start works - On top of future year allocations	40,000
TC3145	Fire Signage and Emergency Lighting at Industrial Units	M Eyre	75,000	0	75,000	0	-75,000	Carry forward requested to start works - On top of future year allocations	75,000
TC3146	Electrical Upgrades to Industrial Units	M Eyre	100,000	0	100,000	0	-100,000	Carry forward requested to start works - On top of future year allocations	100,000
TC3148	RHH Units Fit Out	M Eyre	135,000	0	135,000	0	-135,000	Carry forward requested to start works - On top of future year allocations	135,000
TC3149	Onstreet Residential Chargepoint Scheme	B Rawlinson	25,509	0	25,509	12,958	-12,551	Carry forward requested to complete works. No future years allocations in capital budget	12,551
TC3150	RHH Stamp Duty on Finance Lease	M Eyre	71,000	0	71,000	71,239	239	Lease is now in place. Scheme complete	0
TC3153	Places to Ride - Thoresby Vale	R Huthwaite	150,000	0	150,000	0	-150,000	Carry forward requested. No future years allocations. Anticipate completed 22/23	150,000
TE3268	Southern Link Road Contribution	M Lamb	2,000,000	0	2,000,000	147,625	-1,852,376	Carry forward requested. Forms part of major works programme moving forward with £20.0m LUF support approved	1,852,376
TC3152	Target Hardening - GF	A Kirk	107,250	700	107,950	45,633.55	-62,316	Carry forward requested to complete works over numerous sites. Anticipate all completed 22/23. No future years allocations in capital budget	62,316
	Economic Development Committee		4,337,238	700	4,337,938	440,004	-3,897,934		3,898,173

Project	Capital Description	Project Manager	Revised Budget Approved P&F Jan 22	Proposed additions - July P&F	Proposed Revised Budget 21-22	Final spend - Out turn 21-22	Variance Over/Underspend	Comments - Spend to date	Carry Forward Request
TA1221	SLC Fire Safety Remedial Works	S Young	77,000	0	77,000	5,385	-71,615	Carry forward requested to complete works. No future years allocations in capital budget. Anticipate underspend on budget of £30k, to be determined in 22/23	71,615
TA2210	Purchase of Alms Houses	M Cook	0	0	0	-96	-96	Project complete	0
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	210,000	0	210,000	257	-209,743	Carry forward required due to delay in works. Budget still required in full to compliment future year allocations	209,743
TA3286	Information Technology Investment	D Richardson	793,600	0	793,600	458,010	-335,589	Carry forward relates to works on new HR & Payroll, FMS upgrade, Laptop and Hardware acquisitions. All works to be completed 22/23	335,589
TF2000	CCTV Replacement Programme	A Batty	140,500	0	140,500	0	-140,500	Carry forward requested. No future years allocations. Anticipate completed 22/23	140,500
TF3221	Southwell Flood Mitigation	A Batty	453,421	0	453,421	0	-453,421	Carry forward requested. No future years allocations. Anticipate completed 22/23	453,421
TF3228	Homeless Hostel	K Shutt / M Cook	603,590	0	603,590	369,132	-234,458	Carry forward required. Contractor appointed, Reprofiling as set out below proposed and agreed at P&F Nov 21 - £2.650m to 22/23 and remaining £0.050m to 23/24 to cover retention	234,458
TF6011	Private Sector Disabled Facilities Grants	A Batty	700,000	0	700,000	687,790	-12,210	Carry forward requested. Funded 100% externally, the unspent grant is added to capital grants unapplied to be utilised in future years, future projects	12,210
TF6012	Discretionary Disabled Facilities Grants	A Batty	90,000	0	90,000	81,793	-8,207		8,207
TF6020	Flood Grants - 2020 - 2022	A Batty	429,901	0	429,901	59,499	-370,403	14.12.21 Dependant on applications. Not all flooded properties have taken up the opportunity to claim. Nov 19 & Feb 20 floods, grant dates have been extended.	370,402
TF6807	Warm Homes on Prescription	H Richmond	70,000	50,000	120,000	66,616	-53,384	Carry forward required. The Pandemic reduced the number of enquiries for this service (targeted at vulnerable residents in fuel poverty) however enquiries have now picked but works scheduled for the end of March 2021 were not completed. All underspends will be rolled forward into the new financial year as the WHOP programme continues.	53,384
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	H Richmond	9,289	0	9,289	5,992	-3,297	Project is now complete	0
TF6810	PV Units - EON	H Richmond	567,854	0	567,854	10,375	-557,479	Carry forward required. This project (along with the rest of the Country's LAD2 schemes) has been extended due to impossibly tight delivery deadlines together with national shortages of insulation/building materials/labour. The project is now scheduled to be completed by 31st July 2022.	557,479
	Homes & Communities Committee		4,145,155	50,000	4,195,155	1,744,752	-2,450,403		2,447,009
TA1216	Dukeries LC New Pool	A Hardy	1,581,356	0	1,581,356	1,439,042	-142,313	Carry forward required for final invoices including snagging. Changing village is now complete.	142,314
TA1217	Southwell Leisure Centre Improvements	A Hardy	0	0	0	0	0	Works have been paused while user base is reviewed following covid. Allocation reprofiled £1.5m to 22/23 as approved at P&F Jan 22	0
TB2253	Vehicles & Plant (NSDC)	A Kirk	664,916	0	664,916	592,452	-72,463	Carry forward required to complete purchase in 22/23. Due to significant increase in lead times for vehicle purchases. The allocation is included within the Vehicles rolling capital programme	72,464
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	407,209	0	407,209	10,999	-396,210	Carry forward requested. Linked to PC on the community hub, which will be spring 22. Will review progress throughout the year. Anticipate spend in full 22/23	396,210
TB6162	Loan to Newark Academy	A Hardy	0	0	0	0	0	Reprofiled into 22/23, report tabled at Jan 22 P&F relating to change in proposal	0

Project	Capital Description	Project Manager	Revised Budget Approved P&F Jan 22	Proposed additions - July P&F	Proposed Revised Budget 21-22	Final spend - Out turn 21-22	Variance Over/Underspend	Comments - Spend to date	Carry Forward Request
TC3136	Climate Change	M Finch/M Eyre	36,900	0	36,900	20,700	-16,200	Carry forward required. The works are planned over the next three financial year. With an original total allocation of £300k	16,200
TC3137	Brunel Drive Door Entry System	A Kirk	0	0	0	0	0	Works completed in year	0
TC3147	Street Scene Building Upgrade	A Kirk / S Young	43,000	0	43,000	32,867	-10,133	Carry forward requested. No future years allocations. Anticipate completed 22/23	10,133
TA3057	Palace Theatre Lighting	C Coulton-Jones	42,280	0	42,280	31,017	-11,263	Carry forward required to complete works in 22/23. No future years allocations	11,263
TB3142	Binfrastructure Wrap Grant	A Kirk	20,466	0	20,466	19,372	-1,094	Carry forward required to complete works in 22/23. No future years allocations. Works funded by grant	1,094
TB3143	Vicar Water Embankment Works	S Young	60,000	0	60,000	1,550	-58,450	Carry forward required. Ground investigations are due to be carried out before works can start. Anticipate completion in 22/23.	58,450
TB6164	S106 Community Facilities and CPS to Edwinstowe PC	A Hardy	43,480	0	43,480	43,480	0	Completion in year	0
TB6165	S106 Community Facilities to SOT	A Hardy	239,620	0	239,620	0	-239,620	Carry forward requested. No future years allocations. Anticipate completed 22/23	239,620
TB6166	S106 Children and Young People Space	A Hardy	111,271	0	111,271	111,271	0	Completed in year	0
TB6167	Friends of Trent Vale	A Hardy	0	24,756	24,756	24,756	0	Completed in year	0
	Leisure & Environment Committee		3,250,497	24,756	3,275,252	2,327,506	-947,747		947,747
TC2005	Land Acquisition - Dukeries	M Eyre	70,000	0	70,000	0	-70,000	Carry forward requested. No future years allocations. Anticipate completed 22/23	70,000
TC2006	Purchase of Land at Bowbridge Road	M Lamb	1,020,760	0	1,020,760	0	-1,020,760	Carry forward requested. No future years allocations. Anticipate completed 22/23	1,020,760
TC3016	Legionella Remedial Works	M Eyre	20,975	0	20,975	3,204	-17,771	Carry forward required to complete works programme in 22/23. No future years allocations in capital budget	17,771
TC3138	Lord Hawke Way Rememdlial Work & Bond	M Eyre	384,150	0	384,150	192,290	-191,860	Carry forward requested to complete works. No future years allocations in capital budget	191,860
TG1003	Housing Regeneration Loan Facility	N Wilson	1,300,000	0	1,300,000	761,203	-538,797	Carry forward requested	538,797
TI1001	Joesph Whittaker School Contribution	M Norton	620,000	0	620,000	620,000	0	Project completed in year	0
TI1002	A1 Overbridge Improvements	M Norton	60,000	0	60,000	0	-60,000	Carry forward requested. The £60k represents design fees, the remaining allocation of £5.540m already sits within 22/23. Works will not commence until 22/23.	60,000
TT1000	Towns Fund - 32 Stodman Street Regeneration	M Eyre / N Cuttell	750,524	0	750,524	176,805	-573,720	Carry forward requested. Planning permission approved and demolition to start in late 2022.	573,720
TT1002	IASTI Contribution	N Cuttell	0	500,000	500,000	500,000	0	In year contribution made in full	0
TT1003	Towns Fund - Newark Gateway Cattlemarket Ph1	M Eyre / N Cuttell	249,365	0	249,365	164,962	-84,403	Carry forward requested. Demolition has taken place. Anticipate budget will be spent in full by December 2022.	84,403
TT1004	Towns Fund - YMCA Community & Activity Village	N Cuttell	2,000,000	0	2,000,000	2,000,000	0	In year contribution made in full	0
TT1005	Towns Fund - Cycle Town	N Cuttell	200,000	50,000	250,000	99,364	-150,636	Carry forward requested. First dock established in April 2022, further docks expected in summer and autumn 2022	150,636
TC3151	Lorry Park access turnstile	M Eyre	32,000	0	32,000	28,700	-3,300	Works completed in year	0
	Policy & Finance Committee		6,707,774	550,000	7,257,774	4,546,527	-2,711,247		2,707,947
	TOTALS		18,440,664	625,456	19,066,120	9,058,789	-10,007,331		10,000,876

General Fund

Carry forward requests
Underspends in year

10,000,876
6,455



**BARNETT
WADDINGHAM**
beyond the expected

Nottinghamshire Pension Fund

Newark & Sherwood District Council

IAS19 Report as at 31 March 2022

15 May 2022

Agenda Page 39



Introduction

We have been instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS) to employees of Newark & Sherwood District Council (the Employer) as at 31 March 2022. We have taken account of current LGPS Regulations, as amended, as at the date of this report.

This report is addressed to the Employer and its advisers; in particular, this report is likely to be of relevance to the Employer's auditor.

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings. Full details of the benefits being valued are as set out in the Regulations and summarised on the LGPS website (www.lgpsregs.org/) and the Fund's membership booklet (www.lgpsmember.org/).

The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

This report is prepared in accordance with our understanding of IAS19 and complies with Technical Actuarial Standard 100: Principles for Technical Actuarial Work (TAS 100).

The figures disclosed are in respect of the Employer's pension obligations under the LGPS as at 31 March 2022.

This report should be read in conjunction with the post accounting date briefing note for disclosures as at 31 March 2022.

We have not made any allowance for IFRIC14 in our calculations. We would be happy to speak to the Employer or their auditor if more information is required.

IAS19 also requires the disclosure of any other employer provided pension benefits which are not paid from the Fund itself. We have only valued such additional liabilities, which would not be covered in the formal LGPS valuation, to the extent that they have been notified to us and are as disclosed in the data section of this report.

This report supersedes previous versions of this report and has been updated to reflect the actual whole fund asset information at 31 March 2022, which wasn't available when the initial report was required by.

We would be pleased to answer any questions arising from this report.



Matthew Paton FFA
Senior Consulting Actuary

Additional notes

With regards to the scheduled contributions section of this report, Newark & Sherwood District Council have agreed with the administering authority that they will prepay their monetary contributions for the three years to 31 March 2023 by making a single lump sum payment of £2,235,000 by 30 April 2020.

Data used

We have used the following items of data which we received from the administering authority:

31 March 2019	- results of the previous funding valuation
31 March 2021	- results of the latest IAS19 report
n/a	- actual Fund returns to
31 March 2022	- Fund asset statement
31 March 2022	- Fund income and expenditure items (estimated where necessary) to
31 March 2022	- Employer income and expenditure items (estimated where necessary) to
31 March 2022	- details of any new unreduced early retirement payments in respect of the Employer to
31 March 2022	- details of any settlements to/from the Employer for the period to

The data has been checked for reasonableness and we are happy that the data is sufficient for the purposes of our advice.

Although some of these data items have been estimated, we do not believe that they are likely to have a material effect on the results of this report.

We are not aware of any material changes or events since we received the data.

Employer membership statistics

The table below summarises the membership data at 31 March 2019 for members receiving funded benefits, and as at 31 March 2020 for any members receiving unfunded benefits.

Member data summary	Number	Salaries/Pensions £000s	Average age
Actives	522	12,671	45
Deferred pensioners	773	1,662	47
Pensioners	700	3,930	71
Unfunded pensioners	100	197	80

Employer payroll

The total pensionable payroll and projected payroll for the Employer is set out below and is based on information provided to us by the administering authority. This has been used to calculate the service cost and projected service cost respectively.

Estimated payroll for the year to 31 March 2022	£14,190,000
Projected payroll for the year to 31 March 2023	£14,498,000

Scheduled contributions

The table below summarises the minimum employer contributions due from the Employer to the Fund over this inter-valuation period. The Employer may pay further amounts at any time. Future contributions may be adjusted on a basis approved by us.

The calculated cost of accrual of future benefits is 17.5% of payroll p.a.

Minimum employer contributions due for the period beginning	1 Apr 2020	1 Apr 2021	1 Apr 2022
Percent of payroll	17.5%	17.5%	17.5%
plus monetary amount (£000s)	771	800	829

Funding approach

The Employer currently participates in the Newark & Sherwood District Council pool with other employers in order to share experience of risks they are exposed to in the Fund. At the 2019 valuation, the deficit for the whole pool was calculated and allocated to each employer in proportion to their value of liabilities. The next reallocation will be carried out at the 2022 valuation, should the Employer remain in the pool. Each employer within the pool pays a contribution rate based on the cost of benefits of the combined membership of the pool.

Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2022 is estimated to be 8.08%. The actual return on Fund assets over the year may be different.

The Employer's share of the assets of the Fund is approximately 1.96%.

The estimated asset allocation for the Employer at 31 March 2022 and 31 March 2021 is as follows (noting that due to rounding they may not total 100%):

Asset breakdown	31 Mar 2022		31 Mar 2021	
	£000s	%	£000s	%
Equities	77,930	61%	78,518	65%
Gilts	3,788	3%	4,073	3%
Other bonds	8,773	7%	8,308	7%
Property	16,528	13%	12,383	10%
Cash	7,200	6%	5,512	5%
Inflation-linked pooled fund	6,777	5%	5,865	5%
Infrastructure	7,643	6%	6,556	5%
Total	128,639	100%	121,215	100%

The table below sets out the percentages of the Fund's assets held in each asset class at 31 March 2022 (split by those that have a quoted market price in an active market, and those that do not).

Asset breakdown		31 March 2022	
		% Quoted	% Unquoted
Fixed Interest Government Securities	UK	3%	-
	Overseas	-	-
Index Linked Government Securities	UK	-	-
	Overseas	-	-
Corporate Bonds	UK	2%	-
	Overseas	5%	-
Equities	UK	21%	0%
	Overseas	35%	-
Property		-	13%
Private Equity		-	4%
Infrastructure		-	6%
Unit trust		-	1%
Unit Trust Infl Linked		-	5%
Credit		-	3%
Cash/Temporary Investments		-	2%
Total		66%	34%

We do not have any further detail on the current asset allocation of the Fund; we suggest that if further information is required the administering authority is contacted in the first instance.

Actuarial methods and assumptions

Details of the actuarial methods and derivation of the assumptions used can be found in the 31 March 2022 briefing note issued alongside this report unless noted otherwise below. The key assumptions used are set out below.

The financial assumptions have been set with consideration of the duration of the Employer's past service liabilities, estimated to be 20 years.

Post retirement mortality	31 Mar 2022	31 Mar 2021
Base table	S3PA	S3PA
Multiplier (M/F)	110% / 105%	110% / 105%
Future improvements model	CMI_2020	CMI_2020
Long-term rate of improvement	1.25% p.a.	1.25% p.a.
Smoothing parameter	7.5	7.5
Initial addition parameter	0.5% p.a.	0.5% p.a.
2020 weight parameter	25%	25%

Life expectancy from age 65 (years)	31 Mar 2022	31 Mar 2021
Retiring today	Males	21.6
	Females	24.3
Retiring in 20 years	Males	23.0
	Females	25.8

Financial assumptions	31 Mar 2022	31 Mar 2021	31 Mar 2020
	p.a.	p.a.	p.a.
Discount rate	2.60%	2.00%	2.35%
Pension increases (CPI)	3.20%	2.80%	1.90%
Salary increases	4.20%	3.80%	2.90%

We have allowed for actual pension increase experience for the period from 2021-2022. This assumes that pension increases are in line with the annual pension increases set by the HM Treasury Revaluation Order.

Financial assumptions used for remeasurements

The Employer's assets and defined benefit obligation have been remeasured throughout the accounting period at one or more settlement/curtailment event date, in line with the requirements under IAS19. The financial assumptions used to calculate the results at each remeasurement date are set out below. These have been derived consistently with the assumptions adopted at 31 March 2021.

Remeasurement date	Discount rate % p.a.	Pension increases (CPI) % p.a.	Real discount rate % p.a.
31 March 2021	2.00%	2.80%	-0.80%
13 April 2021	1.90%	2.75%	-0.85%
31 March 2022	2.60%	3.20%	-0.60%

Past service costs

Past service costs arise as a result of introduction or withdrawal of, or changes to, member benefits. For example, an award of additional discretionary benefits to a member such as added years by a member would be considered a past service cost. We are not aware of any additional benefits which were granted over the year ending 31 March 2022.

Curtailments

Over the year, we understand that one former employee became entitled to unreduced early retirement benefits. The capitalised cost of the additional benefits on IAS19 compliant assumptions is calculated at £90,000. This figure has been included within the service cost in the statement of profit and loss.

Settlements

We are not aware of any liabilities being settled at a cost materially different to the accounting reserve during the year.

Results

Net pension asset in the statement of financial position as at	31 Mar 2022	31 Mar 2021	31 Mar 2020
	£000s	£000s	£000s
Present value of the defined benefit obligation	211,102	213,871	168,822
Fair value of Fund assets (bid value)	128,639	121,215	99,844
Deficit / (Surplus)	82,463	92,656	68,978
Present value of unfunded obligation	2,281	2,429	2,379
Unrecognised past service cost	-	-	-
Impact of asset ceiling	-	-	-
Net defined benefit liability / (asset)	84,744	95,085	71,357

The amounts recognised in the profit and loss statement	Year to	Year to
	31 Mar 2022	31 Mar 2021
	£000s	£000s
Service cost	7,032	6,528
Net interest on the defined liability / (asset)	1,826	1,627
Administration expenses	64	48
Total loss / (profit)	8,922	8,203

Remeasurement of the net assets / (defined liability) in other comprehensive income	Year to	Year to
	31 Mar 2022	31 Mar 2021
	£000s	£000s
Return on Fund assets in excess of interest	7,418	19,994
Other actuarial gains / (losses) on assets	-	-
Change in financial assumptions	9,692	(44,510)
Change in demographic assumptions	-	1,904
Experience gain / (loss) on defined benefit obligation	(522)	2,225
Changes in effect of asset ceiling	-	-
Remeasurement of the net assets / (defined liability)	16,588	(20,387)

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to 31 Mar 2022 £000s	Year to 31 Mar 2021 £000s
Opening defined benefit obligation	216,300	171,201
Current service cost	6,942	6,324
Interest cost	4,112	3,244
Change in financial assumptions	(9,692)	44,510
Change in demographic assumptions	-	(1,904)
Experience loss/(gain) on defined benefit obligation	522	(2,225)
Liabilities assumed / (extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(5,659)	(5,760)
Past service costs, including curtailments	90	204
Contributions by Scheme participants and other employers	921	874
Unfunded pension payments	(153)	(168)
Closing defined benefit obligation	213,383	216,300

Reconciliation of opening & closing balances of the fair value of Fund assets	Year to 31 Mar 2022 £000s	Year to 31 Mar 2021 £000s
Opening fair value of Fund assets	121,215	99,844
Interest on assets	2,286	1,617
Return on assets less interest	7,418	19,994
Other actuarial gains/(losses)	-	-
Administration expenses	(64)	(48)
Contributions by employer including unfunded	2,675	4,862
Contributions by Scheme participants and other employers	921	874
Estimated benefits paid plus unfunded net of transfers in	(5,812)	(5,928)
Settlement prices received / (paid)	-	-
Closing Fair value of Fund assets	128,639	121,215

Sensitivity analysis	£000s	£000s	£000s
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	209,225	213,383	217,628
Projected service cost	6,253	6,435	6,622
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	213,752	213,383	213,017
Projected service cost	6,439	6,435	6,431
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	217,230	213,383	209,611
Projected service cost	6,620	6,435	6,254
Adjustment to life expectancy assumptions	+1 Year	None	- 1 Year
Present value of total obligation	223,340	213,383	203,894
Projected service cost	6,722	6,435	6,159

Projected pension expense

Year to
31 Mar 2023
£000s

Service cost	6,435
Net interest on the defined liability / (asset)	2,169
Administration expenses	63
Total loss / (profit)	8,667
Employer contributions	2,538

These projections are based on the assumptions as at 31 March 2022, as described earlier in this report. The figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2022.



