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**Monday, 26 September 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, 4 October 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](mailto:Nigel.hill@newark-sherwooddc.gov.uk).

## **AGENDA**

### **Page Nos.**

1. Apologies for Absence
2. Declarations of Interest from Members and Officers
3. Notification to those present that the meeting will be recorded and streamed online
4. Minutes from the previous meeting held on 12 July 2022 3 - 11
5. Chairman's Update

### **Strategy, Performance & Finance Portfolio**

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### **Economic Development & Visitors Portfolio**

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11. Newark & Sherwood Plan Review - Amended Allocations & Development Management Development Plan Document Update 78 - 79
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13. Shared Prosperity Fund 83 - 87

### **Homes & Health Portfolio**

None

### **Cleaner, Safer, Greener Portfolio**

None

## 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, 12 July 2022 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)

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

ALSO IN ATTENDANCE: Councillor R Crowe, Councillor Mrs R Crowe, Councillor L Goff and Councillor P Rainbow

APOLOGIES FOR ABSENCE: Councillor K Girling (Committee Member)

### 10 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Sanjiv Kohli – Director – Resources and Deputy Chief Executive declared an Other Registerable Interest in Agenda Item No. 8 – Development of the Former Robin Hood Hotel, Newark, as a Director on the Board of Robin Hood Hotel Limited.

### 11 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.

### 12 MINUTES OF THE MEETING HELD ON 7 JUNE 2022

The minutes from the meeting held on 7 June 2022 were agreed as a correct record and signed by the Chairman.

### 13 PROVISIONAL OUTTURN REPORT TO 31 MARCH 2022

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which set out the 2021/22 financial outturn position on the Council's revenue and capital budgets, including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; and the Collection Fund. The report provided a summary of actual income and expenditure compared to the revised budget and how any surpluses / deficits had been allocated to / from reserves.

The accounts showed a favourable variance of £1.613m on service budgets with a total favourable variance of £2.044m which was broken down in the report. The Leader gave the context to the level of the positive variance and how this may be applied going forward.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2021/22 be approved;

- (b) the capital financing proposals as set out in paragraph 1.16 be approved;
- (c) the variations to the capital programme, as set out in paragraph 1.12 and Appendix E, be approved;
- (d) 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;
- (e) the movement in Provisions and Impaired Estimates on Debtors be noted;
- (f) the creations of the new reserves, as outlined in paragraph 1.27, be approved; and
- (g) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved.

#### Reasons for Decision

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

#### 14 COUNCIL'S ANNUAL BUDGET FOR 2023/2024 - OVERALL CORPORATE BUDGET STRATEGY

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which set out the General Fund and Housing Revenue Account Budget Strategy for 2023/24 prior to detailed work commencing on preparation of the budget. The Council's Constitution required that the Council's Section 151 Officer presents a report on the overall budget strategy to the Policy & Performance Improvement Committee for consideration. The Policy & Improvement Committee considered this report at their meeting held on 13 June 2022 and did not change any recommendations.

The budget process would result in setting the budget and the Council Tax for 2023/24 and the Housing Revenue Account budget and the rent setting for 2023/34.

The Strategy took into consideration agreed financial policies on Budgeting and Council Tax, Reserves and Provisions, Value for Money and also a set of budget principles which set out the approach to be taken to the budget process. These policies had been reviewed and updated as appropriate and were attached as appendices to the report.

The current Medium Term Financial Plan (MTFP) was approved on 8 March 2022. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax at average Band D would increase by the same rate as in the 2022/23 financial year, namely 1.94%.



The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2023/24 including staff costs, provision for inflation and fees and charges. The Cabinet welcomed the ongoing monitoring of inflationary increases in costs, which if required, would be subject to a further report to the Cabinet.

AGREED (unanimously) that:

- (a) the overall General Fund & HRA budget strategy be approved;
- (b) the consultation process with Members be noted;
- (c) Budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and
- (d) Budget managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income.

#### Reasons for Decision

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

### 15 CORPORATE ASSET MANAGEMENT STRATEGY (KEY DECISION)

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which sought approval for the adoption of a proposed Corporate Asset Management Strategy. The Strategy covered a range of requirements the Council had to achieve as a property owner including sustainability, repairs / compliance, tenanted estate management, parking services and construction project management. It was considered that an effective asset management strategy was integral for the delivery of corporate aims and objectives and although the Council had a number of processes within the proposed strategy in place, these had not been formally adopted. The Cabinet welcomed the proposed Strategy and the sustainable approach to managing its property portfolio.

AGREED (unanimously) that the adoption of the Corporate Asset Management Strategy at Appendix A to the report be approved.

#### Reasons for Decision

The strategy will inform 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. The strategy will be a cornerstone of the Council's financial and service planning and will support the delivery of the Medium Term Financial Plan.

16 DEVELOPMENT OF THE FORMER ROBIN HOOD HOTEL, NEWARK

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which updated the Cabinet on the final development of the former Robin Hood Hotel with final completion dates and financial performance.

It was reported that final completion took place on 18 March 2021, with the sale of the whole demise to Knights Frank Investment Management (KFIM) on 13 April 2021. The financial performance of Robin Hood Hotel Ltd.'s delivery of the development project and the Council's 50% share was summarised in the report. The report also detailed the legal and leasing agreements with KFIM for the whole site, including the commercial units.

The Cabinet welcomed the success of the project with the financial risk returned in full. The Business Manager – Financial Services advised that the Business Rates liability for the three commercial units amounted to £88,856.55 since March 2021.

AGREED (unanimously):

- (a) To establish a reduced, revised capital budget for landlord incentives of £167,000 (from £275,000);
- (b) To note the successful delivery of the 66 room Travelodge Hotel and reputable tenants for the 3 commercial units;
- (c) 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;
- (d) 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;
- (e) To note the ongoing positive estimated revenue return per year to the Council that the letting of the 3 commercial units will generate; and
- (f) 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.

Reasons for Decision

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.

## 17 PLAN REVIEW PROGRESS REPORT

The Portfolio Holder for Economic Development & Visitors presented a report which provided an update on progress on the Amended Allocations & Development Management DPD and progress on the associated Gypsy & Traveller Pitch Delivery Strategy.

It was noted that there was no requirement as part of the DPD to allocate more general market or employment land and it had been anticipated that a draft DPD would be presented to this meeting, but this was contingent on the wider Gypsy, Roma and Traveller (GRT) pitch delivery work being completed. There had been a number of delays in the investigatory work relating to the potential sites for GRT pitch provision. Therefore, officers were not in a position to recommend its publication until such time as the Pitch Delivery work was further advanced. The Cabinet welcomed the discounting of the Trent Lane site for GRT pitch provision and the £1m bid submitted to the Department for Levelling Up, Homes & Communities Traveller Site Fund. A revised Plan Review timetable was set out in the report.

The report also detailed the current priorities within the Planning Policy & Infrastructure Business Unit and set out the rationale for appointing a Full-Time Planner (Policy) to be funded from the Neighbourhood Planning Reserve.

AGREED (unanimously):

- (a) to note and support the contents of the report;
- (b) to adopt the amendment to the Plan Review timetable (Local Development Scheme) as set in Section 3 of the report, to come into force on 19 July 2022;
- (c) 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; and
- (d) 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.

### Reasons for Decision

1. To allow Cabinet to note progress on the Plan Review.
2. 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.
3. To allow the Council to agree to the publication of the Amended Allocations & Development Management DPD in September 2022.

4. 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.

#### Options Considered

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 Gypsy, Roma and Traveller communities.

### 18 NEWARK & SHERWOOD DISTRICT COUNCIL LETTINGS STANDARD ENHANCEMENTS (HRA) - RECOMMENDATIONS FROM THE PILOT (KEY DECISION)

The Portfolio Holder for Homes & Health presented a report which outlined the outcomes of the empty homes standard pilot which took place between 1 October 2021 and 31 March 2022 and sought to adopt the decoration preparation and starting well fund as part of the Empty Homes Standard.

The standard of homes at re-letting was identified as an area for review and the Council found property condition featured strongly in complaints and insight feedback. The Empty Homes 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 the Council to trial a pilot and adopt some or both elements if successful. The success of the pilot was reported to the Policy & Performance Improvement Committee who fully supported the recommendations being made to the Cabinet.

The pilot scheme 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.

AGREED (unanimously):

- (a) to adopt the decoration preparation and starting well fund as part of the Empty Homes Standard; and.
- (b) to approve additional funding of £275,000 being transferred to base budgets to facilitate the service improvement from the Efficiency Savings reserve.

#### Reasons for Decision

This initiative 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’.

## 19 COMMUNITY GRANT SCHEME AWARDS

The Portfolio Holder for Homes & Health presented a report which proposed a number of grant awards following applications made under the District Councils Community Grant Scheme.

In order to streamline and make the grant scheme more widely accessible, the 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. The scheme enabled local community partners to develop initiatives and projects that support the Council's Community Plan Objectives.

Twenty-one applications were received for the first round of grants and the summary of applications was contained in the Appendix to the report, together with the recommendation of the Portfolio Holder. Of the twenty-one applications received, twenty were recommended for approval, and one deferred to the next round for further information.

AGREED (unanimously) 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.

### Reasons for Decision

To support the delivery of projects and initiatives which benefit local communities.

### Options Considered

Each application was considered by the relevant Portfolio Holder based on the primary focus of the proposals. Only suitable applications had been recommended for approval.

## 20 HOUSING MAINTENANCE & ASSET MANAGEMENT RESTRUCTURE

The Portfolio Holder for Homes & Health presented a report which sought approval for a restructure within the Housing Maintenance & Asset Management Business Unit. The issues driving the proposed restructure were set out in the report and included challenges around recruitment, a gap in succession planning and the need to address increasing workloads. The full proposals were set out in the report, with some appendices being exempt from publication. It was noted that the overall cost of the proposals in 2022/23, excluding unresolved pay awards, was £96,606.

AGREED (unanimously):

- (a) to approve the deletion of x6 posts and, in principle, agreement for the x7 new posts and the revised grading of the Stores Supervisor;
- (b) the approval is subject to Job Descriptions/Job Evaluations agreed and within cost parameters of 5%; and

- (c) the above proposals are considered and feedback provided prior to consultation with the recognised Trades Unions and affected employees.

#### Reasons for Decision

The proposals 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 the Community Plan objective to create more and better quality homes through our roles as landlord, developer and planning authority.

The proposed staffing model enables succession planning and the ability to 'grow our own' for managerial posts, which will bring advantages going forward.

### 21 ENVIRO-CRIME ENFORCEMENT (KEY DECISION)

The Portfolio Holder for Cleaner, Safer, Greener presented a report concerning the future provision of enviro-crime enforcement and sought approval to commence a procurement exercise as well as extending the current pilot with Waste Investigations, Support and Enforcement (WISE).

The report provided a summary of the pilot to date and the enforcement actions taken since the first seven months of the contract. It was noted that the current agreement with WISE allowed the Council to receive a percentage return on the income from Fixed Penalty Notices issued. Based on current activity, the estimate was that the Council would receive approximately £10,000 over the pilot period and this surplus would be reinvested in cleaner, safer, greener activities.

AGREED (unanimously) that:

- (a) 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; and
- (b) the current pilot project be extended for a further three months to allow the completion of a procurement exercise if necessary.

#### Reasons for Decision

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

#### Options Considered

Given the success of the scheme and in order to continue with the level of enforcement, to formalise a contract which would build upon lessons learnt from the pilot.

Meeting closed at 6.54 pm.

Chairman



Report to: Cabinet Meeting: 4 October 2022

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

Lead Officer: John Robinson, Chief Executive

Report Summary	
<b>Type of Report</b>	Open, Non Key Decision
<b>Report Title</b>	East Midlands Devolution Deal
<b>Purpose of Report</b>	To advise Cabinet about the devolution agreement that has been reached in principle between Government and the four upper tier authorities across Nottinghamshire and Derbyshire.
<b>Recommendations</b>	Cabinet is recommended to seek Full Council's endorsement of the East Midlands Devolution deal.
<b>Alternative Options Considered</b>	Do nothing. There is no requirement for Borough and District Councils to endorse the devolution deal – the agreement is between Government and the four upper tier authorities. Nevertheless, we have contributed to the content of the deal and will have a relationship with the new Mayor and Combined Authority. The deal document respects and recognises the distinct responsibilities of Boroughs and Districts and our endorsement is considered to be an appropriate expression of support for the principle of devolution and the specific content of the East Midlands deal.
<b>Reason for Recommendations</b>	To express our support for the East Midlands Devolution Deal

## 1.0 Background

- 1.1 As part of the Levelling Up White Paper that was published in February 2022, the Government committed to agree a devolution deal by 2030 with every part of England that wanted one.
- 1.2 Nine County areas were specifically named in the White Paper as places that Government wished to begin advanced negotiations with, including Nottingham and Nottinghamshire and Derby and Derbyshire.



- 1.3 The four authorities had expressed an interest the previous year in working together to progress a devolution agreement and began working towards an Autumn 2022 target date set by Government to agree a deal.
- 1.4 As things turned out, the so-named East Midlands Deal was put on an accelerated timetable which led to a flurry of activity over July and August and resulted in the Leaders of Derby City Council, Derbyshire County Council, Nottingham City Council and Nottinghamshire County Council signing up to a deal in principle at a launch event with Greg Clarke MP, the then Secretary of State for Levelling Up, Housing & Communities, on 30 August 2022.

## **2.0 Content of the East Midlands Devolution Deal**

- 2.1 The East Midlands Devolution Deal will include the first of a new type of combined authority, designed for two-tier areas, which will be established through new legislation by central government. The legislation would enable the formation of an East Midlands Mayoral Combined County Authority (EMMCCA).
- 2.2 The Devolution Deal is a 'level 3 deal', a reference to the different levels of deals offered through the Levelling Up White Paper, with level 3 offering the most local powers and funding in return for a new elected mayor. Elections for the mayor are currently expected to take place in Spring 2024.
- 2.3 The offer of a devolution deal marks a historic moment for the region and carries the prospect of additional investment, funding and powers with more major decisions being made locally.
- 2.4 The headlines of the deal are set out below with the full deal document available to access through this link [East Midlands devolution deal - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/114422/east-midlands-devolution-deal-2022.pdf).
- A new investment fund of £1.14 billion, or £38 million a year over the next 30 years;
  - £18 million capital in this spending round period to support local housing and net zero priorities;
  - £17 million for the building of new homes on brownfield land in 2024/25;
  - Control over a range of budgets at a local level to ensure they are better tailored to the needs of people in our communities. This includes the Adult Education Budget;
  - New powers to improve and better integrate local transport and an integrated transport settlement starting in 2024/25;
  - A commitment from Government to work jointly with the EMMCCA and other relevant partners to tackle homelessness, domestic abuse, community safety, social mobility and to support young people through their journey to adulthood.
- 2.5 The agreement entered into is subject to ratification by each of the four upper tier Councils who are signatories to the deal. A period of public consultation will take place afterwards, likely to be November / December 2022 and the deal will also be dependent on the passage through Parliament of primary and secondary legislation to enable the EMMCCA to be established.

- 2.6 While the accelerated timetable had the advantage of cutting out some of the bureaucracy that might otherwise have taken place, it limited the opportunity for engagement with Borough and District Councils that had originally been planned. Frustratingly, Government policy also restricted the sharing of the deal document beyond the upper tiers until the day of the formal launch.
- 2.7 In spite of these constraints, regular briefings were held with Borough and District Leaders and a number of officers represented Boroughs and Districts in deal negotiations with Government officials and through various working groups. As a result, and in the words of the deal document itself, “the deal respects the importance of the continued role of the eight Derbyshire and seven Nottinghamshire District and Borough Councils.” This extends to the proposed governance of the Combined Authority which includes Borough / District representation. It is worth drawing attention to paragraph 22 of the deal in particular, which provides reassurance that “no local authority functions are being removed from any local authority in the area, excluding transport functions as agreed with the Constituent Councils.”

### **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 below where appropriate.

#### **3.2 Financial Implications (FIN22-23/8378)**

There are no financial implications arising from this report, though the Council and its communities may well benefit in due course from some of the additional investment referred to above.

### **Background Papers and Published Documents**

Nil



Report to: Cabinet Meeting – 4 October 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, 01636 655317

Report Summary	
<b>Type of Report</b>	Open, Non-Key Decision
<b>Report Title</b>	Projected General Fund and Housing Revenue Account Revenue and Capital Outturn Report to 31 March 2023 as at 30 June 2022
<b>Purpose of Report</b>	<p>To update Members with the forecast outturn position for the 2022/23 financial year for the Council’s General Fund and Housing Revenue Account revenue and capital budgets.</p> <p>To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council’s Constitution.</p>
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) note the General Fund projected unfavourable outturn variance of £0.457m to usable reserves;</li> <li>b) note the Housing Revenue Account projected unfavourable outturn variance of £0.524m to the Major Repairs Reserve;</li> <li>c) approve the variations to the Capital Programme at Appendix C; and</li> <li>d) approve the Capital Programme revised budget and financing of £89.944m (£53.787 GF, £36.207 HRA).</li> </ul>
<b>Alternative Options Considered</b>	Not applicable.

<b>Reason for Recommendations</b>	<p>To consider the forecast outturn position for the 2022/23 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.</p> <p>To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.</p>
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## 1.0 Background

### Overview of General Fund Revenue Projected Outturn for 2022/23

#### **Current Position (as at 30 June 2022): Variances**

- 1.1 *Table 1* shows a projected unfavourable variance against the revised budget of £0.947m on service budgets, with an overall unfavourable variance of £0.457m that is forecast to be transferred from usable reserves. This is based on meetings which took place with business managers by late-July, therefore does not account for subsequent changes in expenditure/income. Further details of the variances projected against portfolio holder budgets are in **Appendix A**.

**Table 1: General Fund revenue outturn for 2022/23 financial year as at 30 June 2022**

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Cleaner, Safer, Greener	4.537	4.271	4.414	0.143
Economic Development & Visitors	1.323	1.261	0.762	(0.499)
Homes & Health	1.396	1.553	1.522	(0.031)
Organisational Development & Governance	4.363	4.394	4.298	(0.096)
Strategy, Performance & Finance	2.769	3.557	4.987	1.430
<b>Net Cost of Services</b>	<b>14.389</b>	<b>15.036</b>	<b>15.983</b>	<b>0.947</b>
Other Operating Expenditure	4.253	4.248	4.248	0.000
Finance & Investment Income/Expenditure	(0.280)	(0.280)	(0.341)	(0.061)
Taxation & Non-Specific Grant Income	(19.901)	(20.501)	(20.869)	(0.368)
<b>Net Cost of Council Expenditure</b>	<b>(1.539)</b>	<b>(1.497)</b>	<b>(0.979)</b>	<b>0.518</b>
Transfer to/(from) Usable Reserves	0.915	0.873	0.416	(0.457)
Transfer to/(from) Unusable Reserves	0.624	0.624	0.563	(0.061)
Transfer to/(from) General Reserves	0.000	0.000	0.000	0.000

- 1.2 An unfavourable variance of £0.947m is currently being projected on service budgets managed by business managers. This represents 6.3% of the total service budgets. This unfavourable variance of £0.947m includes an unfavourable variance of £0.873m on employee spend council-wide. Excluding employee spend, therefore, non-employee spend and income have unfavourable variances totalling £0.074m.

- 1.3 There have been significant issues in recruitment seen across the Council during this financial year. This has been felt across the Local Government sector, with similar issues being seen in a number of neighbouring authorities. As a result of this, the forecast vacancy savings target for 2023/24 has increased from 4% to 5%.
- 1.4 The unfavourable variance of £0.873m on employee spend includes a budgeted saving of £0.630m for vacancies council-wide during the year. This £0.630m represents 4% of the total budget for employee spend. As it is not known which services will have vacant posts during the year, the whole of the £0.630m is currently budgeted for within the Strategy, Performance & Finance portfolio holder's budget and shows as an unfavourable variance. Conversely, all of the savings from vacant posts show as favourable variances against their respective portfolio holders. Details of the services with variances due to vacant posts are in **Appendix A**.
- 1.5 The unfavourable variance of £0.873m on employee spend also includes the total estimated additional cost of the forecast 2022/23 pay award. The 2022/23 budget approved by Full Council on 8 March 2022 budgeted for a 2022/23 pay award of 2%, in line with the 2021/22 pay award of 1.75% for most employees. The employers have offered an uplift of £1,925 per pay point to the unions. This effect of this has been modelled into the figures above. The terms and conditions of most council employees are determined by the NJC. Officers in Financial Services will continue to closely monitor announcements regarding the 2022/23 pay award for employees and will factor these into subsequent budget monitoring forecast reports as appropriate.
- 1.6 Non-Service expenditure is projected to have a favourable variance of £0.429m against the revised budget of £16.533m. These budgets primarily relate to income from council tax, national non-domestic rates (NNDR, or 'business rates') and investment interest. The favourable variance of £0.061m on Finance & Investment Income/Expenditure relates to increased investment interest income, based on higher than anticipated interest rates. The £0.368m favourable variance on Taxation & Non-Specific Grant Income relates to additional income from the Nottinghamshire Business Rates Pool, further details of which are in paragraph 1.7.
- 1.7 As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), £0.600m has been budgeted for as the additional funding to be generated in 2022/23. Chief Finance Officers at each of the Nottinghamshire districts and boroughs monitor growth generated by the Business Rates Pool. Based on projected outturn information received as at the end of Q1 from all Nottinghamshire districts and boroughs, the Council is currently projecting to receive £0.968m return funding from the pool for 2022/23.
- 1.8 Each year, the government announces which reliefs that business rate payers will be eligible for, and how much grant it will compensate councils with for income councils can no longer directly receive from businesses (because of the aforementioned business rate reliefs). Prior to 2020/21, the council has typically received around £2m annually in compensation grant. In 2020/21 and 2021/22, because of the Expanded Retail Discount, the council received more than budgeted for in compensation grant. In 2022/23, because of the Retail, Hospitality and Leisure Relief scheme, the council

will receive more than budgeted for in compensation grant. Though the grant relates to the Collection Fund, accounting regulations require it to be paid into the General Fund. There will therefore be a large deficit in the council's Collection Fund at year-end, and, conversely, a large surplus in its General Fund which will need to be transferred to reserves to pay for the Collection Fund deficit. The Department for Levelling Up, Housing and Communities (DLUHC) have guidance for local authorities on the appropriate accounting arrangements.