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive and Director - Resources

Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
Reason for Report	To enable the Council's budget process to proceed encompassing agreed assumptions.
Report Title	Council's Annual Budget 2023/24 Overall Corporate Budget Strategy
Purpose of Report	To set out the General Fund & HRA Budget Strategy for 2023/24 for consideration by Members before detailed work commences.
Recommendations	<p>The overall General Fund & HRA budget strategy be approved;</p> <p>The consultation process with Members be noted;</p> <p>Budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and</p> <p>Budget managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income.</p>

1.0 Background

- 1.1 The Council's Constitution sets out the process for developing the Council's Annual Budget.
- 1.2 The process requires that, each year, the Council's Section 151 Officer presents a report on the overall budget strategy for the forthcoming financial year, to the Policy and Performance Improvement Committee.
- 1.3 The Policy & Performance Improvement Committee is then required to consider the report of the S151 Officer and make recommendations to Cabinet for the forthcoming financial year.
- 1.4 The Policy & Performance Improvement Committee considered this report at its meeting on 13 June 2022 and did not change any of the recommendations.

2.0 Budget Proposals

2.1 Budget Presentation

2.1.1 The budget process will result in setting the General Fund budget and the Council Tax for 2023/24 and will be approved by Council at its meeting on 9 March 2023.

2.1.2 The budget process will result in setting the Housing Revenue Account budget and the rent setting for 2023/24 and will be approved by Council at its meeting on 7 February 2023.

2.2 Financial Policies

2.2.1 The Council has agreed policies on Budgeting and Council Tax, Reserves and Provisions, Charging, Value for Money and also a set of Budget Principles which set out the approach to be taken to the budget process. These policies were last reviewed by the Policy & Finance Committee in June 2021. The policies and principles have been reviewed and updated where necessary and are attached as **Appendices A to E**.

3.0 Budget Strategy

General Fund

3.1 The current Medium Term Financial Plan (MTFP) was approved on 8 March 2022.

3.2 The table below sets out the summary of the financial forecast, identified within the current MTFP, assuming that Council Tax at average Band D will increase by the same rate as in the 2022/23 financial year, i.e. 1.94%:

	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)
Net Service Expenditure (less capital charges)	14.388	14.517	14.900	15.343
Total Other Expenditure	1.172	1.877	1.874	1.898
Total Expenditure	15.560	16.394	16.774	17.241
Business Rates: receivable annually	(6.744)	(4.413)	(5.082)	(5.639)
Business Rates: other adjustments	0.341	0.000	0.000	0.000
Council Tax: receivable annually	(7.646)	(7.966)	(8.299)	(8.646)
Council Tax: surpluses/(deficits)	(0.333)	0.000	0.000	0.000
Council Tax: other adjustments	0.047	0.000	0.000	0.000
Other Grants	(0.568)	(0.568)	(0.464)	(0.475)
Contribution (to) or from Reserves	0.657	3.447	2.929	2.481

3.3 The national context around future local government funding is uncertain. At the time of writing the MTFP in January 2022 it was expected that a consultation paper would be published during Spring/Summer 2022 (prior to the Summer Recess) on the Fair Funding Review which would seek to rebalance the funding formula used to assess resource needs for local authorities.

- 3.4 Since that point, Civil Servant and Ministerial time has been diverted from this onto other activities (Omicron, War in Ukraine, Cost of living crisis etc) and hence it is inevitable that a delay in the local government funding reforms until after 2023/24 will occur. The modelling in the table above assumed that the reforms would be implemented during 2023/24 and hence, as this is now unlikely, there will be a positive impact on the Councils current Medium Term Financial Plan.
- 3.5 The reason for believing that the anticipated reform is now unlikely is that there is little time available to implement major changes in funding prior to the Local Government Finance Settlement (LGFS) announcement in December. A full consultation paper would need to be published before the parliamentary recess in July. Working groups with authorities have not yet (at the time of writing this report) been arranged, and any progress will further be hampered by purdah for the local elections held in May 2022.
- 3.6 Ministers might have more flexibility to reallocate some of the one-off grants (e.g. the 2022/23 Services Grant (Nationally £822m - NSDC share £253,530) or Lower Tier Services Grant (Nationally £111m-NSDC share £168,250)). Adding this to the potentially returned New Homes Bonus surplus, this could be around £1.2bn to £1.6bn.
- 3.7 Officers will remodel the new assumptions together with the impact from the 2021/22 outturn position into the currently approved MTFP and present this to Cabinet during September 2022.

Bridging the Gap

- 3.8 Whilst the table above forecasts large gaps in each of the financial years, the MTFP also described ways in which the Council will bridge the gaps in funding. The table below summarises these mitigating measures:

	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)
Contribution (to) or from reserves	0.657	3.447	2.929	2.481
Contribution (to) or from reserves other than MTFP reserve	(0.096)	0.200	0.200	0.200
Contribution (to) or from MTFP reserve, before proposed mitigations below	0.561	3.647	3.129	2.681
Use of MTFP reserve to offset contributions from reserves in future years	0.039	(2.947)	(1.979)	(0.635)
Contribution from Nottinghamshire Business Rates Pool	(0.600)	-	-	-
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.500)	(0.500)
Savings from service reviews	-	-	(0.100)	(0.100)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.200)	(0.200)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Rental income from town centre regeneration	-	-	(0.150)	(0.150)
Contribution (to) or from MTFP reserve, after proposed mitigations above	0.000	0.000	0.000	0.896

- 3.9 Whilst these initiatives bridge the gap in each of the identified years, there is still an inherent £1.531m annual deficit to fund from 2026/27 onwards. As it is anticipated, from the table above a use of reserves of £0.635m together with a deficit of £0.896m in 2025/26, should costs and income increase in proportion during 2026/27 there will be an annual deficit of £1.531m. Policy and Finance Committee approved, at its meeting of 27th January 2022, a Commercial Strategy underpinned by an action plan, which would bring forward activities in order to assist with closing this gap. A steering group has been established and progress against these actions will be monitored. Any approved initiative will be factored into the budget and MTFP to be presented to Council on the 9th March 2023.

Housing Revenue Account

- 3.10 The assumptions to be used within the update of the Housing Revenue Account (HRA) Business Plan will be presented to the Policy and Performance Improvement Committee in September and Cabinet in November. These HRA specific assumptions (such as numbers of Right to Buy receipts) will then inform the creation of the HRA budget

Budgeting Assumptions

- 3.11 The following underlying assumptions will be applied in compiling the draft General Fund and HRA budgets for 2023/24:

3.11.1 Base Budget

The base budget for 2023/24 will be derived from the original 2023/24 notional budget as compiled in the preparation of the MTFP for 2022/23 to 2025/26 and approved by Council on 8 March 2022 (ref. 4.1 above). This will aid in the transparency of the change in assumptions process, and will also ensure that changes in resource allocations are captured and reported accordingly. The funding position will, however, be updated for the fact that the anticipated reduction (of circa £2m) in business rates income will not materialise in 2023/24.

3.11.2 Staff Costs

It has been assumed that within the Service Unit budgets, the Council will employ 100% of the Council's establishment throughout the year with the exception of known unfilled vacancies where salaries are budgeted to commence on the anticipated starting date.

The Council recently received information in relation to the current years pay award which officers are working through the implications of currently. Once these implications have been calculated, this will allow officers to forecast the impact for the 2023/24 financial year. The financial implications of these changes and those for the National Living Wage will be kept under constant review and the budget, if required, will be revised before presentation to the Policy and Performance Improvement Committee on 30 January 2023.

A vacancy provision of 5% of the total salary budget for 2023/24 will be made to allow for natural savings being made from posts remaining vacant before being filled. With the challenges in recruiting that have been seen over the last two financial years, this appears to be a reasonable approach. The actual outturn of savings from vacancies amounted to 6.76% for 2021/22. As it is not possible to predict precisely which business units will experience vacancies in the year, an overall saving will be set aside. This provision will be determined once the total salary budget for 2023/24 has been calculated.

3.11.3 Employer's Superannuation

A triennial review is currently taking place on the Nottinghamshire Pension fund, in order to determine the contributions necessary for the next three year period from 1 April 2023. In order to do this, the Pension Fund evaluates balances as at a point in time every three years, and sets the contribution rates, to give employers stability of payments. The lead pensions Partner from Barnett Waddingham presented to Chief Finance Officers (CFOs) across the County to review the current position on the pension fund. He is expecting to report back to CFO's with the triennial review results available for mid-October. The s151 Officer of this Council has also asked Barnett Waddington to prepare the Employer Results Schedule setting out the updated funding level and indicative employer contribution rates for Newark and Sherwood District Council. The results of this report will be built into the revised MTFP and budget for 2023/24.

It is anticipated that the Council will pre-pay the secondary contributions for the whole three year period, as it did within the current triennial period, in order to receive a reduced primary contribution rate. This will only be completed where the savings generated through the reduction in the primary contribution outweighs the perceived interest income generated by holding the cash in the Councils investment portfolio. This would be subject to a Delegated decision to the Portfolio Holder for Strategy, Performance and Finance at the relevant time.

3.11.4 Provision for Inflation

The Council is exposed to a number of different costs that rise at various different rates of inflation. The Consumer Price Index is the measure that references the weighted average prices of a basket of consumer goods and services and is measured on a rolling annual basis. This measure is used against the vast majority of Council consumables outside of Pay/Utilities and vehicle costs. CPI rose to 7% in March 2022 (up from 6.2% in February 2022). This is expected to peak at 7.4% in 2022, then reduce to 4% in 2023 and reduce to under the Governments target of 2% in 2024 and 2025.

The Council has a number of properties within its portfolio and hence is exposed to increases in cost in relation to electricity and gas. Wholesale energy prices are at an all-time high, based on a number of factors such the post covid increase in activity and the war in Ukraine. Due to this energy prices have ranged in increase but are putting significant strain on both residents and business' for which the Council is not immune. It is anticipated that there will be another large increase in the price cap in October of 2022 further to the increase that occurred in April 2022.

Transport costs have also increased significantly during the year since May 2021. The price per litre of Diesel is currently 177.06p per litre which is 47.1p per litre higher than the equivalent time last year (36.24% increase). The Council utilises around 445,000 litres of diesel per annum with the biggest user being the refuse fleet.

Based on the above, it is felt reasonable to utilise the following inflation rates (for non-contracted costs) in the production of the budget and MTFP:

	2023/24	2024/25	2025/26	2026/27
General Inflation	5%	3%	2%	2%
Utilities	25%	5%	5%	5%
Transport (Fuel)	5%	5%	5%	5%
Transport (parts)	18%	3%	2%	2%

3.11.5 Fees and Charges

Changes in fees and charges will be subject to specific, detailed review by business managers who will compare the Council's fees for discretionary services to other neighbouring and family group authorities that provide the same services. The business managers will also benchmark the fees with other commercial organisations where similar services are provided. Business managers will also assess and evaluate whether new fees and charges can be introduced for discretionary services that are not currently being charged for. The Council's charging policy is included in Appendix D.

Where comparative benchmarking information is not available, an increase equivalent to general inflation, **as stated in the table above will be applied**. For clarity, this figure is used for uplifts in fees and charges, but will not be used to set car parking fees or forecast changes in rental income for dwellings within the HRA. The assumptions around that figure will be included within the refresh of the HRA Business Plan.

3.11.6 Interest Rate

The Council is proposing to borrow money in order to support its cash flow position. During previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The Council is proposing to utilise elements of its reserves to fund various capital projects going forward. This has meant that cash backed by these reserves has been utilised, hence there is a need to borrow money to ensure that the Council has cash at hand to service its day to day costs. The timing of borrowing funds will be dictated by the Council's cash flow which forecasts daily expected income and expenditure over the next 4 years. Treasury Advisors Link Group will be consulted with prior to borrowing to ensure that the Council takes the most economic route, be that either a fixed or variable rate borrowing, ensuring compliance with the approved Treasury Management Strategy. Rates will be monitored over the coming months until such time that the borrowing is secured.

4.0 Risks in Preparation of the Budget

- 4.1 The basis of the budget strategy will ensure that the Council delivers a balanced budget in March 2023; however, there are risks that may cause expenditure to increase or income to reduce. Consequently income and expenditure levels will be kept under review throughout the budget process.

- 4.2 It is essential to ensure that the strategic budget efficiencies and additional income are delivered as this is central to ensuring that the Council has a balanced budget. The delivery of the efficiencies and additional income will be kept under continuous review throughout the budget process.
- 4.3 It will not be possible to finalise funding in the budget until government announcements on future funding levels are published later in the year. Members are asked to approve the budget strategy as set out in this report, in order for the main provisions of the budget to be built. The impacts of the changes through the Comprehensive Spending Review will be reported to Members once this has been announced and officers have understood the implications on the Council.

5.0 Timetable

- 5.1 The Budget Timetable is dictated by the corporate timetable for the Executive arrangements. The essential deadline is that the Council is able to set the level of Council Tax for 2023/24 at its meeting on 9 March 2023.
- 5.2 The table below describes the key activities and dates in order for the production of the budget.

Date	Activity	Description
13 June 2022	Budget Strategy reviewed by Policy & Performance Improvement Committee	Sets the overall direction of the setting of the budget and high level assumptions
14 July 2022	Budget Strategy approved by Cabinet	Sets the overall direction of the setting of the budget and high level assumptions
31 October 2022	Cash budgets completed	The completion by all Budget holders of the cash resources needed to fund service provision over the MTFP period
w/c 14 November 2022	Director and Budget Holder review	In order for the Director to challenge the budget holders to ensure internal scrutiny of resource provision
28 November 2022	Policy & Performance Improvement Committee review (HRA Only)	To review the assumptions around the HRA budget
29 November 2022	Service budget review by SLT	Holistic review of overall service budget provision by SLT
w/c 12 & 19 December 2022	Portfolio Holder review	Portfolio holder scrutiny over service budget provision
w/c 9 January 2023	Informal meeting with Portfolio Holders, Chair and Vice Chair of Policy & Performance Committee	Holistic review of the whole budget inclusive of the draft LGFS
17 January 2023	SLT review of overall budget position	Holistic review of the whole budget inclusive of the draft LGFS

19 January 2023	Cabinet review (HRA Only)	Cabinet review and recommendation to Full Council for approval of 2023/24 HRA budget
30 January 2023	Policy & Performance Improvement Committee review (GF Only)	PPI Committee to scrutinise proposed budget for 2023/24
7 February 2023	Council approval (HRA Only)	Council approves HRA budget for 2023/24 and Rent setting
23 February 2023	Cabinet review (GF Only)	Cabinet review and recommendation to Full Council for approval of 2023/24 GF budget
9 March 2023	Council approval (GF Only)	Council approves GF budget for 2023/24 and Council Tax setting

6.0 Consultation

- 6.1 As the production of the budget will be predicated on the priorities within the Community Plan, it is anticipated that resource allocation will be linked to spending priorities. As the budget is to be derived based on the notional budget set for the forthcoming year (as per the approved MTFP), and changes made during the current financial year are factored in, consultation will continue to take place throughout the 2022/23 financial year. Members will continue to have an opportunity to shape the budget through approving/rejecting reports brought to Cabinet in year.
- 6.2 Once the first draft of the budget has been prepared, this will be reviewed by the Senior Leadership Team to ensure budget is aligned to the Community Plan priorities, during November 2022 as described in the table above.
- 6.3 Portfolio Holders will then be briefed on the proposals. This will enable a review of service budgets prior to presentation to Policy & Performance Improvement Committee during the January cycle of meetings. This will be facilitated by Financial Services, with the services Director and Budget holders presenting their budgets.
- 6.4 The Policy & Performance Improvement Committee will have the opportunity to scrutinise the budget proposals prior to Cabinet recommending to Council for approval.
- 6.5 The latest full district wide consultation launched in May 2022 when the views of all residents and wider stakeholders and partners will be taken. These results will then be thoroughly analysed to understand how we can best serve our residents, with summary data presented in the Autumn. These results will then be used to shape and inform the development of the Community Plan 2023 which is planned to be approved in March. Budgets will be aligned to this to ensure that resources are directed at services which will deliver the priorities described in the Community Plan.
- 6.6 As in previous years, consultation on the budget will take place with Commercial Business Ratepayers. This will be advertised on the Council's website between the Cabinet meeting in February and the Council meeting in March.

7.0 Capital Programme 2023/24 – 2026/27

7.1 Prioritisation for the General Fund Schemes

- (a) When business cases for new schemes are brought to Cabinet, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution. This may include use of internal resources, borrowing from internal resources or external borrowing. An appraisal of the most appropriate funding source will be included within the business case.
- (b) Capital projects for the new financial year will initially be commissioned by the Senior Leadership Team. These projects will then be assessed against the prioritisation criteria (see **Appendix D**) and will be ranked accordingly. Based on this assessment a report will be prepared for submission to Cabinet in February 2023, before final approval by Council on 9 March 2023.

7.2 Prioritisation for the Housing Revenue Account Schemes

The current HRA Capital programme reflects the latest available information agreed by officers within the Housing, Health and Wellbeing directorate. It comprises capital investment in the existing Council housing stock and the continuation of the five phase new build programme which commenced in 2017/18. Resources for future years will reflect the ability of the HRA to support any necessary borrowing, and other funding opportunities which may arise.

8.0 Reason for Recommendation

- 8.1 To enable the Council's budget process to proceed encompassing agreed assumptions.

9.0 Implications

Financial Implications

- 9.1 All financial implications are detailed within the report.

Background Papers and Published Documents

Nil

Policy on Budgeting and Council Tax**Introduction**

Each year the Council is required to set a Council Tax in accordance with the provisions of the Local Government Finance Act 1992. It is a requirement of the Act that the Council Tax must be set by 11 March each year.

The Council sets its Annual Revenue Budget in March each year in accordance with the provisions of the Budget Process, which forms part of the Council's Constitution.

The District Council is also responsible for collecting the Council Tax requirement (precepts) for Nottinghamshire County Council, Nottinghamshire Police & Crime Commissioner and Nottinghamshire Fire and Rescue Service and any precepts set by the Parish and Town Councils or Parish meetings within the District. All of these Councils are required to notify the District Council of their requirements before 1 March each year.

The District Council has no control over the level of Council Tax or precept set by the precepting bodies. This policy covers the District Council element of the Council Tax only. Nevertheless, it is recognised that public perception is influenced by the overall level of Council Tax and it can be difficult to appreciate that the requirements of the District Council form only a part of this. In fact, the District Council's spending requirements account for around 7% of the total Council Tax bill.

The Government has powers to require local authorities setting "excessive Council Tax increases" to hold a local referendum on the level of Council Tax. The level of excessiveness for the 2022/23 financial year was set at 2% or £5 increase but may be different in subsequent years. This information is provided within the Local Government Finance Settlement which is published during Winter each year.

The District Council's spending requirement includes an amount levied upon it by other bodies. For this Council an annual levy is made by the Trent Valley and Upper Witham Internal Drainage Boards.

Current Level of District Council Tax

The District Council's level of Council Tax for 2022/23 is £185.56 for a Band D property. This represents a 1.94% increase in council tax on 2021/22. The total bill, including all major precepts, is £2,168.47 whilst the average Parish Precept is a further £83.12. In order to arrive at this level of Council Tax, the Council assessed its needs over the medium term and resolved to approve an increase at the minimal level possible whilst ensuring it remains cognisant of the challenges it faces ahead.

Consultation

The Council carried out a district wide public consultation during October to December 2018. This consultation consisted of three strands:

- Parish and Town Councils of which 27 completed
- 14 Stakeholders responded representing several key partnerships
- 11,224 residents completed a survey equating to an 11.3% response rate.

The results of this consultation was used to then shape Council services and inform the strategic direction of the Council with the adoption of the Community Plan the culmination of this work.

The latest full district wide consultation launched in May 2022 when the views of all residents and wider stakeholders and partners will be taken. These results will then be thoroughly analysed to understand how we can best serve our residents, with summary data presented in the Autumn. These results will then be used to shape and inform the development of the Community Plan 2023 which is planned to be approved in March. Budgets will be aligned to this to ensure that resources are directed at services which will deliver the priorities described in the Community Plan.

We are also looking to develop an Engagement Strategy which will shape how we consult with residents. The combination of these documents will help ensure that our engagement remains pragmatic, joined up, focussed, timed appropriately, involves stakeholders where relevant and utilises a variety of questioning techniques to allow for in-depth and informed analysis.

Proposals

The absolute level of Council Tax, and any annual increase, will depend on the demands facing the District Council, external funding available, and the Council's assessment of the appropriate level of Council Tax. Whilst these factors will vary from year to year, the following criteria will be taken into account when considering the level of Council Tax:

- The Priorities and Objectives of the Council as set out within the Community Plan
- Inflation
- Consultation Responses
- The level of Council Tax considered to be acceptable to the public
- Government views on grant levels and referendum criteria
- Service demands

Newark & Sherwood District Council aims to set the minimum level of Council Tax acceptable consistent with the achievement of its Priorities and Objectives and other financial and service demands.

General Fund Balances and Reserves Policy

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

The Council will review the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (over-prudent) based on their purpose and likely use.

Council's generally hold useable reserves for three purposes:

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

The Council has a fixed £**Error! Reference source not found.**m General Fund balance which has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain its current General Fund balance of £**Error! Reference source not found.**m, it is intended that the General Fund balance will only be used to fund expenditure once other appropriate/earmarked reserves have been fully utilised.

One of the most important principles used to prepare the MTFP is that council reserves and other one-off resources are not used to balance ongoing, base budget pressures: that all other mitigating actions are used before the use of one-off resources. Over the years, the Council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; support and improve service delivery; and offset declining levels of income.

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

It is recommended that:

- a) Reserves should be subject to an annual review by the Section 151 officer;
- b) Reserves should not be over-provided;
- c) Reserves should be used for the purpose for which they are provided (subject to a and b above)
- d) Reserves should not be used to support ongoing general fund expenditure (subject to recommendations a and b, above)

Budgeting Principles

The Council will prepare its budget in accordance with the following principles:

Council Objectives:

The purpose of the budget is to enable the Council to achieve its objectives, as set out in the Community Plan, and meet its statutory duties. In setting the budget and Council Tax, the Council will also have regard to Government requirements, including the Local Government Finance Settlement and the latest Comprehensive Spending Review.

Balanced Budget:

The Council is required to set a “balanced budget” with sources of funding identified to cover all expenditure proposed.

Affordable Budget:

In setting the budget, the Council will consider the affordability of proposals and their impact on the level of Council Tax.

Inflation:

The Council will have regard to the level of inflation when considering budget proposals. It may consider different indices of inflation for different purposes. For example, the retail prices index (RPI) and the consumer prices index (CPI) do not always reflect the rate of inflation faced by the Council and this may be better measured by specific indices such as those widely available for construction costs or energy.

Sustainable Budget:

The Council will set a budget to be sustainable over time. This will be reflected in the Council’s Medium Term Financial Plan and Capital Programme. The budget will include an overall risk assessment and will incorporate appropriate sensitivity analysis in order to ensure a robust final budget.

Budget Demands:

Any developments in the Council’s revenue and capital budgets will be required to go through the Council’s formal bidding process. Only those items approved as part of this will be included in the final budget.

Use of 3rd Party Funding:

Where third party funding is used to contribute towards the Council’s budgets, a plan is required to ensure that this element of the budget is sustainable if and when the 3rd party funding ceases. Where appropriate, an exit strategy is required.

Adequate Reserves and Provisions:

The Council aims to have adequate, but not excessive, reserves to cover unforeseen expenditure. Specific provisions are also in place to cover items of expenditure that are certain but where their timing is not known. Further details are set out in the policy on balances and reserves.

Asset Management:

The Council aims to manage its assets efficiently in accordance with best practice. Full details are set out in the approved Asset Management Plan.

Council Tax Levels:

In accordance with this policy, the Council aims to set the minimum level of Council Tax possible consistent with the achievement of its Aim and Priorities and other financial and service demands.

Value for Money:

The Council aims to achieve value for money in the provision of all of its services. This is set out in the Council's Value for Money Strategy.

Risk Assessment:

In accordance with section 25 of the Local Government Act 2104, the s151 officer will conduct an annual risk assessment of the robustness of the estimates made in the Council's budget.

Sensitivity Analysis:

The s151 officer will carry out a review of the impact of variations to key elements of the proposed budget (a "sensitivity analysis") on an annual basis.

NEWARK AND SHERWOOD DISTRICT COUNCIL

CORPORATE CHARGING POLICY

Revised: June 2022

Date of next revision: June 2023

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1. Introduction

This Policy applies to external fees and charges other than those prescribed by the government. It provides a guide to internal charging arrangements but is subject to CIPFA's 'Service Reporting Code of Practice' and has regard to the Audit Commission's publication "*Positively Charged*".

It is not intended to apply to the disposal of Council assets, rents, internal charges or rechargeable works, nor will it apply where charges are governed by statutory regulation or guidance.

The Policy does apply if we have discretion, but not if there is a prescribed fixed charge.

Over the period of the Medium Term Financial Plan services will align their charges and processes with this policy.

This policy must be read in conjunction with the other related Council policies and strategies, including Financial Regulations, Equalities Policy, VFM Strategy, Corporate Plan.

Fees and charges will be in accordance with the toolkit approved by Economic Development Committee on 21 November 2019.

If after reading this policy you require further guidance or clarification, or you are not sure how best to comply with the Policy then please contact your Business Manager or the Deputy Chief Executive and Director of Resources.

2. Purpose of the Policy

To establish a policy within which fee and charge levels will support the Medium Term Financial Strategy and Corporate Plan; and,

To encourage a consistent approach to the setting and reviewing of charges for services provided by Newark and Sherwood District Council by:

- specifying the processes and frequencies for reviewing existing charging levels or introducing new charges for areas of the council's work for which charges could in principle be set;
- providing guidance on the factors that need to be taken into consideration when charges are reviewed on an annual basis;
- establishing parameters for calculating different levels of charges;
- recommending the criteria for applying concessions or discounted charges on a consistent council wide basis;
- requiring more active use of market intelligence relating to different services.

3. Processes and Frequencies for Reviewing Charges

The following arrangements for reviewing charges will be applied throughout all areas of the Council where charges for services already exist or could in principle be set:

- all discretionary charges will be considered and approved by Council as part of the Budget and Council Tax setting process in March of each year.

- a major review of each business unit’s charging strategy will take place at least once every three years to ensure consistency with the council’s priorities, policy framework, service aims, market sensitivity, customer preferences, and income generation needs, and the justification for any subsidy that the council as a whole makes to the service.
- annual reviews will be carried out for all of these services as part of the budget process, and shall have regard for the budget strategy approved each year.
- where fees are not to be increased or are proposed to be increased below inflation, this must be reported to SLT by the budget officer clearly stating the financial implications and budget shortfall before the deadline for completion of the revenue budget.
- these formal reviews will be overseen by the appropriate Director.
- where decisions on fees and charges, including any concessions or discounts, are taken outside the budget process approved by SLT and Cabinet, any proposals must have due regard to the Medium Term Financial Plan.

4. Factors Relevant to the Annual Review of Charges

Annual reviews of charges will consider the following factors:

- a. inflationary pressures generally and input costs specific to the service;
- b. any statutory framework relating to the service
- c. the actual or potential impact of any competition in terms of price or quality;
- d. trends in user demand and the forecast effect of price changes;
- e. equality and access to services;
- f. customer survey results;
- g. benchmarking results;
- h. council wide and service budget targets;
- i. cost structure implications arising from developments such as investments made in the service;
- j. consistency with other charges;
- k. alternative charging structures that could be more effective;
- l. validity of continuing any concessions;
- m. proposals for targeted promotions during the year, and evaluation of any that took place in the previous year;
- n. where less than the full cost is being recovered (including nil charges), the justification for the decision is reviewed and documented to ensure that this decision remains valid and that significant income is not being lost.

5. Processes for Setting Charges for New Sources of Income

All Business Managers should explore new business opportunities with a view to generating additional income.

All guidance in this Policy must be considered when setting new fees and charges.

A business plan must be prepared.

Any potential new income streams will need to be approved by SLT and Cabinet.

The setting of the fees and charges must be made in accordance with the current VAT regulations.

The proposed billing and recovery administrative process must be agreed with the S151 officer prior to the charges being implemented.

A central record will be maintained by the relevant Business Manager of any decisions made not to charge for a service where a charge could be made.

6. Calculation of Charges

Charges will apply to all users, and will be set at a level to maximise take-up and income targets and wherever possible covering or exceeding the full cost of providing the service in question.

It is the responsibility of the relevant Business Manager to ensure that the proposals comply with the appropriate legal framework and any legal restrictions. Advice should be taken from the Council's Legal Business Unit before any proposal is finalised.

This calculation of full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. Overheads and capital asset depreciation charges should be included but consideration may be given to a less than full cost recovery of these elements where inclusion would distort competition.

Where less than the full cost is being recovered, the justification for the decision must be documented and retained by the appropriate Business Manager and clearly state the financial implications and budget shortfall.

All fees and charges must be calculated in accordance with the current VAT regulations.

7. Concessionary Charges

In some circumstances the Council will offer subsidies to all users or concessions to specific user groups where this is consistent with achieving its priorities.

Entitlement to concessionary charges must have regard to equalities legislation and is designed to reduce barriers to participation arising from:

- Age;
- Level of income;
- Family circumstances;
- Health
- Educational circumstances.

Concessions will not apply to retail sales from shops or cafes.

Concessionary charges may also be made available to organisations whose purpose is to assist the Council in meeting specific objectives in its priorities and policy framework, or which contribute to the aims of key local partnerships in which the Council has a leading role.

Concessionary charges should not normally apply to peak times or in situations that would result in the loss of income from customers paying standard charges. Neither would they normally be available to organisations that are based outside of the Council's area other than on a reciprocal basis.

Only one concession can be applied to the standard charge at any given time.

Services wishing to adopt a concessionary charging scheme must demonstrate the scheme is practicable in terms of assessment, collection and evidencing for audit purposes.

8. Discounts

For certain services it will be normal practice to set promotional discounts, frequent user discounts or group discounts.

Promotional discounts are defined as short-term charges that are targeted to increase take-up or awareness of the services that are available.

Frequent user discounts are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Group discounts are to be used to encourage take up by organisations able to block book and family discounts to encourage parents and children's take up.

Discounts can be applied to both the standard charge and the concessionary charge.

Discounts can only be applied where the Service has received prior approval of the principle to apply a discount to the charge for this service.

9. The Use of Market Intelligence

All managers of discretionary services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging strategy;
- the range of services provided;
- the quality of services provided;
- their cost structure.

All managers of services for which a charge is made should consult with customers, relevant partners and stakeholders on the range, quality and cost of services provided prior to the triennial review.

Consultation should also take place with potential customers and target groups to determine improvements needed to encourage participation at least every five years.

Comprehensive and accurate usage statistics will be maintained for all services and at all facilities where charges are made, to enable analysis of usage, justification of any subsidy given by the Council, and accurate forecasting of the effect of price changes on usage.

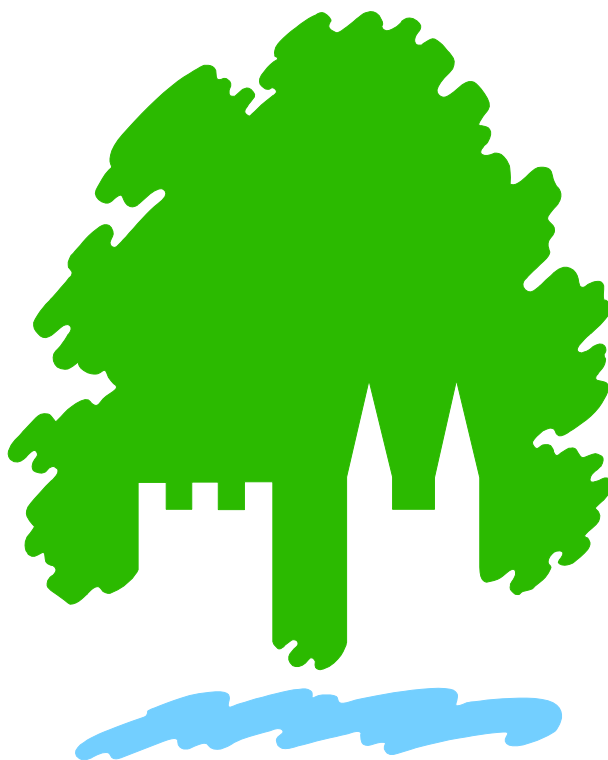
Benchmarking should be undertaken at least annually with other Councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

10. Further Guidance

Charges should be payable in advance wherever possible or collected by direct debit or through the corporate income system.

All fees/charges must be reported annually to the Financial Services Business Unit as part of the budget process for publishing in the annual budget book.

All fees/charges must be published on the Council's website.



**NEWARK &
SHERWOOD
*DISTRICT COUNCIL***

Value for Money Strategy

Revised: June 2022

Next revision due: June 2023

Introduction

Newark & Sherwood District Council recognises its responsibility to achieve value for money from all its activities, however they may be funded.

The council is committed to the pursuit of economy, efficiency and effectiveness as part of its corporate strategy. It will seek to achieve value for money in the pursuit of its objectives and in the delivery of all services.

The council has a neutral position on service delivery methodologies. It will consider all service delivery options, including in-house provision, partnerships with other public sector organisations (including shared services), partnerships with private sector organisations, and bought in services as appropriate for individual services or groups of services.

In light of the current high inflation environment, it is inevitable that the annual revenue and capital budget setting will be challenging each year. The council has a range of methodologies in place to ensure that its aims and priorities are delivered within an acceptable level of council tax. The Value for Money Strategy is a key element of this process.

Value for Money Principles

The principles involved in achieving value for money are:

Efficiency: Considering the relationship between the amount of resources used (inputs) and the level of performance.

Effectiveness: The ability to achieve stated goals or objectives, judged in terms of both output and impact.

Economy: The acquisition or use of resources of an appropriate quality at minimum cost.

There are several aspects to be considered:

- Balancing effectiveness with efficiency
- Balancing efficiency with economy
- Sustaining the funding arrangement (where this is desirable)
- Demonstrating the most appropriate use of resources

Value for money can be defined as: **the use of available resources in an efficient and economical way to deliver effective services or achieve desired outcomes.**

The council is accountable for using resources efficiently to avoid wasting public funds, but this does not mean always seeking the lowest short-term cost. Waste occurs when a service – no matter how cheap or expensive – is ineffective. Effectiveness and efficiency needs to be balanced to achieve value for money.

The costs and benefits of each arrangement must be evaluated in terms of what the council seeks to achieve.

The council will manage any risks to its own interests, and use arrangements and processes such as monitoring, review and evaluation to demonstrate effectiveness and value for money.

At the planning stage, the council should be able to justify how it intends to apply its resources. After implementation it should be able to demonstrate that the policy is having the desired effects, and that the money is not going to waste. If there are unintended outcomes from its policies the council needs to adapt its funding arrangements to take them into account.

Objectives

To achieve value for money, the council will:

- target resources towards achieving the council's objectives and meeting the needs of local people;
- integrate VFM principles within existing planning, management and review processes;
- adopt recognised good practice as appropriate;
- analyse potential budget issues for the following financial year at an early stage and take a corporate approach to developing solutions;
- ensure that VFM principles are taken into account during the commissioning process;
- benchmark activities against other similar activities and organisations where appropriate;
- respond to opportunities to enhance the economy, efficiency and effectiveness of activities;
- promote a culture of continuous improvement;
- demonstrate actively to both internal and external stakeholders that the achievement of VFM is sought in all activities undertaken;
- ensure that all staff recognise their continuing obligation to seek VFM for the council as part of their activities;
- seek external funding where appropriate to support the council's services if the external funding assists the achievement of the council's objectives.

Methodologies for achieving VFM

The council has a number of different methodologies that contribute to the achievement of VFM.

These include:

- An annual refresh of the Community Plan focus' on the key objectives based on local need;
- development of Business Unit business plans which are referenced to the Community Plan objectives;
- resources are aligned, through the budget process including the refresh of the Medium Term Financial Plan, with the key objectives as set out in the Community Plan;
- effective use of ICT (supported by the ICT Digital Strategy);
- service reviews;
- scrutiny by Policy and Performance Improvement Committee;
- scrutiny by the Audit & Governance Committee through Internal Audit reports;
- corporate procurement mechanisms (supported by the Contract Procedure Rules and external providers Welland Procurement);
- partnership working including consideration of shared services and public/private partnerships;
- customer feedback.

How the Council monitors the achievement of VFM

The Council sets a range of performance indicators for key activities in order to monitor the effectiveness of those functions. Each of these are built into Business Unit business plans and are referenced to objectives set within the Community Plan. These are reported through the Senior Leadership Team and on to Members for their scrutiny.

Responsibility for delivering VFM

The council is required to satisfy itself that VFM is being sought, and achieved from the use of public funds.

The responsibility for achieving VFM lies with all Members and staff and is not restricted to those with resource or financial responsibilities. All Members and staff should endeavour to seek and achieve VFM in all activities and to bring to management's attention any opportunities for improvement.

Business Managers have the responsibility to maintain an awareness of good practices in their own area of operation and ensure that these are followed appropriately.

The Senior Leadership Team will provide a corporate overview of VFM to ensure that initiatives are not restricted to individual service areas.

The Council has an expectation that bodies with which the Council has partnership arrangements and organisations in receipt of grant aid from the council will follow VFM guidelines.

NEWARK & SHERWOOD DISTRICT COUNCIL

CAPITAL PROGRAMME 2022/23 – 2026/2027 PRIORITISATION SCHEME

	STAGE 1 FACTOR	Comments	STAGE 2 DETAILED PRIORITISATION	STAGE 2 WEIGHTING
1	Key Priorities Scheme must link to at least one of the Council's priorities and be an objective contained within a Service Plan.	If a scheme does not clearly relate to these areas it will not be considered further.	Each scheme to be marked as to how well it fits with the Community Plan	35%
2	Evidence of Need Service Strategy National Strategy or Guidelines Statutory Obligation	In some cases local demands are in excess of national guidelines and strategies and this tries to acknowledge that the two must be balanced. This will cover Health and Safety related schemes.	The following factors will receive equal weighting :- <ul style="list-style-type: none"> • Statutory Obligation • National Strategy • Validity of consultation in relation to project. e.g. How specific to this project? Who was consulted, was this comprehensive? • Quality of evidence of need for project .e.g. size of sample base, date of evidence, format of evidence 	10%
3	Partnership Eligibility under existing criteria can be demonstrated.	Show that work has been done to ensure that the obtaining of external finance is realistic. The degree to which the partnership will add value to the project.	The proportion of finance which will be met by third party. The likelihood of receiving support. Assessment of the value the partner will add to the project.	15%

4	<p>Outputs and Outcomes</p> <p>These have been clearly identified and can be justified from supporting evidence.</p> <p>Specific comments should be made as to how the scheme represents value for money when compared to other options</p>	<p>This will enable the council to improve the way it reports its work and clearly show what is being achieved. The comments should refer to any performance indicators which the proposal is addressing specifying what the improvement target is.</p>	<p>Assessment then made on what the scheme will achieve.</p>	<p>15%</p> <p>Assessment of all factors or group of factors</p>
5	<p>Financial</p> <p>Capital costs have been based on internal or external professional advice</p> <p>Revenue implications have been properly developed</p>	<p>Capital costs include both works and land purchase and cover all associated costs.</p> <p>Try and avoid “guesstimates” which result in schemes requiring increased finance or having to be reduced to meet finance available.</p>	<p><u>Capital</u> will be based on the quality of work which has been put into estimate. e.g. costed feasibility studies.</p> <p><u>Revenue</u> will be based on whether the effect is positive, neutral or negative on the revenue budget.</p> <p>Positive effect scores 10 Neutral effect scores 3 Negative effect scores 0</p>	<p>5%</p> <p>10%</p>
6	<p>Risk Assessment</p> <p>Identify the level of risk in a project not being able to proceed. For example planning appeals, listed building consent. Over subscription of partnership funds</p>	<p>Try and ensure that not all schemes selected are high risk with the danger that there will be delays in delivery or no-delivery.</p>	<p>The following will all need to be considered:-</p> <ul style="list-style-type: none"> Technical Issues Financial Uncertainty Partnership uncertainty Planning Issues Legal issues Timescale 	<p>10%</p>



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive and Director - Resources

Lead Officer: Mark Eyre, Business Manager Corporate Property, Ext. 5440

Report Summary	
Type of Report	Open report Key decision
Report Title	Corporate Asset Management Strategy
Purpose of Report	To request authority from Cabinet for the adoption of the proposed Corporate Asset Management Strategy appended to this report.
Recommendations	To approve the adoption of the Corporate Asset Management Strategy at Appendix A .

1.0 Background

- 1.1 An effective asset management strategy is an integral part of any property owner’s tool box for delivery of corporate aims and objectives of the organisation through its property portfolio. In the absence of a strategy for the management of a corporate estate the property portfolio will not respond to these corporate objects and in particular in the case of the Council the Community Plan objectives.
- 1.2 Although the Council has a number of the processes within the proposed Strategy in place this has not yet been formally adopted as the approved approach. This report sets out a rationale behind why the strategy should be adopted by the Council.

2.0 Proposal and Reasons for Recommendation

- 2.1 This strategy informs policies enabling the Council to develop action plans, agree priorities and make decisions to meet the longer-term objectives of the Council in the Community Plan. This strategy is a cornerstone of the Council’s financial and service planning and supports delivery of the Medium Term Financial Plan. The Strategy will be reviewed and updated annually to reflect changes in legislation, policy and best practice; ensuring our land and property assets fully support the Council’s Community Plan.