**Current position (as at 30 June 2022): revised budget compared to original budget**

- 1.9 There has been a net transfer of £0.646m from reserves in 2022/23 as at 30 June 2022. One of these transfers from reserves was more than £0.050m in value. This totals £0.187m:

Committee or Cabinet approval	Transfer from Reserves Relates to	Amount (£)	Portfolio Holder which received transfer
26/11/20	Feasibility work on development of Newark Gateway site (existing Cattle Market and Lorry Park sites)	187,140	Strategy, Performance & Finance

- 1.10 The other transfers (to) and from reserves total £0.459m. These largely relate to the Repairs and Renewals (R&R) and Management Carry Forwards reserves. The transfers between portfolio holder largely relate to the centralisation of premises-related budgets into the Strategy, Performance & Finance portfolio.

Portfolio Holder	Transfers (to) and from reserves	Transfers (to) and from portfolio holder	Total transfers
Cleaner, Safer, Greener	(24,307)	(241,530)	(265,837)
Economic Development & Visitors	192,717	(255,717)	(63,001)
Homes & Health	35,420	121,250	156,670
Organisational Development & Governance	155,572	(123,930)	31,642
Strategy, Performance & Finance	99,430	499,927	599,357
<b>Total: Services</b>	<b>458,831</b>	<b>0</b>	<b>458,831</b>

**Overview of Projected Housing Revenue Account (HRA) Outturn for 2022/23**

- 1.11 With reference to the 'Variance' column in *Table 2*, the HRA accounts show a projected unfavourable variance against the revised budget of £0.444m as follows:

*Table 2: HRA revenue outturn for 2022/23 financial year as at 30 June 2022*

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	17.884	17.922	18.057	0.135
Income	(26.531)	(26.532)	(26.223)	0.309
<b>Net Cost of HRA Services</b>	<b>(8.647)</b>	<b>(8.610)</b>	<b>(8.166)</b>	<b>0.444</b>
Other Operating Expenditure	0.027	0.027	0.027	0.000
Finance & Investment Income/Expenditure	3.904	3.904	3.984	0.080
Taxation & Non Specific Grant Income	0.000	0.000	0.000	0.000
<b>(Surplus)/Deficit on HRA Services</b>	<b>(4.715)</b>	<b>(4.679)</b>	<b>(4.155)</b>	<b>0.524</b>
<b>Movements in Reserves</b>				
Transfer to/(from) Usable Reserves	1.443	1.405	1.405	0.000
Transfer to/(from) Unusable Reserves	(6.778)	(6.778)	(6.778)	0.000
Transfer to Major Repairs Reserve	10.051	10.052	9.528	(0.524)
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

1.12 The projected outturn for the year is a net transfer from reserves of £0.524m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant.

1.13 The main reasons for the projected unfavourable outturn variance of £0.524m are in **Appendix B**.

#### **Overview of Projected Capital Outturn 2022/23**

1.14 The table below summarises the position for the Capital Programme as at 30 June 2022 and is split between General Fund and Housing Revenue Account.

	Revised Approved Budget £'m	Revised budget updated for Approval £'m	Actual Spend to 30 June 2022 £'m	Forecast Outturn £'m
General Fund	67.604	53.787	2.306	53.787
Housing Revenue Account	36.237	36.207	2.872	36.207
<b>Total</b>	<b>103.841</b>	<b>89.994</b>	<b>5.178</b>	<b>89.994</b>

1.15 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Cabinet approve all variations to the Capital Programme. Following the meeting of 12 July 2022, the total approved budget was £103.841m including slippage from 2021/22. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£2.447m
Reprofiles	£(16.293)m
<b>Total</b>	<b>£(13.847)m</b>

- 1.16 If these variations are approved, then the revised budget will be reduced to £89.994m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices D** (Housing Revenue Account) **and E** (General Fund).

### Capital Programme Resources

- 1.17 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 1.18 In summary, the revised budget of £89.994m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
Borrowing	25.277	19.749	<b>45.026</b>
External Grants & Contributions	16.869	0.273	<b>17.142</b>
Capital Receipts	3.565	1.444	<b>5.009</b>
Community Infrastructure Levy	0.060	0.000	<b>0.060</b>
Revenue Contributions	8.016	14.741	<b>22.757</b>
<b>Total</b>	<b>53.787</b>	<b>36.207</b>	<b>89.994</b>

### Capital Receipts

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

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
<b>Balance at 1 April 2022</b>	<b>1.217</b>	<b>1.693</b>	<b>0.000</b>	<b>2.910</b>
Received up to end of June 2022	0.000	0.147	0.343	<b>0.490</b>
Estimated receipts for remainder of the financial year	2.350	0.343	0.801	<b>3.494</b>
Approved for financing	3.565	0.598	0.846	<b>5.008</b>
<b>Available Capital receipts balance at 31 March 2023</b>	<b>0.002</b>	<b>1.586</b>	<b>0.298</b>	<b>1.886</b>
Estimated Receipts 2023/24 - 2025/26	3.200	4.177	2.372	<b>9.749</b>
Approved for Financing 2023/24 - 2025/26	3.077	2.389	0.000	<b>5.466</b>
<b>Estimated Uncommitted Balance</b>	<b>0.125</b>	<b>3.374</b>	<b>2.670</b>	<b>6.169</b>



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

## **2.0 Implications**

2.1 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**

General Fund and Housing Revenue Account Revenue Monitoring Reports to 30/09/2022  
General Fund and Housing Revenue Account Capital Monitoring Reports to 30/09/2022

**General Fund (GF) Revenue Outturn Variance Analysis by Portfolio Holder as at 30 June 2022**

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

<b>Cleaner, Safer, Greener - £0.143m</b>	<b>£'m</b>
Waste & Recycling: increased trade refuse and waste disposal income, partly offset by increased payments to Nottinghamshire County Council for their proportion of income	(0.138)
CCTV: increased spend on third party agents	0.018
Environmental Health: vacant posts, partly offset by increased costs on agency staff	(0.033)
Vehicle Pool and Workshop: increased transport-related costs, particularly fuel (petrol and diesel) and materials	0.236
Other small variances	0.060
<b>Total</b>	<b>0.143</b>

<b>Economic Development &amp; Visitors - £(0.499)m</b>	<b>£'m</b>
Newark Castle/Castle Grounds: additional spend on professional services related to castle maintenance and restoration	0.017
Resource Centre: vacant post	(0.014)
Palace Theatre: increased income, partly offset by increased spend on agencies for their proportions of income	(0.086)
Development Management: a career-grade post is budgeted for at a higher grade than the grade of the officer in post	(0.029)
Planning Policy: vacant post	(0.021)
Newark Beacon: increased rental income, due to higher than anticipated occupancy levels	(0.079)
Clipstone Advanced Factories: increased income from workshop rents	(0.013)
Clipstone Holding Centre: spend on feasibility works related to potential development of site	0.016
Beaumont Cross: reduced rental income due to delays in initial occupation of units and rent-free periods for tenants	0.026
Surface Car Parks Newark: reduced spend on London Road car park rental costs and increased car parking rental income	(0.051)
Newark Lorry Park: increased rental income, due to higher than anticipated occupancy levels	(0.251)
Other small variances	(0.014)
<b>Total</b>	<b>(0.499)</b>

<b>Homes &amp; Health - £(0.031)m</b>	<b>£'m</b>
Northgate Rough Sleeper Accommodation: increased rental income, due to higher than anticipated occupancy levels	(0.033)
Housing Options: vacant post	(0.024)
Council Tax: vacant post	(0.022)
Rent Allowances: forecast based on year-to-date actuals	0.050
Health & Community Relations: vacant posts	(0.025)
Other small variances	0.023
<b>Total</b>	<b>(0.031)</b>

<b>Organisational Development &amp; Governance - £(0.096)m</b>	<b>£'m</b>
ICT: vacant posts, partly offset by increased costs on agency staff	(0.043)
Customer Services: vacant posts, partly offset by reduced income from recharge of costs to Housing Revenue Account (HRA)	(0.012)
Human Resources: reduced income from recharge of costs to Active4Today (A4T)	0.031
Legal Section: vacant posts, partly offset by reduced income from recharge of costs to HRA	(0.011)
Transformation: vacant post	(0.015)

**Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 30 June 2022**

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

<b>HRA - £0.524m</b>	<b>£'m</b>
Reduced income from rents and service charges. The main reasons include: - an increased average period of time that dwellings are remaining vacant (void); and - meals no longer being compulsory for tenants to purchase at extra care scheme sites (Broadleaves and Gladstone House).	0.233
Increased employee-related spend. The main reasons include: - a higher than anticipated pay award expected to be awarded to employees for 2022/23; and - the use of agency staff for services unable to recruit to vacancies; partly offset by - posts anticipated to remain temporarily vacant.	0.152
Increased investment interest spend, based on higher than anticipated interest rates payable	0.080
Reduced income from solar photovoltaic (PV) panels, due to a higher than anticipated number of faulty meters	0.053
Other small variances	0.006
<b>Total</b>	<b>0.524</b>

**GENERAL FUND**

Original Budget	57.603	As per Council on 8 March 2022
Slippages Approved	10.001	As per Cabinet on 12 July 2022
Current Revised Budget	67.604	

**Additions**

Project	Capital Description	Additions / Reductions 22-23 £m	Comments
TA3286	Information Technology Investments	0.035	Increase required in the budget for the new HR/Payroll for additional work in phase 2
TA3059	Palace Theatre Catwalk	0.004	Increase required, since works started in August due to material price increases.
TB3155	Castle - Condition Works	0.570	Approved P&F 21.02.22 - Condition works required at Castle
TB3143	Vicar Water Embankment Works	0.002	Requested additional budget approved by S151
TC3141	Improvements to Newark Beacon	-0.050	Remove budget, scheme is no longer being taken forward. Spend incurred to date under the deminimis limit and therefore will be moved to revenue
TC3148	RHH Units Fit Out	-0.108	Approved by Cabinet 12.07.22
TB6154	Community Facilities Provision Community & Activity Village (inc S106)	0.045	As per Urgency Item reported to P&F on 7.6.22
TB6168	S106 Community Facilities Edwinstowe	0.047	As per Portfolio Holder Decision July 2022
TC2006	Purchase of Land at Bowbridge Road	0.660	Approved at P&F 27.01.22 - Construction of Carpark
TC2007	Clipstone Holding Centre	0.987	Approved at SLT 08.03.22 - Purchase of site
TC2008	Vicar Water Country park	0.065	Approved at SLT 08.03.22 - Purchase of site
TB2253	Vehicle Replacement Programme	0.043	Approved at P&F 31.03.22 - New vehicle and equipment for Environmental services
TF6807	Warm Homes on Prescription	-0.053	Reduce budget to reflect expected activity
TT1000	Stodman Street project	0.200	Additional contribution from Towns Fund of £0.2m - From within original Towns Fund £25m allocation
<b>Total Additions/Reductions</b>		<b>2.447</b>	

**Reprofiling**

Project	Capital Description	Additions / Reductions 22-23	Comments
TA1218	Leisure Equipment Purchase	-0.760	Requested reprofile to 2024/25
TB3154	Castle Gatehouse Project	-2.503	Reprofile to 23-24. Development phase works are taking place, once full business case is worked up a more accurate profile will be in place.
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	0.040	Reprofile from 23-24 to allow all spend to occur in the current year
TE3268	Southern Link Road Contribution	-7.500	Reprofiled to 23-24 to match spend profile agreed with LUF
TI1002	A1 Overbridge Improvements	-5.540	Reprofile to 23-24 due to delay with National Highways.
<b>Total Re profiling</b>		<b>-16.263</b>	

General Fund Revised Budget	53.787	Recommended for approval
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**HOUSING REVENUE ACCOUNT**

Original Budget	29.543	As per Council on 8 March 2022
Slippages Approved	6.695	As per Cabinet on 12 July 2022
Current Revised Budget	36.237	

**Additions/Reductions**

Project	Capital Description	Additions / Reductions 22-23 £m	Comments
SA1070	Phase 4	-1.150	Allocation of funding for Phase 4 moved to Cluster 5 programme
SA1075	Phase 4 - Cluster 5	1.150	Allocation of funding for Phase 4 moved to Cluster 5 programme

SA1047	New Build Contingency	-0.250	Allocation of funding from New Build contingency to Boughton Extra Care
SA1048	Boughton Extra Care	0.250	Allocation of funding from New Build contingency to Boughton Extra Care
S91100	ROOF REPLACEMENTS	-0.480	Budget Movements - HRA Investment programme
S91115	Roof Replacement Works	0.300	Budget Movements - HRA Investment programme
S91116	Flat Roof Replacement Wrk	0.180	Budget Movements - HRA Investment programme
S91200	KITCHEN & BATHROOM CONVERSIONS	-2.390	Budget Movements - HRA Investment programme
S91218	Kit & Bathrooms	2.390	Budget Movements - HRA Investment programme
S91300	EXTERNAL FABRIC	-0.360	Budget Movements - HRA Investment programme
S91336	External Fabric Works	0.360	Budget Movements - HRA Investment programme
S91400	DOORS & WINDOWS	-0.204	Budget Movements - HRA Investment programme
S91412	Doors & Windows Works	0.204	Budget Movements - HRA Investment programme
S93100	ELECTRICAL	-1.120	Budget Movements - HRA Investment programme
S93115	Rewires	1.120	Budget Movements - HRA Investment programme
S93500	HEATING	-0.660	Budget Movements - HRA Investment programme
S93510	Heating/Boilers	0.660	Budget Movements - HRA Investment programme
S95100	GARAGE FORECOURTS	-0.090	Budget Movements - HRA Investment programme
S95109	Garages	0.007	Budget Movements - HRA Investment programme
S95115	Resurfacing Works	0.083	Budget Movements - HRA Investment programme
S95100	GARAGE FORECOURTS	0.030	Budget Movements - HRA Investment programme
S95109	Garages	-0.030	Budget Movements - HRA Investment programme
S97400	DISABLED ADAPTATIONS	-0.600	Budget Movements - HRA Investment programme
S97416	Major Adaptations	0.510	Budget Movements - HRA Investment programme
S97417	Minor Adaptations	0.040	Budget Movements - HRA Investment programme
S97418	Adaptation Stair Lift/Ho	0.050	Budget Movements - HRA Investment programme
S97100	ASBESTOS	-0.060	Budget Movements - HRA Investment programme
S97115	Asbestos Surveys	0.040	Budget Movements - HRA Investment programme
S97116	Asbestos Removal	0.020	Budget Movements - HRA Investment programme
S97200	FIRE SAFETY	-0.060	Budget Movements - HRA Investment programme
S97221	Fire Risk Assessments	0.060	Budget Movements - HRA Investment programme
<b>Total Additions/Reductions</b>		<b>0.000</b>	

#### Reprofiling

Project	Capital Description	Additions / Reductions 22-23	Comments
S95100	GARAGES, FOOTPATHS, WALKWAYS	-0.030	Budget brought forward to 21-22 to support demand
<b>Total Re profiling</b>		<b>-0.030</b>	

HRA Revised budget for approval	36.207	Recommended for approval at Cabinet on 20.9.22
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<b>Total Additions/Reductions</b>	<b>2.447</b>	
<b>Total Re profiling</b>	<b>-16.293</b>	
<b>Total Revised Budget</b>	<b>89.994</b>	

Project	Capital Description	Project Manager	Original Budget 2022/23	Slippage Proposed	Original budget 22/23 including slippage	Quarter 1 Movement Requests	Revised Budget including Variations for Approval	Actuals to 30.06.22	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underspend	Comments - Spend to date
<b>PROPERTY INVESTMENT PROGRAMME</b>													
S91100	ROOF REPLACEMENTS	S Rowett	480,000	0	480,000	-480,000	0	0	0	0	0	0	
S91115	Roof Replacement Works	S Rowett	0	113,559	113,559	300,000	413,559	0	92,771	320,787	413,558	-0	09.08.22 Subject to current contract negotiations the full year budget will be spent.
S91116	Flat Roof Replacement Work	S Rowett	0	55,137	55,137	180,000	235,137	43,285	53,775	138,077	235,137	0	09.08.22 Subject to current contract negotiations the full year budget will be spent.
S711	ROOF REPLACEMENTS		480,000	168,696	648,696	0	648,696	43,285	146,546	458,864	648,696	-0	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	2,390,000	0	2,390,000	-2,390,000	0	187,596	0	0	187,596	187,596	
S91218	Kit & Bathrooms	A Tutty	0	0	0	2,390,000	2,390,000	47,370	1,268,275	886,759	2,202,404	-187,596	09.08.22 current performance is strong, subject to satisfactory take up, full budget will be spent.
S712	KITCHEN & BATHROOM CONVERSIONS		2,390,000	0	2,390,000	0	2,390,000	234,966	1,268,275	886,759	2,390,000	-0	
S91300	EXTERNAL FABRIC	G Bruce	360,000	0	360,000	-360,000	0	0	0	0	0	0	
S91336	External Fabric Works	G Bruce	0	197,398	197,398	360,000	557,398	28,957	204,200	324,241	557,398	0	09.08.22 current contractor performing strongly, no issues anticipated.
S713	EXTERNAL FABRIC		360,000	197,398	557,398	0	557,398	28,957	204,200	324,241	557,398	0	
S91400	DOORS & WINDOWS	D Bamford	204,000	0	204,000	-204,000	0	15,040	0	0	15,040	15,040	
S91412	Doors & Windows Works	D Bamford	0	65,000	65,000	204,000	269,000	13,004	185,273	55,683	253,960	-15,040	09.08.22 subject to contract renegotiation hope to have a provider by the end of August, therefore expected to achieve spend.
S714	DOORS & WINDOWS		204,000	65,000	269,000	0	269,000	28,044	185,273	55,683	269,000	0	
S91500	OTHER STRUCTURAL	G Bruce	60,000	32,956	92,956	0	92,956	47,294	37,246	8,417	92,957	0	
S91511	Walls Re-Rendering	G Bruce	60,000	0	60,000	0	60,000	0	0	60,000	60,000	0	
S715	OTHER STRUCTURAL		120,000	32,956	152,956	0	152,956	47,294	37,246	68,417	152,957	0	
S93100	ELECTRICAL	A Tutty	1,120,000	0	1,120,000	-1,120,000	0	0	0	0	0	0	
S93115	Rewires	A Tutty	0	0	0	1,120,000	1,120,000	89,096	588,317	442,587	1,120,000	-0	
S731	ELECTRICAL		1,120,000	0	1,120,000	0	1,120,000	89,096	588,317	442,587	1,120,000	-0	
S93500	HEATING	D Bamford	660,000	0	660,000	-660,000	0	0	0	0	0	0	
S93510	Heating/Boilers	D Bamford	0	50,000	50,000	660,000	710,000	182,258	131,424	396,318	710,000	0	09.08.22 current contractor just finishing off work in progress, new contractor will carry out all services/repairs and renewals going forward.
S735	HEATING		660,000	50,000	710,000	0	710,000	182,258	131,424	396,318	710,000	0	
S93600	ENERGY EFFICIENCY	D Bamford	330,000	0	330,000	0	330,000	0	72,250	215,819	288,069	-41,931	
S93622	PV Invertors	C Wagstaff	0	91,760	91,760	0	91,760	0	133,691	0	133,691	41,931	
S736	ENERGY EFFICIENCY		330,000	91,760	421,760	0	421,760	0	205,941	215,819	421,760	0	
S95100	GARAGE FORECOURTS		90,000	0	90,000	-90,000	0	0	0	0	0	0	
S95109	Garages	D Bamford	30,000	0	30,000	-23,000	7,000	0	9,100	0	9,100	2,100	
S95115	Resurfacing Works	G Bruce	0	57,007	57,007	83,000	140,007	0	124,755	13,152	137,907	-2,100	
S751	GARAGE FORECOURTS		120,000	57,007	177,007	-30,000	147,007	0	133,855	13,152	147,007	-0	
S95200	ENVIRONMENTAL WORKS	M Plant	330,000	0	330,000	0	330,000	42,792	10,000	275,807	328,599	-1,401	
S95203	Car Parking Schemes	C Wagstaff	120,000	102,817	222,817	0	222,817	0	0	222,817	222,817	0	
S95206	Chatham Court Target Hardening - Safer Neighbourhoods	A Batty	0	0	0	0	0	0	1,401	0	1,401	1,401	
S95208	Roewood Lane Sewerage Treatment Station	D Bamford	0	10,000	10,000	0	10,000	0	0	10,000	10,000	0	
S95250	Communal Lighting	G Bruce	40,000	0	40,000	0	40,000	0	0	40,000	40,000	0	
S95252	Flood Defence Systems	D Bamford	12,000	0	12,000	0	12,000	0	0	12,000	12,000	0	
S95253	Play Areas	L Powell	24,000	0	24,000	0	24,000	0	0	24,000	24,000	0	
S95254	Estate Remodelling	G Bruce	113,000	0	113,000	0	113,000	11,319	22,966	78,715	113,000	0	