2.2 The strategy covers a range of requirements the Council has to achieve as a property owner including sustainability, repairs/ compliance, tenanted estate management, parking services and construction project management.

2.3 The principals of this strategy have been approved by the Council's Senior Leadership team in June 2022 with an instruction to obtain approval from Cabinet.

3.0 Implications

3.1 In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.2 **Equalities Implications.** Once adopted the strategy will advance the equal treatment of users of Council land/property in ensuring that properties are managed with clear protocols and procedures in place.

3.3 **Digital Implications.** In all cases where data is held on Council systems arrangements are in place to ensure that details are recorded in the records/ software systems managed by Corporate Property, Finance and Legal management records, including ARC GIS terrier software and Land Registry.

3.4 **Financial Implications.** There are no direct financial implications arising from this report. However, approval of the Strategy will align with the management of all budgets approved within the Councils usual governance process.

3.5 Community Plan – Alignment to Objectives

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

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

Background Papers and Published Documents

Nil

Corporate Asset Management Strategy 2022-2027



Effective Date: July 2022
Date for Review: July 2023
Version Number: 1
Approved by: Cabinet
Responsible Business Manager: Mark Eyre, Corporate
Property

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Wider situation of the Plan in a context of Corporate Property

1. Corporate Asset Management Strategy
2. Acquisitions and Disposals Policy
3. Repairs and renewals 35 year Programme

1. Introduction

The Corporate Asset Management Strategy provides an overview of our land and property assets and demonstrates the Council’s main priorities for managing, maintaining and developing our assets over the next five years. The Corporate estate currently consists of the property mix in the table below, in addition, estates manages rented land pockets, right of way agreements and street name plates.

59 Industrial units	100,260 sq. ft
33 x Retail Units/Studios	33,809 sq. ft
2 visitor centres	4,600 sq. ft.
1 youth hostel	5,516 sq. ft
1 hotel	20,430 sq. ft.
1 managed office at Newark Beacon	38,270 sq. ft
1 x Educational Facility (Inspire, pending)	2,626 sq. ft.
4 leisure centres	129,090 sq. ft
3 corporate buildings; Castle House, Farrar Close, Brunel Drive	80,000 sq. ft
8 x Offices	2,940 sq. ft.
1 Castle and 1 theatre	Not measured.
8 car parks	686 parking spaces
1 Lorry park	200 + parking spaces

This strategy informs policies enabling the Council to develop action plans, agree priorities and make decisions to meet the longer-term objectives of the Council in the Community Plan. This strategy is a cornerstone of our financial and service planning and supports delivery of the Medium Term Financial Plan. The Strategy will be reviewed and updated annually to reflect changes in legislation, policy and best practice; ensuring our land and property assets fully support the Council's Community Plan. Our main focus in this plan will be to:

- Keep our properties safe, dry and secure through the implementation of a well-managed, rigorous compliance regime; repairs and renewals programme with clear maintenance plans, efficient facilities management and tenancy management.
- Drive efficiency through the management of our land and property assets, ensuring they provide the right space, in the right place and on the best terms. This also includes income generation and overall social value from the property portfolio through proactive asset management and a commercial approach to property transactions.
- Manage our property portfolio effectively using best practice, project and property management methodologies, adopting clear policies and action plans to meet our strategic goals; developing clear reporting processes to involve and inform Councillors, Service Managers and Project Sponsors in decision making.
- Ensure that Newark and Sherwood District Council becomes a lead authority in parking management, through provision of off street car parks and through provision of Newark Lorry Park. Promoting a positive visitor experience to parking customers, shaping places, influencing growth, reducing nuisance parking and provide income to invest in car parks facilities and services for the Council.
- Maximise regeneration and growth in the district through a target development pipeline of Social Housing, rental space for new business growth and improved service facility delivery.
- Embed a culture of innovation that maximises best use of appropriate technologies that support new ways of working and protects the environment; utilising available financing to support implementation of an estate which reduces its impact on the environment and provides new opportunities for wildlife in the district.
- Deliver our services in a customer focused way, working with local suppliers or Small to Medium Enterprises (SME) where possible, who share our values and behaviours.

2. Ambition and achievements so far....

Our ambition is to be among the leading Local Authorities for development, property and asset management with a proactive approach to driving the best from our asset base and service delivery. Since the creation of the Corporate Property Business Unit in summer 2021 our team has driven forward this ambition with an innovative approach to maximise the use of the Council's land and property assets to generate additional revenue from the estate and better use of the Council's assets for service delivery. There is still a large amount of work to do which will be highlighted in the Forward Plan section of this strategy. Progress so far:

- Implementation of an Acquisitions and Disposals Policy to provide a clear, transparent pathway for acquisition or disposal of General Fund and HRA assets.
- Proactive partnerships with public and private sectors to deliver development opportunities eg. Former Robin Hood Hotel (with offers received on all three units) and M&S building (with an agreement to dispose of the 29 unit residential units to Arkwood).
- Final stage redevelopment works to the Buttermarket, part funded by the D2N2 LEP, commencing June 2022 with building completion set for September 2022 and the potential for 7 retail pods by December 2022.
- Maintaining operations of Castle House and Farrar Close during various lockdowns in response to the Covid pandemic. In addition to maintaining open facilities at shared tenanted spaces such as Newark Beacon offices, Sherwood Forest Arts and Crafts Centre, Church Farm and the Buttermarket.
- Terms agreed for 22 new partner desks at Castle House with an additional income to the Council of £82,112 p.a. gross.
- Demolition of Newark Livestock Market – readying site for IASTI and wider Newark Gateway development.
- Delivery of a new Changing Village and Swimming pool /link building at the Dukeries Leisure Centre, Ollerton.
- Castle Lighting project – opening up the under croft for event space in a challenging heritage asset.
- Refurbishment of Ollerton Housing Office for new service delivery of the Customer Services team in the area.
- Procurement of 12 solar powered ticket machines at zero cost to the authority.
- During the 2021/22 financial estates has completed 23 rent reviews, 35 lease renewals, 7 new instructions and with the ending of rent free periods in the last 9 months has secured additional income to the Council of £200K+ over the 2020/21 period. This is an increase of 17% and has been achieved despite restrictions experienced under the pandemic.

- Covid testing site setup in Newark; providing project management and set up advice to ensure a test site remains in the district throughout the pandemic – safeguarding the health and wellbeing of residents in the district.
- Compliance specific contracts and risk assessments in place across all corporate buildings.
- Reallocation of two vacant shops at Eton Avenue for fully disabled accessible housing.
- Park Mark accreditation for all Council owned public car parks – demonstrating the highest grading of car parking facilities.
- Acquisition of site at Bowbridge Road to enable development for a new car park development enabling additional services at Newark Hospital.
- Broadleaves Extra Care facility, Boughton - completed and opened to residents in July 2021. The project was completed on time and within the allocated budget.

3. A sustainable approach to estate management

The Council has acknowledged its role in reducing the carbon footprint as part of the commitments made in the Climate Emergency Strategy adopted in September 2020. This formed the basis for the Council's declaration of a climate change emergency and how it would resolve to reach the net zero target set by central government.

With the impending publication of a 'UK Net Zero Carbon Buildings Standard' by a coalition of leading industry bodies including RICS, BBP, BRE, The Carbon Trust, CIBSE, IStructE, LETI, RIBA, and UKGBC later in 2022 a revised approach of addressing the carbon reduction of our Corporate buildings is required to ensure that the method of carbon use are reduced in the maximum efficiency for reaching the carbon net zero target. A strategy will need to be developed with methods considered for carbon reduction will be assessed/evaluated on a basis of impact, longevity of change and cost will be reviewed as part of this commissioned piece of work.

All new buildings developed by the Council will have a decarbonised agenda in mind to reduce environmental impacts through energy and water use; making new properties efficient and cheaper to operate by tenants.

Undertaking a review and implementation of greening/ecological enrichment opportunities within the portfolio in line with corporate strategy with respect to carbon reduction, maintaining and enhancing habitat, reduction in use of chemicals. This work is already underway, corporate property is working with colleagues in Street Scene and Environmental Services to ensure all ground maintenance is undertaken to provide safe and clean sites that still allow for enriched and enhanced wildlife. The Nottinghamshire Wildlife Trust has provided analysis and recommendations for further improvements that will be adopted across our sites. Working with In Bloom team, a planting design and palette has been put forward for the Church Farm Courtyard that is influenced by local fauna and native species, this will be a centre point of the project and a permanent feature. Further schemes will be considered for all corporate and tenanted sites that will be easily managed and sustainable. Potential ideas include wildflower gardens, sedum roofing, green walls, hedge and tree planting and rewilding areas full of pollinators.

4. Repairs and Maintenance

The core aim of the repair and maintenance approach taken by the Council on NSDC Corporate Property assets is to ensure that they are in a fit state for them to be used in their intended purpose with a consideration to usage and building life expectancy of the asset. The Council holds a responsive repairs and maintenance budget for each asset for which every day repair costs are charged. In addition to this the Council holds a Repairs and Renewals (R&R) budget for each asset which considers replacement of specific building elements over a thirty five year programme. Additionally the Council has utilised capital bids for works required beyond the current reactive repairs and R&R budgets. This method of funding is not a preferred option for facilitating repairs as it creates an immediate strain on the finances of the general fund. A summary of approach taken to R&R budgeting can be found at the Repairs and Maintenance Appendix I.

5. Compliance and Health and Safety

As a Corporate Property Business Unit, we have a duty to ensure our buildings comply with the appropriate statutory, regulatory and corporate standards. Working to these standards helps ensure the safety of the public, our staff and our assets. Our key priorities are the following:

- **Fire Safety**
- **Gas Safety**
- **Electrical Safety**
- **Asbestos Management**
- **Water Hygiene and Legionella Management**
- **Contractor Management**

There is a dedicated Cyclical Compliance Works Programme in place to ensure compliance across the estate. This is supported by a range of software applications and with more identified to be incorporated into the management regime for compliance resulting in a more streamlined approach with less the regulatory requirements and critical tasks, updating any changes or guidance notes as regulations change. Zetasafe will allow Council staff and external contractors, via a QR code, to access the Concerto database and update testing and servicing in real time.

The implementation of the above software will help in keeping our buildings compliant and keep up-to-date with ever changing regulations. The software will help reduce downtime and in the long term reduce unplanned maintenance costs. Our assets will be kept maintained in an optimal and safe condition. Reporting on compliance will become easier as this software can easily run compliance reports that will show non conformities and trends in data.

6. Tenanted estate management

The Council's Corporate tenanted estate comprises of:

73 Industrial units, 18 Studios/Outlets, 13 Retail Outlets, 2 Visitor Centres, 1 Youth Hostel, 1 Managed Office and 3 Corporate Buildings. In addition the estates section of Corporate Property manages rented land pockets, right of way agreements and street name plates.

New procedures/ policies implemented:

Acquisitions and disposals policy – providing clarity on how the Council can buy/ sell property.

Increased liaison with other Council business units:

- Working with legal to draft new standardised leases, other documents and procedures, support on tenant issues including formal notices.
- Working with sundry income to establish new procedures for tenant application sequencing, credit checks, bond retention and recurring billing.
- Working with economic development, communications and community services to ensure tenants are ably supported outside of their contractual agreement. This includes support for new tenants with promotion and press releases, refresh of Council webpages and social media to ensure consistency across multiple platforms and wider community based projects such as 'In Bloom' events.
- Working with customer services to better guide enquiries and queries to the responsible department or officer.

Improved Estates Documentation:

- **Tenant handbook:** This newly introduced document has been produced to give general guidance for those who lease commercial premises from Newark and Sherwood District Council.
- **Tenant handover pack:** A tenant pack will be issued to new tenants at handover with all relevant certification and log books for the property that must be maintained under terms of the lease.
- **Standardised lease templates:** Standardised leases that are up to date with current regulations have been drafted and implemented.
- **Standardised condition surveys:** The condition survey, which is included in the lease, is the photographic and reported evidence document that captures the condition of the property at the point of handover to the tenant.

7. Parking Services Management

N.S.D.C. provides 686 general parking spaces in 8 public pay and display car parks in Newark. There are also 40 designated disabled parking on these public car parks and 9 designated motorcycle parking spaces.

All 8 car parks have achieved the industry standard 'Park Mark' award for safer parking, the authority has been successful in receiving this accreditation for the last 5 years consecutively. This is awarded to car parks which meet high standards of management, appropriate lighting, and effective surveillance, providing a clean safe environment.

Parking Services have also been successful in applying Government Grant Funding and installed 8 fast charging Ev Charge units on London Road and the Riverside car parks with the capacity to charge up to 16 vehicles at the same time.

N.S.D.C. currently have 2 Ultra Charge 50kw Ev Charge points on the Appletongate and Castle House 1 car parks. These have the capacity to charge up to 4 vehicles at any time.

Parking Services are working with a number of stakeholders to improve the Ev Charge network throughout the Newark and Sherwood District.

The authority also provide 48 Contract Parking Spaces in Newark. These are designated spaces and are currently are operating at 85.7% capacity.

Parking services also manages the off – street parking enforcement throughout the district. This includes the enforcement of parking regulations on the Southwell Town Council owned car parks and Edwinstowe Parish Council car parks.

All of these out of town enforcement of the parking regulations come under the authorities Parking Places Order 2017

(New 2022 Order to be published and sealed in June/July 22)

The core principals of

- **Our Car Parks are CLEAN** – ensuring that parking does not negatively impact on the environment, our residents and visitors
- **Our Car Parks are SAFE** – making sure that people feel safe when parking in the district
- **Our Car Parks are VIBRANT** – delivering a consistent parking offer whilst improving air quality
- **Our Car Parks are HEALTHY** – deliver a sustainable parking service whilst improving air quality
- **Our Car Parks are ATTRACTIVE** – maintaining parking assets including car parks to the very highest standard
- **Our Car Parks are open for BUSINESS** – supporting local businesses and attracting new employers by delivering sustainable parking options to support the local economy

8. Construction and Project Management

The development programme for the Corporate Property section is spread over two sections; one being commercial/ service department facilities and the other being Housing Revenue Account developments. There are a number of ongoing large scale developments across the Corporate and HRA property ownerships as summarised in the Forward Plan Appendix.

HRA New Build Development Program 2018- 2023

HRA development programme runs from 2018 to 2023 with a target of 335 units for completion. Current statistics include 270 units completed, 39 units on site, under construction with completions due in 2022. There are also a further 44 units in the planning approval stages of which many will start on site in 2022.

Budget cost anticipated: £ 44 million

Completion estimated date late 2023

Appendix I: Repairs and Maintenance

A robust repair and maintenance strategy is required to reduce the need for expensive capital replacement and/or refurbishment in the future. The current R&R budget established by the most recent condition surveys completed in early 2020 have identified an R&R budget requirement over the next 35 years which is required to be reviewed on an annual basis for further clarity on costs and priority of repairs. To achieve this an annual stock condition survey will be undertaken by Surveyors within the Facilities team of the Corporate Property Business Unit. This will include a cost estimate for each item of repair. There will also be a requirement to commission a specialist review of certain assets which are beyond the scope of a general building surveyor's skills. This includes (but is not limited to) Newark Castle, Jubilee Bridge and elements of the Palace Theatre/ Civil War Centre.

Surveys will categorise the building into A, B, C or D condition priority levels in accordance with the National Performance indicators.

Condition A - As new condition - Typically features one or more of the following:

- Typically built within the last five years or may have undergone a major refurbishment within this period,
- Maintained/serviced to ensure fabric and building services replicate conditions at installation,
- No structural, building envelope, building services or statutory compliance issues apparent,
- No impacts upon operation of the building.

Condition B - Sound, operationally safe, and exhibiting only minor deterioration - Typically features one or more of the following:

- Maintenance will have been carried out,
- Minor deterioration to internal/external finishes,
- Few structural, building envelope, building services or statutory compliance issues apparent,
- Likely to have minor impacts upon the operation of the building.

Condition C - Operational but major repair or replacement needed in the short to medium-term (3 years) - Typically features one or more of the following:

- Requiring replacement of building elements or services elements in the short to medium-term,
- Several structural, building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent,
- Often including identified problems with building envelope (windows/roof etc.), building services (boilers/chillers etc.),
- Likely to have major impacts upon the operation of the building, but still allow it to be operable.

Condition D - Inoperable or serious risk of major failure or breakdown - Typically features one or more of the following:

- Building is inoperable or likely to become inoperable, due to statutory compliance issues or condition representing a health and safety risk or breach,
- May be structural, building envelope, or building services problems coupled with compliance issues,
- The conditions are expected to curtail operations within the building (exclude very minor items which can be rectified easily).

The yearly condition surveys will be detailed enough to ensure the elimination of any hazardous situation relating to condition which has health & safety implications and will also seek to ensure that all buildings are:

- Watertight
- Safe and comply with legislation.
- Have satisfactory environmental conditions (heating, lighting & ventilation)
- Have satisfactory fire safety arrangements and an up-to-date fire risk assessment. (Tenants responsibility to provide on occupied buildings)
- Have essential work identified to prevent the serious decay in the fabric or building services
- Identify desirable work to maintain the asset.

Following the annual review of the estate stock condition there will be a bulk tender exercise conducted in the preceding months to set ongoing repair/ replacement activities in the next financial year. This approach to reviewing and setting an allocated budget of works for each year will in time reduce the capital bids received from Corporate Property as it moves towards a strategic approach to repairing and renewing elements of properties in the medium/ longer term.

Appendix II: Compliance and Health and Safety

The main areas of focus for Corporate compliance are:

- **Fire Safety** (where applicable) Tenants are requested to provide a suitable and sufficient fire risk assessment for their operations within our buildings. All corporate property managed buildings will have an up-to-date fire risk assessment. All fire alarms and fire safety equipment to be serviced and maintained as per the Regulatory Reform (Fire Safety) Order 2005.
- **Gas Safety** (where applicable): Tenants are requested to provide evidence of gas safety certificates. Where a unit is void, the Council will undertake this to ensure a gas safety test and certificate is provided. All Corporate Property managed buildings will have annual gas safety tests to ensure all gas appliances are well maintained in a safe condition to use.
- **Electrical Safety** (where applicable): Tenants are requested to provide evidence of EICR inspections (Electrical installation condition report). All Corporate Property managed buildings will have EICR inspections in line with the recommended testing frequency for the building type. All identified portable electrical appliances will be tested in line with the NSDC testing frequencies. Lightning conductors will be tested every 11 months and all faults rectified where required.
- **Asbestos Management:** All Asbestos containing materials are recorded within the Council Asbestos Register. This includes the type of asbestos material or materials which may be presumed to contain asbestos. The register also has a record of the location of the material and its condition. Annual Inspections are carried out on all Corporate Property managed buildings. Where a tenant occupies a building they will be responsible as the main duty holder for the management of any asbestos containing materials present in the building as defined within the Control of Asbestos Regulations 2012.
- **Water Hygiene and Legionella Management:** All Corporate Property managed buildings are part of a strict legionella monthly monitoring program. This includes monthly contractor service visits from our contractor who is a member of the Legionella Control Association. These buildings will also have an up to date legionella risk assessment. All tenanted occupied buildings will be responsible for the control and management of their own water systems.
- **Contractor Management:** When a new contractor is appointed, and undertakes any work for the corporate property team, the following pre-qualification process is to be undertaken to verify the competency of the selected contractor:

Ensure every contractor working for NSDC has completed a Pre-Qualification Questionnaire that has been validated by the corporate property team.

Only use contractors who have been validated by the Corporate Property team.

Corporate Property are to ensure that contractor's records are logged and reviewed annually.

Contractors undertake an induction before the commencement of any works on site.

All risk assessments and method statements are assessed and deemed suitable for the works that are to be undertaken.

Cyclical Compliance Works Programme

- Air Conditioning Systems Inspections.
- Asbestos Register/ Management Plans.
- Man Safe Systems Test/Inspection.
- Ventilation Systems Test/Inspection.
- Contractor Qualification Checks.
- Electrical Portable Appliance Testing.
- Fixed Electrical Testing.
- Emergency Lighting Testing.
- Gas Safety inspections and certificates.
- Fire Detection and Alarm Systems Inspection/ Testing.
- Fire Risk Assessments.
- Firefighting Equipment Inspection and Maintenance.
- Lifts and Hoists Inspection and Testing.
- Lighting Conductors Inspection and Testing.
- Water Hygiene and Legionella testing and inspections.
- Roller shutter door yearly maintenance certificates (tenants' responsibility but as Landlord NSDC have duty of care).

Compliance Software Applications:

Concerto is the Computer Aided Facilities Management (CAFM) software that holds property, tenant and project information to enable the management of our assets and tenants and will be explained further in the estates management section. The business unit has been exploring and trialling other applications

that will further enhance and improve compliance requirements. These include SFG20, which aligned with the cyclical compliance works programme defines the regulatory requirements and critical tasks, updating any changes or guidance notes as regulations change. Zetasafe will allow Council staff and external contractors, via a QR code, to access the Concerto database and update testing and servicing in real time.

The implementation of the above software will help in keeping our buildings compliant and keep up-to-date with ever changing regulations. The software will help reduce downtime and in the long term reduce unplanned maintenance costs. Our assets will be kept maintained in an optimal and safe condition. Reporting on compliance will become easier as this software can easily run compliance reports that will show non conformities and trends in data.

Appendix III: Estate Management

New procedures/ policies implemented:

Acquisitions and disposals policy: An adopted policy for acquisitions and disposals was approved by the Policy and Finance committee in November 2021. The purpose of the policy is to act as a framework to instruct Members, officers, third parties and members of the public on the Council’s adopted approach on the acquisition and disposal of property (including land and built assets). Procedures within the policy define tests to determine surplus or underperforming property, methods for disposal and level of authority required to proceed. The acquisitions policy defines reasons for such including service delivery requirement, investment or strategic development purposes. The Council owns assets throughout the district and one of Corporate Property’s business plan aims in 2022/23 is to review each in turn through an estates rationalisation programme and consider for retention, redevelopment, income generation or other uses. Each asset will be logged onto Concerto and mapped on ArcGIS for accurate record keeping

Increased liaison with other Council business units:

Estate Management cannot function without close working relationships with other business units. Over the past twelve months a concerted effort has been made to understand and forge better links and lines of communications. Some examples of this include:

- Working with legal to draft new standardised leases, other documents and procedures, support on tenant issues including formal notices.
- Working with sundry income to establish new procedures for tenant application sequencing, credit checks, bond retention and recurring billing.
- Working with economic development, communications and community services to ensure tenants are ably supported outside of their contractual agreement. This includes support for new tenants with promotion and press releases, refresh of Council webpages and social media to ensure consistency across multiple platforms and wider community based projects such as ‘In Bloom’ projects.
- Working with customer services to better guide enquiries and queries to the responsible department or officer.

A big part of increased liaison is the implementation of standardised forms and processes across departments. This ensures a consistent method of communication and where necessary, a sequencing of instructions. An example is the cross business unit work with corporate property, legal and sundry income to deal with new tenant applications. A documented and sequenced process has been established from receipt of tenant application as follows:

Corporate Property – Tenant application form completed, issue tenant handbook.

Sundry Income – Complete credit checks.

Corporate Property – Issue Heads of Terms to tenant, agree terms, authorise for Delegated Authority.

Legal – Draft lease.

Sundry Income – Set up account, invoice for bond, legal fees, surveyor fees.

Legal/Corporate Property – Issue lease, signed and returned for sealing.

Sundry Income – Commence recurring billing.

Corporate Property – Condition survey, issue copy of lease, tenant pack and handover keys.

Corporate Property – Follow up visits and audits.

Adoption of this process ensures that the necessary due diligence is carried out by each respective business unit and does not continue towards completion until the preceding stage is signed off and complete. This creates a clear and defined audit trail and recognised levels of responsibility, which then stay with that business unit for ongoing billing, site audits and liaison.

Improved Estates Documentation

A series of documents have been implemented to better inform, advise and serve our tenants and set out clear guidelines as to landlord and tenant responsibilities. These documents support the contractual agreement between landlord and tenant and make it very clear where the responsibilities and duty of care lie.

Tenant handbook: This newly introduced document has been produced to give general guidance for those who lease commercial premises from Newark and Sherwood District Council. Written for existing and potential tenants alike, the guide seeks to clarify the role and responsibilities of the tenant and the Council as landlord. It offers answers to frequently asked questions including consents, insurance, business rates and utilities. There are clear and concise guidelines for how to pay your rent, reporting problems and obligations for health and safety. Each section has a list of useful contacts and links, be that internally at the Council or externally, for say The Health and Safety Executive. The handbook will ensure that tenants are better informed, have clear guidance and gateways to Council services.

Tenant handover pack: A tenant pack will be issued to new tenants at handover with all relevant certification and log books for the property that must be maintained under terms of the lease. This will also include a photographic schedule of condition. The Council as landlord will ensure that all required compliance for the building is complete and then pass this duty of care to the tenant to maintain. This information will be logged onto Concerto for expiration dates and regular tenant audits will ensure continued compliance and adherence to required repairs and maintenance of the property. This will ensure that the property is maintained to required standards and handed back at the end of the lease term in as near handover condition.

Standardised lease templates: Standardised leases that are up to date with current regulations have been drafted and implemented. These are clear and easy to understand and follow the format of the preceding heads of terms for continuity. The particulars of the new leases capture in plain English the pertinent points which are then referenced to the details in the main body of the lease. All lease layouts and plans are now drawn within ArcGIS, digitally captured within a wider project to map and plan Council assets. Standardising these documents, which will be periodically reviewed, brings greater clarity, consistency, better management of resources and a more robust agreement.

Standardised condition surveys: The condition survey, which is included in the lease, is the photographic and reported evidence document that captures the condition of the property at the point of handover to the tenant. Whilst estates will conduct visits and accompanied surveyor audits, the schedule of condition will refer the tenant as to the expectancy the property will be returned back to the landlord at the end of the term.

Estates Management

Clarity and consistency are watchwords for good estates management. The aforementioned policies, procedures, liaison and documentation ensure that our estate properties are well managed, well supported and efficiently operated. Greater standardisation of management and control measures will be made through Concerto:

Concerto is the Council's computer aided facilities management (CAFM) system that will be the central hub of data storage, management control and day to day operations. The database will hold details of all Council assets and their operational requirements. This will include:

All structural, mechanical and electrical system details and servicing and maintaining requirements.

Condition surveys for assets that will guide future repairs and renewals programmes.

All aspects of compliance such as fire protection, legionella and asbestos, all diarised to comply with inspection and rectification guidelines as defined by regulations.

All aspects of repairs and maintenance, contractual services and best practices.

All tenanted properties with customer details, lease terms, communications and notices.

Concerto will be the platform to which all aspects of day to day operations will flow through. All jobs and instructions will be raised and assigned through the platform, the dashboard will present users with required tasks to ensure proactive and timely compliance along with reactive instruction and problem solving. Managers will have a holistic overview and the ability to produce detailed reports to cover a multitude of factors including KPI's, budgets, costings, service reports and maintenance schedules. Concerto will bring consistency and resilience to the business unit, minimise data handling and reduce errors, increase efficiency and use of resources.

Appendix IV: Performance monitoring

Performance across the Council is set through Business Plans at the beginning of the financial year. This is measured in both qualitative targets and quantitative targets as shown below;

Performance Indicator	2019/20		2020/21		2021/22		Target for 2022/23
	Target	Outturn	Target	Outturn	Target	Q1 Outturn	
Beacon - % of Occupied Units	New	New	80.0%	86%	80.0%	86.0%	85%
Beacon- Total reportable quarterly income for the Beacon (management accounts)	New	New	New	New	New	New	Trend
Beacon – Customers holding office space in arrears %	New	New	New	New	30.0%	7.4%	10%
Beacon – No conferencing customers in arrears over 30 days from invoice date %	New	New	New	New	New	New	0%
Beacon - Customer satisfaction survey results	New	New	New	New	70.0%		75%
Beacon – Rental Income Vs Costs - profit loss %	New	New	New	New	10.0%	37.0%	20%
Beacon – Cafe Income Vs Costs - profit loss %	New	New	New	New	15.0%	39.0%	35%
Beacon - Other Income (hire charges, virtual, hot desking, service charges and any other income) vs cost %	New	New	New	New	New	New	15%
Beacon – Meeting rooms enquiry conversions	New	New	New	New	New	New	50%

Commercial Property - % occupied units - AMP35	New	New	New	New	80.0%	89.0%	95%
Commercial Property total reportable quarterly income (management accounts)	New	New	New	New	New	New	Trend
Commercial Property - Customers in arrears % - AMP22	New	New	New	New	30.0%	16.8%	10%
Commercial Property - Customer satisfaction results - AMP23	New	New	New	New	60.0%	Annual	65%
Commercial Property - Income Vs Costs - profit loss % - AMP24	New	New	New	New	60.0%	48.0%	55%
Sherwood Forest Arts and Crafts - Leases in arrears % - AMP25	New	New	New	New	30.0%	20.0%	10%
Sherwood Forest Arts and Crafts - tenant satisfaction results - AMP26	New	New	New	New	60.0%	Annual	60%
Sherwood Forest Arts and Crafts - customer satisfaction results – AMP TBA	New	New	New	New			75%
Sherwood Forest Arts and Crafts - % of occupied units - AMP27	New	New	New	New	80.0%	100.0%	90%
Sherwood Forest Arts and Crafts - Income Vs Costs - profit loss % - AMP28	New	New	New	New	15.0%	30.0%	35%
Sherwood Forest Arts and Crafts - total reportable income (management accounts)	New	New	New	New	New	New	Trend

Parking Services Car parks - AMP15 – Lorry Park total reportable quarterly income (management accounts)	Trend	£607,692	Trend	Trend	Trend	£112,489	£186,000
Parking Services - Income v Costs - Profit loss % from Car parks - AMP32	New	New	New	New	25.0%	43.0%	44.0%
Parking Services - AMP33 Car Parks total reportable quarterly income (management accounts)	New	New	New	New	Trend	£98,350	£140,000
Parking Services - Income v Costs - profit loss % from lorry parks - AMP34	New	New	New	New	Trend	39.0%	42.0%

Appendix V: Forward Plan – core activities and work streams

Estates Rationalisation

This will allow the Council to review all land and property holdings. Categorisations of property types will enable the Council to identify disposal, re-development, and cost saving opportunities, income generation and alternative uses. All information can be captured on ArcGIS for accurate record keeping (pending a review of the software's suitability). Asset Challenge.

Repairs and renewals detailed review 35 year programme

Refining the 35 year R&R programme to include a standardised approach to inspections, categorisation of building elements and budget requirements. This will include identification of funding for specialist advice on unique assets. The information will be reviewed/ on an annual basis to ascertain building works to tender in the following financial year.

Project management toolkit specifically for construction project management projects.

Following the recruitment of a Construction Projects Manager and amalgamation of the Housing Revenue Account development team within Corporate Property a review and implementation of standardised suite of construction specific project management tools will be implemented.

Car parking review of sites and maximising spaces

This review will be undertaken to assess car parks in the district to identify further increases in capacity. This will enhance revenue potential but also give additional spaces in locations where there are capacity issues; particularly during events.

Sustainability review of buildings and greening/bio-diversification of the estate

A review of the approach to building and energy management will identify areas of improvement to energy use of the existing building stock. There will also be options considered for bio diversification of the estate.

Concerto operational

To have Concerto fully operational, with all users trained on use and operation, continued migration of data, further rationalisation of information and enhanced resilience for the business unit.

Additional compliance software

Further trialling of SFG20 and Zetasafe, interfacing with Concerto. Future considerations include plug-ins to link with eProcurement and eFinancials for wider integration with other corporate business units.

Northgate, Newark and 94 Northgate Newark

17 units suitable for living accommodation. 12 of which are new build and 5 of which will be converted from the old vicarage know as 94 Northgate.

Budget cost anticipated: £ 2.8 million

Completion estimated date late 2022 early 2023

Seven Hills, Newark

20 units for temporary living accommodation. The project will provide modular construction, modern, energy efficient units with a communal facility and staff facilities. The heating solutions will be from solar PV with battery storage and electric only heating systems.

Budget cost anticipated: £3.1 million

Completion estimated date April 2023

Stodman Street, Newark

29 units suitable for living accommodation. Five units on the ground floor identified for commercial space.

Income: estimate of £150,000 p.a. from commercial space. Capital receipt of £3.5m agreed for the sale of the 29 residential units.

Budget cost anticipated: £7.7 million construction costs

Completion estimated date of: late 2024 / early 2025

Yorke Drive Estate Regeneration

Providing support with value engineering, site feasibilities and surveys, demolition, utilities disconnections and general construction monitoring.

Budget cost anticipated: construction costs to be confirmed

Completion estimated date of: 2026/ 7

HRA Future Delivery Program

Discussions now taking place with the housing team around the next new build delivery program following the completion of the 2018- 2023 program.

Buttermarket First Floor, Newark

Identified potential for 7 pod retail units and a full conversion of the old pub and upper floor area to accommodate Inspire Learning.

Income: £15,000 p.a. for Inspire Learning space and £35,000 p.a. for a fully let set of pods.

Budget cost anticipated: £650,000 with additional headroom required for pod installation.

Completion estimated date September 2022 for first floor, December 2022 for the Pods.

Clipstone Holdings site

Site identified for redevelopment into mixed industrial units offering up to 50,000 sq.ft of new employment space to the area.

Newark Gateway Business Park

A number of options being explored for new business units and hotel accommodation.

New Newark Lorry Park

Identified location at Newark Showground for up to 300 lorry parking spaces (subject to approval on Newark Gateway and land acquisition costs for the Showground).

Approval, Consultation and Review Timetable

Document title	Corporate Asset management Strategy		
Version number	DRAFT v.1	Protective marking	Official
Lead Director	Director Resources		
Lead Business Unit	Corporate Property		
Lead contact	Business Manager Corporate Property		
Date approved (SLT)	June 2022	Date approved (Members)	Due at July Cabinet
Reviews due:	July 2023 July 2024 July 2025 July 2026 July 2027		
Consultation			
Consultee	Date	Comments received	Material change requested (yes/no)
SLT	14.06.22	Numerous on formatting but content acceptable	no



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holders: Councillor David Lloyd, Strategy, Performance & Finance and Councillor Rhona Holloway, Economic Development & Visitors

Director Lead: Sanjiv Kohli, Deputy Chief Executive and Director - Resources

Lead Officer: Nick Wilson, Business Manager, Financial Services, Ext. 5317

Report Summary	
Type of Report	Open Report Non-Key decision
Report Title	Development of the Former Robin Hood Hotel, Newark
Purpose of Report	To update Cabinet on the final development and lease(s) position of the Joint Venture, for the development of the former Robin Hood Hotel on Beaumont Cross, with final completion dates and financial performance.
Recommendations	<p>To establish a reduced, revised capital budget for landlord incentives of £167,000 (from £275,000).</p> <p>To note the successful delivery of the 66 room Travelodge Hotel and reputable tenants for the 3 commercial units.</p> <p>To note that the Council's actual loan value required for the development of the whole demise was £3.146m, against the capital loan budget of £3.300m, therefore a capital borrowing requirement reduction of £0.154m.</p> <p>To note the final financial position of the development of the former Robin Hood Hotel and the positive contribution from the development, to the Council's general fund of £163,930.</p> <p>To note the ongoing positive estimated revenue return per year to the Council that the letting of the 3 commercial units will generate.</p> <p>To approve the revision of the current capital budget by a reduction of £108,000 from £275,000 to £167,000 for landlord incentives, in respect of the 3 commercial units.</p>

1.0 Background

At the meeting of the Policy & Finance Committee on 21 January 2021, a financial update report was considered by Members where it was agreed that a further report would be brought to Members setting out the final financial position once the various legal arrangements – Sale to Knights Frank Investment Llp (KFIM), Head Lease with KFIM and Sub Leases for Travelodge and the 3 commercial units - had been completed

2.0 Proposal/Options Considered and Reasons for Recommendation

Final Position

2.1 Construction and Practical Completion

It was reported at the January 2021 meeting that the anticipated practical completion date of the building would be 8 March 2021. The final completion date was slightly delayed due to COVID and legal completion took place on 18 March 2021. The sale of the whole demise to Knights Frank Investment Management Llp (KFIM) was completed on 13 April 2021.

2.2 Financial Performance Summary

The financial performance of RHH Ltd's delivery of the development project and the Council's 50% share is summarised in the tables below:

Table 1 –Development Receipt	RHH Ltd Joint	NSDC 50%
Sales Value	7,000,000	3,500,000
Less: Rent free – 6m to Travel Lodge(TL)	(152,625)	(76,313)
Less Sales/Lease legal costs	(110,851)	(55,425)
Net Sale Proceeds	6,736,524	3,368,262

Table 2 – Development Costs	RHH Ltd Joint Venture	NSDC 50%
Total development costs	6,667,990	3,333,995
Less: Reduction in land value (equal to 6m rent free to	(152,625)	(76,313)
Net development costs	6,515,365	3,257,683

Table 3 – Development Profit	RHH Ltd Joint Venture	NSDC 50% Share
Net Development Profit	221,159	110,580
Corporation Tax	(42,020)	(21,010)
Net Profit after Tax	179,139	89,570

The Council's s151 Officer was the Council's representative on the Board of RHH Ltd. By the close management of the delivery of the development of the former Robin Hood site, RHH Ltd have returned additional monies of £89,570 over and above the funding requirement of £3.146million, against the original capital loan budget of £3.3million, that the Council had loaned to the joint venture.

In addition, the total interest earned by the Council on the amount loaned to RHH Ltd for the development costs through to completion of the development is £74,360.

Therefore, the development of the Travelodge and the 3 commercial units has returned the £3.146million (budgeted amount:£3.3m) that the Council had loaned for its 50% share of the development costs and made a contribution to the Council's general fund of £163,930.

The construction contract for the project is complete, however it is still within the contractor's retention period. After the expiry of this defects period, RHH Ltd will be wound up and deregistered with the Companies House.

Legal Agreements

2.3 Over-Riding and Sub-Lease

The 'back to back' legal agreements for the Head lease of the site (Over-Riding Lease) and the Hotel lease (Sub-Lease) were executed and signed between the Council, RHH and Travelodge on 19 March 2021. Subsequently the leases were legally transferred to Knights Frank Investment Management Llp (KFIM) on the sale completion date of 13 April 2021.

The final terms on the Over-Riding lease of the whole site and the Sub-lease with Travelodge is detailed below:

	Over-Riding Lease (Cost to Council)	Sub-Lease with Travelodge (Income for Council)
Term	25 Years + 1 day	25 years
Annual Rent	£310,000	£305,250
Rent Review Period	5 yearly	5 yearly
Rent Review Details	Linked to RPI compounded increases with a collar and cap of 1% and 4%.	Linked to RPI compounded increases with a collar and cap of 1% and 4%.

The rent differential between the Council's Head Lease with KFIM and the Sub-Lease with Travelodge is a cost to the General Fund of £4,750. This is the same as that reported to Policy & Finance Committee on 21 January 2021. This differential cost is more than covered by the rental income to be received from the 3 commercial units (section 3.2 below).

A stamp duty amount of £71,239 was also paid on the purchase of the lease from KFIM. This was funded by Policy & Finance Committee, at its meeting of 21 January 2021, by reducing the approved amount of capital incentives by £75,000 from the previously approved amount of £350,000 on 26 November 2020.

2.4 3 Commercial Units

In addition, the Council will benefit annually from the rental income from the 3 commercial units, for which lease terms have been agreed with the following businesses

Unit A – RW Stokes & Sons Limited t/a [Stokes Coffee and Tea](#) (Lincoln) - 10 year lease with an option to break after year 5.

Unit B – SJK Kitchens t/a [Kutchenhaus](#) Newark – 10 year lease with an option to break after year 5.

Unit C – [Beaumont House Community Hospice](#) – 5 year lease

The total, minimum, stepped rent receivable (RPI increases from year 6 are not included) as per the agreed lease agreements for the 3 units is set out in the table below:

Year 1	33,000
Year 2	63,500
Year 3	67,500
Year 4	71,500
Year 5	78,000
Years 6 to 10 (per annum)	86,000

It can be noted that the rent differential between the over-riding lease and the sub-lease of the Travelodge demise of £4,750 is more than covered by the rent from the 3 commercial units; with a positive contribution to the council’s general fund from year 1 of £28,250, increasing to £81,250 by year 6.

In addition, the leases with the Council’s 3 tenants include service charges which are not quantified in this report.

Capital Incentives. Policy & Finance Committee on 21 January 2021 agreed a budget of £275,000 for capital incentives (reduced from the original amount of £350,000 that was approved by the same Committee on 26 November 2020). The total actual amount of incentives agreed with the above 3 tenants is £167,000. The saving of £108,000 will be released back into the general fund capital programme.

2.5 Community Plan

Under the Council’s Community Plan objective of Enhancing and Sustaining the District’s town Centres, it is a specific action to facilitate the redevelopment of the former Robin Hood Hotel site and to create a Travelodge hotel and retail units.

2.6 Reason for Recommendations

The final outcomes and completion dates of the joint venture company RHH Newark Limited (RHH Ltd) and returns on the Council’s 50% share of the investment together with the positive impacts on the Council’s General Fund account.

3.0 Implications

3.1 In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comments as per below.

3.2 Financial Implications (FIN 22-23/99)

- 3.2.1 The original capital loan budget allocated within the capital programme for the project is £3.3m, however as per para 2.2.2 only £3.146m loan was actually required for the joint venture. The capital budget of £3.3m was financed by borrowing therefore the favourable variance of £0.154m has reduced the Council's capital borrowing requirement within the financial year 2021-22. Of the total monies received of £3.236m, on 13 April 2021, £3.146m of the receipt will be used to extinguish the capital borrowing requirement and the remaining £89,570 will be available for future capital investment.
- 3.2.2 As per para 2.2.4 the development on the former Robin Hood site has generated a positive general fund return, on the Council's investment into the joint venture, of £163,930. The value is split between the interest earned, £74,360, on the amount loaned to RHH Ltd and the additional monies returned over and above the funding required, £89,570. These values have been recognised within the Councils year end accounts for financial year 2021-22.
- 3.2.3 The ongoing revenue benefits from the rental income for the 3 commercial units as per para 3.2.2 will be built into the 2023-24 budget setting process for the future financial years.
- 3.2.4 The paper brought to 21 January 2021 Committee approved a reduction in the capital budget for Landlord Incentives from £350,000 (policy and Finance Committee of 26 November 2020) down to £275,000. It is proposed that a further budget reduction be approved from £275,000 down to £167,000 as per paragraph 3.2.5 now that the incentives have been agreed with the 3 tenants.