Project	Capital Description	Project Manager	Original Budget 2022/23	Slippage Proposed	Original budget 22/23 including slippage	Quarter 1 Movement Requests	Revised Budget including Variations for Approval	Actuals to 30.06.22	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underspend	Comments - Spend to date
S95303	Target Hardening - HRA	Andrew Kirk	0	15,862	15,862	0	15,862	12,155	0	3,707	15,862	-0	
<b>S752</b>	<b>ENVIRONMENTAL WORKS</b>		<b>639,000</b>	<b>128,679</b>	<b>767,679</b>	<b>0</b>	<b>767,679</b>	<b>66,267</b>	<b>34,367</b>	<b>667,046</b>	<b>767,679</b>	<b>0</b>	
S97100	ASBESTOS	J Knowles	60,000	0	60,000	-60,000	0	0	0	0	0	0	
S97115	Asbestos Surveys	J Knowles	0	0	0	40,000	40,000	0	15,555	22,674	38,229	-1,771	11.08.22 in progress and on target.
S97116	Asbestos Removal	J Knowles	0	0	0	20,000	20,000	5,389	16,382	0	21,771	1,771	11.08.22 in progress and on target.
<b>S771</b>	<b>ASBESTOS</b>		<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>5,389</b>	<b>31,938</b>	<b>22,674</b>	<b>60,000</b>	<b>0</b>	
S97200	FIRE SAFETY	J Knowles	60,000	0	60,000	-60,000	0	0	0	0	0	0	
S97218	Enhanced Fire Risk Assessments	J Knowles	180,000	268,448	448,448	0	448,448	201,051	59,677	187,720	448,448	-0	11.08.22 enhanced risk assessments are in progress and on target.
S97221	Fire Risk Assessments	J Knowles	0	86,870	86,870	60,000	146,870	0	0	146,870	146,870	0	
<b>S772</b>	<b>FIRE SAFETY</b>		<b>240,000</b>	<b>355,318</b>	<b>595,318</b>	<b>0</b>	<b>595,318</b>	<b>201,051</b>	<b>59,677</b>	<b>334,590</b>	<b>595,318</b>	<b>-0</b>	
S97300	DDA IMPROVEMENTS	L Powell	24,000	5,772	29,772	0	29,772	4,008	0	25,764	29,773	0	
<b>S773</b>	<b>DDA IMPROVEMENTS</b>		<b>24,000</b>	<b>5,772</b>	<b>29,772</b>	<b>0</b>	<b>29,772</b>	<b>4,008</b>	<b>0</b>	<b>25,764</b>	<b>29,773</b>	<b>0</b>	
S97400	DISABLED ADAPTATIONS	L Powell	600,000	0	600,000	-600,000	0	0	0	0	0	0	
S97416	Major Adaptations	L Powell	0	53,710	53,710	510,000	563,710	87,797	314,403	161,510	563,711	0	09.08.22 demand is high and will need to monitor closely.
S97417	Minor Adaptations	L Powell	0	0	0	40,000	40,000	8,853	31,147	0	40,000	0	
S97418	Adaptation Stair Lift/Ho	L Powell	0	13,008	13,008	50,000	63,008	12,699	37,301	13,008	63,008	0	
<b>S774</b>	<b>DISABLED ADAPTATIONS</b>		<b>600,000</b>	<b>66,718</b>	<b>666,718</b>	<b>0</b>	<b>666,718</b>	<b>109,349</b>	<b>382,851</b>	<b>174,518</b>	<b>666,719</b>	<b>1</b>	
S97500	LEGIONELLA	A Tutty	36,000	0	36,000	0	36,000	0	6,576	29,424	36,000	0	
<b>S791</b>	<b>UNALLOCATED FUNDING</b>		<b>36,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>6,576</b>	<b>29,424</b>	<b>36,000</b>	<b>0</b>	
S99100	PROPERTY INVESTMENT CONTINGENCY	S Osborne	60,000	0	60,000	0	60,000	0	0	60,000	60,000	0	
S99102	Housing Capital Fees	M Plant	333,830	0	333,830	0	333,830	33,796	4,224	295,810	333,830	0	
S99103	Building Safety	C Wagstaff	649,200	0	649,200	0	649,200	16,300	0	632,900	649,200	0	11.08.22 surveys will be carried out during the current year, may need to adjust the budget or reprofile when programme of works is reviewed.
<b>S791</b>	<b>UNALLOCATED FUNDING</b>		<b>1,043,030</b>	<b>0</b>	<b>1,043,030</b>	<b>0</b>	<b>1,043,030</b>	<b>50,096</b>	<b>4,224</b>	<b>988,710</b>	<b>1,043,030</b>	<b>0</b>	
	<b>TOTAL INVESTM PROGRAMME</b>		<b>8,426,030</b>	<b>1,219,305</b>	<b>9,645,335</b>	<b>-30,000</b>	<b>9,615,335</b>	<b>1,090,060</b>	<b>3,420,710</b>	<b>5,104,566</b>	<b>9,615,337</b>	<b>1</b>	
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-0</b>	
	<b>AFFORDABLE HOUSING</b>												
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	1,745,882	33,430	1,779,312	0	1,779,312	7,500	2,650	1,769,162	1,779,312	0	14.7.22 continuing investigations into future site acquisitions
SA1033	Estate Regeneration	C Clarkson	6,693,128	1,649,366	8,342,494	0	8,342,494	52,267	165,762	8,124,464	8,342,493	-0	14.7.22 reserve matter for YD project, ph1 are expected to be submitted July 22. Following planning approval works will start on site Q4. early enabling works inc demolition have been undertaken with all site surveys for ph1 now complete.
SA1036	Affordable Homes Southwell	J Sanderson	0	8,220	8,220	0	8,220	1,000	0	7,220	8,220	0	14.7.22 purchase complete, final recharges left to pay.
SA1047	New Build Contingency	K Shutt	990,532	0	990,532	-250,000	740,532	0	0	390,642	390,642	-349,890	14.7.22 Contingency set aside for phase 4 and 5 of the new build programme.
SA1048	Boughton Extra Care	K Shutt	0	77,957	77,957	250,000	327,957	10,486	298,087	19,384	327,957	0	14.7.22 stand in appointed contractor providing repairs during the defects period. Negotiations ongoing with administrators to agree final account.
SA1060	Phase 3	K Shutt	0	-26,780	-26,780	0	-26,780	1,000	63,655	-91,434	-26,779	0	need to reallocate these costs
SA1061	Phase 3 - Cluster 1 Stand Alone	K Shutt	0	0	0	0	0	0	0	0	0	0	
SA1062	Phase 3 - Cluster 2 Various	K Shutt	0	25,129	25,129	0	25,129	25,112	2	0	25,113	-15	14.7.22 Scheme complete. Final retention paid in May 2022
SA1063	Phase 3 - Cluster 3	K Shutt	27,765	-12,941	14,824	0	14,824	0	5,332	201,524	206,856	192,032	14.7.22 Scheme complete. Final retention due in September 2022
SA1064	Phase 3 - Cluster 4	K Shutt	900,000	735,329	1,635,329	0	1,635,329	171,636	686,876	434,816	1,293,328	-342,000	14.7.22 Nortgate site due for completion December 2022.
SA1070	Phase 4	K Shutt	0	1,196,105	1,196,105	-1,150,000	46,105	22,297	60,790	-36,982	46,105	-0	14.7.22 Sites due for completion during 2022/23
SA1071	Phase 4 Cluster 1	K Shutt	0	148,070	148,070	0	148,070	0	158,851	-10,781	148,070	-0	14.7.22 Sites due for completion during 2022/23. Spend remaining relates to retention only. Outstanding order remaining will clear following payment
SA1072	Phase 4 Cluster 2	K Shutt	0	152,663	152,663	0	152,663	122,455	47,487	140,579	310,521	157,858	14.7.22 Sites due for completion during 2022/23. budget required top up from contingency due to contract variations on site.

Project	Capital Description	Project Manager	Original Budget 2022/23	Slippage Proposed	Original budget 22/23 including slippage	Quarter 1 Movement Requests	Revised Budget including Variations for Approval	Actuals to 30.06.22	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underspend	Comments - Spend to date
SA1073	Phase 4 Cluster 3	K Shutt	1,173,540	886,303	2,059,843	0	2,059,843	1,091,583	1,119,991	148,268	2,359,842	300,000	14.7.22 Sites due for completion during 2022/23
SA1074	Phase 4 Cluster 4	K Shutt	370,900	80,866	451,766	0	451,766	236,906	246,498	10,362	493,766	42,000	14.7.22 Sites due for completion during 2022/23
SA1075	Phase 4 Cluster 5	K Shutt	0	0	0	1,150,000	1,150,000	18,358	1,041,214	90,427	1,150,000	-0	14.7.22 Sites due for completion during 2022/23
SA1080	Phase 5	K Shutt	9,214,900	483,331	9,698,231	0	9,698,231	7,530	20,000	5,391,996	5,419,526	-4,278,705	14.7.22 Contracts are being drawn up to be issued in July/August. Majority of sites have been progressed through planning for starts on site in September 22. Works due for completion in 2023/24. Re-profile required.
SA1081	Phase 5 Cluster 1	K Shutt	0	0	0	0	0	0	0	2,064,780	2,064,780	2,064,780	14.7.22 new cluster set up - budget from main phase 5 scheme. 6 sites, 10 units
SA1082	Phase 5 Cluster 2	K Shutt	0	0	0	0	0	0	0	1,231,491	1,231,491	1,231,491	14.7.22 new cluster set up - budget from main phase 5 scheme. 5 sites, 5 units
SA1083	Phase 5 Cluster 3	K Shutt	0	0	0	0	0	0	0	982,434	982,434	982,434	14.7.22 new cluster set up - budget from main phase 5 scheme 3 sites, 5 units
SA3001	Ollerton Local Office Refurbishment & Repurposed	J Baker	0	0	0	0	0	0	0	0	0	0	
SC2000	Careline Analogue to Digital	S Stewardson	0	38,178	38,178	0	38,178	14,134	0	24,045	38,179	0	
	<b>SUB TOTAL AFFORDABLE HOUSING</b>		<b>21,116,646</b>	<b>5,475,224</b>	<b>26,591,870</b>	<b>0</b>	<b>26,591,870</b>	<b>1,782,265</b>	<b>3,917,194</b>	<b>20,892,397</b>	<b>26,591,856</b>	<b>-14</b>	
			0	0	0	0	0	0	0	0	0	-0	
	<b>TOTAL HOUSING REVENUE ACCOUNT</b>		<b>29,542,676</b>	<b>6,694,530</b>	<b>36,237,206</b>	<b>-30,000</b>	<b>36,207,206</b>	<b>2,872,325</b>	<b>7,337,905</b>	<b>25,996,963</b>	<b>36,207,193</b>	<b>-13</b>	



## General Fund - Spend against budget - Estimated in year

Project	Capital Description	Project Manager	Original Budget 2022/23	Slippage Proposed	Original budget 22/23 including slippage	Quarter 1 Movement Requests	Revised Budget including Variations for Approval	Actuals to 30.06.22	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underspend	Comments - Spend to date
TB2253	Vehicles & Plant (NSDC)	A Kirk	1,589,203	72,464	1,661,667	43,000	1,704,667	100,147	1,590,053	14,467	1,704,667	0	
TB3142	Bifrastructure Wrap Grant	A Kirk	0	1,094	1,094	0	1,094	0	0	1,094	1,094	0	
TB3143	Vicar Water Embankment Works	S Young	0	58,450	58,450	2,000	60,450	2,355	1,970	56,125	60,450	0	20.07.22 Approval from S151 to increase budget by £2k 19.5.22 + Works now complete and post CCTV survey done to show a successful install. - SY
TC3131	London Road Library Gardens	N Cuttell	0	467,540	467,540	0	467,540	462,000	0	5,540	467,540	0	
TC3136	Climate Change	M Finch/M Eyre	18,300	16,200	34,500	0	34,500	16,200	0	18,300	34,500	0	20.07.22 SLT have approved 30k expenditure of overall Climate Change budget for the development of a Decarbonisation Plan. We have also applied for some grant funding to fund this through Salix - outcome expected 31st Aug 2022
TC3147	Street Scene Building Upgrade	A Kirk / S Young	0	10,133	10,133	0	10,133	510	9,560	0	10,070	-63	20.07.22 All works complete - budget can be closed. - SY
TC3152	Target Hardening - GF	A Kirk	0	62,316	62,316	0	62,316	18,343	525	43,448	62,316	-0	
TC3154	Solar PV	M Finch/M Eyre	685,250	0	685,250	0	685,250	0	0	685,250	685,250	0	20.07.22 Installer appointed expenditure will begin in the next few months
TF2000	CCTV Replacement Programme	A Batty	0	140,500	140,500	0	140,500	0	0	140,500	140,500	0	
TF3221	Southwell Flood Mitigation	A Batty	0	453,421	453,421	0	453,421	0	443,421	10,000	453,421	0	
TF3227	Lowdham Flood Eliviation	A Batty	200,000	0	200,000	0	200,000	0	0	200,000	200,000	0	
TF6011	Private Sector Disabled Facilities Grants	A Batty	700,000	12,210	712,210	0	712,210	59,089	77,855	575,266	712,211	0	
TF6012	Discretionary Disabled Facilities Grants	A Batty	90,000	8,207	98,207	0	98,207	21,189	20,000	57,018	98,207	0	
TF6020	Flood Grants - 2020 - 2022	A Batty	0	370,402	370,402	0	370,402	20,416	0	349,986	370,402	-0	
	<b>Cleaner, Safer, Greener</b>		<b>3,282,753</b>	<b>1,672,938</b>	<b>4,955,691</b>	<b>45,000</b>	<b>5,000,691</b>	<b>700,249</b>	<b>2,143,385</b>	<b>2,156,994</b>	<b>5,000,628</b>	<b>-63</b>	
TA3053	Museum Improvements	C Coulton-Jones	180,000	44,232	224,232	0	224,232	0	39,938	184,294	224,232	0	20.07.22 paused until tudor attic work has been complete
TA3056	NCWC Tudor Hall	C Coulton-Jones	140,000	59,014	199,014	0	199,014	16,834	12,500	169,680	199,014	-0	20.07.22 costs are being reviewed and further conversations with woodheads before taking further
TA3057	Palace Theatre Lighting	C Coulton-Jones	0	11,263	11,263	0	11,263	0	2,000	9,263	11,263	-0	20.07.22 works complete.
TA3058	Palace Theatre Fire Alarm Upgrade	C Coulton-Jones	51,000	0	51,000	0	51,000	0	6,000	45,000	51,000	0	20.07.22 reprofile £45k to 2023/24 for completion during August.
TA3059	Palace Theatre Catwalk	C Coulton-Jones	38,000	0	38,000	4,000	42,000	16,479	0	25,521	42,000	-0	20.07.22 Catwalk works are currently in progress and will be complete by the end of the summer. The price of materials has increased, therefore additional budget is required.
TA3060	Beacon - New Boiler	M Eyre	53,500	0	53,500	0	53,500	0	0	53,500	53,500	0	20.07.22 costs are currently being reviewed for replacement boilers
TA3061	Beacon - LED lights	M Eyre	71,300	0	71,300	0	71,300	0	0	71,300	71,300	0	20.07.22 design is complete, waiting to be tendered.
TB3154	Castle Gatehouse Project	C Coulton-Jones	2,993,863	10,366	3,004,229	-2,503,261	500,968	0	967	500,000	500,967	-0	20.07.22 HLF funding for the development phase has been approved, reprofile required come back with more info when full BC for TF finished.
TB3155	Castle - Condition Works	C Coulton-Jones	0	0	0	570,000	570,000	0	534,739	35,261	570,000	0	20.07.22 programmed to be complete by January 2023.
TB3160	Castle Electrical Upgrade & Fire Alarm	C Coulton-Jones	0	8,757	8,757	0	8,757	0	0	8,757	8,757	-0	20.07.22 Works completed and signed off by independent consultant and CoW - SY
TC3140	Car Park Ticket Machine Replacement	B Rawlinson	0	42,040	42,040	0	42,040	0	21,802	20,238	42,040	0	20.07.22 12 machines replaced and 2 upgraded. Scheme complete.
TC3149	Onstreet Residential Chargepoint Scheme	B Rawlinson	0	12,551	12,551	0	12,551	0	12,533	0	12,533	-18	20.07.22 scheme estimated to be complete by September, at which point final grant funding can be claimed.
TC3153	Places to Ride - Thoresby Vale	R Huthwaite	0	150,000	150,000	0	150,000	0	0	150,000	150,000	0	
TI1002	A1 Overbridge Improvements	M Norton	5,540,000	60,000	5,600,000	-5,540,000	60,000	0	0	60,000	60,000	0	20.07.22 meetings are being held with engineers appointed by Highways England. Reprofile £5.54m to 2023/24. £60 for design work.
TI1000	Towns Fund - 32 Stodman Street Regeneration	N Cuttell	8,110,000	573,720	8,683,720	200,000	8,883,720	154,979	276,232	8,452,509	8,883,719	-0	20.07.22 currently out to tender hoping to appoint by autumn.
TI1003	Towns Fund - Newark Gateway Cattlemarket Ph1	N Cuttell	0	84,403	84,403	0	84,403	9,214	32,939	42,249	84,403	-0	20.07.22 demolition complete. Holding final payment and retention until consultant approves release.
TI1005	Towns Fund - Cycle Town	N Cuttell	0	150,636	150,636	0	150,636	1,272	100,636	48,728	150,636	0	
	<b>Homes &amp; Health</b>		<b>17,177,663</b>	<b>1,206,981</b>	<b>18,384,644</b>	<b>-7,269,261</b>	<b>11,115,383</b>	<b>198,778</b>	<b>1,040,287</b>	<b>9,876,300</b>	<b>11,115,365</b>	<b>-19</b>	

TA1216	Dukeries LC New Pool	A Hardy	0	142,314	142,314	0	142,314	10,680	131,635	0	142,315	1	20.07.22 Ascot making repairs currently to allow 1 year sign off and final payment to be made. Should be done mid Aug 2022 - SY
TA1218	Leisure Equipment Purchase	A Hardy	760,000	0	760,000	-760,000	0	0	0	0	0	0	20.07.22 Requested budget be reprofiled to 2023/24 due to contract extension
TA1221	SLC Fire Safety Remedial Works	S Young	0	71,615	71,615	0	71,615	33,387	11,853	26,375	71,615	-0	20.07.22 Works done and standard achieved, some decoration now needed due to removal of old devices. Fire door integration booked in for August. New fire doors to be installed as per RB + FRA E35k is needed for this so will be short. - SY
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	3,248,000	209,743	3,457,743	0	3,457,743	0	0	3,457,743	3,457,743	-0	
TB6154	Community Facilities Provision Community & Activity Village (inc S106)	A Hardy	0	396,210	396,210	45,000	441,210	340,027	0	101,183	441,210	0	20.07.22 E56,183 from S106 monies will be paid in July 2022, leaving E45k to pay subject to price confirmation and planning approval.
TB6162	Magnus Academy Hockey Pitch	A Hardy	352,500	0	352,500	0	352,500	0	352,500	0	352,500	0	20.07.22 works are currently in progress.
TB6165	S106 Community Facilities to SOT	A Hardy	0	239,620	239,620	0	239,620	0	0	239,620	239,620	0	20.07.22 awaiting side agreement
TB6168	S106 Community Facilities Edwinstowe	A Hardy	0	0	0	46,771	0	0	0	46,771	46,771	0	12.8.22 payment made to EPC
TF3228	Homeless Hostel	K Shutt / M Cook	2,650,000	234,458	2,884,458	0	2,884,458	354,802	2,020,178	509,478	2,884,458	-0	
TF6807	Warm Homes on Prescription	H Richmond	70,000	53,384	123,384	-53,384	70,000	3,487	13,801	52,712	70,000	0	25.07.22 based on activity from April - July, this budget should reduce to reflect expected activity. All spend is funded by the Better Care Fund.
TF6810	PV Units - EON	H Richmond	0	557,479	557,479	0	557,479	0	557,479	0	557,479	0	25.07.22 scheme deadline has extended to 30 September, therefore all installs have to be complete by that date. All spend incurred will be covered by the final grant claim.
	<b>Economic Development &amp; Visitors</b>		<b>7,080,500</b>	<b>1,904,823</b>	<b>8,985,323</b>	<b>-721,613</b>	<b>8,263,710</b>	<b>742,384</b>	<b>3,087,445</b>	<b>4,433,882</b>	<b>8,263,711</b>	<b>1</b>	
TA3286	Information Technology Investment	D Richardson	522,000	335,589	857,589	35,000	892,589	-1,335	186,437	707,487	892,589	-0	20.07.22 programmes are expected to be completed within 2022/23, however the technology supply chain is unpredictable with long lead times on some hardware.
	<b>Organisational Development &amp; Governance</b>		<b>522,000</b>	<b>335,589</b>	<b>857,589</b>	<b>35,000</b>	<b>892,589</b>	<b>-1,335</b>	<b>186,437</b>	<b>707,487</b>	<b>892,589</b>	<b>-0</b>	
TC2005	Land Acquisition - Dukeries	M Eyre	0	70,000	70,000	0	70,000	0	0	70,000	70,000	0	
TC2006	Purchase of Land at Bowbridge Road	M Lamb	0	1,020,760	1,020,760	660,000	1,680,760	0	25,950	537,093	1,680,760	0	
TC2007	Clipstone Holding Centre	Matt Lamb	0	0	0	987,000	987,000	0	0	987,000	987,000	0	
TC2008	Vicar Water Country park	Matt Lamb	0	0	0	65,000	65,000	0	0	65,000	65,000	0	
TC3016	Legionella Remedial Works	M Eyre	0	17,771	17,771	0	17,771	22,250	2,881	14,890	17,771	-0	
TC3134	Works to SFACC	M Eyre	0	10,344	10,344	0	10,344	0	0	10,344	10,344	0	20.07.22 final works to be complete in the current year.
TC3135	Works to Buttermarket	P Preece	0	663,937	663,937	0	663,937	1,117,717	94,568	549,191	663,937	-0	20.07.22 final redevelopment works are underway and contractor onsite due for completion at the end of September.
TC3138	Lord Hawke Way Remedial Work & Bond	M Eyre	0	191,860	191,860	0	191,860	0	0	191,160	191,860	-0	20.07.22 working towards a S102 agreement
TC3141	Improvements to Newark Beacon	M Eyre	0	49,700	49,700	-49,700	0	0	647	-6,097	-0	-0	04.08.22 The Offices that had been earmarked for conversion have now been leased. Therefore spend to date will be moved to revenue and the budget removed.
TC3142	Common Lighting at Industrial Estates	M Eyre	20,000	25,000	45,000	0	45,000	0	0	45,000	45,000	0	20.07.22
TC3143	Roller Shutter Doors at Industrial Units	M Eyre	75,000	90,000	165,000	0	165,000	0	0	165,000	165,000	0	
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	M Eyre	40,000	40,000	80,000	40,000	120,000	0	22,500	97,500	120,000	0	20.07.22 works ongoing. 10 doors replaced on a trial, 45 remaining. Reprofile E40k from 23/24
TC3145	Fire Signage and Emergency Lighting at Industrial Units	M Eyre	75,000	75,000	150,000	0	150,000	20,178	0	150,000	150,000	0	
TC3146	Electrical Upgrades to Industrial Units	M Eyre	80,000	100,000	180,000	0	180,000	700	0	180,000	180,000	0	
TC3148	RHH Units Fit Out	M Eyre	140,000	135,000	275,000	-108,000	167,000	5,450	0	144,750	167,000	0	20.07.22 3 units 1 of which has been let and payment released, 2 further units expect to complete by end of July 2022. Budget reduced as per Cabinet on 12 July 2022.
TE3268	Southern Link Road Contribution	M Lamb	19,000,000	1,852,376	20,852,376	-7,500,000	13,352,376	0	0	13,352,375	13,352,375	-0	
TG1003	Housing Regeneration Loan Facility	N Wilson	10,109,849	538,797	10,648,646	0	10,648,646	-500,491	0	11,149,137	10,648,646	-0	
	<b>Strategy, Performance &amp; Finance</b>		<b>29,539,849</b>	<b>4,880,546</b>	<b>34,420,395</b>	<b>-5,905,700</b>	<b>28,514,695</b>	<b>665,804</b>	<b>146,545</b>	<b>27,702,344</b>	<b>28,514,693</b>	<b>-1</b>	
	<b>TOTALS</b>		<b>57,602,765</b>	<b>10,000,876</b>	<b>67,603,642</b>	<b>-13,816,574</b>	<b>53,787,068</b>	<b>2,305,880</b>	<b>6,604,099</b>	<b>44,877,007</b>	<b>53,786,986</b>	<b>-82</b>	



Report to: Cabinet Meeting – 4 October 2022  
 Portfolio Holder: Councillor David Lloyd, Strategy Performance & Finance  
 Director Lead: Deborah Johnson, Customer Services & Organisational Development  
 Lead Officer: Ryan Ward, Transformation & Service Improvement Officer, Ext 5308

Report Summary	
<b>Type of report</b>	Open, Non-Key Decision
<b>Report Title</b>	Community Plan Performance for Quarter 1 - 2022/23
<b>Purpose of Report</b>	To present the Quarter 1 Community Plan Performance Report (April-June 2022).
<b>Recommendations</b>	That Cabinet review the Community Plan Performance Report attached as Appendix 1 and consider the Council's performance against its objectives highlighting any areas of high performance and identifying area for improvement.
<b>Alternative Options Considered</b>	Not applicable.
<b>Reason for Recommendations</b>	To enable the Cabinet to review the Quarter 1 Community Plan Performance report.