3.3 Legal Implications

The sale of the whole demise by RHH Newark Limited to Knights Frank Investment Llp (KFIM); the Over-Riding Lease between the Council and KFIM and the Sub-Lease between the Council and Travelodge were all completed on the terms and dates set out in this report.

Background Papers and Published Documents

Report to Policy & Finance Committee – 4 April 2019
Report to Policy & Finance Committee – 2 April 2020
Report to Economic Development Committee – 18 November 2020
Report to Policy and Finance Committee – 26 November 2020
Report to Policy and Finance Committee – 21 January 2021



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holders: Councillor David Lloyd, Strategy, Performance & Finance and Councillor Rhona Holloway, Economic Development & Visitors

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Matthew Norton, Business Manager Planning Policy & Infrastructure

Report Summary	
Type of report	Open Report Non-Key Decision
Report Title	Plan Review Progress Report
Purpose of Report	<ul style="list-style-type: none"> To update Cabinet on progress on the Amended Allocations & Development Management DPD and progress on the associated Gypsy & Traveller Pitch Delivery Strategy. To propose an amendment to the Plan Review timetable and the Local Development Scheme. To seek support to hold an Extraordinary Full Council meeting at the end of September to allow the Amended Allocations & Development Management DPD to be published for a period for Public Representation. To seek authorisation for additional permanent resource in the Planning Policy & Infrastructure Business Unit.
Recommendations	<p>To note and support the contents of the report.</p> <p>To adopt the amendment to the Plan Review timetable (Local Development Scheme) as set in Section 3 of this report, to come into force on 19 July 2022.</p> <p>To request that the Chief Executive call an Extraordinary Full Council meeting be held on 21 September 2022 to agree publication of the Amended Allocations & Development Management DPD.</p> <p>To approve an additional Full Time Planner (Policy) post, to be funded for 2022/23 and 2023/24 from the Neighbourhood Plan Reserve and from 2024/25 from the Council's base budget, with £45,520 being added into the base budget, inclusive of any future pay awards.</p>

Reasons for Recommendations	<ul style="list-style-type: none"> a) To allow Cabinet to note progress on the Plan Review b) To agree an amendment to the timetable so that the Local Development Scheme can be updated to comply with the Planning and Compulsory Purchase Act 2004 and appropriate regulations. c) To allow the Council to agree to the publication of the Amended Allocations & Development Management DPD in September 2022. d) To allow the appointment of an additional Planner (Policy) to the establishment in order to continue to meet the aspirations of the Council and emerging changes and challenges through planning reform.
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1.0 Background

1.1 Cabinet considered a report at its June Meeting on process in relation to the Plan Review and more specifically on the progress toward finalising the Gypsy, Roma, Traveller (GRT) pitch delivery strategy which will support the Amended Allocations & Development Management DPD (*hereafter referred to as the DPD*).

1.2 As previously reported there is no requirement as part of this DPD to allocate more general market or employment land. That is not the case for all housing sectors with one of the main challenges of the Plan Review being the ability of the Council to identify sufficient sites to meet the future identified needs of the GRT community. A lack of available sites, as a result of market failure, has led the Council to conclude that only a comprehensive Pitch Delivery Strategy which includes intervention from the Council to facilitate additional sites will allow the delivery of sufficient sites and pitches for our GRT communities.

1.3 The Pitch Delivery strategy is made up of the following elements:

Pitch Delivery Strategy		
Meeting the overall need by the following actions:		
1	2	3
Contribution from Existing Sites	Allocating new sites in private ownership	New sites facilitated by Council Action
<ul style="list-style-type: none"> • Current sites with existing additional capacity to contribute circa 85 pitches • Sites with potential to accommodate need have been identified. 	<ul style="list-style-type: none"> • Two sites in locations around Newark offer the potential for additional pitch provision • Proposed sites on Tolney Lane can be brought out of flood risk 	<ul style="list-style-type: none"> • Purchase site or sites to deliver on our own or with partners • Work with private sector operators to bring sites back into GRT use.
Cross Cutting Action:		
Delivery of a flood safe access to Tolney Lane and associated mitigation work		

- 1.4 All strands of the Pitch Delivery Strategy including the options for site allocation were subject to consultation through the 'Options Report' document which was made publicly available for comment between 27th July – 21st September 2021, covering a period of 8 weeks and exceeding the statutory minimum requirement of 6. Consultation on the Options Report was carried out in line with the District Council's Statement of Community Involvement, and followed prior engagement with District Council Members and Town/Parish Councils. For the consultation itself those parties who we are required to consult and others who had previously registered their interest were sent direct notifications, with over 400 emails and around 150 letters being sent out. Supplementing this extensive publicity was undertaken using a variety of methods – the Council's website, social media channels and the production of a video which was also circulated via those methods and reached 3,100 people. Press releases were provided for the local press, and formal Public Notices also placed in newspapers. Three online meetings were also widely publicised and held on the 7th, 9th and 16th of September, as well as an in-person event at Newark Market across the morning of the 15th September. Particular specific efforts were made to engage with the District's Gypsy and Traveller communities via our Community Relations team.

2.0 Plan Review and Pitch Delivery Strategy Progress

- 2.1 It had been anticipated that a draft DPD would be presented to July Cabinet. This is clearly contingent on the wider pitch work being completed to the extent that we can be confident of publishing a 'sound' Draft DPD. There have been a number of delays in the investigatory work relating to the potential sites for GRT Pitch provision required in strand 3 of the work. Therefore whilst the Draft DPD itself has been completed to the extent that it can, officers would not be in a position to recommend its publication until such time as the Pitch Delivery work is further advanced. This will be the case by the September meeting of Cabinet and to that extent section 3 sets out a new timetable based on this approach.
- 2.2 As reported at the previous Cabinet Meeting whilst the Trent Lane site remains potentially suitable, its deliverability is questionable given land owner expectations. As these cannot be met, Officers will no longer be proposing the site for allocation in the forthcoming Draft Plan.
- 2.3 On the 13th June the Council submitted a bid to the Department for Levelling Up, Homes and Communities, Traveller Site Fund 2022/23. The bid was for £1 million, the maximum amount of capital funding to create a new permanent site for Gypsy and Travellers on Bowbridge Lane. The outcome of the application will be known by late summer, and any additional financial implications for the Council associated with the site will be reported under work strand three of the Pitch Delivery Strategy, detailed above under 1.3 to the September Cabinet.

3.0 Proposed Amendments to the Timetable

- 3.1 To reflect the delay the Local Development Scheme – the Plan Review timetable needs to be updated. The table below shows the proposed new timetable which will mean that the DPD will be adopted one month later than proposed previously agreed. In order

for this to be achieved it will be necessary to ensure that an additional Council meeting is held in September (proposed for the 21st September 2022) so that the Draft DPD can be published for representation and any representations can be considered before the end of the year.

Amended Allocations & Development Management DPD	
Current Adopted Timetable	Proposed New Timetable
Consideration of the Draft DPD <i>Cabinet 13 July Full Council 19 July</i>	Consideration of the Draft DPD <i>Cabinet 20th September Full Council Additional Meeting 21 September</i>
Publication of Draft DPD (and final Integrated Impact Assessment) for period of Public Representation (July/August/September 2022)	Publication of Draft DPD (and final Integrated Impact Assessment) for period of Public Representation (September/October/November 2022)
Consideration of representations and any potential amendments	Consideration of representations and any potential amendments
Submission of DPD to Secretary of State (December 2022) <i>Full Council 13 December</i>	Submission of DPD to Secretary of State (February 2023) <i>Full Council 7 February</i>
Examination by Inspector (June 2023)	Examination by Inspector (July 2023)
Consultation on Main Modifications (September/October 2023)	Consultation on Main Modifications (September/October 2023)
Receipt of Inspector's Report (December 2023)	Receipt of Inspector's Report (January 2024)
Adoption and Publication (February 2024)	Adoption and Publication (March 2024)

4.0 Additional Resource Requirements

- 4.1 As set out above key priorities for the Planning Policy & Infrastructure Business Unit relate to the Plan Review and the approach to meeting Gypsy & Traveller pitches, however there a number of other competing demands relating to the Plan Review, preparing advice and comment on a number of major planning applications, managing infrastructure projects and inputting into a range regeneration and corporate projects.
- 4.2 Furthermore a number of Parish Councils have expressed an interest in developing/reviewing Neighbourhood Plans even if only a small number of these come forward at key stages the relevant assigned officer will have to break off to carry out legally required work. The issue is that the Officers in the team have no control over when this would occur.
- 4.3 Looking over the next two years it is also apparent that on top of these issues the governments proposed planning reforms will have significant implications. Whilst current indications are that some of the more radical elements of the review may be not no occur it is likely that the new emphasis on design will be pursued, including the requirement for a design code for the District.

- 4.4 In November 2021 following a review of requirements for additional support to ensure that the Council could undertake the remainder of the Plan Review SLT agreed that an additional Planner (Policy) could be appointed for a period of 2 years funded from the Council’s Neighbourhood Plan Reserve.
- 4.5 Unfortunately the post attracted limited interest and no appointable candidates. Whilst the Council has found recruitment difficult over the past few years, appointing Planners in both Planning Development and Planning Policy has been successful on a number of occasions. Salaries and working arrangements are broadly comparable to other authorities and officers have concluded that the temporary nature of the post has put candidates off. It is therefore proposed that the post be made permanent to the establishment to make it more attractive to potential candidates. This will also assist in providing long term resilience to the Planning Policy & Infrastructure Business Unit.
- 4.6 Whilst it was previously proposed to fund the FTC response for the finite period of 2 years, there will inevitably now be a need to cover costs beyond that period within the base budget. It is proposed that as this post will be helping to provide extra capacity within the team for additional Neighbourhood Plan activity, it is proposed that initially this is funded from the Neighbourhood Planning Reserve. Currently the reserve holds the following funds:

Neighbourhood Plan Reserve	
Balance	£64,890
Received in year 21-22	£60,000
Current Position	<u><u>£124,890</u></u>

- 4.7 Neighbourhood planning work is funded by a retrospective grant (£20,000 per plan) from the government when a Neighbourhood Plan is adopted by the Council. This pays for any activities the Council needs to carry out (e.g. Appointing the Examiner, Referendum costs) whilst any residual amount is held in a reserve. So whilst the initial salary for the role can be funded through the Neighbourhood Planning fund long term the role will need to be paid out of general revenue expenditure to ensure that it doesn’t drain the reserve or have no provision for salary going forward. The financial implications are set out in section 3 below.
- 4.8 Under the new governance arrangements because of the ongoing cost to the revenue account in the medium term this is a matter for Cabinet to consider.

5.0 Implications

Financial Implications - FIN22-23/1171

- 5.1 The annual cost to the Council of an additional Planner (Policy) post is £43,365 (including on-costs).
- 5.2 Recruitment, laptop and working from home kit costs will be met from the current year service budget.

5.3 It is proposed that for 2022/23 and 2023/24 the new post be funded from the Neighbourhood Plan Reserve. There's currently no funding available to meet the additional cost in future years and therefore would be an increase of £45,520 to the General Fund base budget from 2024/25. As set out in 4.6 the current balance in the Neighbourhood Plan Reserve is £124,890. Funding the post from this reserve in 2022/23 and 2023/24 will leave a residual balance of £55,280.

5.4 Anticipating an implementation date of 1 September 2022 the estimated cost of the post, subject to future pay awards are:

Planner Post Grade NS11	(Part Year - 7 months) 2022/23	2023/24	2024/25	2025/26	Total
Planner Post (NS11)	25,300	44,310	45,520	46,890	162,020
Funded by the Neighbourhood Plan Reserve	(25,300)	(44,310)	0	0	(69,610)
Amount to be added to General Fund Base Budget	0	0	45,520	46,890	£92,410

Equality & Diversity Implications

5.5 An Integrated Impact Assessment is being prepared alongside the Plan Review process to ensure that the impact on groups with protected characteristics of the proposals are considered as part of the policy making process. It is clearly extremely important that housing provision in line with identified need is identified for the Gypsy and Traveller community.

Digital Implications

5.6 The officer will require a laptop and working from home kit.

Background Papers and Published Documents

Newark & Sherwood Local Development Scheme March 2022



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holder: Councillor Tim Wendels, Homes & Health

Director Lead: Suzanne Shead, Director Housing, Health & Wellbeing

Lead Officer: Nicola Priest, Project Research Officer Ext. 5526

Report Summary	
Type of report	Open Key Decision
Report Title	Newark & Sherwood District Council - Lettings Standard Enhancements (HRA) - Recommendations from the Pilot
Purpose of Report	To outline the outcomes of the empty homes standard pilot which took place between 1 October 2021 and 31 March 2022.
Recommendations	To adopt the decoration preparation and starting well fund as part of the Empty Homes Standard. To approve additional funding of £275,000 being transferred to base budgets to facilitate the service improvement from the Efficiency Savings reserve.

1.0 Background

- 1.1 The standard of homes at relet was identified as an area for review and through a desktop review, the Council found property condition featured strongly in complaints and insight feedback. The Empty Home Standard was ready for a review and there was a call from the Council and tenants to make our homes better. There was also an opportunity to set aside efficiency savings from bringing housing back into Council to trial a pilot and adopt some or both elements (if successful).
- 1.2 A report was presented to SLT on 10 May 2022 and a presentation to Policy & Performance Improvement Committee on 13 June 2022 and the recommendations were fully supported and recommended to Cabinet to adopt.
- 1.3 The core lettings standard had been reviewed and improved prior to the pilot. The pilot scheme, approved by both SLT and HCC included decoration preparation *in addition* to the revised core lettings standard and an additional sum of up to £500 per property to meet individual tenant needs to help them “start well” in their tenancy.

1.4 Works Required on Empty Homes

During the period, there were 242 empty homes (compared with 218 empty homes for the same period of 2020/21). The table below shows that 71 (29%) of these had decoration preparation works carried out.

Month	Number of Empty Homes	Number of Decoration Preparations completed
October 2021	37	9
November 2021	44	16
December 2021	43	14
January 2022	33	9
February 2022	45	12
March 2022	40	11
Total	242	71 (29% of total empty homes)

1.5 During the desktop exercise in February and March 2021, there were 67 empty properties during the 2 months and it was calculated that had we been carrying out decoration preparation at that time, 43 (64%) properties would have required these works. Whilst it is recognised that the number of empty homes requiring works can fluctuate, along with the condition of the properties becoming empty, the number of empty properties requiring works for the pilot period is less than half of what was projected (29% versus 64%). This has a positive implication on projected annual costs and details on this is presented further down in the report.

1.6 The table below shows the additional cost for the decoration preparation works and the average cost per property.

Month	Number of Decoration Preparation	Additional Total Cost for Decoration Preparation	Average Additional Cost Per Property for Decoration Preparation
October 2021	9	£6,700	£744
November 2021	16	£16,200	£1012
December 2021	14	£13,300	£950
January 2022	9	£12,500	£1,389
February 2022	12	£16,045	£1,337
March 2022	11	£14,100	£1,282
Total	71	£78,845	£1,110

These additional costs when added to the previously reported average standard annual cost per empty property of £1,300, bring the total average costs per empty property to approximately between £2,044 and £2,689.

1.7 The additional works are, expectedly, having an impact on fit to let times. The table below shows the fit to let times during the period, with a comparison against the same period of 2020/21.

Month	2021/22 Average FTL Days (excluding major works)	2020/21 Average FTL Days (excluding major works)	Average FTL Days Variance (excluding major works)
October	14.5	9.1	+5.4
November	10.2	8.2	+2.0
December	11.9	9.1	+2.8
January	9.9	12.9	-3.0
February	13.5	13.3	+0.2
March	7.4	14.5	-7.1

When compared to the same period for the previous year, there was an increase in average fit to let days for four of the months and a decrease for two of the months. Three of the months were on or below the 11 day target, same as the previous year. For the two performance quarters that the pilot spanned, the net impact of the pilot was 0.1 between quarter 3 and quarter 4.

1.8 Starting Well Fund

Of the 227 properties that were let during the period, 98 (43%) new tenants received monies allocated from the starting well fund for carpets, decorating materials or white goods. The table below shows the breakdown of the allocation.

Element	Number of Properties	Total Value	Average Per Property	% of Empty Homes
Carpets	75	£30,995	£413	33%
Decoration Materials	25	£5,710	£228	11%
White Goods	8	£3,076	£384	4%

Just ten properties had more than one element, but the total value of the funding was within the £500 maximum allocation (except one that was slightly over at £507) and the overall expenditure for all elements was £39,781, which is an average of £406 per property.

Whilst it is noted that the requirement for decoration or carpets within a property and individual tenant circumstances can and will vary, the data from the period is far less than it could have potentially been, i.e. 227 properties at £500 would equate to £113,500. Only 35% of this value has been allocated.

1.9 In terms of the process for administering the starting well fund, carpets are sourced directly with a local provider (H&H Flooring), decoration materials are provided by issuing Wilko vouchers (which can only be used for this purpose) and white goods have been procured directly with Currys, with no cash being issued to the tenant.

1.10 Tenant Feedback

As part of this pilot, it was anticipated that it would have an adverse impact on the number of days to complete the required works. However, one of the key focusses of the changes was to enhance the standard of a new home for tenants and improve the lettings experience.

1.11 The table below shows the tenant satisfaction levels with lettings for the period, compared with same period of 2020/21.

Month	2021/22 Tenant Satisfaction	2020/21 Tenant Satisfaction	Variance
October	93%	95%	-2%
November	100%	82%	+18%
December	90%	94%	-4%
January	100%	100%	0%
February	100%	89%	+11%
March	100%	88%	+12%

At the end of March 2022, the year-end satisfaction figure for lettings was 98%, compared with 93% for March year end 2021, which shows an increase in tenant satisfaction.

1.12 As part of the six week tenancy visit, new tenants have also completed a survey which asks a range of questions regarding satisfaction with certain key aspects of the property, the number of repairs they have reported during that time and how the new pilot measures have impacted their new tenancy.

53 tenancies have completed a six week visit survey and of those:

- 51 were satisfied with the support and advice received prior to moving in
- All were satisfied with information and support received in relation to existing utility providers
- 44 were satisfied with the standard of the decoration preparation
- 45 were satisfied with the standard of the flooring
- 48 were satisfied with the standard of the kitchen and bathroom
- 45 were satisfied with the standard of the outside / garden
- The average number of repairs reported was 2, with 30% not having reported any
- 33 gave qualitative feedback comments in relation to being very happy with the property, settling in well and liking the area.
- 25 said they would have struggled to carpet, decorate or buy an appliance for their home without the additional support.
- 28 said it was worthwhile spending the additional money on decoration preparation (it did not apply to 24 of the 53 tenancies).

1.13 The table below shows the number of complaints in relation to lettings, specifically the standard of the property for the period, along with a comparison for the same period of 2020/21.

Month	2021/22 Complaints	2020/21 Complaints	Variance
October	0	1	-1
November	0	1	-1
December	0	2	-2
January	0	0	0
February	0	0	0
March	0	0	0

During the period, there have been no complaints regarding lettings, compared with four complaints for the same period of the previous year.

1.14 Officer Feedback

As part of the pilot, it has also been important to measure the impact on officers who deliver the service and the administering of the starting well fund.

Overall, the feedback has been positive. Some of the qualitative feedback is provided below.

- Process is quite easy and straight forward.
- Lovely to be able to offer something new and more meaningful to tenants.
- H&H Flooring makes it as easy as possible, providing a fantastic service for the tenants and are very accommodating.
- It does add time to the viewing process and increase admin, but it is nice to help people start their tenancy on a positive note.
- Wilko vouchers process is simple and no issues have been reported.
- Standard of empty homes has improved greatly.

1.15 Projections

1.15.1 The table below shows the previously reported cost assumptions for decoration preparation, based on the desktop exercise carried out in February and March 2021, along with expenditure for the duration of the six month pilot.

	Estimated February and March Data	Actual Expenditure During Pilot	Difference per Unit	Difference Between Predicted and Pilot (based on 400 properties)
Average additional cost per unit decoration preparation	£1,212	£1,110	-£102	-£40,800
Additional cost per unit starting well fund	£500	£406	-£94	-£37,600
Total additional cost per unit	£1,712	£1,516	-£196	-£78,400

1.15.2 It was also estimated that during the period of a year, the inclusion of decoration preparation would increase the overall costs of repairs to empty homes by £310k (to around £910k). The inclusion of the starting well fund, had the potential to increase costs by a further £200k (and take it to £1.1m). Based on the figures for the duration of the six month pilot, the table below shows additional estimated annual expenditure as a comparison with the initial estimations.

	Including decoration preparation	Including starting well fund	Total additional estimated cost
Initial estimated annual increase in costs of repairing empty homes	£310k	£200k	£510k
Pilot based estimated annual increase in costs of repairing empty homes	£232k	162k	£394k

1.15.3 The level of empty homes during the six month pilot was higher than average. If this number was repeated over year, this would take the total annual count of empty homes to 484 (which is 12 less than assumptions made at the three month point in the pilot).

1.15.4 The option of a “starting well fund” is a potential additional annual cost of up to £200,000, based on approximately 400 properties at up to £500 per property. Based on the data for the six month duration of the pilot, the estimated annual cost is £162,400 if allocated to all properties, but it has only been allocated to 43%. This additional cost, albeit only for the pilot exercise, will be funded from the HRA Efficiency Reserve – which was created from savings achieved from bringing the Council’s housing services back in house.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 Supports the enhancements to the empty home standard, specifically decoration preparation and allocation of up to £500 per property, becoming permanent features. These enhancements contribute to the Community Plan objective to ‘create more and better quality homes thorough our roles as landlord, developer and planning authority’.

2.2 These enhancements contribute to the Community Plan objective to ‘create more and better quality homes thorough our roles as landlord, developer and planning authority’.

3.0 Implications

3.1 Financial Implications - FIN22-23/6524

For the duration of the pilot, the average additional repair cost per property was £1,110, (previously estimated at £1,212). When added to the average annual cost to repair empty homes of £1,300, this gives a total average cost of £2,410 (rather than the estimated £2,512).

As was reported to Policy & Finance Committee in January 2022, part of the identified efficiencies from returning the service provision back to the Council, was to fund the “Starting Well Scheme” with an annual provision of £75,000 and the additional decoration preparation work with an annual provision of £200,000. This £275,000 additional budget in 2022/23, based on the costs from the 6 month pilot period of £118,626, should be sufficient to fund the new Empty Homes initiatives on an ongoing annual basis.

3.2 Equalities Implications

Whilst there are none directly arising from this report, it is anticipated that providing bespoke additional support to new tenants in need will help to them achieve more sustainable tenancies. So far, this has shown a positive impact on the start of a tenancy.

Background Papers and Published Documents

Policy & Performance Improvement Committee Presentation – Review of Empty Homes Standard Pilot 13 June 2022



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

Director Lead: Suzanne Shead, Director – Housing, Health & Wellbeing

Lead Officer: Andy Hardy, Health Improvement & Community Relations Manager, Ext. 5708

Report Summary	
Type of Report	Open Report Non-key decision
Report Title	Community Grant Scheme Awards
Purpose of Report	To advise Cabinet of the recommendations made by relevant Portfolio Holders in respects of grant applications submitted under the District Council’s Community Grant Scheme.
Recommendations	That the recommendations of the Portfolio Holders as detailed in the Appendix to the report be agreed in order that the proposed projects can proceed.

1.0 Background

The Council has operated a number of grant schemes in recent years supporting Town and Parish Councils and local community groups to support the delivery of projects and initiatives that benefit local communities with many notable successes.

In order to streamline and make the grant scheme more widely accessible, at its meeting of 8 March 2022, Full Council took the decision to launch the new Community Grant Scheme. The new scheme replaces the Parish and Town Councils Initiative Fund and the Community and Arts Grant scheme with a budget of £100,000. Applicants must submit applications and supporting documents to meet one of three deadlines in the financial year 2022-2023. The scheme enables local community partners to develop initiatives and projects that support the Council’s Community Plan Objectives. All submissions outline how the projects are aligned to these objectives so awarding grants will enable the projects to progress *and* for communities benefit.

21 applications were received for the first round of grants and the summary of applications is contained in the **Appendix A** together with the recommendation of the Portfolio Holder.

2.0 Proposal/Options Considered and Reasons for Recommendation

Each application was considered by the relevant Portfolio Holder, based on the primary focus of the proposals; for a recommendation and the outcome of each submission is presented for Cabinet approval. It is therefore proposed that Cabinet endorses and approves the recommendations of the Portfolio Holders as detailed in **Appendix A**.

3.0 Implications

The recommendations of the Portfolio Holders contained in this report take into consideration all relevant matters in relation to wider implications of the applications received for consideration. The nature of the applications submitted provide the Portfolio Holder with options to support or decline to support any application based on the applicants overall proposal, the project's alignment and contribution to the delivery of the Council's Community Plan objectives, the financial status of the applicant body and its ability to deliver the project or initiative as set out in the applicants proposal Accordingly, only suitable applications have been recommended for approval and where proposals require compliance with regulatory and/or legislation requirements these will be adhered to as a condition of the grant offer.

In terms of budget, the Council has made available £100k for the financial year 2022 – 2023 and the current grant applications decisions can be accommodated within the approved budget.

Background Papers and Published Documents

Nil.

Community Grants Scheme Summary June 2022

CGS22-001 Clipstone Community Regeneration Group

Homes & Health - Portfolio Holder – Cllr Tim Wendels - Sponsor Cllr Peacock

Extract from Application:

Clipstone Colliery Regeneration Group have recently reviewed their aims and objectives with the result that the emphasis and focus for the future includes both the continual saving of Clipstone Headstocks and the development of regeneration and community-based projects within the Clipstone area.

In order to achieve the above we would like to use this fund to provide community development to carry out consultation, networking, write funding applications, create a future Mining Heritage Week steering group, create projects and gain funding for a range of new projects.

Currently our fund has a focus on the development of volunteering opportunities and also community engagement within the Clipstone area. We would like to develop more community projects and these would have a focus around education, mining history, art, heritage, mental health and confidence building.

We would like to employ someone on a part time basis for 6 months.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,990	4,990	100	Approve

CGS22-002 – Coddington & Winthorpe Cricket Club

Homes & Health - Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Dales/Davis

Extract from Application:

Coddington and Winthorpe Cricket Club is based at Winthorpe and provides a cricket club for over 100 members of all ages. They have 70 junior members aged 5 upwards with two Kwik cricket teams (U11), three Junior Teams (U11, U13 and U15) and two Senior Teams. Their total membership is circa. 125 but they are part of a much wider cricket community which includes all the visiting teams, players’ families and supporters. (500+ throughout one season).

Our constitution ensures equal opportunity and welcomes all and the Cricket Club is a vital part of Winthorpe and Coddington communities as well as neighbouring villages, providing a sports and fitness facility for all ages as well as being a meeting place and social function. We are proud of being a club that promotes interaction between all ages, on the pitch and at social events, and as such providing an activity that all family members can be a part of. We also ensure the grounds are well maintained for the use of local walkers and dog walkers. It isn’t just about cricket! It is an important social group that unites people, families, and communities.

The club has needed proper sight screens for a while and has made do with a temporary structure that is effectively no more than a windbreak, but this is no longer fit for purpose. We need two proper sight screens and have funded the first one ourselves but need financial help to buy the other. The screens cost £1200 each including VAT + Delivery.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
1,200	1,200	100	Approve

CGS22-003 - Edwinstowe Parish Council

Cleaner, Safer, Greener - Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Carlton/Peacock

Extract from Application

“The Dog-Walking Field” is accessed from Henton Road and Gaitskell Crescent. This piece of land is owned and managed by Edwinstowe Parish Council. Apart from being used by dog-walkers, the field is regularly used for football by young people who live close-by.

Without detriment to the dog-walking facility, we intend to install a small, fixed goalmouth (multi-use games area) to improve the experience to participants, as well as to contain the ball game activity into one area to minimise the risk off balls entering neighbouring back gardens. The project will also include the provision of seating/picnic table together with enhanced planting of shrubs and small trees. As part of these improvements, the area will be re-named “Lidgett Park”. (This recognises the historical name of this end of the village).

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
10,548	5,000	47	Approve

CGS22-004 – Feel Good Gardens

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Peacock

Extract from Application:

FEEL GOOD GARDENS (FGG) is a Community Interest Company (CIC) that runs a horticultural site in Forestry Holdings. It runs two social / horticultural therapy sessions a week, aimed at adults who are disadvantaged due to various factors, for example long-term illnesses and conditions, ongoing mental or physical difficulties or loneliness. Some of the attendees only see other people when they come to the sessions.

FGG would like to extend its activities to include a small herd of rare breed heritage goats (namely Old English Goats), an endangered native breed. We are on the waiting list for kids. Not only would the goats carry out conservational grazing but would also offer therapeutic benefits to the participants. The goats would be placed on approx. 1 acre of the rented FGG site which is currently unused by FGG (the site is 3.2 acres). Eventually the goats would turn this back into workable pasture - something that would take many man hours.

It is well-known that animals, including goats, are extremely beneficial to people’s mental health.

Initially, and following expert advice, FGG would like to have up to 4 male kids - however in time they would like to breed the herd and develop it into a small dairy herd.

As the site is a horticultural site, we would need to install fencing to keep the goats away from the fruit, herbs and vegetables, which are for human (not goat) consumption! The cost of materials for the fencing comes to just over £1,000 – the fencing would be installed by volunteers both service users and neighbours. The goats will also need a field shelter – the materials for this are being donated by a neighbour and it will be built by volunteers.

We are also asking for funding for an information board explaining about rare heritage breeds and their importance.

We have permission from Forestry England (from whom the site is rented) to keep the goats, and have our Livestock Keepers Number and CPH (smallholding number).

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,734.04	1,284.04	47	Approve

CGS22–005 – Green Southwell

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Rainbow

Extract from Application:

The aim of the project is to provide advice on energy saving options for the benefit of local residents and the environment.

Every home is different, and the ability of people to save energy will depend on their tenure, income and energy literacy. The availability of funding depends on tenure, current energy performance of homes and residents’ benefits status. Providing advice requires expertise, so we are seeking funding to provide an energy expert advisor and interactive display in Southwell Market Place in July and in early autumn.

The aims are:

- Provide independent expert advice to over 100 local residents on how to reduce their energy use, either through behavioural change (e.g. Understanding how to use their heating controls), or through retrofit of energy efficiency measures.
- To use the events as a hook to highlight actions and case studies via our social media channels. No funding is required for this broader activity.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
800	400	50	Approve

CGS22 – 006 – Gunthorpe Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Jackson

Extract from Application:

Gunthorpe Parish Council requests a grant of £5k towards the urgently required maintenance of part of the bridal path upstream from the Gunthorpe Bridge. Works are necessary to ensure safety for all users following exceptional damage created by flooding during the past two years, together with extensive public use during the covid period. There are three phases to the work including the construction and installation of a style and gate totalling £14,200. We are seeking a contribution of £5,000 from N&SDC, the remainder to be met from the Gunthorpe PC precept and other contributions.

Volunteer resources provided over the past 5 years from persons within Gunthorpe has enhanced access to what has become a valued wildlife landscape.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£14,200	£5,000	35	Approve

CGS22 – 007 – South Clifton Pavilion

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Dales/Davis

Extract from Application:

Our Sports Pavilion is a thriving, busy social and community hub and we are seeking funding to install a 2-car electric car charging station in the car park. This is in support of our local 'Green' initiative which began with our Refill Station in 2020 and which was in itself supported by a grant from NSDC under its CSG scheme.

The Sports Pavilion at South Clifton serves both North and South Clifton, Spalford and many neighbouring villages. It is a lively sports facility with two football pitches for 2 existing junior and from September 1 senior football teams. Regular matches are held here weekly throughout the winter and for training in the summer. The 'under 15&U16' football team tournaments brings in families from across Nottinghamshire.

It is a lively social hub, especially on match days when we see 50 or more footballers, parents, visitors here. It is also the hub for the refill station, a project well known to NSDC as you helped us with its set up and which now works directly with other village 'Green' groups within the area. This now attracts customers in its own right as well as contributing to our 'Green' objectives, it also contributes to the villages as a meeting place, a community hub and a Saturday morning coffee hub. The Red Lion Bar is open on Friday evenings and also welcomes local food vans such as Banzai and Gourmazin as well as Fish and Chips! Typically, visitor numbers throughout the evening exceed 50 at any one time with a steady changeover of patrons. The car park is often full.

The pavilion also hosts our local Arts Group, is a meeting place for many including North and South Clifton Parish Councils, Friends of the Trent Vale Trail. It is also available for private events such as parties and wakes. Therefore, our car park is often full and with different sets of cars depending on the occasion.

We have our own car park and this is ideally suited to having a 2-car charging point to allow electric/hybrid car users to recharge whilst parked at the facility. It will be available to residents and other visitors to the area outside times when the pavilion and sports fields are in use.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,000	3,000	100	Approve

CGS22 – 008 – Sutton on Trent PTA

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Michael

Extract from Application:

We provide additional equipment and learning opportunities for the children of a small rural school serving the local community. There are 120 children in the school aged 3-11. The school is currently focused on extending outdoor learning provision and opportunities for all the children across all of the years. With an increasing emphasis on outdoor learning within the forest garden spaces. As part of a larger scheme, we would use this grant to purchase a Fire Pit on a solid slab base and surrounding wooden bench seating to accommodate 20 children at a time.

This forms part of an overall plan for the school grounds which will include new raised vegetable patches, picnic benches, extending the playground, removing existing markings from the macadam playground and re-marking it with a netball court, number square and number line. We are raising funds for these items separately.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,702	3,702	100	Approve

CGS22 – 009 – Sutton on Trent Community Centre

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Michael

Extract from Application:

The main aim of this project is to secure the future of our building and site. The project will deliver a facelift to the external elevation of our building. The current mix of steel and wooden cladding will be removed and replaced to become energy efficient. The opportunity will also be taken to ensure that the wooden frame is treated against timber failures such as wood worm. As part of the works other external elements will be addressed such as the septic tank, foul water drainage, patio area and car parking. Once completed, these works will secure the future of the building for the coming decades, allowing the charity to focus on expanding its activities.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
95,637.64	5,000	5	Approve

CGS22 – 010 – Young Lions Cricket Club - Collingham

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Dales / Cllr Davis

Extract from Application:

The aim of this project is to reinvigorate the community in Newark and Nottinghamshire as a whole, with the provision of recreational and competitive cricket. We would like to make cricket an activity that is inclusive to all alongside improving the mental, physical, and overall human well-being of the community. This is in line with the values we hold as a cricket club, as well being one of the key objectives of Newark and Sherwood District Councils' Community plan. In addition to this, we hope to

contribute to delivering inclusive and sustainable economic growth through the growth of the cricket club. With greater numbers on board and further involvement from our residents, we hope to become a significant pillar of the community in years to come. The funding will be primarily used to purchase cricket equipment, including bats, balls, pads and gloves.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
7,021.45	5,000	71	Defer to next round

CGS22 – 011 – Shawmind

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Cllr Johnno Lee

Extract from Application:

We are seeking to expand our community outreach support by developing our Breathe Programme which helps local people who are struggling with anxiety and related mental health conditions, including feelings of despair, loneliness and helplessness. Specifically, we wish to open a new Breathe Café within YMCA Community & Activity Village in Newark and launch a ‘pop up’ Breathe Space, to support young people with poor mental health. Our Breathe projects contribute to the improved wellbeing and cohesion of our local community.

Partnering with independent coffee shops, Breathe Cafes operate as a drop-in provision, providing access to mental health and wellbeing resources without the need for an appointment. Every Breathe Cafe has a member of staff trained in mental health awareness or mental health first aid, a small library of wellbeing books, and access to Shawmind’s network of trained volunteers who offer active listening, peer support and signposting to other local organisations.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,180	3,880	93	Approve

CGS22 – 012 – Hoveringham Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Jackson

Extract from Application:

Hoveringham Parish Council has a very old and worn noticeboard which needs replacing and as part of the Platinum Jubilee, it was agreed to apply for a grant to cover the cost of a Platinum Jubilee notice board. The location is in the centre of the village and we feel it will add to the beautiful village scene. Hoveringham is a small Parish with many residents relying on the noticeboards for information. We also want to bury a Jubilee Time Capsule under the new noticeboard, which is next to our bus stop.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,394	1,995	83	Approve

CGS 22 – 013 – Norwell Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Saddington

Extract from Application:

Norwell Parish Council oversees two villages; Norwell and Norwell Woodhouse. Norwell has a very worn out old noticeboard that desperately needs replacing and Norwell Woodhouse has no noticeboard at all, they presently use the old telephone box to post notices. As a conservation village, it would make a huge difference to the look and feel to the village scene to have some beautiful Platinum Jubilee noticeboards, at present there are no memorials to The Queen's Jubilee, past or present in the way of benches etc., so the noticeboards would be perfect as a reminder of this momentous occasion. Both Norwell and Norwell Woodhouse are small parishes with many residents relying on the noticeboards for information.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,9700.89	3,970	100	Approve

CGS22 – 014 – Southwell Town Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Rainbow

Extract from Application:

The Town Council supply and fix approx. 80 hanging baskets to decorate the town centre. The watering system was over 30 years old and over the last couple of years had perished. Originally the Town Council had decided to replace the system over a number of years, but on inspection it was agreed that the whole system was needed to be replaced. Due to the number of baskets and their positions on the narrow streets it was not possible to water these by hand, as a consequence if the system had not been replaced the hanging basket could not have been supplied this year. The Council considered the time constraints due to the seasonal nature of the hanging baskets and also it being Jubilee year and agreed that the work needed to be completed before the end of May. The replacement irrigation system was installed over three weekends in May and consists of a full commercial watering system replacement with 800 metres of pipe supplying 80 hanging baskets brackets on King, Queen, Church Street, Westgate, Market Square and Market Place. The supply points have been fitted with water meters, to reimburse the relevant shops which have agreed to supply the water and also timers to allow overnight watering.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
16,751.72	5,000	30	Approve

CGS22 – 015 – Ollerton Town Community Football Club

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Brazier

Extract from Application:

We are a Community Benefit Society Club (CBS) formed to increase the health and wellbeing of the residents of Ollerton and surrounding area, through the improved access and participation in sport. Our CBS is named Ollerton Town Community Football Club (OTCFC) and has successfully secured a 25 year lease for the sports field at Walesby Lane, Ollerton.

Our aim is now to enable the full footprint of the sports field to enable varied sports and recreational activities, targeting all demographics of the local community. Part of this initiative is to reclaim the areas of the land which currently are overgrown and non-useable for recreation. The development of

the site will include suitable facility and amenities to compliment c.4 sports pitches. The funding will be used to develop a feasibility study and concept drawings for the re-development of the Walesby Lane site, to support funding bids for the development of this valuable community asset.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
5,5800.89	5,000	90	Approve

CGS22 – 016 – Thurgarton Village Hall

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Jackson

Extract from Application:

We would like to install new internal and external entrance doors to allow disabled access to the hall. A new ramp has been constructed to make the front entrance inclusive for all with disabilities. The current external and internal entrance doors are not wide enough to allow proper access and contain glass which is not safety certified.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,000	2,000	67	Approve

CGS22 – 017 – Bilsthorpe Green Spaces

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Holloway

Extract from Application:

To purchase and install 6 self-watering planters in strategic approaches to the village and within the village centre. The project will improve the appearance of the village, enhance the natural environment and improve the wellbeing of residents. The project will be managed by the Bilsthorpe Green Spaces Group who are all community volunteers.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,822	4,822	100	Approve

CGS22 – 018 – Rural Community Action Group

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Jackson

Extract from application:

Talk, Learn, Connect (TLC) will take place in community buildings across Newark and Sherwood’s rural areas. Delivering a 12 month project with six identified communities. An Officer will help to incubate and support longer term social action through the provision of needs led community events. The focus will be on providing a safe and friendly space for people to enjoy good food and drink, access useful information and build connections. Events will be based on community need, loosely designed around key issues of importance and used to disseminate information by including local services and businesses. The backdrop is always around social interaction, connection, combating loneliness and improving mental health and wellbeing. The themes will be specific and targeted to the needs we have already identified within areas including; Energy Efficiency, Rural Crime; Keeping Safe and Digital Inclusion. Each event will be supported by a dedicated officer and content derived from community

consultation and grassroots knowledge. The intention being to empower community members and give them the confidence to replicate similar events, incubate social action and allow for sustainable, longer term, independent provision

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
14,040	5,000	36	Approve

CGS22 – 019 – Friends of Trent Vale Trail

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor Cllr Dales/Davis

Extract from Application:

This business case is submitted in support of our request for funding for a small stretch of fencing on one of the last few sections of the Trent Vale Trail.

This is a 15-mile walking and cycling trail linking Newark on Trent with the Dukeries Trail at Fledborough Viaduct. The TVT connects Newark with Collingham, Besthorpe, Girton, Spalford, South & North Clifton and Fledborough and their surrounding communities, avoiding the busy A1133.

This is a family friendly route through the amazing wetland areas of Trent Vale for walkers, cyclists and wheelchair and pushchairs users, and - where possible – horse riders.

Since the project began in 2011, we have raised over £300,000 and with that have established the TVT from Newark up to Besthorpe. We currently have an application in place elsewhere to raise the remaining £200,000 to complete the Trail from Besthorpe through Girton and Spalford up to South Clifton where it will join up to the Fledborough Viaduct

We are about to begin work on the Besthorpe section 3 to upgrade a path which will allow wheelchairs and cyclists to access the River Fleet and follow the Trail up to Tinkers Lane in Girton. Without this the only means of passing through this section will be out onto the main A1133.

However, a new requirement has arisen. The footpath from Besthorpe Low Street up to the River Fleet and on to Girton is adjacent to a private home and the owner will not now sign-off the upgrade of the footpath unless the perimeter with his property has been fenced off to ensure his security and privacy, which is entirely reasonable. There is some urgency around this now as work on this section cannot start until the fence is in place.

We will match fund to deliver the second stretch of the fence but we need this grant for the first section as the work on the path cannot start without it.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
20,306.20	5,000	25	Approve

CGS22 – 020 – Winthorpe & Coddington Tigers

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor Cllr Lee

Extract from Application:

The aim of the project is to re-establish football coaching sessions for children at entry level (age 5+), which was lost due to inactivity during Covid. The Club had previously provided this coaching session under the name Tiger Cubs.