## 1.0 Background

1.1 We continue to deliver an approach to performance management that is used to drive improvement rather than simply used as a counting device. We are doing this by analysing data and progress against key activities as well as building a picture of the context of performance using district statistics, customer feedback and workforce information.

## 2.0 Implications

2.1 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**

None

# Newark and Sherwood District Council Performance Report

2022-23 Q1  
1 April to 30 June 2022

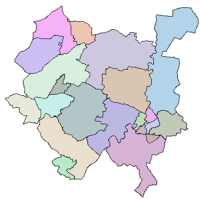


# Introduction

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

This report examines how the Council has been performing against the Community Plan. It examines data to look at the performance of key services and delivery against the activities outlined in the plan. This report examines the Council's performance and achievements from 1 April to 30 June 2022 (Quarter 1).

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



## Our District

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

Page 3



## Our Performance

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

Page 4



## Our Customers

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

Page 20

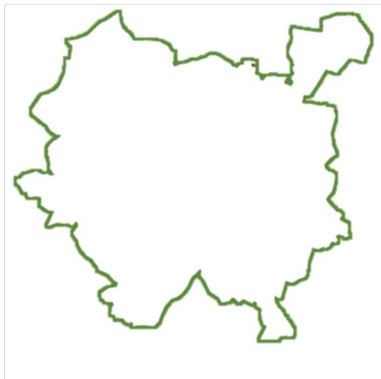


## Our Workforce

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

Page 24

## About Newark and Sherwood...



A resident population of 122,900 (15.3% of Nottinghamshire's population).

5,551,300 dwellings of which 10% are owned by the Council (social housing).

There are on average 189 people per square kilometre within the district. This is sparser than the England average of 395 people per square kilometre and the Nottinghamshire average of 396 people per hectare.

7.6% of the population are within the age range 55-59 which is the highest across all the district age ranges. This is also different to the England average where 50-54 is the highest age range at 7%.

79.3% of the district's working age population (16 to 64) are qualified to a Level 2 or higher. This is 5.1% higher than the county average and 1.1% higher than the England average.

The gross weekly pay for residents is £589.80. This is 2.8% higher than the Nottinghamshire average but 4% lower than the England average.

## How is our district?

This data tell us something about our district in quarter 1 (April-June 2022). Most of these indicators are not factors we can directly affect, only influence, but they add context to the work we undertake.



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

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

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

The number of planning applications we receive gives an indication of the level of construction planned in the district. When compared to the same period last year, commercial applications have increased by 1, residential applications have increased by 4, non-major applications have reduced by 52 but major applications have increased by 9.

**5 commercial planning applications** were validated

**54 residential planning applications** were validated

**19 major planning applications** were received

**290 minor planning applications** were received



**2,235 people are currently unemployed** across the District. This is a reduction of 12% since quarter 4 of last year and a 27% reduction compared to the same period last year.



**7.8% of town centre retail premises were vacant** in quarter 1 (the town centres measured are Newark, Edwinstowe, Ollerton and Southwell). This is equivalent to the previous quarter.

As of June, **125 businesses were 'born' and 160 businesses 'died'**. Both of these are a reduction to the previous quarter.

## Interactions with the Council

This information shows how busy Q1 22/23 has been for the Council in terms of customer interactions.

- **2,992 face to face contacts** were held at Castle House. This is a 81% increase since quarter 4 but is still significantly lower than pre-Covid levels (Q4 in 2019/20 was 14,101 contacts).
- **115,224 calls** were made to the contact centre and **5,060 calls** were received by responsive repairs
- **15,966 digital web form transactions** were completed by our customers, a 90% increase from the same quarter of the previous year.



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



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

- ⇒ To support residents with the cost of living crisis, Councils were given the responsibility for processing and awarding the council tax energy rebate payments. As of the end of quarter 1, a total of 38,897 payments of £150 awards have been distributed, equivalent to £5,834,550. We have also provided 4,671 discretionary awards totaling £134,936.
- ⇒ The Humanitarian Assistance Response Team's (HART) support system continues to operate with its current primary focus around homes for Ukraine. All support requests for Homes for Ukraine and additional assistance are directed to HART and allocated to a member of the Community Development Team to be actioned within 24 hours as part of the Council's Family Support Worker response. Currently 129 matched families consisting of 163 individuals have arrived and are receiving support through the Council's local response programme.
- ⇒ We are continuing to deliver digital services that allow our residents to interact with us via digital channels. We have launched the first phase of MyNS, an online platform that allows residents to find out useful information about Newark and Sherwood which is tailored to them. In the first phase, residents will be able to see their bin day, find out information about their ward Councillor, including how to contact them, and keep track of the status of a range of service requests, including missed bin collections, reported fly tips and street cleansing requests. At the end of quarter 1, 233 residents had successfully signed up to utilise the system.
- ⇒ Another of our new digital channels is webchat. Instead of calling customer services, residents can now get the answers they want by going onto the Council's website and clicking on 'Chat now'. This links them with a customer services advisor who can deal with their query quickly and easily. During quarter 1, there were a total 765 webchats received. Currently, advisors are limited to dealing with one webchat at a time but we are investigating how they can respond to concurrent webchats. Following this improvement, there will be increased capacity to deal with residents communications via webchat and other digital services. Some of the other digital platforms introduced include an e-newsletter service and MyAccount webpage for tenants.
- ⇒ In line with our digital declaration we have trained involved tenants to train other tenants to improve their digital skills. To maximise take-up of the tenant digital workshops, we are now looking at a more focused approach in our community centres by encouraging small groups to participate in tailored sessions that accommodate the differing levels of confidence and ability. These workshops are continually promoted and offered to tenants by the Tenancy and Estates team.
- ⇒ The Community lottery continues to operate successfully with 63 registered good causes receiving support. At the end of the quarter, approximately 12,500 tickets had been purchased generating approximately £7,500 for good causes. The first bi-annual Community Lottery 'Draw within the Draw' was held in April and 6 good causes each received an additional £500 funding through the Council's Community lottery receipts. The Community Lottery is one of the few lotteries run nationally that is experiencing growth, and in the first year of operation it has grown its ticket sales by 35%, moving from 752 to 1,018 ticket sales per week.
- ⇒ The fifth round of the Parish and Town Council Initiative Fund, themed around cleaner, closed in April and three applications were supported. All outstanding approved schemes will be progressed over the next quarter in order to conclude and reconcile the Fund. Any balances left within the fund will be made available for distribution through the replacement Community Grant Scheme.
- ⇒ A new speedwatch group on Winthorpe Road/Yorke Drive is currently being developed to help address issues relating to speeding in the local community. Community Speed watch also formed part of the day of action at Bilsthorpe which resulted in more than 180 vehicles being checked.



How are we performing against our objective to...

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



- ⇒ 3 Local Influence Networks are now in place to give tenants the opportunity to speak to one another and share their views on their local community with Council officers. Six meetings have now taken place across the district. To maximise take up, we have trialled different methods of advertising, with hand delivered leaflets found to be the most effective way to encourage attendance within our rural areas. While the Local Influence Networks are still in their infancy, the feedback has been positive and we look forward to tenants taking on the role as chair for these networks and seeing them work alongside the Tenant Engagement Board.
- ⇒ The Southwell flood mitigation scheme is progressing well and should be completed in 2022/23. The scheme for Lowdham submitted a formal planning application in October 2021. Following consultation with stakeholders, changes to the original application will require re-submission of certain planning documents. On 21st April, the Environment Agency held a public engagement event at the Lowdham Community Hall, supported by suppliers Arup and Jackson Civil Engineering, to present the scheme proposals to the Lowdham community and promote sign up to the Flood Warning Service. The Environment Agency's partners, Nottinghamshire County Council, and the Lowdham Flood Action Group were also present to discuss other flood risk issues and community preparedness with attendees.



## Deliver inclusive and sustainable growth

### What we have been doing this quarter;

- ⇒ As a part of the Newark Town Investment Plan seven priority projects were identified for funding. The projects continue to move forward and be delivered with progress as follows;
- The Construction College opened in September 2021.
  - The full Business Case for the Air & Space Institute (ASI) has been completed and is under review by the external assurers. The review is expected to be completed by the end of July 2022 to coincide with a start on site by the construction contractors.
  - The outline Business Case for the Smart Innovation, Supply Chain and Logistics (SiSCLOG) project is on track to be completed by the end of July 2022. The project has experienced delays following the announcement of the preferred route for the dualling of the A46 and the designs of the project have been amended to accommodate the adjacent Department for Transport project. A successful Logistics Conference in June 2022, gathered views from people working across the logistics industry, and informed the design of the project, confirming our initial approach.
  - Work has started on site for the redevelopment of Stodman Street, with the project progressing according to the delivery plan. Archaeological surveys are being undertaken, the results of which are expected by September 2022.
  - The Cycle Town project is progressing with two docks already installed, one at Castle Station and one at the new development at Middlebeck. The installation of the third dock, at the bus station, is expected by the end of July 2022. We have also received interest from large local organisations, including from the private sector, wanting to tap into the Cycle Town project and align their own sustainable transport ambitions to the project's objectives. Usage data of the docks will be provided and shared to members once this becomes available.
  - The project to enhance the visitor experience at Newark Castle is progressing. The first-round bid to the National Heritage Lottery fund was successful, leading to an invitation to progress to the second round of the fund. The outline Business Case was submitted to central Government in June 2022.
  - The outline Business Case for the Newark Cultural Heart project has been completed and was submitted to government in April 2022, enabling the drawdown of the first year's allocation of funds. Work with Newark Town Council, the delivery partner, is ongoing by developing an events calendar which includes both small and medium-sized events to increase vibrancy in the town centre leading to more footfall, longer dwell time and greater consumer spending.
- ⇒ Strip out works to the Buttermarket are now complete and Inspire (a charitable community benefit society, delivering cultural and learning services across Nottinghamshire) have been secured to occupy the second floor of the space from September 2022. The Atrium will be reserved for community use and flexible use retail pods.
- ⇒ We have submitted a bid to 'Levelling Up Fund Round 2' to fund two projects. The first project is Ollerton Town Centre focusing on; encouraging a strong retail offer, making the high street a destination for residents and visitors, ensuring accessibility for all and making our town centres as environmentally friendly as possible. The second project is in Clipstone focusing on; training and skills development, creating employment opportunities and providing health and wellbeing provisions. These project have also been endorsed by Nottinghamshire County Council and the Sherwood Board. After consideration the Forest Corner project was not included in this bid as it does not meet the criteria of the fund. However, further engagement has been made with our partners at Nottinghamshire County Council and the Wildlife Charity RSPB and it is anticipated that a bid-ready proposal will be developed to align for submission to future funding opportunities.
- ⇒ We continue to grow and maintain relationships with partners across the district to support students and those seeking employment or redeployment with advice and career aspirations. Since January 2022, we have delivered a range of activity with some examples of the key events including;
- Supporting the North Notts Careers Hub which is a steering group that look at strategic priorities to

deliver a collective impact across North Nottinghamshire. This includes how we develop an integrated skills system across D2N2, how we remove barriers for working people with learning disabilities and improving how we deliver an understanding of careers within the digital sector.

- Ecology, Biodiversity, and Land Management pre-16, post 16 and post 18 groups convened to discuss co-ordination and opportunities across the district
- Support to the Employment and Skills Board Meeting – this is a partnership of skills providers that discuss and implement local skills and career activities. These board members consist of representatives from; the Council, Newark College, YMCA, West Notts College, Nottingham Trent University, Inspire and Futures.
- Collaborated with the North Notts Employability Collaboration Group (NNECG) - this includes representatives from Newark and Sherwood, Mansfield, Bassetlaw and Ashfield to discuss options for employability
- Attended or supported 5 school events to understand aspirations, promote opportunities and to develop interview skills.

⇒ We continue to lead, shape, influence or in some cases directly deliver key required infrastructure. We submitted a response to the A46 preferred route announcement setting out our agreed position and have actively held discussions with the A46 Newark Northern Bypass Project Team about the design of the proposed scheme. We are continuing to finalise the Grant Funding Agreement in relation to the Southern Link Road to enable the developers to access the Levelling Up funding to begin construction. Officers are also in discussion with National Highways and their consultants Amey to produce an options appraisal and design works for the A1 Overbridge.

⇒ We continue to offer a comprehensive programme of support to ensure sustainable economic growth for local businesses. Some of the key activities this quarter included;

- The development and exploration of a package to support the business community with cost of living assistance.
- Administering the High Street Diversification Fund. This grant provides funding for local, independent high-street based retail/hospitality businesses to invest in social media advertising.
- Hosted the Global Innovation and Nimble Thinking event on 14 April 2022. 62 people, representing a range of businesses, attended this free event to learn about global innovation and procurement.
- Continuing to deliver the 'Business Growth and Resilience Programme', a programme which links business service specialists with local businesses in four key business sectors: manufacturing and construction, accommodation, retail, food and beverage and health and social care. Through quarter 1, 8 businesses applied for either the support or grant funding through this scheme.
- Signposted and supported 4 businesses to access Grantfinder, this site is Europe's most advanced grants and policy database.
- Providing businesses with a range of advice and support.

⇒ The Welcome Back Fund has now been completely delivered and the final claims submitted to central government. The fund supported the safe return to high streets following the pandemic. The fund has helped contribute to re-energising footfall and retail spend in town centres. For example, in Newark town centre there was an average of 4,487 visitors per day in quarter one, representing an increase of 63% when compared to the same quarter of the previous year.

⇒ A new bakery has opened at the Gateway Lodge, a former disused building based at Forest Corner in Edwinstowe. The disused building was fully refurbished by the Council and now has its first tenant, Ruby and Sophia's Dog Bakery, an award-winning artisan dog treat bakery and pet outfitters.



### Spotlight benchmarking

As of March 2022, the unemployment rate was 4.3% in Newark and Sherwood compared with 4.2% in England.

	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	England/ National Av- erage
% of Town Centre retail premises vacant across the NSDC District	New for Q4 20/21	9.5%	7.8%	9.0%
The performance of our assets which contribute to the economic growth of the district				
	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
Total number of admissions - National Civil War Centre	New for Q3 20/21	1,141	3,045	2,500
Total number of admissions - Palace Theatre	0	0	12,296	7,500
Newark Beacon - % of occupied units	New for Q3 20/21	86.0%	97.2%	85.0%
Sherwood Forest Arts and Crafts - % of occupied units	New for Q1 21/22	100.0%	100.0%	90.0%
Commercial Property - % occupied units	New for Q1 21/22	89.0%	97.0%	95.0%

### Exploring our performance...

As of March 2022, the levels of unemployment in the district was 4.2% and 0.1% higher than the England average. In March 2021, the level of unemployment was 5.5% showing an improvement of 1.3% over this 12 month period. This decrease in unemployment has been caused by a combination of job density being higher (more vacancies than ever), a large reduction in unemployment across 16-24 year olds, and there has been also been a rise in self-employment. The Restart Scheme, Kick Start Scheme and Department for Work and Pensions programmes were also proved successful.

Visits to the Palace Theatre continues to exceed target and by 4,796 admissions for this quarter, this equated to a 39% increase over the target set and shows a positive recovery following the pandemic.

The National Civil War Centre's recovery post-COVID continues, and attendance has seen an increase of 167% when compared to the same quarter of the previous year. Performance is being supported by specific footfall drivers such as family Saturdays and Aphra Benn Day, which saw 200 visitors enjoy craft, costumed performance, and the chance to vote for their favourite sculpture of the Civil War spy. Additionally, the Heritage and Culture team has extended its programme of outreach including; a successful Medieval Fun Day at Newark Castle which received a footfall of approximately 4,000, an after-school history club at Newark Academy, and more than 40 young people performed in the theatre's youth production of Aladdin.



Our  
Customers said:-

"Our students had a fantastic day at the National Civil War Centre. The staff at the centre were so organised and created a really engaging schedule for our students. See you next year!"

Agenda Page 40



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

### What we have been doing this quarter;

- ⇒ Arkwood Developments, our property development company, has completed 29 units on the Avenues development at Bowbridge Road and other units remain in progress as follows;
  - 25 units are now occupied,
  - a further 58 units are under construction at the site,
  - 42 properties are currently released for sale with 38 being reserved, and
  - of the remaining properties yet to be released there are 12 'early bird' reservations.
- ⇒ Following the demolition of the temporary accommodation facility at Seven Hills, site works are continuing and ground works have begun in line with expected timescales and costs. Our research into best practice models across a wide range of temporary accommodation provision continues and we are liaising with advisors from the Department for Levelling Up, Housing & Communities to ensure the infrastructure and service offering at the new complex meets the needs of residents.
- ⇒ Throughout the quarter, 55 applications for housing proposals were determined, of which 39 were approved. The number of proposals determined has fallen slightly compared to the previous quarter, alongside the number of approvals, although approvals have increased when compared to quarter 4.
- ⇒ Officers are currently preparing an amended Allocations & Development Management Document which will include a number of sites to accommodate the Gypsy and Traveller community. The Council is also developing proposals to deliver a public sector site in Newark and following Cabinet approval in June submitted a Traveller Site Fund bid to the Department for Levelling Up, Housing & Communities.
- ⇒ Like the previous quarter, weather conditions have been such that there has been no need to activate the severe weather provision. Officers met with the Nottinghamshire County Rough Sleeper coordinator to discuss our severe weather provision for this winter. Our next steps are to engage with partners and draw up proposals for the provision of a full winter offer for 2022/23.
- ⇒ Our 'Starting Well' project to improve the success of tenants in new homes continues. Early intervention work continues to have a positive impact on new tenancies with introductory tenancy arrears remaining low. We are continuing to work with the Notts and Lincs Credit Union, who have appointed a local coordinator, and once inducted they will work to increase the profile of the unions and raise awareness with residents of the community focused financial services offered by the credit union. Arrears performance remains in a strong position, with arrears lower at the end of quarter one than over the same period last year. This continues to demonstrate the benefit of a targeted approach to supporting those at risk of financial crisis.

However, we are starting to see the impact of the cost of living crisis, putting pressure on income collection. We expect to see this pressure increase significantly as we move into the autumn with increased utility costs impacting on household budgets and particularly for those pre-paying their utility costs. We will continue to monitor the situation and support customers where necessary.

- ⇒ The 3 tier repair timescale continues to show improved attendance for the more serious responsive repairs, that now fall into the priority 1 category. Alongside this, we have seen a slight increase in attendance times for our priority 2 and priority 3 categories. These are repairs that can wait and are not of an urgent nature. We have also started to log jobs differently in our system, which will allow us to produce more detailed reports that will improve our service offering going forward.
- ⇒ To provide high quality homes and environments where people wish to live, we are reviewing the suitability of sites currently allocated for housing alongside employment and open space protection to ensure they continue to be deliverable and sustainable. We continue to negotiate with developers on proposals submitted at both pre and full planning application stage to seek improvements to details submitted. For example, on the amount and location of landscaping, the layout of housing, parking provision and

infrastructure needed for the future community. The advice we provide in relation to landscaping is likely to improve following the appointment of the Council's Tree/Landscaping Officer.

⇒ The new Empty Homes Standard has been approved and is now in place on a permanent basis. Since approval, we have continued to receive positive feedback and will continue to monitor the new standards and any impacts on both our costs and performance indicators.

⇒ British families hosting refugees fleeing the war in Ukraine and refugees who have already resettled, were both invited to an evening meal on 5 May to socialise and meet each other face to face. Organised by Newark College, and supported by the Council, the aim of the evening was to help the refugees feel part of the Newark and Sherwood community and connect hosts and refugees together. The 'Social Eating together' event brought families together to share their experiences and to get to know one another. The event saw almost 30 people come together. Attendees enjoyed a free two course meal and could also find out more about the services available to them in the district. Language tutors were also on hand to speak to hosts and visitors about accessing learning opportunities that might be available.

This was followed by a second event, hosted by the Council, on 24 May. The 'Homes for Ukraine Information Evening' was for sponsors and guests within the district and provided 99 attendees with information and advice from local organisations, community groups and partner agencies such as the Department for Work and Pensions, Newark & Sherwood Community and Voluntary Service, Active4Today and Newark College. It provided the opportunity for people to be provided with information, have an informal chat and to build local connections.

⇒ Following a successful funding bid from the Council's Community Chest, EEM (A National Procurement Framework we use) and a contribution from Community Housing Association Nottingham (our partner landlord at Vale View). Staff at the 'Housing with Care' worked with 'Volunteer It Yourself' to build new garden furniture, create a new raised bed and erect a replacement summer house in the communal garden at Vale View for residents to enjoy.



**Our Customers said:-**

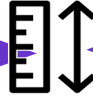
"I am an involved tenant, it's wonderful to experience being treated in such a way that made me feel like a valued customer and that I matter".



**Measuring  
Success**



	<b>Year to Date Quarter 1 20/21</b>	<b>Year to Date Quarter 1 21/22</b>	<b>Year to Date Quarter 1 22/23</b>	<b>Year to Date Target 22/23</b>
Average time spent in temporary accommodation (weeks)	N/A	12.0	13.7	13.0
Average time (days) to re-let Council properties	56.5	24.9	25.8	28.0
% of rent collected from current tenants as a % of rent owed	100.3%	102.6%	98.1%	98.5%
Average "End to End" time for all reactive repairs (calendar days)	10.3	39.2	13.7	11.0
% of repairs completed at first visit	94.0%	91.7%	87.6%	93.0%
% of planning applications (major) determined in time	New for Q1 21/22	91.0%	92.0%	90.0%
% of planning applications (non major) determined in time	New for Q1 21/22	97.0%	95.0%	90.0%
Average number of working days to process housing benefit change in circumstances	10.3	3.1	4.6	6.0
Average number of working days to process new housing benefit claims	New for Q3 20/21	17.2	17.8	17.0
Amount of current arrears as a % of annual rent debit	2.21%	1.90%	1.75%	2.20%
Amount of current arrears	£613,776	£450,339	£434,399	£500,000
Number of all tenants who have been evicted for rent arrears	0	0	0	1
% of all tenants who have been evicted for rent arrears	0.00%	0.00%	0.00%	0.05%
% of housing complaints resolved within agreed timescales	New for Q1 21/22	93.0%	92%	100.0%
Number of evictions (anti-social behaviour)	0	0	1	Trend (Increase)
% of homes with a valid gas certificate	New for Q4 21/22	New for Q4 21/22	92.2% (4806 out of 5213)	100.0%
% of homes with Electrical Installation Condition Report (EICR) certificates up to five years old	New for Q4 21/22	New for Q4 21/22	99.1% (5644 out of 5695)	100.0%
<b>The performance of Arkwood, our property development company, which contributes to this objective</b>				
Arkwood - number of units delivered	New for Q3 21/22	New for Q3 21/22	29	Trend (Increase)
Arkwood - plots commenced	New for Q3 21/22	New for Q3 21/22	87	Trend (Increase)



### Exploring our performance...

The average time to re-let has made significant improvements and is now exceeding target by 2.2 days, sitting at 25.8 days. Previously this performance was below target and was mainly attributed to the delivery of our new enhanced empty homes standard coupled with managing a high quantity of voids.

The average "End to End" time for all reactive repairs remains above target by 2.7 days. We are currently working on initiatives to improve performance from our trades team by increasing the number of works carried out per day. However, we changed our priority time scales from 6 to 3 tiers (Emergency/Routine/Planned) and the vast majority of repairs fall into the routine category which are completed within 6 weeks. It will therefore continue to be a challenging target. The 3 tier system was brought in last year to simplify the process for customers, allowing for appointments to be booked at the customers convenience and ensure emergency repairs are completed quickly. This level of performance has seen a significant improvement from the same period last year where it was at 39.2 days compared to this quarter at 13.7 days.

92% of complaints were responded to within the agreed timescale and this indicator is now back on target. This is a 7% increase from the previous quarter and comparable to the same quarter of the previous year. In total, 26 complaints were received between April and June and only 2 of these were responded to out of time - both out of time by 1 day. We have now also amended our automated system reminders to provide further clarity to officers when responses are due.

The indicator for gas compliance is under target by 7.8%. There are currently 407 properties out of 5213 that have out of compliance certificates. Of those outstanding, the majority were overdue in June, 54 of these are in a legal process for us to gain access to the property and a proportion were caused by customers missing appointments. The June outstanding certificates are a result of challenges associated with the transfer of contracts alongside managing high volumes of cases due in the summer months. Gas compliance is monitored on a weekly basis, reported monthly to the Director and quarterly to the Senior Leadership Team and Cabinet. We have an action plan in place that includes appointing additional contractors to catch up quickly and when appointments have been missed, efforts are being made to regain access. Due to the circumstances, it is anticipated this will take a few months to become back in line with the expected target.



**Our  
Customers said:-**

"I am over the moon with the contractors who installed my electric shower. I wanted you to know that they worked like Trojans, were very respectful and that I am extremely happy with the results".



How are we performing against our objective to...

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



### What we have been doing this quarter;

⇒ As a part of our 'Not in Newark and Sherwood' Campaign, in May, the Council, alongside partners from the Newark and Sherwood neighbourhood policing team, the Driver and Vehicle Standards Agency and the Environment Agency, took to the roads to crack down on illegal waste carriers. We ran the initiative with the aim of tackling environmental offences such as fly-tipping. This quarter we issued 32 Fixed Penalty Notices (FPNs) for fly tipping and 12 for failure to produce a Waste Transfer Note, indicating that they were not disposing of their waste correctly. We have also issued 24 FPNs for littering offences which included side waste and some small fly tips.

Plans to conduct future operations are already underway to continue cracking down on those who commit environmental offences and deter potential offenders. On average 1.13 fly tips are reported to us every day and operations like this aim to reduce fly tipping by addressing the problem at the source.

⇒ The Great British Spring Clean has been a success around the district once again thanks to the 248 dedicated residents who took part. The campaign, which began at the end of March, is the country's biggest mass-action environmental campaign. This year the campaign focused on the #BigBagChallenge and asked people to pledge to pick a bag of litter from nearby streets, beauty-spots and green spaces to protect communities and wildlife habitats. In total, the litter picking volunteers from Newark and Sherwood collected 232 bags of waste and various large items of waste, including multiple car tyres and wooden fencing.

⇒ Work is continuing on the implementation of the Green Champions Scheme. In quarter one, 210 volunteers took part in litter picking events and collected 170 bags of litter from sites across the district. This has reduced from the 222 volunteers who collected 240 bags last year.

⇒ The Bilsthorpe day of action, on 30 June, followed several highly successful days of action run by the Council. Some of the outcomes of the day included;

- A community litter pick with pupils from the Flying High academy,
- The installation of new dog fouling signage,
- A community speed watch led by local volunteers and the public protection team,
- Graffiti clean-ups of the Miners Welfare Building,
- Maintenance of landscaped areas including tree pits and encroaching verges in conjunction with Nottinghamshire County Council,
- The collection of over 6 tonnes of litter and waste,
- A record number of more than 70 thank you notes being given to households who were taking pride in the appearance of their gardens, and
- Community Protection Officers spoke to residents about responsible dog ownership.

⇒ 2022/23 marks the second year that the Council will deliver a grounds maintenance service for the housing revenue account (HRA) and performance has continued to be high. Of the joint monitoring inspections, delivered in 6 key areas, the average score was 1.42 out of 5 (1 being best). These results are comparable with the previous year and all scores are within the 'perfect, complete to specification' category.

**Measuring  
Success**



	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
% fly tipping incidents removed within 72 hours	New for Q3 20/21	69.0%	97.2%	75.0%
Number of fly tipping incidents	373	410 (Adjusted to include housing would be 654)	522	450
Number of fly tipping enforcement actions	382	517	589	513
% of household waste sent for reuse, recycling and composting	30.7%	37.0%	41.18% (Unverified)	40.0%
Number of missed bins (per 100,000 bins emptied)	New for Q1 22/23	New for Q1 22/23	80.2	90
Total number of garden waste subscriptions	New for Q3 20/21	16,310	18,447	17,000
% level 1 graffiti incidents removed within 36 hours	33.3%	100.0%	100%	100.0%
% level 2 graffiti incidents removed within 10 days	New for Q1 22/23	New for Q1 22/23	100%	90.0%
% of failing sites - street and environmental cleanliness - litter	1.7%	2.1%	1.3%	2.8%
% of failing sites - street and environmental cleanliness - detritus	0.9%	3.6%	2%	1.8%

**Exploring our performance...**

The percentage of household waste sent for reuse, recycling and composting has seen significant improvements over the last 2 years and now sits at 41.18%. However, the figure for this quarter currently remains unverified and is subject to change.

The percentage of failing sites for detritus is marginally below target by 0.2% and significant improvements have been made when compared to the same quarter of the previous year. Plans are now in place to further improve this indicator and reduce the % of failing sites for detritus.



**Our  
Customers said:-**

"I just wanted to say how much I appreciate the work of your teams who respond to reports of fly-tipping, dead animals on or near roads, litter collection, etc. When I submit a report online I feel confident that it will be dealt with as soon as possible, even so I'm sometimes taken by surprise at how quickly it's done!"

**Agenda Page 46**



## Enhance and protect the district's natural environment

### What we have been doing this quarter;

- ⇒ We are progressing with a number of projects to achieve our 2035 carbon net neutrality target and meet the actions outlined in our Greening Newark and Sherwood Action Plan;
  - The Council is working to improve its energy efficiency and reduce our overall carbon footprint by installing solar panels at 5 sites. This project will assist the Council in making carbon savings and generating renewable energy, both of which will assist us with reaching our 2035 net carbon neutrality target.
  - Work is continuing to develop a Decarbonisation Plan for our corporate and leisure buildings to help us understand the energy efficiency and carbon reduction measures we can put in place at each site. This quarter we applied for grant funding from central government for the heat decarbonisation elements on this plan and we are hoping to hear about the success of this application in quarter 2.
  - We are continuing to explore options for the future of Brunel Drive, our depot site, to meet the future needs of the service in relation to the collection of additional waste streams and the electrification of our fleet of vehicles.
- ⇒ The target of 10,000 trees planted by 2023 has already been surpassed and will have a significant impact on the local environment. Over 18,000 trees have now been planted across the district. With 7,919 trees directly planted and over 10,000 trees given away free of charge to residents, parishes and groups for planting across the district. Work on the tree strategy is nearing completion following the recruitment of a full time tree officer. We continue to water and maintain our planted trees through the hot summer months. Due to the temperature, no new trees will be planted until the new planting season begins in the autumn.
- ⇒ Following the relaunch of the garden recycling service for 2022/23 in March, the current number of subscriptions stands at 18,447, up from 16,890 last year (9% increase). Collecting garden waste separately allows us to ensure this waste is recycled or reused and not disposed of in landfill.
- ⇒ In quarter one, in conjunction with colleagues around the council, we have delivered several activities to promote environmental awareness and improve recycling rates, including;
  - Promoted recycling activities and wildlife friendly gardening, including 'grow your own' food advice at the Nottinghamshire County Show.
  - Delivered an event focused on correct recycling behaviours on the Sconce and Devon Park.
  - Conducted doorstep communication work to encourage good recycling behaviour in Collingham, Coddington, Ollerton and Southwell, and conducted Waste Transfer Note Checks in the same areas to ensure compliance with waste disposal legislation.
- ⇒ During 'No Mow May' the Council's Grounds Maintenance team stopped mowing certain areas around the district. Various Council-owned green spaces and country parks were left to grow as part of the campaign which aims to let the grass grow and wild flowers bloom in spring, and in doing so a 'nectar feast' is provided for pollinators such as honeybees, bumblebees, butterflies, moths, and beetles.
- ⇒ We were given the opportunity to speak to around 70 Lincolnshire Cooperative members to give them an insight into the environmental and sustainable projects taking place in the district. The event took place on the 21 May in Newark and gave Lincolnshire Co-op members an opportunity to listen to talks about the environment and take part in interactive demonstrations. This included an half an hour presentation on the main stage about the Green Rewards scheme and breakout presentations about the free tree scheme.

	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
Number of carbon reduction projects currently in progress	New for Q1 21/22	8	6	Trend (Increase)



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

### What we have been doing this quarter;

- ⇒ The Safer Streets project was a partnership launched between the Nottinghamshire Police and Crime Commissioner (PCC), Nottinghamshire Police, Newark and Sherwood District Council and Nottinghamshire County Council to improve security in areas particularly affected by acquisitive crimes such as burglary, vehicle theft and robbery. A joint bid with Bassetlaw District Council for Safer Streets 4 funding has now been submitted. The focus for Newark and Sherwood is on anti-social behaviour (ASB), feelings of safety and reducing violence against women and girls. The bid centers around Newark town centre with a particular focus on the Market Square and Church gardens. If successful, this funding will provide improved lighting and CCTV located in positions where ASB has been identified.
- ⇒ We recently delivered some community resolution work, in partnership with Nottinghamshire Police, working with a young juvenile after they defaced play equipment in a play park in Bilsthorpe. The work included cleaning graffiti from a skate ramp, various other play equipment and a litter pick of the area. The resolution was arranged and attended by Council staff after being approached by Bilsthorpe's Police beat team following an initial investigation. Community resolution is an effective tool as it means the damage is rectified by the offenders, and it also gives local officers the opportunity to engage with those that offend in a positive way.
- ⇒ Stand by Her training is being delivered by Nottinghamshire Women's Aid and Communities which addresses misogyny in the earliest stages. The training aims to empower people to become allies to women and to challenge harmful behaviour. Training for local businesses was coordinated by the Council and took place at Castle House. We are the first authority in the country to help support the delivery of this training to those in the community, which includes those who work in licensed spaces such as hospitality establishments, taxi drivers and many more. In quarter 1, the training had been delivered to 75 people, 45 being council staff and the remaining 30 from 9 licensed premises and 4 taxi companies.
- ⇒ A campaign to encourage council colleagues and partners to report ASB, environmental crime or other nuisance behaviour is currently being developed. This awareness raising will help us to address issues early and to have a greater awareness of what is happening locally.
- ⇒ Ahead of the Bilsthorpe day of action, a night of action was delivered. The theme of the evening was youth engagement where 26 young people were engaged with on the night. In attendance were officers from Public Protection and Housing, working alongside colleagues from the Police and the County Youth Service. Further work has also been delivered to target crime in the night time economy by working with the police to deploy police and council resources to the town centre in the early evening during week days and weekends.
- ⇒ Weekly meetings take place between council staff and WISE to identify hot spots based on local intelligence and information from local members and the public. During quarter 1, WISE spent a total of 1,126 hours on environmental enforcement activity on behalf of the council.
- ⇒ Specific targeted interventions have been made in response to incidents. A joint police, Newark and Sherwood District Council and Nottinghamshire County Council youth engagement initiative has been developed following a serious weapon incident.
- ⇒ An acceptable behaviour contract (ABC) is a voluntary written agreement between individuals committing anti-social behaviour, the local authority, the police and Housing Association if appropriate. In quarter 1, 4 of these have now been issued by the police to residents of the district.
- ⇒ Bunds have been installed as a target hardening measure to help prevent illegal encampments. These bunds have been hydro-seeded with grass and wildflowers to support natural wildlife. The hydro-seeding of bunds has been successful with a 70% success rate in growth. We will continue to water and provide fertiliser to accelerate growth in the hot weather, and a period of "repairs" will take place in the autumn of 2022.

## Measuring Success



	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
% reduction in ASB NSDC	-118% (Increase)	-27% (Increase)	15% (Reduction)	21%* (Reduction)
% reduction in all crime NSDC	1% (Reduction)	16% (Reduction)	-26.8% (Increase)	-10.7%* (Increase)
% of businesses in the District with a food hygiene rating of 3 or above	New for Q3 21/22	New for Q3 21/22	92.27%	82.47%
% of businesses in the District with a 0 star food rating (major improvement necessary)	New for Q2 21/22	New for Q2 21/22	0.18%	0.14%
% of food inspections undertaken in year	New for Q1 21/22	90%	73.0%	25.0%
% of programmed inspections completed (all)	New for Q1 22/23	New for Q1 22/23	173%	Trend
% programmed pollution inspections completed	New for Q1 22/23	New for Q1 22/23	100.0%	Trend
CCTV - number of proactive incidents	New for Q3 21/22	New for Q3 21/22	89	100
CCTV - number of reactive incidents	New for Q3 21/22	New for Q3 21/22	296	313
Fixed penalty notices (number issued)	5	16	474	375
Community protection notices/warnings (number issued)	5	12	0	6
All other notices/warnings (number issued)	5	2	3	4

### Exploring our performance...

\*target is the County average and minus denotes an increase

Anti-social behaviour and crime figures are provided by Notts Police and we utilise the County average (excluding Nottingham city) as our targets to ensure that we are benchmarking locally with the current trends. Anti-social behaviour has seen a reduction of 15% from the same period of the previous year. Previously this followed an increasing trend, and is currently 6% below the County average. Both the Police and Council have initiatives in place to target ASB hotspots and there is an ongoing Policy and Performance Committee working group review focused on tackling ASB. Local work in conjunction with the police to address ASB is being progressed.

Crime has seen an increase of 26.8% when compared to the same period of the previous year. Previously this showed a decreasing trend, and is currently 16.1% above the County average. Theft is one of the crime types that has seen an increase during this period and known individuals are being targeted by the police. Formal monthly meetings have been established with the local police inspector to review crime data and develop local solutions where possible

The percentage of food businesses scoring a 0 on the food star ratings fell marginally below target this quarter and this equated to 2 out of 1,126 food businesses. All premises with a zero star rating will be subject to numerous visits to ensure there is an improvement in standards.

The quantity of proactive incidents monitored for CCTV is under target by 11. The most common incident noted for proactive monitoring is ASB in Newark town centre. The proactive monitoring is normally undertaken as a result of a request from the council or the police

Although the notices issues indicators both remains under target, these are only served where officers feel no other remedy is available i.e. informal discussions.





## Improve the health and wellbeing of local residents

### What we have been doing this quarter;

- ⇒ The Local Authority Delivery (phase 2) project aims to use government funding to raise the energy efficiency level of up to 76 low income, poor energy efficiency rated homes by installing either external wall insulation or solar PV across a mix of social housing tenants and owner occupiers. As of the end of June, 16 installations had been completed with the rest expected to be delivered by the end of September 2022.
- ⇒ Work has begun on the refurbishment of the artificial turf hockey pitch at Magnus Church of England Academy which will secure Newark Hockey Club's long-term future at the site as well as providing a great new facility for the academy students and the wider sporting community of the town. The old artificial turf surface, installed in 2001, and its underlying shock pad will be replaced. The facility will also see the installation of new goals, dugouts and new LED lighting installed to the existing lighting columns. The intention is that the improved pitch will encourage greater participation in sport and recreational activities within the local community, particularly hockey and football. A Community Use Agreement has been signed by all partners and Active4Today will take on the management responsibilities for the new pitch for a period of 15 years as part of the partnership arrangement with the Magnus Academy.
- ⇒ The main building at the Community and Activity Village is now open and operational in part, further work is ongoing in respect of the introduction of activity spaces and programmes as part of the phased opening plan. The grant application for the Outdoor Gym and Fitness Facility was successful and work on this element of the project will soon commence. The Council acted as the third party funder for this project which helped secure an additional £80k grant investment from the FCC Community Foundation.
- ⇒ Funded by the Council and the YMCA, new stands and seating will be installed at the YMCA Community and Activity Village in Newark. This project aims to achieve three things:
- Firstly, by introducing the stands, other events and activities can take place at the village, such as the Newark Festival. Allowing the village to host activities and events for residents, when the pitches are not used for football, boosting the local community.
  - Secondly, the seating will allow the village to welcome more significant footballing opportunities to the district, such as County championship matches, which require a higher level pitch provision.
  - Finally, the seating could allow the ground to be re-graded to a level which allows up to step five football to be played, future-proofing the facility.
- ⇒ The Council, in collaboration with the Nottinghamshire County Council Health and Wellbeing Hubs (previously known as the mass testing team), have delivered a number of Health and Wellbeing 'pop up' events in various locations across the district. These events provide residents with an opportunity to discuss their own health and wellbeing and to be signposted to a wide array of local services where required. At a number of events, residents have been also offered a free 'Body MOT' which includes such things like a blood pressure check. An average of 13.7 residents have been engaged with per event and 83% of those being signposted to other support services.
- ⇒ The integration of the Southwell Leisure Centre in to Active4Today's leisure centre delivery model continues to develop positively. Following the re-configuration of some of the internal space within the centre, memberships and usage has increased from 2,647 in April 2021 to 3,254 in April 2022, an increase of 23% memberships. Ongoing discussions are taking place in respect of how the centre can be further improved with a goal to enhance the leisure offer and to make a positive contribution to improving the health and wellbeing of local residents.
- ⇒ The Crop Drop scheme restarted for its second year and continues to support all food clubs and food banks across the district with free fresh produce. This scheme not only provides families and residents access to fresh produce, it also gives the allotment holders and growers an improved sense of wellbeing by donating and volunteering in their local community.



## Improve the health and wellbeing of local residents

- ⇒ A pre-start meeting has been held for the Bilsthorpe play area project and a start date of early September has been agreed. On top of the £20k grant funding received from Veolia, a further £20k of grant funding has been secured by the local member through the Nottinghamshire County Council’s Local Communities Fund. The Parish Council are also working closely with a wide range of local community groups to develop use of the site when completed and will apply for Green Flag Award status for the Maid Marion Way Park.
- ⇒ We have worked with health partners to support the restructure of primary and secondary care health, which saw the removal of the previous Clinical Commissioning Groups (CCG’s). The new structure created an Integrated Care Board (ICB’s) and more locally established Place Based Partnerships (PBP’s) across Mid Nottinghamshire. The new approach emphasises the focus on working across ‘place’ to address health inequalities, provide equal access to services and to work on the prevention agenda covering the wider determinants of health including housing, employment and financial resilience.
- ⇒ A number of paused public health schemes are now restarting across the district including Breast Feeding Friendly and Healthier Options Takeaway (HOT).

### Spotlight benchmarking

66.9% of resident adults are classified as overweight or obese and 63.5% nationally (2020/21)



### Measuring Success



	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
Number of user visits—Active 4 Today (All)	New for Q3 21/22	New for Q3 21/22	259,698	225,000
Live Leisure Centre membership base (All)	New for Q3 21/22	New for Q3 21/22	10,991	11,500
Number of events held in NSDC parks	New for Q3 21/22	New for Q3 21/22	71	33
Number of children on environmental education visits to NSDC parks	New for Q3 21/22	New for Q3 21/22	206	200

### Exploring our performance...

The number of Active4Today user visits is above target by 34,698. This cannot be benchmarked to a previous year as this is a new performance indicator as it now includes Southwell Leisure Centre alongside the other centres. Confidence in indoor leisure activities is improving post covid and user numbers are starting to increase and move towards the pre pandemic levels previously reported.

The number of memberships is slightly below target but remains an amber indicator. The membership numbers are growing post Covid. The integration of the Southwell Leisure Centre into the Active4Today operation and the delivery of the new swimming pool at the Dukeries Leisure Centre has made a positive contribution to this improving membership base.

# Our Customers

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

	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
Website – NSDC – sessions (total number of views)	132,319	114,341	215,493	100,000
Engagement rate with posts issued on NSDC Facebook and Twitter combined	New for Q1 21/22	385,132	194,589	250,000
Number of digital web form transactions	New for Q1 21/22	8,408	15,966	Trend (Increase)
Telephony - average length of time to answer call (seconds) - Customer Services team	New for Q4 20/21	61.0	117.0	60.0
Telephony - average length of time to answer call (seconds) - Responsive Repairs team	New for Q1 22/23	New for Q1 22/23	29.0	60.0
% invoices paid within 30 days - whole Council	87.0%	94.0%	98.5%	98.5%
% effective response to Careline calls within 180 seconds (industry standard)	98.7%	98.4%	99.0%	99.0%
% business rate collection	26.4%	31.0%	26.7%	24.6%
% council tax collection	24.5%	24.5%	24.7%	24.4%
Average number of days to process new council tax support applications	New for Q3 20/21	18.1	19.4	18.0
Average number of days to process council tax support change in circumstances	New for Q3 20/21	5.1	8.2	7.0
Average number of working days to process housing benefit change in circumstances	10.3	3.1	4.6	6.0
Average number of working days to process new housing benefit claims	New for Q3 20/21	17.2	17.8	17.0



## Exploring our performance...

The engagement rate with posts issued on NSDC Facebook and Twitter combined indicator is below target by just over 55,000. The target for this indicator was based on actuals from years affected by COVID where interactions with our posts were high. We were hoping to match that but will continue to monitor this over the course of the year and a new target may need to be considered.

The average length of time to answer a call in quarter 1 was slightly less than the 125 seconds waiting time in quarter 1 of 2021/22. However, this target was still over the target, this was because this quarter 4,138 more calls were received than in quarter 1 of 2021/22. There were three schemes which contributed to the increase in demand;

- the £150 energy support grant,
- the second phase of the housing support fund, and,
- the issuing of reminders to customers who had not paid their yearly garden recycling subscription.

This increase in demand was also coupled with Easter and the three bank holidays that fell during this quarter which always results in a spike in demand. Although the number of staff able to take holidays at any one time is limited, the maximum number of staff allowed off during these times was reached. During this period, the business unit also had two vacancies, both of which have now been filled. All of these factors contribute to the average length of time taken to answer a call. The team aim to answer the customer enquiry at the first point of contact so although some customers have a short wait to speak to an advisor, wherever possible the customer is not transferred to another team.

The average number of days to process council tax support change in circumstances was below target by 1.2 days, this was caused by the volume of annual Universal Credit up ratings which impacts on council tax support awards.

# Customer Feedback

## Customer Feedback

Over quarter one we received 19 compliments, 8 suggestions and 76 complaints.

### Compliments

19 compliments were received this quarter. The teams attracting the highest volume of praise included;

- Customer services with 6 compliments and themes around responsive service, polite and welcoming staff and quality work.
- Housing and estate management with 5 compliments and similar themes to the above including responsive service and caring behaviour from staff.

### Complaints

In quarter one of last year, 102 complaints were raised, this has decreased significantly to 76 for this quarters performance. The services receiving the most complaints were as expected, as they are the most front facing, and consistent with previous quarters. The most complaints being about waste & transport, housing maintenance and asset management, housing and estate management and council tax.

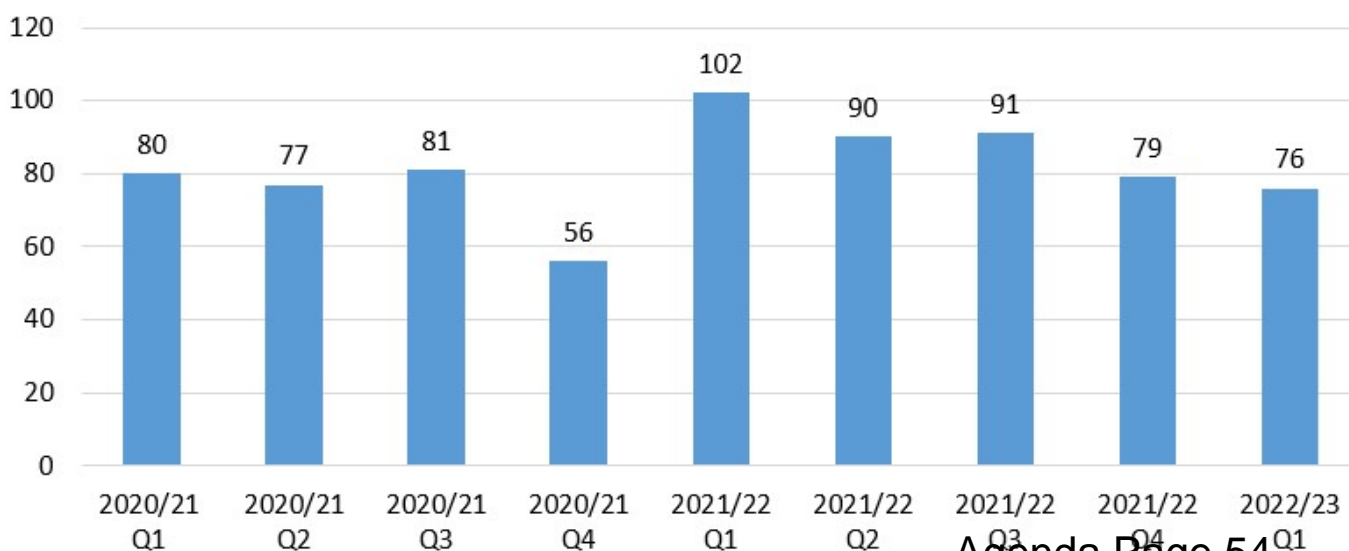
Council Tax received 9 complaints this quarter which is lower than all quarters across the previous year and significantly lower than the 24 complaints received in quarter 1 of 2021/22. Similar themes have continued with the topics being; decisions made, communication issues and issues around the rate of council tax applied. 2 of the complaints received also related to the £150 energy rebate.

Public Protection received 4 complaints in quarter 1, increasing by 3 from the previous quarter. All of these complaints were for our external contractor WISE and 3 out of the 4 were conduct related.

Housing maintenance received 13 complaints, the lowest quarter since 2020/21 and Housing and Estate Management received 11, 4 more than the previous quarter. The complaint themes in Housing and Estate Management were predominantly around conduct/attitude, delays in service delivery and dissatisfaction with officer decisions. The themes in Housing Maintenance mirrored this but with the largest proportion of complaints attributing to delays in service delivery.

Waste and Transport received a total of 15 complaints, a reduction of 7 from the previous quarter. The complaint themes were predominantly around missed bins and service quality. Service quality includes issues like bins not being fully emptied or returned to the right place.

**Total Complaints by Quarter**



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

### Area of improvement...

4 complaints were received about our enforcement contractor WISE, 3 of which were categorised as conduct related.

### What we have done to improve...

We found that the complaints were generally about the attitude of the issuing officer, or the way the ticket was issued, rather than the offence. All complaints received are discussed with WISE. If necessary, and beneficial to the reviewing the complaint, body camera footage is viewed for assurance and to understand the complaint. If there are grounds for cancelling the ticket we will ask WISE to do so.

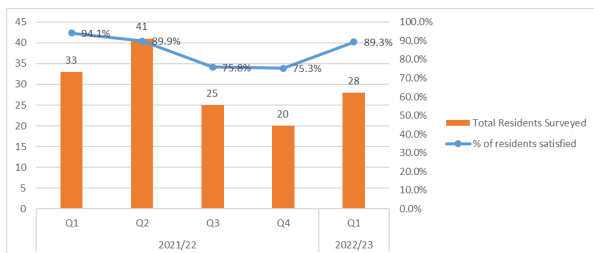
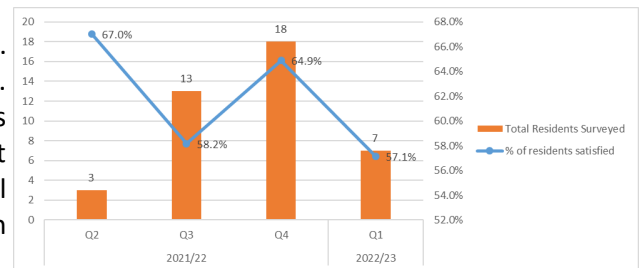
## Tenant Satisfaction

Every quarter tenant satisfaction surveys are undertaken by Viewpoint to understand how we are performing for our tenants. Surveys are carried out on a random sample of tenants who received one of our key services. In quarter four 886 surveys were conducted over 12 service areas, and the average service satisfaction across the areas was 92% (aka 92% satisfied or very satisfied). Services receiving higher than average satisfaction include Careline, right to buy, major and minor adaptations, gas servicing, legionella, lettings, customer services and repairs. The areas for action were identified as;

### Complaint handling

**57% of tenants surveyed were satisfied or very satisfied.**

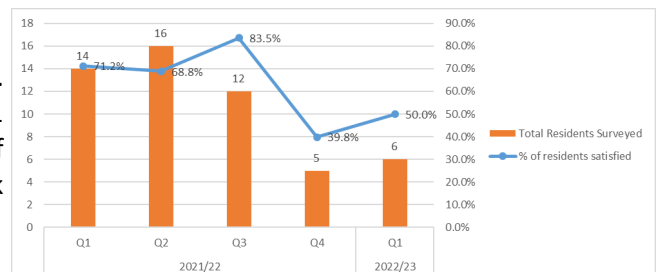
This was the lowest scoring quarter over the last year. Although the amount of individuals surveyed was low this equated to 4 out of the 7 people being dissatisfied. 1 tenant was dissatisfied with lack of progress, 1 tenant did not feel we listened to their views, 1 was about delays associated with major works and 1 about the service they initially received.



### Major works to tenants homes

**89% of tenants surveyed were satisfied or very satisfied.**

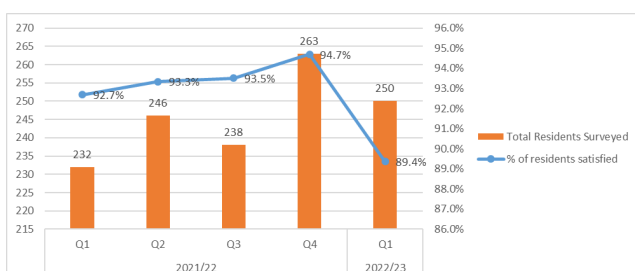
Quarter 1 marked a significant increase in satisfaction when compared to the previous two quarters. 1 tenant was not satisfied due to their needs not being met and 2 tenants were not satisfied due delays and quality of the work.



### Antisocial Behaviour

**50% of tenants surveyed were satisfied or very satisfied.**

This marks a drop when compared to the previous quarter 1 but only 6 people were surveyed this quarter. In terms of those dissatisfied, 2 tenants were dissatisfied due to a lack of progress and 1 because they felt their weren't helped.



### Repairs to tenants homes

**89% of tenants surveyed were satisfied or very satisfied.**

Quarter 1 marked a drop of 5.3% when compared to the previous quarter. The main issues raised were; not receiving a call back/lack of proactive communication with the tenant, feelings that we aren't listening to their views, slow service and unhappy because of the specifics of the repairs.

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

## Staff Update

This quarter saw the Council move to a new system of governance. In May the Council changed from a Committee to a Cabinet system of governance. All members and over 100 staff were trained on the new system and how it impacts on decision making and reporting structures. This quarter has seen a return to more in person meetings and training sessions in general, especially for safeguarding and risk assessment development where training is best in person.

The staff health and wellbeing programme has also been able to restart with body MOTs and health checks for staff and the couch to 5k running group set to restart. Finally, there is an ongoing review of hybrid working, now staff have been back to the 'new normal' for several months, and this will shape how the Council uses its offices going forwards.

	Year to Date Quarter 1 20/21	Year to Date Quarter 1 21/22	Year to Date Quarter 1 22/23	Year to Date Target 22/23
% of staff turnover	No Data Received	3.0%	2.0%	3.5%
Average number of sick days per employee (FTE) per year lost through sickness absence	1.1	1.7	1.6	1.5

Staff turnover in quarter 1 remains in a positive position and below target by, this indicator is also 1% less than the same period of the previous year. The country is continuing to recover from the effects of the pandemic and the England unemployment rate at the end of December was 4.7%.

The outturn for sickness absence in quarter 1 was 1.6 days against a target of 1.5 days putting this as an amber status but only marginally below target. This is 0.1 days lower than the same period last year.



Report to: Cabinet Meeting – 4 October 2022  
 Portfolio Holder: Councillor Keith Girling, Organisational Development & Governance  
 Director Lead: Deborah Johnson, Customer Services & Organisational Development  
 Lead Officer: Ella Brady, Transformation & Service Improvement Manager, Ext.5279

Report Summary	
<b>Type of Report</b>	Open, Key Decision
<b>Report Title</b>	Consultation & Engagement Strategy
<b>Purpose of Report</b>	Cabinet to review the Consultation & Engagement Strategy and associated action plan with the aim of seeking approval.
<b>Recommendations</b>	That Cabinet: a) approve the Consultation & Engagement Strategy and associated Action Plan, considering any recommendations from the Tenant Engagement Board; b) endorse the creation and use of operational guidance for officers to sit below this strategy; and c) request that Policy & Performance Improvement Committee review the impact of this strategy after one year.
<b>Alternative Options Considered</b>	Not applicable
<b>Reason for Recommendations</b>	To put an appropriate framework in place to ensure decision making is informed by resident views and services are shaped by an understanding of resident priorities and needs.

## 1.0 Background

1.1 The current [Consultation and Engagement Strategy](#) required updating in line with the Council's values and engagement aspirations.

## 2.0 Proposal

2.1 Community engagement is important as it enables the Council to maintain an understanding of local priorities and needs. This understanding is then used to positively influence service design and delivery. This enables the Council to adapt and improve ways of working by utilising feedback and knowledge gained to better meet the needs of residents. Engagement is a key tenet of the Council's values demonstrating to residents that it is trustworthy and transparent in its operations.

- 2.2 Consultation and Engagement does not cover customer feedback. This is a separate process about listening and working with communities to gather their views/insights.
- 2.3 The Consultation & Engagement Strategy (**Appendix One**) outlines the Council's high-level approach to, and supporting principals for, engagement. To ensure communities and stakeholders are involved in decisions making and can influence the future of where they live by directing change and informing service developments. This 5-year strategy is supported by an action plan (**Appendix Two**) which ensures key practices in the strategy are delivered, for example the development of operational guidance to be used by officers to support the delivery of quality engagement. This operational guidance will also be shared with consultants/third parties consulting on the Council's behalf and they will be required to follow the principals outlined in the strategy and supporting guidance.
- 2.4 This strategy is key to decision making being informed by resident views and services being shaped by an understanding of resident priorities and needs.

### **3.0 Implications**

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.

#### **3.1 Financial Implications**

The development of this strategy has no direct financial impact. The cost of any individual consultation/engagement activity will be approved in its own right, as required.

#### **3.2 Legal**

The strategy, action plan and associated operation guidance have been developed with the support and input of legal colleagues.

#### **3.3 Data Protection**

The strategy, action plan and associated operation guidance have been developed with the support and input of information governance colleagues.

#### **3.4 Equalities**

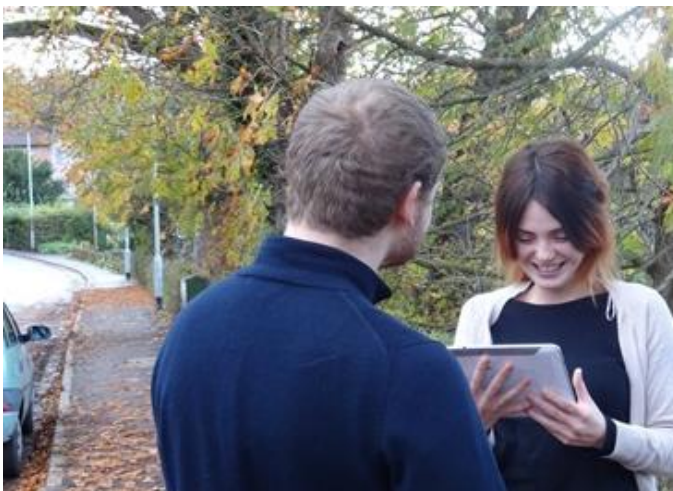
The strategy has been developed considering and recognising the importance of all residents being listened to through engagement and consultation, and this is recognised in the different styles of engagement outlined and the principals of engagement. The operational guidance also provides officers with detailed advice on considering equalities, inclusion and how to reach different audiences.

### **Background Papers and Published Documents**

None



# Consultation and Engagement Strategy 2022-2027



Serving People, Improving Lives

Consultation & Engagement Strategy

Approved by Cabinet on 20 September 2022 **TBC**

Due for review: September 2023

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## 1.0 Introduction: Why we need a Strategy

We are a public sector body and serving our residents is central to everything we do. As such we want to listen to our residents to ensure our delivery is shaped by resident needs and views, and consult with our residents on particular decisions or changes.

The Local Government Act (1999), the Local Government and Public Involvement in Health Act (2007) and the Housing Act (1985) place duties on local authorities to consult, involve and engage with the public. Likewise, The Localism Act (2011) introduced new rights and powers for communities, giving them the freedom to be better involved in the way local decisions are made and exercise greater influence over the future of where they live. Most recently, the charter for social housing residents, social housing white paper (2020), and the subsequent Social Housing Bill which will put the residents voice at the centre of services and ensure that it is listened to.

There are challenges for local authorities associated with involving and engaging in a way that is effective. These barriers can include the established organisational cultures within the public sector as well as the capabilities and willingness of communities and others to engage. However, through recent years, there have been many drivers for enhanced engagement to support more informed decision making and to develop trust and relationships. Most recently, we can consider the significant impact that the Covid-19 pandemic has had on communities globally, as well as local communities unique to the district.

We want engagement to be a continuous process that connects us to communities, and facilitates and encourages opportunities for stakeholders (residents, service users and organisations) to share their ideas and experiences to inform changes and/or developments to; current services, policies and strategies, projects, initiatives and services.

Community engagement enables the Council to maintain an understanding of local priorities and needs that can have a positive influence upon service design and delivery. This enables the Council to be able to adapt and improve ways of working by utilising feedback and knowledge gained to better meet the needs of residents. Likewise, engagement can improve the perception residents have of the Council and encourage trust and transparency in how it operates. It is important that the Council understands its audience to ensure that approaches and engagement techniques are adapted accordingly, to make engagement accessible and maximise the outcomes of engagement.

This strategy outlines our approach to consultation and engagement and guides all Council activity, including consultation undertaken by consultants or contractors working on behalf of the Council. Council staff, and those acting on our behalf, undertaking consultation or engagement need to ensure the approach and associated principles outlined in this strategy are followed in practice. Operational guidance and templates are available to support staff.

Our approach to engagement is reflective of our values;

**Ambitious and forward thinking** - we need to understand what is important to our residents and stakeholders, and know where we need to focus our energy to improve and innovate.

**Caring and compassionate** - through providing a selection of ways to get involved in a way that works for the individual, removing barriers to getting involved.

**Commercial and business-like** – seeking views on where we focus our resources securing value for money.

**Professional and trustworthy** – engagement builds trust and is more transparent demonstrating the Council’s integrity.

**Welcoming and responsive** - through being approachable, open to feedback and challenge and swift to act when we need to.

This strategy does not cover customer feedback. Consultation and engagement is the important process of listening to and working with communities to gather their views and insights. If you want to feedback on a specific issue or raise a complaint about a service you this is covered within the Customer Feedback Policy.

Finally, please note that the Statement of Community Involvement shared on our website is also separate to this strategy as this statement is purely focused on community involvement in the statutory planning process.

## 2.0 How we define Consultation and Engagement

There are five levels of community engagement currently adopted by the Council, ranging from low involvement (information sharing) to high involvement (devolved responsibility). The aim is to develop relationships with our communities and ensure they remain informed, aware and involved. The engagement approach taken will vary based on the nature of the service and the particular drivers of engagement. Some services delivered by the Council may require, or allow, for more involvement than others.

### Approaches to Community Engagement

#### 2.1 Information Sharing

Providing information regarding events, services, policies and decisions which might affect and/or interest residents. We regularly provide information in a way that can be easily accessed and understood by all communities within the district. Through information sharing, the Council ensures residents remain involved and informed, with the opportunity to contact the Council or respond to a matter, should they wish to do so. Examples include;

- NSDC website, including transparency webpages
- Freedom of Information requests
- Newsletters and E-Newsletters
- Social Media such as Twitter, Facebook and YouTube
- News in the local media and press releases (reactive and proactive)
- Letters or other forms of direct mail
- Other point of sale communication materials e.g. posters, adverts, magazines, leaflets
- Published decisions logs and the minutes from decision making bodies

## 2.2 Consultation

In this approach to engagement communities are invited to give an opinion or share ideas on a particular service they receive or a new initiative, with the purpose of informing decision-making. Examples include;

- Surveys e.g. resident surveys, the Tenant Satisfaction Measures (TSMs)
- Forums e.g. Local Influence Networks, sports forum
- Targeted consultations with residents who have expressed an interest
- Neighbourhood Studies
- Community roadshows for tenants and residents
- Community walkabouts including tenants and residents
- Community engagement events, and post event consultations
- Face to face consultation events

## 2.3 Co-production

This approach to engagement involves the sharing of power with residents; recognising that both parties have vital contributions to make in order to improve quality of life for our communities. This is achieved through establishing platforms and facilitation sessions/resources that enable the co-production of services, including service reviews and commissioning. Examples include;

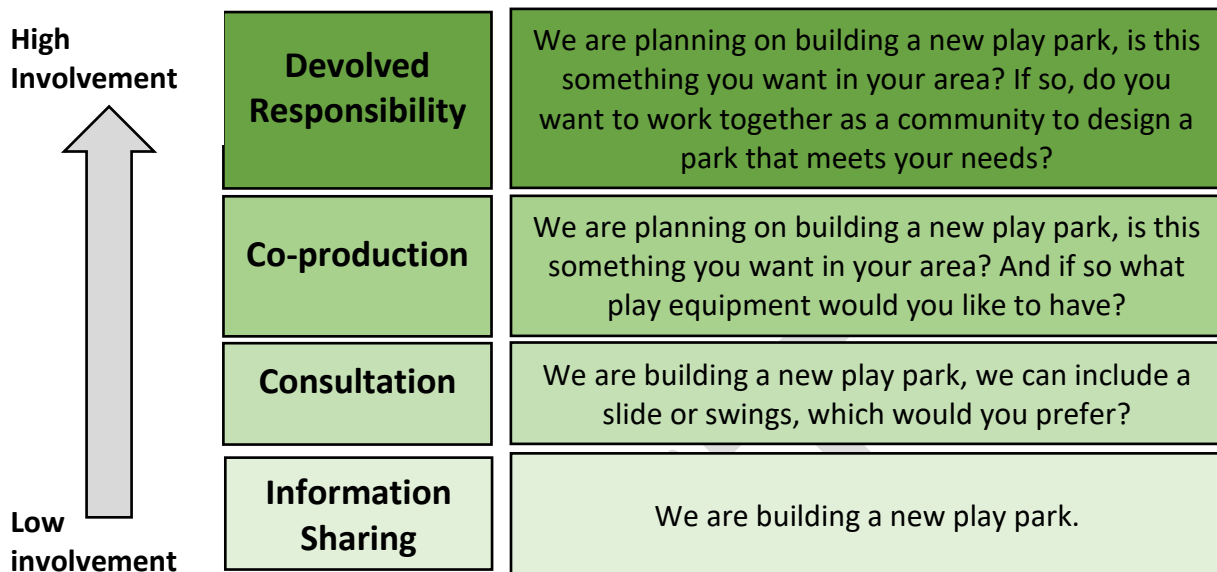
- Community-run projects such as 'Lost the plot gardening group' in Newark
- Eastern European Community Group
- N&S Health and Wellbeing Partnership and N&S Community Safety Partnership
- Tenant Engagement Board and Local Influence Networks (LINs)
- Service Level Agreements e.g. CVS, Home-Start, Citizens Advice Bureau, Active 4 Today, Community Hub
- Voluntary Community Sector Compact
- Chatham Court Hub

## 2.4 Devolved Responsibility

This approach to engagement is where communities are considered to have the most advanced involvement, becoming responsible for service delivery. Devolved responsibility requires support from the Council to help communities to build their skills and capacity to deliver services for themselves through community, voluntary and faith groups. This contributes to the creation of self-sufficient communities with a focus on asset based community development and community led planning. Examples include;

- Food clubs
- Asset transfer e.g. a community centre, village hall or open space run by a community

Here is an example to demonstrate what this looks like in practice;

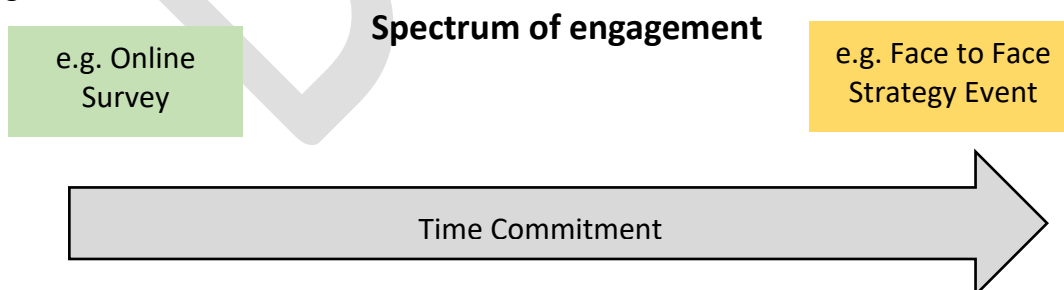


### 2.5 Statutory Obligations

In addition to the above, are statutory consultations, local authorities are bound by statute and their functions are set out in numerous Acts of Parliament and many of these functions have associated legal duties. Where community engagement is a function of a statutory obligation the Council will follow all necessary and appropriate requirements of the relevant statutory framework in order to discharge its responsibilities. Examples include;

- Housing Act 2004
- Local Government Act 2000
- Town and Country Planning Act 1990

To put these approaches into context, greater engagement takes more time and resource commitment but the outcome is more community involvement and development of solutions/services with communities. This is demonstrated in the ‘Spectrum of engagement’ diagram below;



### 3.0 Our Approach to Consultation and Engagement

The Council recognises the diverse nature of its community in terms of its composition. This includes individuals and groups of like-minded people who operate collectively and collaboratively as part of the voluntary and community sector, residents and tenants of the Council, the business sector as well as all levels of national and local government. The focus

of the engagement may be 'place' or 'theme' based, or specific to the needs of an individual resident group. The type of engagement should therefore be carefully considered, designed and delivered. Having said this, we have universal principals that apply to all engagement.

### 3.1 Our Principles of Engagement

- We will co-ordinate our engagement programme so residents, or other key stakeholder groups, don't feel over-consulted.
- We will use the most appropriate engagement method or methods to suit the audience; meaning the method that is the most inclusive for the engagement, allows engagement with a range of groups (where relevant) and uses resources effectively.
- We will use plain English and language that is accessible to all.
- We will share how you can find out the results of any consultation before it starts.
- We will adhere to GDPR legislation, only use feedback/data within the Council and will not give it to anyone else (unless clearly rationalised and communicated).
- We will find appropriate community locations across the district that are accessible when completing face to face activities.
- We will work with individuals to overcome any barriers to participation so they can be involved in areas of interest.
- We will work with underrepresented groups to ensure their voices are heard.
- We will treat responses with respect and welcome feedback that can help us improve.
- Where feedback includes a service request for us, we will forward this on to the relevant team for action. If the request needs directing to another agency, we will aim to ask permission to share this service request on your behalf.
- We will constantly review, revise and make changes to consultation exercises to ensure we learn from what we do while keeping up to date with best practise and new consultation techniques and software.

### 3.2 When to Consult

The Council, as a public body, is under a duty to consider whether it is necessary to carry out consultation before taking a decision.

The Council is committed to carrying out consultation when: -

- It is considering a significant change to services
- It is considering significant policy changes that could impact on residents
- When there is an express statutory duty to consult, for example local residents in relation to a planning application, or Council tenants in relation to a housing management issue (where there is a statutory duty to consult there may be specific requirements about how the consultation is carried out)

The Council will always seek to meet the following consultation requirements: -

- Consult at a formative stage i.e. before proposals are fully developed

- Ensure the consultation is clear, concise and widely accessible (see principles above)
- Provide enough information to make sure residents are properly informed when responding to a consultation
- Provide an appropriate period of time for residents to respond, where possible a minimum of 2 weeks and a maximum of 12 weeks
- Conscientiously consider the responses received

On rare occasions, due to urgency there may not be time to carry out a consultation before taking an important decision, or the timescale for consultation may need to be shortened. If this happens the Council will clearly give the reason for this when the decision is taken.

### **3.3 Regular Consultation**

We have a Residents Panel, open to any resident over the age of 18 to join and share their views on Council's services, plans, proposals and development of the local area. By being on the panel these residents have said they are happy to share their views so we regularly consult with the panel on a range of issues, and their views and experiences help us make sure our services are the best they can be. We also scoping out the development of a Youth Panel to gather the views of the younger generation. We also have a Tenant Engagement Board who are regularly consulted with on tenant related issues.

In addition, we undertake 'mystery shopping' exercises for key functions/services to make sure the user experience is the best it can be and we are looking to roll this out further. Using mystery shopping as a way to identify areas for improvement in terms of customer experience.

We also have a process for enabling residents to interact with us through the governance structure. The public can ask questions at Full Council. They can also raise an issue to Full Council, for their consideration, via a petition, using the Council's Petitions Scheme. Details on how to do this is within the [public participation section of the Constitution](#).

### **4.0 Co-ordination**

Our Communications team support the business unit leading the engagement on the co-ordination and promotion of the activity, providing guidance on language, tone, questions and ensuring brand consistency so recipients receive a professional document, and are assured the consultation is a genuine request from the Council.

The Communications team also maintain a central log of all engagement and consultation activities across the Council to improve co-ordination, ensure consultation is balanced over the year and contribute to greater engagement by linking consultations as appropriate (to deliver better outcomes for all). Business units will ensure that the communications team are made aware of any consultation or engagement activity as soon as possible. If there is clash between multiple consultation exercises, where the content would compete, the Communications team will make a decision on the best approach to ensure the Council's principles are maintained.

Every team, and consultant or contractor working on our behalf, undertaking a piece of engagement is required to complete an engagement plan, (reviewed by the Transformation and Communications team prior to launch) and follow the Council’s operational guidance.

#### 4.1 Review, Revise, Implement

Upon completion of an engagement exercise, we will undertake the three step review process set out below. This cyclical process will be repeated continuously.

##### Review

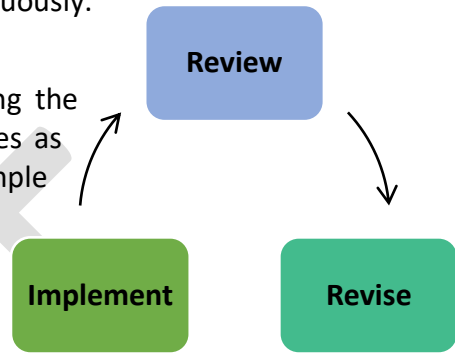
Review the success of the engagement activity, including the approach adopted. This will help us understand successes as well as any barriers to engagement, for example physical/cultural barriers that require an adapted and targeted approach. To ensure that the future approach is refined and meets the needs of the specific community.

##### Revise

Based on the review, identify any additional engagement opportunities and/or new methods of interaction within service delivery required. Any follow on actions/activity will be captured within an action plan, following the SMART framework to ensure that the outcomes and objectives of the activity are ‘Specific, Measurable, Achievable, Realistic and Time bound’.

##### Implement

Implement and deliver the revised engagement plans, which reflect lessons learned and new and improved ways of working. Sharing the learning and positive outcomes with residents and colleagues.



#### 5.0 Planning for Consultation

Prior to seeking support from the Communications and Transformation Teams, the service area will develop an engagement plan, supported by the Consultation and Engagement Operational guidance and template plan.



## 6.0 Approval, Consultation and Review Timetable

<b>Document title</b>	Consultation & Engagement Strategy		
<b>Version number</b>	DRAFT	<b>Protective marking</b>	Official
<b>Lead Director</b>	Director Customer Services and Organisational Development		
<b>Lead Business Unit</b>	Transformation & Communications		
<b>Lead contact</b>	Communications and Marketing Manager Transformation and Service Improvement Manager		
<b>Date approved (SLT)</b>	9 Aug 2022	<b>Date approved (Members)</b>	Cabinet 20 Sept 2022
<b>Reviews due:</b>	September 2023, September 2024, September 2025, September 2026.		
<b>Consultation</b>			
<b>Consultee</b>	<b>Date</b>	<b>Comments received</b>	<b>Material change requested</b> (yes/no)
SLT	9 August 2022	Light amends	No
Tenant Engagement Board	25 August 2022	No amends	No
Cabinet	20 September 2022		



## Action Plan: Resident Engagement Strategy: September 2022 – April 2023

Activity	Action Detail	Lead	Target Date
Adopt the new Strategy	Seek approval for the draft Consultation & Engagement Strategy through the Tenant Engagement Board and Cabinet. Ensure strategy makes clear this is wider than feedback, e.g. STAR, TSMs and monthly insight, but may generate follow on activities following analysis of the feedback obtained through these routes.	Director - Customer Services & Organisational Development	20 Sept 22
Align the Tenant Engagement Strategy	Review the Tenant Engagement Strategy and align it with the new Consultation and Engagement Strategy.	Director - Housing, Health & Wellbeing	Oct 22
Engagement Calendar	Create a calendar for all engagement, including statutory consultations and repeat engagement, due throughout the year. Conduct an annual review of the engagement calendar and a review of the last year (numbers of previous consultations, outcomes and total consulted) to be reviewed by SLT and where relevant included in the Tenant Annual Report.	Communications	Annually - April/May
Consultation Page	Create a consultation page on the staff intranet sharing the strategy and guidance, as well as a list of consultation undertaken in the last 2 years and planned consultation. For completed consultations include a summary of who was asked, how many responses were received and what it was used for (aka how it informed change within the Council). To enable officers undertaking consultation in the future to share best practice and work together on similar engagement topics/styles.	Communications	Sept-Dec 22 (then updated continuously)
Youth Panel	Scope the development of a Youth Panel and bring a proposal to members	Transformation	Nov 22
Guidance and Principles of Engagement including templates	Develop operational guidance for engagement to include; the approval process prior to implementation to ensure consultation is added onto the engagement calendar and approval on go live date is ascertained, a template engagement plan (covering ownership, statistical validity, target audiences, engagement internally and externally, branding, sign off etc.), advice on question styles, the approval process, the feedback look and data protection standards.	Transformation	Oct 22
Training	Design and deliver training on engaging with residents based on the operational guidance.	Transformation	Deliver from Jan 23+
Planning consultation	Work with planning development to review how planning engagement is advertised and look to reach more residents/commenters as standard.	Transformation & Planning	Jan 23



Report to: Cabinet Meeting – 4 October 2022

Portfolio Holders: Councillor David Lloyd, Strategy, Performance & Finance  
Councillor Rhona Holloway, Economic Development & Visitor Economy

Director Lead: Matt Lamb, Planning & Growth

Lead Officers: Mark Eyre – Business Manager Corporate Property, Ext 5440  
Neil Cuttell – Business Manager, Economic Growth & Visitor Economy, Ext 5853  
Frances Davies – Town Investment Plan Program Manager, Ext 5874

Report Summary	
<b>Type of Report</b>	Open, Key Decision
<b>Report Title</b>	Newark Town Fund Update & Lorry Park Options for Relocation
<b>Purpose of Report</b>	To provide 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.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) note the progress on the Newark Town Fund Programme and associated projects being delivered;</li> <li>b) authorise the Director – Planning &amp; Growth in consultation with the Portfolio Holders for Strategy, Performance &amp; Finance and Economic Development &amp; Visitor Economy to respond to National Highways Statutory Consultation on the A46 Newark Northern Bypass to outline the strong support for the proposals alongside the need to deliver the Council’s aspirations to relocate the Lorry Park, redevelop the Gateway site, and to secure adequate compensation for the impacts of the Bypass proposals;</li> <li>c) authorise the Business Manager, Corporate Property, in consultation with the Director – Planning &amp; Growth and Portfolio Holders for Strategy, Performance &amp; Finance and Economic Development &amp; Visitor Economy, to progress negotiations with landowner(s) for a proposed new Newark Lorry Park site in order to allow terms to be considered as part of development of a Business Case for the Lorry Park relocation;</li> </ul>

	d) authorise the Business Manager, Corporate Property, in consultation with the Director – Planning & Growth and the Portfolio Holders for Strategy, Performance & Finance and Economic Development & Visitor Economy, to develop a business case (including where appropriate identifying a development partner), and planning applications for a relocated Newark Lorry Park and redevelopment of the Gateway site, supported by additional revenue budget of £200,000 funded from the Change Management Reserve to cover necessary fees;
<b>Alternative Options Considered</b>	The development of the Newark Town Investment Plan and selection of priority Towns Fund projects was part of a significant assessment process undertaken by the Newark Towns Board, in consultation with a range of partners and industry, including this Council. With respect to the Gateway site and the existing Newark Lorry Park this report explore various options available to the Council as a result of the impact of the A46 Newark Northern Bypass.
<b>Reason for Recommendations</b>	A retained but relocated and expanded Newark Lorry Park will continue to offer an important facility to the logistics and transport sector, as reflected by its increase in use and importance in recent years. The relocation will also allow for the delivery of the Gateway site, specifically the SiSCLog proposals as supported by the Government, this Council, and the Newark Towns Board. The proposals support all of the Community Plan objectives given their scale and scope of outputs in continuing to provide opportunities and aspiration for residents and businesses.

## **1.0 Background and Updates**

1.1 Members will recall the update provided to the 7 June 2022 Cabinet. Since that time a number of Towns Fund projects have progressed at pace including assessment and in many cases assurance of Outline and Full Business Cases via our external independent assurers and the Council's s151 Officer. This report updates on all Towns Fund projects but substantively deals with the SiSCLog proposals and linked activity surrounding the Newark Lorry Park and its need for relocation given the proposals emerging through the A46 Newark Northern Bypass scheme within the national Road Investment Strategy 2 (2025-30).

## **2.0 Town Fund Project Update:**

2.1 The Town Fund Programme is now well underway with the projects at varying stages of delivery. The below diagram provides an update on project status.

## Outline Business Cases

- Castle Gatehouse (Completion of FBC anticipated March 2024)
- Gateway/Sisclog (Completion of FBC anticipated September 2023)
- Newark Heart (Completion of FBC anticipated March 2023)

## Full Business Cases

- Stodman Street (Contractor Procurement underway)
- Air & Space Institute (Contract Procurement underway)
- Community Activity Village (Opened July 2022)
- Construction College (Opened September 2021)
- Cycle Town (Docks installed)

- 2.2 Members will note that the Newark Southern Link Road (SLR), which is identified as a Towns Fund project within the Newark Town Investment Plan and Newark Town Deal is the subject to a separate update elsewhere on this agenda.
- 2.3 The Construction College is now open and has started its 2<sup>nd</sup> year of delivery with over 100 students undertaking gas, electrical and brick laying courses in September 2022.
- 2.4 The YMCA Community & Activity Village opened in July 2022 and has started to undertake new courses and provide new facilities to the public.
- 2.5 32 Stodman Street is currently in the procurement phase for a build contractor which is anticipated to start in October 2022 with a completion date of Spring 2024
- 2.6 Newark Cycle Project has installed a number of cycling docks, at transport nodes throughout the town.
- 2.7 Castle Gatehouse has successfully secured phase 1 Heritage Lottery Funding and is progressing to stage 2 alongside development of a full business case for Towns funding.
- 2.8 The Cultural Heart of Newark project has established an enhanced events programme for 2022 and will move to deliver a full business case by March 2023 which will identify the use of the capital allocation, seek sustainability for year 4 and start the investment into a programme of enhanced events for 2023.
- 2.9 The Air & Space Institute (Gateway Phase I) – will start construction in October 2022 and complete by late 2023. Heads of Terms between the Council and the Lincoln College Group for the Air & Space Institute (ASI) will allow the implementation of the ASI, representing Phase I of the Newark Gateway site. It will offer the 2021 and 2022 intake of students an ability to join new cohorts in 2023 at a new state-of-the-art facility. In accordance with the assured business case, across the first 15 year period, further it will deliver:

- 370 Level 2 qualifications in engineering and computing.
- 1,304 Level 3 qualifications and T-Levels across a range of aviation and space related programmes including pilot, engineer, ground operations, cyber, robotics and logistics.
- 204 Level 3 Apprenticeship Standards in aviation engineering.
- 632 Higher Level Technical Qualifications (Level 4-6) across pilot, airfield operations, aviation, aerospace and software engineering
- Create 38 new jobs

### **3.0 Newark Gateway**

#### Air and Space Institute (Phase I)

- 3.1 Members will recall that the Newark Gateway site comprises the site of the former Livestock Market and existing Newark Lorry Park. Phase I of the Newark Gateway delivery comprises the ASI detailed above. Phase II is necessitated by the likely impacts of the A46 Newark Northern Bypass on the exiting Newark lorry park and will involve the relocation of the Lorry Park and redevelopment of the residual site for the Towns-Fund backed SiSCLog development.

#### The Existing Lorry Park

- 3.2 In May 2022 the National Highways published the preferred route for the Newark A46 Northern Bypass [A46-newark-bypass](#). This scheme is of national importance with respect to reducing congestion, improving capacity, and ultimately unlocking productivity for the Trans Midlands Trade corridor. Every Planning, Highway, and LEP Authority from the Humber ports to Tewkesbury have been supportive of the plans. Locally, it is envisaged that the bypass will address the current traffic congestion issues facing the Town.
- 3.3 The preferred route has both beneficial and negative impacts for the town and key sites along the route. For the purposes of the current Lorry Park and Gateway Site this includes loss of land to the northern and western boundaries which will reduce the size of the site and therein capacity of the Lorry Park. The Council is also advised that the existing site access will be impacted, with a new A46 Roundabout necessitating its move further south along Great North Road.
- 3.4 Whilst the Preferred route remains subject to detailed design Officers have assessed that the loss of land identified within the A46 Newark Northern Bypass published plans (to date) will likely reduce the current Lorry Park capacity by approximately 30-40%. Coupled with the demand pressure of the sites current usage, and growth in the logistics sector locally, this will have a detrimental effect on the sites contribution to the sector, its accessibility and availability, and increased congestion for the town with drivers needing to either wait or find alternative provision, sometimes off-road. The current lorry park usage averages 95% full capacity on average peak travel times evening through to morning of Monday to Thursday. The loss of capacity will also significantly detrimentally affect the income that the Council receives for the site. The Council was aware of the potential of any future A46 Newark Northern Bypass impacting up the lorry park in taking the decision to extend it originally. Now that detail is emerging on the exact nature of the proposals future options can be explored. National Highways have confirmed that views will be sought from all landowners and stakeholders on the A46 Newark Northern Bypass plans as part of a formal statutory consultation starting in late October 2022.

- 3.5 Should the A46 Newark Northern bypass designs progress as currently expected an overall loss of land take, capacity, and overall income will necessitate one of 3 options moving forward:

Option 1 (Do Minimum) – Continue with the Lorry Park in its current location and configuration, accepting a significant reduction of income due to a reduction in capacity. It is likely, given the reasons for its expansion previously, that a loss of capacity will also lead to a loss of custom given the inability to guarantee spaces will be available for travelling drivers.

Option 2 (Do optimum with existing) – Amend the existing Lorry Park, including creating a new access road such that its layout and capacity is as efficient as it can be within the smaller site available once the Bypass land take is considered. There would still be a reduction in both the capacity and the income of the Lorry Park and an additional capital outlay to implement the changes. This will include amending the existing access/egress, design and layout of the current site.

Option 3 (Relocation and expansion) – Provide a New Lorry Park elsewhere (Newark Showground preferred) with increased capacity. This could retain and potentially increase the lorry parking provision for the town and associated income for the Council. However, there would be both a capital outlay for construction of a new Lorry Park as well as revenue commitments for the leasing a new site.

- 3.6 All of the above options are necessitated by the A46 Newark Northern Bypass (a stated important priority for this Council in addition to regional and national support). National Highways are clear that the Council, like any other landowner, should be adequately compensated for any impacts of development, a matter that will be negotiated as the proposals work through their design development in anticipation of a Development consent Order (DCO) process in summer 2023.

#### User Survey

- 3.7 In anticipation of the A46 Newark Northern Bypass and aspirations for the development of the SiSCLog scheme the Council has undertaken (June 2022) an updated User Survey for use of the current Lorry Park site. This survey sought the views of both the logistics company utilising the site for their freight, and the Lorry Drivers who required the site for their individual needs. The Survey identified the following:
- 1) When asked what the user doesn't like about the existing Lorry Park the majority response was "that is surface was water logged or dusty" at 63%
  - 2) When asked what the most important factors are that influence Lorry Park use, the majority responses were a) Secure Parking (82%) b) Showers & Toilets (89%) and (c) Spaces Available (73%)
  - 3) When asked about usage in a week, the following was stated; Once a Week (35%), Twice a Week (28%), 2-3 times per week (12%), more than 3 times per week (11%)
  - 4) The most used route for access when coming to Newark was: A1 North (79%), A1 South (68%), A46 East (59%), and A46 West (51%)

- 3.8 Given the likely impact of the A46 Newark Northern Bypass proposals on the exiting Newark lorry Park and the associated income loss to the Council it is recommended that the preferred option remains its relocations elsewhere, with Newark Showground remaining the preferred new site. Members are asked to continue to support the development of proposals to aid this relocation, alongside negotiations with landowners involved. Alongside this, discussion on appropriate compensation will continue with National Highways.

Smart Innovation, Supply Chain and Logistics (SiScLog) Area (Phase II)

- 3.9 A relocated Lorry Park due to the A46 Newark Northern Bypass will create an opportunity with the residual land for the implementation of the SiScLog, which seeks to develop and strengthen an industrial cluster of regional and national significance in the Newark and Sherwood and the wider area by supporting growth, agglomeration and innovation in the transport and logistics sector, and to create a focal point location for business in other priority sectors including aerospace, space, advanced engineering, digital/ICT and other high value services where there are cross-overs with technology-led change in the logistics and distribution sector.
- 3.10 Newark and Sherwood district, and the wider area in which it is located, has sector strengths in transport, logistics, supply chain and benefits from a favourable position in relation to key transport nodes and assets such as East Midlands Airport and the ports. With the delivery of the ASI and the opportunity to bring pathways to higher education activity to the site, the provision of new industrial and high-tech office space has the potential to create much needed productivity gains and generate new and better paid employment for the area.
- 3.11 SiScLog can be bought forward through a number of delivery options, and Officers are seeking advice from specialist developers to ascertain the best route. This could range from the Council retaining the freehold (utilising long-leases for development plots), part free-hold disposal, or partnerships and/or Joint Ventures with investors and/or development partners.
- 3.12 Alongside this a planning application will be developed for likely submission by March 2023. The planning application and physical enabling works will be largely funded by the £4.4m of Towns Fund grant.
- 3.13 The project would also require a comprehensive procurement exercise to be undertaken that will take approximately 6-12 months dependant on the delivery model, sequencing and phasing of the site. This will be enacted after planning permission is granted with some component activities being undertaken as planning permission is sought to enable efficient use of time and resources. The delivery model is a key focus for delivery, as should the preferred route be to working in partnership with a joint venture partner then the procurement process can only be enacted upon successful award of said partner, which in itself may take between 9-18 months.

3.14 As part of the ongoing development of options for a relocated Newark Lorry Park and redeveloped residual site for the SiSCLog it will be necessary to work up planning applications for each project. Associated additional costs for the project, including planning fees, will be £200,000 (c£100,000 for each project). Costs of the fees for the SiSCLog will be provided via the Newark Towns Fund, subject to approval of the OBC (expected September 2022). Funds for the relocation of Newark Lorry Park it is expected will be received as part of any compensation package agreed with National Highways. However, until such time as this is committed the Council is asked to underwrite such costs in order to allow progression of the scheme.

#### **4.0. Proposal/Options Considered and Reasons for Recommendations**

4.1 The A46 Newark Northern Bypass will lead to a reduced Lorry Park offer for the Town. It therefore remains a priority for relocation and reconfiguration options to be concluded for presentation to a future Cabinet. Officers have considered other options including leaving the Lorry Park where it is with a reduced capacity, or doing nothing, which both significantly reduce the Council's income and importantly the capacity for the Lorry Park and its contribution to the sector and wider economy.

4.2 The ASI, Lorry Park (existing and expanded as part of relocation), and Gateway/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.

#### **5.0 Implications**

##### **Financial Implications (FIN22-23/7519)**

5.1 Of the Towns Fund schemes listed in section 2 of the report, all the schemes with full business case approval are now included (or if completed were included) in the Council's Capital Programme, along with the Castle Gatehouse, which is still at Outline Business Case Stage.

5.2 £200,000 as described in section 3 is required for feasibility work up to and including planning applications (£100,000 Lorry Park Relocation and £100,000 SiSCLog). A budget will need to be set up in revenue from the Change Management Reserve.

5.3 Once the two schemes have Full Business Case approval and an associated Capital budget is set up, any eligible capital expenditure can be transferred to the Capital Programme and the unused funds returned to the reserve.

##### **Equality & Diversity**

5.4 The creation of a new Lorry Park and development proposals at Newark Gateway will require a full Equalities and Impact Assessment (EIA), which will be completed as part of the development planning process.



## **Background Papers and Published Documents**

Newark Town Investment Plan 2020

YMCA Community and Activity Village Full Business Case 2021

32 Stodman Street Full Business Case 2022

Newark Cultural Heart Outline Business Case 2022

Newark Castle Gatehouse Outline Business Case 2022

Newark Cycle Project Outline Business Case 2022

Air & Space Institute Outline Business Case 2022

Air & Space Institute Full Business Case 2022

Memorandum of Understanding (Dept. For Transport & NSDC) - Newark Southern Link Road  
2022

Economic Development Committee Report, January 2022

Policy & Finance Committee Report, 17 March 2022

Cabinet Report, June 2022



Report to: Cabinet Meeting – 4 October 2022

Portfolio Holder: Councillor Rhona Holloway, Economic Growth & Visitors

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Matthew Norton, Business Manager – Planning Policy & Infrastructure, Ext: 5852

Report Summary	
<b>Type of Report</b>	Open, Non-Key Decision
<b>Report Title</b>	Newark & Sherwood Plan Review - Amended Allocations & Development Management Development Plan Document Update
<b>Purpose of Report</b>	To update Cabinet on recent national planning guidance and its impact on the publication of the Amended Allocations & Development Management Development Plan Document (DPD) for a period of public representation.
<b>Recommendation</b>	That Cabinet note the contents of the report.
<b>Alternative Options Considered</b>	As set out in paragraph 2.2, it was not judged appropriate to progress without this work being undertaken.
<b>Reason for Recommendations</b>	To allow Cabinet to note progress towards publication of the DPD.

## 1.0 Background

- 1.1 The Council has been conducting a review of its Development Plan, the first element was completed by the adoption of an Amended Core Strategy in March 2019. The second element of the Development Plan, the Allocations & Development Management DPD, has been progressed since that time. It had been intended that a finalised version be presented to this meeting to seek approval for publication ready for a period of public representation.
- 1.2 On Thursday, 25 August 2022 the Department for Levelling Up, Housing & Communities published updated Planning Practice Guidance (PPG) on Flood Risk and Coastal Change in the Planning Process. The PPG supports the implementation of the National Planning Policy Framework (NPPF) and provides detailed guidance on implementation. This update does not fundamentally alter existing flood risk policy as set out in the NPPF, but it does significantly increase the amount of guidance for the purposes of Plan Making.

## **2.0 Impact of the updated PPG on the work undertaken so far**

2.1 As part of the Plan Review process work on documents related to flood risk have been updated and a study into flood defence work was commissioned in relation to Tolney Lane and an Exceptions Test report has been prepared to support the proposed allocation of Gypsy Roma, Traveller (GRT) sites in the District. Officers have reviewed the updated PPG and concluded that:

- 1) In order to publish a sound DPD an understanding of the results of a Level 2 Flood Risk assessment will be necessary, followed by deposit of the full assessment during the Publication Period. This would include a review of sites considered as part of the DPD production process and sense check of work already undertaken; and
- 2) The flood risk work needs to be directly integrated into the sustainability appraisal in a way that has not currently been done.

2.2 In essence much of this work has already been undertaken given the importance of flood risk in the District. However, this has not been presented and assessed in the way now required by the PPG. Without this work being undertaken it is considered that the Council would not be able to demonstrate that a sound DPD had been produced in line with National Policy and Guidance and therefore there is no alternative to the course of action proposed.

2.3 Following discussion with the Council's flood risk consultants a programme of additional works has been agreed to meet the new requirements and this work commenced in September. The programme of additional work has been developed to ensure findings are available in such time as to provide recommendations to November Cabinet on publication of the Amended Allocations & Development Management DPD.

## **3.0 Implications**

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.

### **3.1 Financial Implications (FIN22-23/1412)**

Appropriate budget is set aside to support the Plan Review and officers will use this to pay for the additional flood risk work required.

## **Background Papers and Published Documents**

PPG on Flood Risk

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>



Report to: Cabinet Meeting – 4 October 2022

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

Director Lead: Matt Lamb – Director, Planning & Growth

Lead Officer: Matthew Norton – Business Manager, Planning Policy & Infrastructure, Ext 5852

Report Summary	
<b>Type of Report</b>	Open Report, Key Decision
<b>Report Title</b>	Newark Southern Link Road
<b>Purpose of Report</b>	To provide an update on the funding and delivery of the Newark Southern Link Road, including updates to the Council’s Capital Program.
<b>Recommendations</b>	That Cabinet: <ul style="list-style-type: none"> <li>a) note progress on the Newark Southern Link Road (SLR), including the pending receipt of tender returns from contractors to build the remainder of the SLR; and</li> <li>b) subject to the outcome of the tender returns, to delegate to the Director for Planning and Growth, in consultation with the Portfolio Holders for Strategy, Performance &amp; Finance and Economic Development &amp; Visitors a request being made to Nottinghamshire County Council to provide an appropriate financial contribution to the Newark Southern Link Road (SLR).</li> </ul>
<b>Alternative Options Considered</b>	A range of options, over many years, have previously been explored to deliver the SLR (in full or in part) and its associated growth and congestion-reduction benefits. The funding package now in place represents the most viable option to accelerate delivery of the full SLR and associated growth.
<b>Reason for Recommendations</b>	To deliver the Newark SLR, addressing local congestion and unlocking significant growth in delivering the Middlebeck Sustainable Urban Extension (SUE) including associated housing, employment, education, and open space in accordance with the Council’s Amended Core Strategy (2019) and Community Plan (2020-2023).

## **1.0 Background**

- 1.1 Members will be aware that the Newark Southern Link Road (SLR) has been a long-standing priority for this Council, having been promoted following the Growth Point in 2006 and adoption of the Core Strategy in 2011. Previous updates on the SLR have been provided to the Economic Development and Policy & Finance Committees. For completeness, such updates have detailed the delivery of Phase 1 of the SLR (supported by loan funding from the then Homes & Communities Agency) unlocking up to 649 houses, open spaces, and the new Christchurch primary school.
- 1.2 The remainder of the SLR has been subject to ongoing partnership working between the developers (Urban&Civic), Homes England, National Highways, Nottinghamshire County Council (NCC), D2N2 LEP (£7m grant committed, of which £6m is remaining) and NSDC (£5m grant committed, 2.5m of which is subject to a match contribution from NCC. NCC are yet to commit to any grant contribution) in order to secure a deliverable funding mix (public and private). The importance of the SLR has also been identified by Newark Town Council, Newark Town Board and central government given it formed one of the Newark Towns Deal projects. In October 2021 NSDC, NCC and U&C were successful in securing £20m grant from Round 1 of the Levelling Up Fund (LUF).
- 1.3 LUF funds are now been released to the Council in agreed tranches, in accordance with a Memorandum of Understanding (MoU) between NSDC and the Department for Transport (DfT). Funding is released to U&C subject to agreed milestones contained within a Grant Funding Agreement (GFA). An initial GFA (which allowed for the release of some of the public sector grant for design work) has been superseded by a new and single GFA covering all remaining public sector grant. Payments to U&C are made in arrears (upon the receipt of a valid invoice) and are subject to assurance from the Council's independently appointed Monitoring Surveyor, with oversight from a Monitoring Board (comprising U&C, Homes England, National Highways, Nottinghamshire County Council, D2N2, and NSDC) and sign-off by the Council's s151 Officer.
- 1.4 Work has progressed at pace to ensure the SLR delivery is accelerated. This has included securing amended detailed highway design from the highway authorities (National Highways and Nottinghamshire County Council) and assembling a contractor package to present to market. At the time of writing, the procurement process is 'live' with tender returns expected close to the Cabinet meeting. A verbal update will be provided if received on overall costs and deliverability of the scheme.

### A46 Newark Northern Bypass and the SLR

- 1.5 Members will be aware of the welcome announcement in March 2020 that the A46 Newark Northern Bypass scheme was included in the National Road Investment Strategy 2 (RIS 2), 2020-2025. Work on the Bypass continues to progress, with the preferred routes having been announced and statutory consultation to follow later this year. Updated work has identified that the approved SLR roundabout, whilst remaining acceptable and capable of implementation, could be enhanced in order to provide an optimum solution to allow it to interface with the emerging A46 Newark Northern Bypass designs. National Highways and U&C have jointly designed a replacement A46

junction design which has this month secured planning permission (Ref. 22/01249/FULM). Subject to this revised roundabout securing technical approval by the 16<sup>th</sup> January 2023 and NH and U&C agreeing between them (agreed in principle) the appropriate grant NH will provide to cover uplifts in delivery costs, the SLR will be constructed by U&C's contractors with this replacement A46 roundabout design.

- 1.6 Tender returns and securing any final contributions represents what it is hoped will be the final milestone before being able to commence on-site for the delivery of the SLLR in the New Year. The SLR will help to achieve a long-standing strategic priority for the Council, the developer, and our public sector family partners.

## **2.0 Implications**

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.

The report proposes a number of recommendations which have implications for finance, equality and diversity, and legal.

### **Financial Implications (FIN22-23/5758)**

- 2.1 The delivery of the SLR is supported by a raft of public sector grant commitments. This includes £7m from the D2N2 LEP (£6m remaining), £5m from NSDC, and £20m from the Levelling Up Fund. These grant contributions form part of the overall costs of the road with the remainder being covered by the developer, with the support of Homes England loan (as a loan which is re-payable this remains a private sector contribution).
- 2.2 In accordance with previous resolutions of the Council grant funding continues to be released. At the time of writing grant awards of £793,169.57 have been paid covering design and development work for the SLR.
- 2.3 As per paragraph 1.3, LUF funding is now being released to the Council as per the agreement. £7,499,000 has been received to date.

### **Equality & Diversity**

- 2.4 The SLR and the development it unlocks has been subject to an Equalities and Impact Assessments (EIA) and must be designed and delivered in accordance with a raft of technical statutory processes which address such issues.

## **Background Papers and Published Documents**

Newark Town Investment Plan, 2020

National Road Investment Strategy (RIS) 2, 2020

Memorandum of Understanding (Dept. for Transport & NSDC) - Newark Southern Link Road, 2022

Policy & Finance Committee Report, 17 March 2022



Report to: Cabinet Meeting – 4 October 2022

Portfolio Holder: Councillor Rhona Holloway - Economic Development & Visitors

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Neil Cuttell, Business Manager - Economic Growth & Visitor Economy, Ext: 5853

Report Summary	
<b>Type of Report</b>	Open, Non-Key Decision
<b>Report Title</b>	Shared Prosperity Fund
<b>Purpose of Report</b>	To inform and seek approval from members of the next steps in delivery of the Shared Prosperity Fund.
<b>Recommendations</b>	<p>Members are recommended that:</p> <ul style="list-style-type: none"> <li>a) Support the establishment of a SPF programme manager;</li> <li>b) the Council’s base budget is increased to include the new SPF Programme Manager by £72,745 (based on 4% of the grant allocation) or £65,121 (based on 6% of the grant allocation) depending on outcome of the request to increase the top slice percentage and;</li> <li>c) provide delegated authority to the Section 151 Officer, in consultation with the Portfolio Holder for Economic Development &amp; Visitors to approve projects and interventions in line with SPF Guidance and the identified priorities.</li> </ul>
<b>Alternative Options Considered</b>	<ul style="list-style-type: none"> <li>a) Use of the allocation of Shared Prosperity Fund for additional capacity through acquiring a consultant on a fixed term contract</li> <li>b) Use of the allocation of Shared Prosperity Fund for additional capacity through recruitment of a part time programme manager.</li> </ul>
<b>Reason for Recommendations</b>	The selected option will allow the Council to implement a structured programme management approach, providing the necessary capacity and capability in contract management, procurement, commissioning and engagement.

## 1.0 **Background**

- 1.1 In April 2022 all Local Authorities were offered the opportunity to submit and Investment Plan for an allocation of the Shared Prosperity Fund (SPF). This Fund is identified as replacing allocations of European Social Fund (ESF) and European Regional Development Fund (ERDF) to localities, and Newark & Sherwood have been provisionally allocated £3.28m between 2022 and 2025.
- 1.2 The Shared Prosperity Fund Investment Plan aligns with the priorities of the guidance and that of the Newark & Sherwood Community Plan. The objectives of ‘deliver inclusive and sustainable economic growth’ and ‘create vibrant and self-sufficient communities’ and ‘improving the health and wellbeing of residents’ are all a focus for local investment through the fund. To provide a robust governance model the creation of the Newark Place Board allows inclusivity and opportunity to shape interventions and activities locally. This approach, supported and overseen by the Portfolio Holder for Economic Growth will allow an approach of effective and efficient delivery of services.
- 1.3 Following the Cabinet Report of the 7<sup>th</sup> June 2022, and agreement by the Newark & Sherwood Place Board on the 26<sup>th</sup> July 2022, Officers have submitted the Newark & Sherwood Investment Plan to Government by the required date of the 1<sup>st</sup> August 2022.
- 1.4 The expected date for confirmation that the Investment Plan will release the grant funding allocation for 2022/23 is October 2022. This will provide a sum of £399,360 for defrayment by 31<sup>st</sup> March 2023, and a further £798,720 in 2023/24, and £2,092,646 in 2024/25. The allocation of £399,360 for 2022/23 will need to be spent by March 2023, which has implications on the speed at which capacity, procurement, contract management and delivery can be undertaken.
- 1.5 The Investment Plan identified high level interventions and activities in-line with the priorities of Communities & Place, Supporting Local Business, and People & Skills. The interventions will need to be refined and delivered, which will include a requirement to;
  - Appraise existing project proposals
  - Define each individual project
  - Work with key stakeholders including Nottinghamshire County Council to consider cross boundary programmes for the people and skills, and supporting local business priorities
  - Undertake consultation with communities
  - Undertake commissioning & procurement exercises
  - Develop contract management with awarded suppliers
  - Monitor & Evaluate interventions and projects
  - Undertake the required governance and organisation of the Place Board
  - Claim and report to government on the projects and their impacts
- 1.6 This additional work programme will require operational support to deliver the programme, and in doing so the government have informed local authorities that they can utilise 4% of the allocation provided to the locality. This 4% will be released, subject to government approval of the Investment Plan. The government are clear that they want to do all they can to work with Council’s to ensure that they have an approved Investment Plan. There is therefore a high degree of confidence that the 4% will be



secured (£131,629). NSDC's submitted Investment Plan seeks an additional uplift to 6% to cover administrative support. Whilst an uplift over and above the 4% is allowed for in the guidance this is subject to Government approval. Consequently, there is less certainty in securing the additional 2% at the time of writing.

## **2.0 Proposal/Options Considered and Reasons for Recommendation**

2.1 The government has recognised that Local Authorities will require some support in capacity to deliver the SPF programme and have allocated an up to 4% top slice to enable delivery of the programme (with a great percentage possible subject to justification and government approval). The options identified for use of this resource include:

- 1) Using the allocation to seek a specialist consultant to undertake the programme management of the SPF. This option has been discounted as the capacity required will be a 5 day week and the cost of a consultant to deliver this programme over a 3 year period is estimated to be £312k.
- 2) Utilising the allocation with additional Council resources to create Programme Manager post on a full time basis. The cost of this over the three year SPF period will be £140k which includes on costs for employment. This would require an additional £8k to match against the £131k SPF allocation. This is the preferred option and if 6% is approved by Government there will be no additional cost to the Council until the end of the SPF period, when there will be a requirement for £65K (subject to pay awards) growth in the revenue budget.
- 3) Utilising the allocation to secure a programme manager on a part time basis. This option has been discounted as the work programme would not be fully undertaken within this time period.

2.2 As detailed above Option 2 is preferred. It will deliver dedicated and sufficient resource and capacity at a programme manager level. At the time of writing Officers are confident that the Investment Plan will be approved by Government, as will the 4% administrative top-slice. There is less certainty on the additional 2% top-slice. It is recommended, in order to enter what will be a competitive market early and to allow mobilisation in time to delivery in year 1 that the post of SPF Programme Manager is advertised as soon as practicable. This will allow due process and interviews to take place, by which time it is expected the Council will have certainty on its Investment Plan. Whilst it is hoped that the additional 2% will be supported by Government in approving the NSDC SPF Investment Plan budgetary implication of NSDC covering this element have been identified.

2.3 In developing the proposed programmes within the Investment Plan into implemented projects the Newark & Sherwood Place Board, and Members of the Council will have an ability to influence and shape projects during 2022-2025. To further enable delivery of the Shared Prosperity Fund interventions and ensure inclusion and focus of the Newark & Sherwood Place Board, Officers would recommend that delegated authority is provided to the Portfolio Holder for Economic Growth in collaboration with the Section 151 Officer to consider and approve projects supported by the Newark & Sherwood Place Board when provided.

### 3.0 Implications

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.

#### 3.1 Financial Implications (FIN22-23/3146)

This report requests approval a change to the revenue budget to include an SPF Programme Manager post.

The Council will currently be allowed to use up to 4% (£131,629) of its grant allocation (£3,290,726) for SPF administration, though has asked central government that it be allowed to use up to 6% (£197,444).

The SPF does not require local authorities to use their allocations for Fund administration in proportion to the grant amounts received for each financial year. Rather, the SPF only requires that local authorities do not spend more than their overall allocation for Fund administration.

The table below summarises the financial implications.

If the council is only allowed to use 4% (£131,629) of its SPF allocation for administration, the council is estimated to fully use this on the Programme Manager post (and ICT equipment mentioned below) and will require £72,745 in additional budget over the current MTFP period.

If the council is allowed to use 6% (£197,444) of its SPF allocation for administration, the council is estimated to use £137,253 on the Programme Manager post and require £65,121 in additional budget requirement over the current MTFP period. The estimated unused balance of £58,191 would be available for other administration costs or would need to be repaid to central government if it was not spent in accordance with the grant determination to be received.

	2022/23	2023/24	2024/25	2025/26	Total
Total SPF grant allocation	399,360	798,720	2,092,646		<b>3,290,726</b>
4% SPF for administration		131,629			<b>131,629</b>
6% SPF for administration		197,444			<b>197,444</b>
<b>Programme Manager</b>	<b>14,078</b>	<b>59,989</b>	<b>63,186</b>	<b>65,121</b>	<b>202,374</b>
<b>ICT equipment</b>	<b>2,000</b>				<b>2,000</b>
4% SPF for administration	16,078	59,989	55,562		<b>131,629</b>
Additional Budget requirement			7,624	<b>65,121</b>	<b>72,745</b>
<b>Programme Manager</b>	<b>14,078</b>	<b>59,989</b>	<b>63,186</b>	<b>65,121</b>	<b>202,374</b>
<b>ICT equipment</b>	<b>2,000</b>				<b>2,000</b>
6% SPF for administration	16,078	59,989	63,186		<b>139,253</b>
Additional Budget requirement				<b>65,121</b>	<b>65,121</b>
Unused balance of 6% SPF		58,191			<b>58,191</b>

By permanently adding the post to the establishment this will require adding (subject to pay awards) an additional £7,624 in 2024/25 and £65,121 in 2025/26 base budget permanently if the admin element remains at 4% and £65,121 from 2025/26 onwards if the admin element is increased to 6%.

**3.2 Human Resources Comments**– The establishment of a new post of Programme Manager for the Shared Prosperity Fund is subject to discussion with the trade unions, the job evaluation process and recruitment process.

**3.3 Equality & Diversity** – The recruitment of the Programme Manager will follow the Human Resources process for recruitment.

**3.4 Legal** – There is no specific legal advice required.

**3.5 Sustainability** – there are no sustainability implications with the substance or recommendations of the report. There will be implications for the sustainability of projects undertaken through SPF.

#### **Background Papers and Published Documents**

7 June 2022 Cabinet Paper ‘Sherwood Levelling Up and Shared Prosperity Fund’