Establishing a pool of young players at Tiger Cubs provides the basis for an U7 team each new season. The U7 team will progress through to U16 over the following 10 years.

Player subscriptions are the major source of income for the Club, and it is essential that there is a steady procession of teams for the Club to remain viable.

Currently the Club has no U7 or U8 teams, which will have a material impact on income in the coming years and limits the Clubs ability to pay for a qualified coach for this project. The Club is expected to run a £2,000 deficit in season 2022/23.

Existing coaches are already over-committed and there is no spare capacity to run Tiger Cubs. To get moving quickly, we plan to hire a coach to enable Tiger Cubs to begin again in July 2022. Existing coaches have offered to support on an ad hoc basis, but they cannot commit to every Saturday as they have their own teams to manage. Some additional kit is required. Tiger Cubs will be held at our existing facility at Stapleford Lane on Saturday mornings.

Key objectives:

- Immediately establish a regular coaching session for around twenty 5 and 6 year-olds
- Establish an U7 team for season 2022/23 starting early September
- Provide a pool of children within Tiger Cubs for an U7 team for season 2023/24

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,898.59	2,300	79	Approve

CGS22 – 021 – Southwell Minster

Economic Development and Visitors – Portfolio Holder – Cllr Rhona Holloway – Sponsor Cllr Rianbow

Extract from Application:

Southwell Minster is excited to be planning ‘Space Voyage’, a stunning immersive Sound and Light exhibition, in September 2022. Over 5 evenings, once daylight has faded, visitors will enter the magnificent gothic Minster and experience a thrilling trip into deep space.

This project is about enabling our local communities to experience a 45 minute tour which inspires awe and wonder, engaging fully with an important heritage site, and crucially making the most of a building that everyone deserves to enjoy. The scale and ambition of the project is beyond any event we have undertaken in our 900-year history. We'll be presenting the iconic building in a new light, using the vast space as a canvas for breath taking state-of-the-art visual effects.

Space Voyage is the beacon in our new long-term plan to build more sustainable, inclusive and meaningful community relationships. The event has universal appeal, offering a safe, welcoming environment where teens, families and older people can come together.

Funding will enhance the project’s impact in two ways: it will enable us to offer free tickets to local partners working with adults with learning disabilities and disadvantaged young people. Crucially, it will contribute to the project’s financial stability: this will help us construct a financially robust programme of events, leading to long-term engagement and enhanced visitor growth across our district.

<u>Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
39,800	5,000	13	Approve



Report to: Cabinet Meeting - 12 July 2022

Portfolio Holder: Councillor Tim Wendels, Homes & Health

Director Lead: Suzanne Shead, Director Housing, Health & Wellbeing

Lead Officer: Caroline Wagstaff, Business Manager – Housing Maintenance & Asset Management, Ext. 5637

Report Summary	
Type of Report	Open Report with Exempt Appendices Non-Key Decision
Report Title	Housing Maintenance & Asset Management Restructure
Purpose of Report	To seek approval for a restructure within Housing Maintenance & Asset Management Business Unit
Recommendations	<p>To approve the deletion of x6 posts and, in principle, agreement for the x 7 new posts and the revised grading of the Stores Supervisor.</p> <p>The approval is subject to Job Descriptions/Job Evaluations agreed and within cost parameters of 5%.</p> <p>That the above proposals are considered and feedback provided prior to consultation with the recognised Trades Unions and affected employees.</p>

1.0 Background

1.1 There are essentially five issues driving this proposal which are:

1. Challenges around recruitment to managerial posts in the current market place and the ability to compete with market salaries offered
2. A gap in succession planning in the current structure for key officer and manager positions now and in the future (i.e. the need to 'grow our own')
3. The need to resource and manage bidding for and managing carbon neutral/fuel poverty initiatives to take maximum advantage of government grant funding.
4. To address the increase in workload from additional safety works responsibilities identified from the current work plan, Decent Homes Two and in preparation of changes from the Building Safety and Fire Safety Bills 2021 currently being enacted.

5. To improve the customer experience by increasing efficiency and effectiveness in service delivery; including a better match of trades to the repairs requests from tenants.
- 1.2 There is a shortage of talented and experienced candidates in the asset management field across the sector at present. This shortage is likely to continue and only get worse in the years to come as demand for these skills grows from an increased priority of safety and decency of our homes. The scarcity is now driving up wages beyond the Council's reach in many areas.
- 1.3 In 2020 we went out to the market for recruitment of a new Investment Manager. The job role was re-evaluated before being advertised and was increased by one grade. However, despite wide advertisement, sharing the advert widely on LinkedIn and working with recruitment agencies, no applications were received. Feedback from the agencies noted that it was a very difficult time to recruit as there were few applicants and the salary was significantly below the market rates attracting candidates at that time.
- 1.4 Similarly, a vacancy for a Gas Surveyor was advertised in December 2021 and January 2022 and secured no interested candidates. We have struggled to attract and keep temporary surveyors on higher salaries which could be due to the significant administration in this role which may not be attractive to surveyors. This has led to a review of this role as part of the proposal.
- 1.5 There are too many significant gaps in the skills and experience required for a manager to enable an officer to step up into roles, for example, when analysing the difference between a surveyor and asset manager job description there is:
- An absence of staff management experience
 - No leadership role to gain experience and skills in leading teams or large scale projects
 - No experience/responsibility for developing policies and procedures
 - Limited opportunities to assist in the development of key strategies
 - Limited performance management requirements
 - Limited report writing experience
- 1.6 By adopting the proposals, this would allow for a staffing model that allows for succession planning and the ability to 'grow our own' for managerial posts which will offer many advantages:
- Identifying people in-house with the right skills and aptitude to be developed
 - Cutting the cost of recruitment
 - Enable better preparation for replacement
 - Retention and promotion of in-house talent
 - Likely to improve gender diversity in roles
 - Creates a structure for training and development

- 1.7 The government commitment towards decarbonisation is increasing pressure on landlords to bid for grants to kick-start decarbonising housing stock by 2050 whilst also tackling fuel poverty. In 2019, the Carbon Trust calculated the Council need to spend £81m on decarbonising the rented housing stock; that equates to over £2.9m spend per annum from now until 2050 if the Council were to commence a programme immediately – and this based on limited data. To provide some context, the total current investment programme per annum is £5.5million. In add into this the detailed information needed and complex bidding processes and this is a significant amount of work well beyond the current resources we have. A key start however would be to appoint an Investment & Decarbonisation Manager (replacing the Investment Manager post), with the potential to lead in this area and planning for future investment and funding bids and a Senior Investment Surveyor to manage the programmes from assessment, design through to sign-off of works.
- 1.8 As part of the Social Housing Charter, the housing sector is expecting a revised Decent Homes standard that is likely to incorporate elements of thermal efficiency as well as crossing all tenures. The impact of this in terms of resources and costs is currently unknown, however the Government expects landlords to focus on their existing stock decency – not just new build energy efficient homes and would also sit with this team to design and deliver a programme
- 1.9 With the introduction of both the Building & Fire Safety Acts due shortly, this provides some of the biggest changes for social housing and includes tough new criminal sanctions such as unlimited fines and considerable jail terms for non-compliance. The importance of a robust compliance regime cannot be understated and in a recent report to SLT, estimating that at least another £2.4m programme of works in addition to the usual investments will be required over the next 5/6 years.
- 1.10 The Council are currently implementing new ICT software for asset management to better manage and inform investment planning going forward. The Council need to build capacity in the team to fully analyse data and prepare detailed costed investment plans and reports for future investment programmes and to inform the HRA 30 year business plan.
- 1.11 In addition, the procurement of a new housing management system is underway which is the bedrock of the Council's repairs service. There will be a significant demand for the Business Unit to assist in the procurement, development and implementation of the system and the Works Planner Supervisor could be spending up to 50% of their time on the project. A Repairs Manager as proposed will help plug the gaps and ensure continued support for the Repairs Service Customer Advisors during this period.
- 1.12 The role of the Stores Supervisor has adapted in the changing times post Covid and post Brexit. This role has taken the lead in supplying equipment not just for Housing, but assisting other departments in the Council as well. This role has also taken on the training and management of an Apprentice and the intention is to take on another Apprentice when a vacancy arises. The complexities and responsibility for this work are not appropriately reflected in the job description. Therefore, work is ongoing to revise job description.

- 1.13 In reviewing the roles and services provided by the Stores; it has become clear that more than two posts long term is not a viable option. Currently this need is met through an apprentice, but this is only a short term solution and a more permanent solution is sought.
- 1.14 The ability to have a third post of Stores and Purchasing Technician (as opposed to an apprentice) will also facilitate service improvement in the repairs team. The proposal will enable parts not held in impressed stock on vans; but available in store; to be delivered onsite. The business case in more detail can be seen in **Appendix 3**.
- 1.15 The apprentice role will be kept should a vacancy in stores arise in the future. There is then to be a clear career path into the full post of Stores and Purchasing Technician.
- 1.16 After a review of works orders issued last year, there has been a significant increase in work in plumbing and joiner work. The trades team has 2 x Multi-skilled vacant posts which it has been difficult to recruit to so this presented a good opportunity to revise the posts and better align trades to demand.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 The health and safety, repair and investment in Council housing is a key priority of the Council and the proposal set out below will support the Council's community plan objective to create more and better quality homes through our roles as landlord, developer and planning authority.
- 2.2 It is proposed that:
- (a) The Investment Manager has a revised job description to include responsibilities and competencies required to lead on decarbonisation investment for the Council's housing stock and:
 - (b) The Gas Surveyor role to be changed to a Gas Co-ordinator, with the technical expertise element and boiler assessments covered by our current Gas Auditors for an additional fee. Currently our Gas Auditors carry out a random 10% gas system audit after servicing or repair. This would be extended for a fee; covered from salary savings (between Gas surveyor and Gas Co-ordinator) to include renewal inspections where required and further ad-hoc assessments for complex cases.
 - (c) It is also proposed for the 2 x multi-skilled posts to be changed to 1 x Joiner and 1 x Plumber for a better fit for the repairs work coming through. This will lead to a small increase in the salary budget as both these posts attract the market supplement.
- 2.3 Furthermore, it is proposed to provide additional staffing in the form of 1 x Senior Investment Surveyor and 1 x Repairs & Voids Manager to cover the increasing service delivery demand and investment in stock; escalating work on decarbonisation; building safety; whilst at the same time allowing for more resilience and succession planning in business-critical roles.

- 2.4 The role of the Repairs and Voids Manager is also intended to pick up significant amount of the day to day, operational responsibility of the Assistant Business Manager so that they in turn can work with the Business Manager on strategic planning and improvement of the overall service.
- 2.5 The cost of these roles is partially offset by deleting the post of Void Foreman which is no longer required as the voids management is now split across the 4 x Repairs & Void Supervisors instead of just one, on a geographical basis with one Supervisor taking the lead for the empty homes function
- 2.6 Currently the Stores team has 1 x Supervisor, 1 x Stores and Purchasing Technician and 1 x Apprentice. The current apprentice role completed their apprenticeship recently and has been recruited to a temporary Stores and Purchasing post pending a decision on the permanent introduction of a second Stores and Purchasing Technician. The business case for this can be found in **Appendix 3**
- 2.7 The current structure for the Business Unit can be found in **Appendix 1** and the proposed structure in **Appendix 2** attached.
- 2.8 The table below outlines the changes to posts in the business unit.

Deleted Posts (6 FTE)			
Post	Scale	FTE	Comments
Investment Manager	NS13	1	Currently vacant
Voids Foreman	NS8	1	Currently vacant
Stores and Purchasing Apprentice (currently on 6 month contract as Technician)	Apprentice Grade	1	Created Stores Technician would be advertised internally.
Compliance Surveyor (Gas Safety & Water Hygiene)	NS11	1	Currently Vacant
Multi-skilled Tradesman	Spot Salary	2	Post to be deleted to fund specific skilled posts
Created Posts (7 FTE)			
Investment & Decarbonisation Manager	NS15	1	Post will be advertised internally and externally at the same time
Senior Investment Surveyor	NS11	1	Post will be advertised internally and externally at the same time
Repairs & Voids Manager	NS13*	1	*Scale estimated – subject to JE Post will be advertised internally and externally at the same time
Stores and Purchasing Technician	NS6	1	To be advertised internally only in the first instance
Gas Coordinator	NS9*	1	*Scale estimated – subject to JE. Savings from post will be used to fund additional heating surveys as required by external contractor.

Joiner	Craft	1	Including Market Supplement
Plumber	Craft	1	Including Market Supplement
Amended Posts (1 FTE)			
Stores Supervisor	NS8 to NS9*	1	*Scale estimated – subject to JE

These recommendations will ensure the service is sufficiently resourced; create a staff succession framework and prepare for future work on building safety, decent homes two and the decarbonisation of Council homes which aligns to Community Plan objective to create more and better quality homes through our roles as landlord, developer and planning authority.

3.0 Implications

3.1 Financial Implications (Fin22-23/2319)

The proposal is to delete 6 posts, revise 1 and to create 7 new posts. The additional cost of these changes in 2022/23 (excluding unresolved pay awards) is £92,606. Please see table in **Appendix One** for a more detailed breakdown.

As a consequence of the proposed restructure, the establishment will increase by x 1 FTE

3.2 HR and Equalities Implications

These proposals will impact directly on staff however there is no disproportionate or potential adverse impact on anyone with a protected characteristic as no officers will be displaced or suffer a detriment, indeed, the revised structure offers opportunities for growth and development.

The grading of the new posts will be determined using the Council's agreed Job Evaluation Scheme to ensure there are no equal pay issues. All recruitment and selection processes will be undertaken in accordance with Council policy and procedures which have due regard for the requirements of equalities legislation.

Discussions have taken place between HR, Business Manager and Director regarding alternative ways to meet the aims of this restructure but it is not felt that there is another way to achieve the desired outcome.

3.3 Digital Implications

The proposed restructure will result in an increase to the establishment of x 1 FTE which will mean that additional ICT equipment, licenses and a corporate mobile phone is required.

The digital strategy action plan has no planned projects for Housing Stores directly to assist in digital transformation and it is unlikely this type of service could benefit from digital transformation to reduce the need for an additional role.

Background Papers and Published Documents

- Appendix 1 Structure Chart Current - Exempt
- Appendix 2 Proposed Structure – Exempt
- Appendix 3 Business Case for a 2nd Stores & Purchasing Technician – Exempt



Report to: Cabinet Meeting – 12 July 2022

Portfolio Holder: Councillor Roger Jackson, Cleaner, Safer, Greener

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Alan Batty, Business Manager – Public Protection, Ext. 5467

Report Summary	
Type of Report	Open Key decision
Report Title	Enviro-crime Enforcement
Purpose of Report	For Members to consider the future provision of enviro-crime enforcement using a via third party enforcement company.
Recommendations	That approval be given in principle to commence a procurement exercise for an outsourced environmental enforcement initiative, subject to a further report at the end of the one year pilot. That the current pilot project be extended for a further three months to allow the completion of a procurement exercise if necessary.

1.0 Background

- 1.1 In September 2021 Leisure & Environment Committee agreed to a one year Enviro-crime enforcement pilot with a third party company, Waste Investigations, Support and Enforcement (WISE).
- 1.2 WISE started their contract with Newark & Sherwood in late October 2021 and therefore if the Council is minded to continue with this level of enforcement it will need to formalise a contract building on the lessons learnt from the pilot.
- 1.3 WISE have been undertaking enforcement relating to littering and enforcement of breaches of Public Space Protection Orders rating to dog control. It was originally envisaged that fly tipping would form part of the pilot, however, this was not possible for a number of operational reasons.
- 1.4 The pilot project has been running since late October and the following is a summary of the enforcement actions taken for the first seven months of the contract.

<u>FPN Type</u>	<u>Number Issued</u>
Cigarette Litter	1689
Food/food packaging litter	73
Chewing gum	48
Printed literature	19
Scratch cards	8
Other litter	64
Dog fouling	24
TOTAL	1925

- 1.5 During the period being considered 19 fixed penalty notices were cancelled. Within the same period WISE have recorded a payment success rate of 78% which relates to 1505 FPNs being paid.
- 1.6 WISE have operated across the district but have been led by regular meetings with Council Officers based on local intelligence. Set out in table 1 below is the activity based on Council ward areas.

Fixed Penalty Notices Issued by Ward 26 October 2021 to 31 May 2022

Ward	No. of FPNs issued	FPN percentage
Balderton North & Coddington	66	03.43%
Balderton	15	00.78%
Beacon	303	15.74%
Bilsthorpe	4	00.21%
Boughton	2	00.10%
Bridge	590	30.65%
Castle	350	18.18%
Collingham	2	00.10%
Devon	137	07.12%
Edwinstowe & Clipstone	48	02.49%
Farndon & Fernwood	4	00.21%
Farnsfield	1	00.05%
Muskham	5	00.26%
Ollerton	385	20.00%
Rainworth North & Rufford	3	00.16%
Rainworth South & Blidworth	1	00.05%
Southwell	4	00.21%
Sutton-on-Trent	5	00.26%
Total:		1925

- 1.7 The pilot has been a really useful exercise in identifying the potential benefits and the dis-benefits of such an arrangement. Clearly the increase in environmental enforcement and the raising awareness that this had produced has been a major outcome. Members will see that the majority of FPNs issued have been for cigarette related littering. Whilst this is not always the most obvious form of litter it is the promoting environmental enforcement and the impact this has in changing attitudes that is important. During the

running of the pilot the Council has seen an increase in Customer Comments. The majority of these have been related to the attitude and forthright nature of the enforcement staff. Only a few have actually challenged the issue of the fixed penalty notice. The learning from the pilot will shape the specification for any future agreement.

- 1.8 The agreement with WISE allows the Council to receive a percentage return on the income from FPNs issued. Based on current activity, the estimate is that the Council will receive approximately £10,000 from WISE over the period of the pilot contract.
- 1.9 The numbers of fixed penalty notices issued by WISE have met the expectation of the Council, this despite difficulties in recruiting and retaining enforcement staff. Any agreement for the future would need to set a specified number of staff or patrol hours per week.
- 1.10 The move towards using an outsourced resource has required a review and repurposing of the role of the Councils Community Protection Officers. Whilst these officers were originally recruited to undertake enviro-crime enforcement, their role has developed and changed so that is now has a wider remit. During the pandemic the CPOs were used to support the Humanitarian Assistance scheme and were used extensively to deliver food and carry out health checks. They were also used to provide advice and assistance to local business during easing of lockdown restrictions supporting environmental health staff and the Covid ambassadors throughout this period. More recently they have been supporting the Anti-Social Behaviour Officers on joint patrols, supporting the Police. They also provide training and support for new community speedwatch groups as well as undertaking speedwatch activity in areas where a local group does not exist.
- 1.11 The Policy & Performance Improvement Committee have identified anti-social behaviour as subject they want to look at in more detail and a working group is being put together. It is anticipated that the ongoing role of the CPOs will be galvanised further through this process.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 The one year pilot agreement with WISE runs up to the 25 October and therefore Members will need to consider whether they want to continue with and externalised enviro-crime enforcement approach.
- 2.2 It is proposed that a procurement process for enviro-crime enforcement is undertaken to secure a third party company to undertake this activity for the council. Any agreement will seek to maximise any benefits to the council whilst maintaining the activity level currently being achieved. Income not primary focus. The littering legislation allows for any income from environmental enforcement to be reinvested in environmental related expenditure such as additional litter bins, fly tipping campaigns etc.
- 2.3 It is anticipated that the procurement is unlikely to be completed before the end date of the current pilot project and therefore to ensure continuity of service it is proposed that a three month contract extension is provided to the current WISE project. Subject to approval by the 151 and monitoring officers.

- 2.4 The recommendations will allow for the enviro-crime pilot enforcement to continue supporting the council's cleaner safer greener agenda.

3.0 Implications

3.1 Financial Implications (FIN22-23/5688)

During the 2021/22 financial year the Council received income of £4,491 relating to the period October 2021 to March 2022.

There is currently a budget of £8,870 for year 22/23 of which £6,370 related to FPNs to be issued by WISE, with the remaining balance of £2,500 in relation to FPNs issued by the Council.

For the period of April and May 2022 £1,399 is expected from WISE in relation to the FPNs that they have issued. Should this trend continue there would be a surplus of income from WISE of £2,024 for the year over the original budget.

FPNs issued by the Council to date amount to £1,800. Should this trend continue there would be a surplus of income of £8,300 for the year over the original budget.

It is anticipated that where surplus' of income are generated, over the budgeted amount, these would be re-invested into Cleaner, Safer and Greener objectives and not allocated into the General Fund balance at year end outturn.

3.2 Equalities Implications

The specification of the service required will ensure that young and vulnerable people are not adversely affected by the issue of any fixed penalty notices.

3.3 Legal Implications

Any extension to the current pilot project would require the Monitoring Officer and the Section 151 officer to confirm this as it would be outside of the contract procedure policy.

3.4 Data Protection

The third party company employed by the council will hold personal data and therefore a suitable data sharing agreement will need to be put in place.

3.5 Crime and Disorder

The enforcement of enviro-crime has positive implications for the councils Cleaner Safer Greener agenda and is supporting the community plan objectives.

Background Papers and Published Documents

Nil

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted