



*Castle House
Great North Road
Newark
NG24 1BY*

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www.newark-sherwooddc.gov.uk

Monday, 10 July 2023

Chair: Councillor C Brooks
Vice-Chair: Councillor J Hall

To all Members of the Council:

MEETING: Full Council

DATE: Tuesday, 18 July 2023 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Nottinghamshire, 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 Tel: 01636 655243 Email: Nigel.hill@newark-sherwooddc.gov.uk

AGENDA

Page Nos.

1. Apologies for absence
2. Declarations of Interest by Members and Officers
3. Notification to those present that the meeting will be recorded and streamed online
4. Minutes from the Annual Meeting held on 23 May 2023 5 - 12
5. Communications which the Chair, Leader, Chief Executive or Portfolio Holders may wish to lay before the Council
6. In accordance with Rule No. 3.1 to receive the presentation or the debating of any Petitions from Members of the Council (if any)

A petition calling for larger parking spaces with no height restrictions which would enable parking for vehicles transporting multiple wheelchair users, to be presented by Councillor Spoons as the Portfolio Holder for Sustainable Economic Development.
7. Questions from Members of the Public and Council

In accordance with Rule No. 3.3.2 the following question has been submitted to the Council from a member of the public, Laurence Goff:

“Would you consider your support by giving a donation to the Lancaster Bomber to be constructed on the A46 At Norton Disney, near Newark –“On Freedom's Wings" Let's Make this a Reality’. The Lancaster Bomber sculpture will be much bigger than The Angel of the North and would be seen by more than 34.000 drivers every day on the A46. This project still needs fundraising to make this dream come true. This will mark the historic link between Nottinghamshire and Lincolnshire shared with RAF Bomber Command during the second world war. Over the last few years with materials, particularly steel, soaring in price, this has very much affected this major and fantastic project ever getting finished. This landmark on the border of Nottinghamshire and Lincolnshire is very important, let's make it a reality.”
8. Leader's Appointments 13 - 26
9. Changes in Committee Membership 27 - 28
10. Policy & Performance Improvement Committee Annual Report 2022/23 29 - 54
11. Treasury Management Outturn Report 2022/23 55 - 64

12. Notices of Motion (if any)

In accordance with Rule No. 3.4.3, Councillor R Jackson will move and Councillor P Rainbow, will second a motion to the following effect:

“That this Council reviews the scrutiny provision that is required after the change in governance to this Council back in May 2022, from a committee structure to that of a cabinet system. It was always agreed and recognised that a review of scrutiny on this newly implemented governance structure was to be looked at after the first year to make sure that it was effectively scrutinising the policies and decisions made by the Cabinet members of this Council.

This Council would therefore propose that in the light of the increase in portfolios from 5 to 8 that the establishment of two scrutiny committees is now needed to effectively oversee the decisions the Cabinet members are making.

This Council proposes to have a policy scrutiny committee and a performance scrutiny committee to give a balanced and effective overview and scrutiny function of the Council’s decisions.

These committees will be cross party made-up with numbers from the matrix and chaired by opposition members to give more openness to the scrutiny function. There should also be no increase in the special responsibility allowances and the money allocated to overview and scrutiny at this moment in time should be divided equally between the two committees.”

In accordance with Rule No. 3.4, Councillor R Jackson will move and Councillor J Kellas will second a motion to the following effect:

“That officers of this Council will copy in Ward Members to all emails they are sending out to residents regarding issues and services that they are dealing with in that Member’s Ward, (unless confidential) so the Member can be aware of things happening in their Ward and of any issues that might be unknown to them.”

13. Minutes for Noting

(a)	Cabinet - 27 June 2023	65 - 68
(b)	Executive Shareholder Committee - 27 June 2023	69 - 72
(c)	Policy and Performance Improvement Committee - 26 June 2023	73 - 82
(d)	Planning Committee - 8 June 2023	83 - 86
(e)	Audit & Governance Committee - 14 June 2023	87 - 92

- | | | |
|-----|---|-----------|
| (f) | General Purposes Committee - 22 June 2023 | 93 - 94 |
| (g) | Licensing Committee - 22 June 2023 | 95 - 98 |
| (h) | Planning Committee - 6 July 2023 | To Follow |
| (i) | Cabinet - 11 July 2023 | To Follow |

14. Exclusion of the Press and Public

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

15. Record of Urgent Decisions 99 - 107

Transfer of Section 106 Community Facility and Off-Site Sports Contributions to Clipstone Miners' Welfare Trust (Exempt)

Review of Premise Licence in respect of Newark Cue Club (Exempt)

Agenda Item 4

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Full Council** held in the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 23 May 2023 at 6.00 pm.

PRESENT: Councillor S Saddington (Chairman)

Councillor N Allen, Councillor A Amer, Councillor A Brazier, Councillor L Brazier, Councillor C Brooks, Councillor I Brown, Councillor R Cozens, Councillor S Crosby, Councillor L Dales, Councillor D Darby, Councillor P Farmer, Councillor A Freeman, Councillor S Forde, Councillor J Hall, Councillor S Haynes, Councillor Mrs R Holloway, Councillor J Kellas, Councillor J Lee, Councillor K Melton, Councillor Mrs S Michael, Councillor D Moore, Councillor E Oldham, Councillor P Peacock, Councillor C Penny, Councillor M Pringle, Councillor Mrs P Rainbow, Councillor K Roberts, Councillor N Ross, Councillor T Smith, Councillor M Spoor, Councillor P Taylor, Councillor L Tift, Councillor T Thompson, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor P Harris, Councillor R Jackson and Councillor M Shakeshaft

1 ELECTION OF THE CHAIR FOR 2023/24

Councillor S Michael moved and Councillor T Wendels seconded that Councillor P Rainbow be elected Chair of Newark & Sherwood District Council for the 2023/24 municipal year.

Councillor P Peacock moved and Councillor L Brazier seconded that Councillor C Brooks be elected Chair of Newark & Sherwood District Council for the 2023/24 municipal year.

The two nominations for the Office of Chair were put to the meeting. The voting was as follows:

Councillor Mrs P Rainbow	13 votes
Councillor Mrs C Brooks	19 votes

There were 2 abstentions.

AGREED that Councillor C Brooks be elected Chair of Newark & Sherwood District Council for the 2023/24 municipal year.

(Councillor C Brooks signed the Declaration of Acceptance of Office and received the Chain of Office from the Retiring Chair.)

2 PRESENTATION OF PAST CHAIR'S BADGE

Councillor Brooks presented the past Chair's badge to Councillor Saddington.

(As the newly elected Chair, Councillor Mrs Brooks took the Chair for the remainder of the meeting.)

3 ELECTION OF VICE-CHAIR OF THE COUNCIL FOR 2023/24

Councillor R Cozens moved and Councillor D Moore seconded that Councillor J Hall be elected Vice-Chair of Newark & Sherwood District Council for the 2023/24 municipal year.

Councillor J Kellas moved and Councillor S Haynes seconded that Councillor J Lee be elected Vice-Chair of Newark & Sherwood District Council for the 2023/2024 municipal year.

The two nominations for the Office of Vice-Chair were put to the meeting. The voting was as follows:

Councillor Mrs J Hall 22
Councillor J Lee 12

AGREED that Councillor J Hall be elected Vice-Chair of Newark & Sherwood District Council for the 2023/24 municipal year.

(Councillor Hall signed the Declaration of Acceptance of Office and received the Vice-Chair's Chain of Office.)

4 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest from Members and Officers and the Council noted the interests previously declared by Members in Agenda Item No. 18 – Minutes for Noting.

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

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

6 MINUTES FROM THE MEETING HELD ON 9 MARCH 2023

AGREED that that minutes of the meeting held on 9 March 2023 be approved as a correct record and signed by the Chairman.

7 TO APPOINT AN EXECUTIVE LEADER

Councillor R Cozens moved and Councillor K Melton seconded that Councillor P Peacock be appointed as the Council's Executive Leader for 2023/24.

AGREED (with 21 votes for, 13 against and 2 abstentions) that Councillor P Peacock be appointed as the Council's Executive Leader for 2023/24.

8 TO NOTE THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER, CABINET MEMBERS AND PORTFOLIO HOLDERS

In advising of his appointments to Deputy Leader, Cabinet Members and Portfolio Holders, Councillor Peacock took the opportunity to pay tribute to ex-Councillor Roger Blaney.

Councillor Peacock advised that he was to hold the position of Portfolio Holder for Strategy, Performance & Finance and he advised of the interim Cabinet as follows:

Councillor M Spoor - Deputy Leader of the Council and Portfolio Holder for Economic Development & Visitors

Councillor C Penny - Portfolio Holder for Organisational Development & Governance

Councillor L Brazier - Portfolio Holder for Homes & Health

Councillor P Taylor - Portfolio Holder for Cleaner, Safer, Greener

Councillor R Holloway - Appointed as Member of Cabinet without Portfolio

9 POLITICAL COMPOSITION OF THE COUNCIL AND ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS

The Council considered the report of the Chief Executive which sought to consider the political composition of the Council and proposals for the allocation of seats on Committees to Political Groups, as required by Council Procedure Rule No. 1.1.2.

Section 15 of the Local Government & Housing Act 1989 required the Council to consider the political composition of the Council. This Act, together with the Local Government (Committees & Political Groups) Regulations 1990, required the Council to allocate seats on committees on a proportional basis in accordance with the number of seats held on the Council by each political group.

The report detailed the new political composition of the Council and set out the committees which were required to reflect the political balance of the Council. It was noted that the terms of reference for the Board of the Trustees of the Gilstrap restricted membership to Newark Ward Members, however this was not possible given the result of the elections. Therefore, it was proposed to make a minor amendment to the terms of reference to state that membership was restricted to Newark Ward Members, subject to political proportionality rules.

AGREED (unanimously) that:

- a) the allocation of seats to Political Groups (as set out in Appendix A to these Minutes) be approved; and
- b) the terms of reference for the Board of Trustees of the Gilstrap Charity be amended as set out in paragraph 2.4 of the report.

10 TO ALLOCATE CHAIR PERSONS, VICE-CHAIR PERSONS AND MEMBERS TO COMMITTEES ETC.

The Council were circulated with a proposed schedule of appointments to the Council's Committees, including the positions of Chairs and Vice-Chairs and substitute Members.

AGREED (with 23 votes for and 13 against) that the appointments of the Chairs and Vice-Chairs on Committees and the appointment of other Members to Committee etc. as set out in the schedule at Appendix B to the Minutes, be approved.

11 APPOINTMENT OF INDEPENDENT PERSONS

The Council considered the report of the Assistant Director – Legal & Democratic Services and Monitoring Officer which sought to consider the appointments of Paul Cox and Sarah Britton as Independent Persons to the Council for a further 4-year term.

AGREED (unanimously) that Paul Cox and Sarah Britton be appointed as Independent Persons to the Council for a further 4-year term to May 2027.

12 MINUTES FOR NOTING

13 CABINET - 21 MARCH 2023

14 EXECUTIVE SHAREHOLDER COMMITTEE - 21 MARCH 2023

14a POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE - 6 MARCH 2023

15 PLANNING COMMITTEE - 16 MARCH 2023

16 PLANNING COMMITTEE - 20 APRIL 2023

17 AUDIT AND GOVERNANCE COMMITTEE - 6 APRIL 2023

18 GENERAL PURPOSES COMMITTEE - 2 MARCH 2023

19 LICENSING COMMITTEE - 2 MARCH 2023

20 RECORD OF URGENT DECISIONS

NOTED the record of exempt urgent decisions taken in accordance with the provisions of the Council's Constitution.

Meeting closed at 7.03 pm.

Chairman

APPENDIX A**ALLOCATION OF SEATS TO POLITICAL GROUPS**

Committee	Conservative	Labour	Independents for Newark	Liberal Democrats	Newark & Sherwood District Independents	Independent Non-Aligned	Total Seats By Committee
Policy & Performance Improvement	5	5	3	1	1		15
Planning	5	5	3	2			15
General Purposes	6	4	3	1	1		15
Licensing	6	4	3	1	1		15
Audit & Governance*	4	3	3	1	1		12
Board of Gilstrap Trustees+	2	1	1			1	5
Total Seats by Group	28	22	16	6	4	1	77

*Note The Audit & Governance Committee includes one independent co-opted member acting in an advisory capacity

+Note The Board of Trustees of the Gilstrap Charity includes up to four non-voting co-opted Members (Newark Wards)

MEMBERS APPOINTMENTS – 2023/24

COUNCIL

Chairman of the Council
Vice Chairman of the Council

Councillor Celia Brooks
Councillor Jean Hall

PORTFOLIO HOLDERS

Strategy Performance & Finance

Councillor Paul Peacock (Leader of the Council)

Organisational Development & Governance
Economic Development & Visitors

Councillor Claire Penny
Councillor Matthew Spoons
(Deputy Leader of the Council)

Homes & Health
Cleaner, Safer, Greener

Councillor Lee Brazier
Councillor Paul Taylor

CONSERVATIVE GROUP

Leader
Deputy Leader

Councillor Rhona Holloway
Councillor Roger Jackson

LABOUR GROUP

Leader
Deputy Leader

Councillor Paul Peacock
Councillor Matthew Spoons

INDEPENDENTS FOR NEWARK

Leader

Councillor Rowan Cozens

LIBERAL DEMOCRAT GROUP

Leader
Deputy Leader

Councillor Peter Harris
Councillor Keith Melton

NEWARK & SHERWOOD DISTRICT INDEPENDENTS

Leader

Councillor Tina Thompson

Note Paragraph 1.1 of the Constitution

1.1 Appointment and Term of Office

- 1.1.1 The Leader is elected by the Council and holds office for a four-year period starting on the day of their election as Leader at an Annual Meeting of the Council, unless their term of office as a Councillor is shorter, in which case the term of office as Leader will be the same as their term of office as a Councillor.
- 1.1.2 The Leader's period of office will cease at an earlier date if they
 - i. resign from the office; or
 - ii. are no longer a Councillor; or
 - iii. are removed from office by resolution of the Council.
- 1.1.3 If there is a vacancy in the position of Leader, the Council will elect a Leader at the first meeting following such vacancy.

MEMBERSHIP OF COMMITTEES

<u>POLICY & PERFORMANCE IMPROVEMENT COMMITTEE</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. R. Jackson	1. A. Brazier	1. A. Amer	1. K. Roberts	1.T. Thompson	
2. J. Kellas	2. C. Brooks	2. S. Forde			
3. P. Rainbow	3. A. Freeman	3. N. Ross (V/C)			
4. T. Smith	4. M. Pringle (C)				
5. T. Wendels	5. M. Shakeshaft				
SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES	SUBSTITUTES
1. N. Allen	1. L. Tift	1. S. Crosby	1. P. Harris	1.D. Darby	
2. P. Farmer	2. -	2. J. Hall			
<u>PLANNING COMMITTEE</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. L. Dales	1. C. Brooks	1. S. Crosby	1. P. Harris		
2. J. Lee	2. A. Freeman (C)	2. D. Moore(V/C)	2. K. Melton		
3. P. Rainbow	3. M. Shakeshaft	3. E. Oldham			
4. S. Saddington	4. M. Spoor				
5. T. Wildgust	5. L. Tift				
<u>LICENSING COMMITTEE</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. R. Cozens	1. K. Roberts	1. D. Darby	
2. R. Jackson	2. L. Brazier	2. J. Hall (C)			
3. S. Michael	3. P. Taylor	3. D. Moore			
4. S. Saddington	4. L. Tift (V/C)				
5. T. Wendels					
6. T. Wildgust					
<u>GENERAL PURPOSES COMMITTEE</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. N. Allen	1. A. Brazier	1. R. Cozens	1. K. Roberts	1. D. Darby	
2. R. Jackson	2. L. Brazier	2. J. Hall (C)			
3. S. Michael	3. P. Taylor	3. D. Moore			
4. S. Saddington	4. L. Tift (V/C)				
5. T. Wendels					
6. T. Wildgust					
<u>AUDIT & GOVERNANCE COMMITTEE</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. S. Haynes	1. A. Freeman	1. R. Cozens	1. P. Harris (C)	1. T. Thompson	
2. J. Kellas	2. C. Penny	2. S. Crosby			
3. J. Lee	3. M. Shakeshaft	3. S. Forde (V/C)			
4. S. Michael					
<u>BOARD OF GILSTRAP TRUSTEES^</u>					
CONSERVATIVE	LABOUR	INDEPENDENTS FOR NEWARK	LIBERAL DEMOCRATS	N&S INDS	IND - NON-ALIGNED
1. S. Haynes	1. P. Taylor	1. A. Amer (C)			1. I. Brown
2. J. Kellas					
<u>MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE#</u>					
CABINET					
1. L. Brazier					
2. P. Peacock					
3. C. Penny					

TENANT ENGAGEMENT BOARD

Membership to comprise of the Portfolio Holder with responsibility for housing and three representatives to be appointed by the Policy & Performance Improvement Committee (plus three tenant representatives).

PLANNING POLICY BOARD

Membership to comprise of the Portfolio Holder with responsibility for planning policy and three representatives to be appointed by the Planning Committee and three representatives to be appointed by the Policy & Performance Improvement Committee.

Notes:

1. C = Chairman
2. VC = Vice-Chairman
- ^ Up to 4 other Newark Ward Members to be co-opted as non-voting members by the Board.
- # The Mansfield Crematorium Joint Committee is an Executive Function which does not need to reflect political balance and will comprise of Executive Members.



Report to: Meeting of the Full Council – 18 July 2023

Director Lead: John Robinson, Chief Executive

Lead Officer: Nigel Hill, Business Manager - Elections & Democratic Services, Ext. 5243

Report Summary	
Report Title	Leader's Appointments
Purpose of Report	To note the appointments of the Executive Leader of the Council for Portfolio Holders and the Cabinet, to set out the new Portfolio Holder remits and to consider convening an Independent Remuneration Panel to review the Scheme of Members Allowances in the context of an increase in the size of the Cabinet and new portfolios.
Recommendations	That Council: <ul style="list-style-type: none">(a) note the appointments of the Deputy Leader, Cabinet Members and Portfolio Holders;(b) convene a Members' Allowances Independent Remuneration Panel in accordance with Section 2.0 of the report; and(c) agree a payment for Panel members of £1,000 to the Chair and £600 to the other two members, given the scope of the review.

1.0 **Background**

1.1 As Members will be aware the Leader announced an interim Cabinet at the Annual Meeting held on 23 May 2023. A press release was issued on Monday 3 July advising of the new Cabinet and new Portfolios.

1.2 The following appointments have now been made by the Executive Leader of the Council:

Deputy Leader of the Council

Councillor Rowan Cozens

Cabinet Members

Councillor Paul Peacock

Councillor Rowan Cozens

Councillor Lee Brazier

Councillor Susan Crosby

Councillor Rhona Holloway
Councillor Keith Melton
Councillor Emma Oldham
Councillor Matthew Spoons
Councillor Paul Taylor

Portfolio Holders

Strategy, Performance & Finance – Councillor Peacock
Heritage, Culture and the Arts – Councillor Cozens
Climate Change – Councillor Melton
Biodiversity and Environmental Services – Councillor Oldham
Sustainable Economic Development – Councillor Spoons
Housing - Councillor Lee Brazier
Health, Wellbeing and Leisure – Councillor Crosby
Community Safety & Community Development - Councillor Taylor

- 1.2 The functions which fall within each Portfolio are set out in Part C of the Constitution, Section 2: The Cabinet and Executive Functions and this is set out in the **Appendix** to the report which reflects the new portfolios (paragraph 3 refers).

2.0 Members Allowances Independent Remuneration Panel

- 2.1 Given the change in portfolios and the increase in the number of Portfolio Holders from five to eight, there will be a requirement to convene the Independent Remuneration Panel to review the Scheme of Members Allowances.
- 2.2 The Independent Remuneration Panel conducted a review of Members Allowances back in 2020, with a final report being presented to the Full Council on 9 March 2021. The Council approved the recommendations made by the Panel at that meeting, but resolved not to implement at that time, given the pandemic, the constraints on public sector pay and the review of the Council's governance arrangements.
- 2.3 The Council then reconvened the Panel at their meeting held on 12 October 2021 given the progress made with the review of governance, and their final report was approved by the Council at the Annual Meeting held on 17 May 2022 and the new Scheme of Members Allowances was adopted at the same time as the new governance arrangements.
- 2.4 It is proposed to reconvene the same Panel given their recent review and familiarity with our governance arrangements. The Panel comprised of John Shaw who acted as Chairman, and the Council's two Independent Persons, Paul Cox and Sarah Britton. As Chairman, John Shaw has the requisite local government financial background and has sat on Members' Independent Remuneration Panels for North Kesteven District Council.
- 2.5 All three members of the Panel have indicated their willingness to support this further review, and as before, it is considered that they would bring a good and appropriate mix of skills and experience required for the Panel.

- 2.6 When convening the Panel the Council will need to determine the level of payments to the Panel members. For the last two full reviews, payments of £2,000 were agreed for the Chairman and £1,200 for the two further members.
- 2.7 As this review will consider the increase in the number of portfolios, and not a full review of the Scheme of Members Allowances, as per the last two reviews, it is proposed that a reduced payment of £1,000 for the chairman and £600 for the two further members be made.
- 2.8 The scope of the review will be to consider the change in the executive arrangements and any wider implications, and it is anticipated that their report can be presented to the next Full Council meeting, following an initial review by the Audit and Governance Committee.
- 2.9 As the expectation is that the final report and outcome will be presented to Full Council in October, there will need to be an interim arrangement while the relevant allowances are reviewed. It is proposed that the 3 new portfolio holders will be paid the current agreed rate of £8,500 per annum pro rata (effective from 3 July 2023), pending a pay award, and that any changes to the rate from the review will then be realigned following the approval.

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 and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Financial Implications FIN23-24/8866

- 3.1 As per paragraph 2.7 to the report, the last two full reviews of the Members Allowances Scheme have cost the Council £4,400 in total, however as the scope of this review is reduced the expected total payments of £2,200 will be financed in year from General Fund resources.
- 3.2 As there has been an additional 3 portfolios created there will need to be an interim period as referred to in paragraph 2.9, until the Independent Remuneration Panel has received the scope of work for each role and assigned a relevant financial value on the Special Remuneration Allowance payable.
- 3.3 Once the Independent Remuneration Panel has finalised the values these will be recommended to the Council, with the full financial impact of the changes being set out in full.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Report to Full Council – 9 March 2021

<https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=139&MId=448>

Report to Full Council – 17 May 2023

<https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=139&MId=756>

Current Scheme of Members Allowances

<https://www.newark-sherwooddc.gov.uk/your-council/your-council/councillors-and-committees/councillor-allowances/>

SECTION 2: THE CABINET AND EXECUTIVE FUNCTIONS

1. The Leader and Deputy Leader of the Council

1.1 Appointment and Term of Office

- 1.1.1 The Leader is elected by the Council and holds office for a four-year period starting on the day of their election as Leader at an Annual Meeting of the Council, unless their term of office as a Councillor is shorter, in which case the term of office as Leader will be the same as their term of office as a Councillor.
- 1.1.2 The Leader's period of office will cease at an earlier date if they
- i. resign from the office; or
 - ii. are no longer a Councillor; or
 - iii. are removed from office by resolution of the Council.
- 1.1.3 If there is a vacancy in the position of Leader, the Council will elect a Leader at the first meeting following such vacancy.

1.2 Functions of the Leader

- 1.2.1 The Leader is responsible for those functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.
- 1.2.2 The Leader shall be responsible for producing and maintaining the Scheme of Cabinet Delegation set out in this Section of the Constitution detailing who will discharge functions.
- 1.2.3 Only the Leader will exercise the following functions and those functions reserved to them in the Cabinet Scheme of Delegation: -
- i. appointment of the Deputy Leader;
 - ii. appointment of the Cabinet; and the
 - iii. allocation of portfolio responsibilities
- 1.2.4 The Leader will chair any meetings of the Cabinet.

1.3 The Deputy Leader

- 1.3.1 The Deputy Leader will be a Councillor appointed to the position by the Leader.
- 1.3.2 The Deputy Leader will hold office until the end of the term of office of the Leader, or until: -
- i. they are removed from office by decision of the Leader;
 - ii. they resign from the office; or
 - iii. they are no longer a councillor
- 1.3.3 If for any reason the Leader is unable to act, or the office of the Leader is vacant, the Deputy Leader must act and exercise all functions reserved to the Leader in their absence.

1.3.4 If for any reason the Leader and Deputy Leader are unable to act, or their offices are vacant, the remaining Cabinet Members may act collectively or appoint an interim Leader.

2. The Cabinet

2.1 The Cabinet will discharge all Cabinet functions (Executive functions). These are the functions which are not the responsibility of the Council, a Committee or any other part of the Council.

2.2 The Cabinet also discharges those 'local choice' functions set out in Schedule 2 of the Local Authorities (Functions and Responsibilities (England) Regulations 2000 (as amended).

2.3 The Cabinet comprises the Leader and Deputy Leader along with no more than nine other Councillors appointed to the Cabinet by the Leader.

2.4 The term of office of a Cabinet Member will be the same as for the Leader unless the Cabinet Member: -
i. resigns from office; or
ii. is no longer a Councillor; or
iii. is removed from office, either individually or collectively, by decision of the Leader.

2.5 The portfolios of areas of responsibility of Cabinet Members (if any) for which they are delegated authority in accordance with the Cabinet Scheme of Delegation are allocated by the Leader.

2.6 The Cabinet is responsible for the preparation of the Council's Forward Plan and those functions reserved to it as set out in paragraph 5.4 below.

2.7 The Cabinet can establish executive committees, chaired by the relevant Portfolio Holder, to which the Cabinet can appoint non-voting advisory members; subject to the adoption by Cabinet of an executive committee protocol which all executive committees must adhere to.

2.8 The proceedings of the Cabinet, including those of any of its Sub-Committees, shall be in accordance with the Cabinet Procedure Rules set out in Part D Section 2 of this Constitution.

3. Cabinet Member Portfolio Holders and their Portfolios

3.1 The Cabinet comprises eight portfolio holders including the Leader and Deputy Leader. The Leader of the Council's largest opposition group is a Cabinet Member with voting rights but without portfolio.

3.2 The eight portfolios are: -
i. Strategy, Performance & Finance (held by the Leader)

- ii. Heritage, Culture and the Arts (held by the Deputy Leader)
- iii. Climate Change
- iv. Biodiversity and Environmental Services
- v. Sustainable Economic Development
- vi. Housing
- vii. Health, Wellbeing and Leisure
- viii. Community Safety and Community Development

3.3 The functions which fall within the portfolios and for which the Leader has delegated responsibility and decision-making to the portfolio holders in accordance with the Cabinet Scheme of Delegation (below at paragraph 5) are set out below.

Portfolio for Strategy, Performance & Finance

- Development and implementation of the Council's Community Plan
- Representing the interests of the Council and the wider community on strategic partnerships such as the Economic Prosperity Committee, East Midlands Councils and East Midlands Combined Authority (once established)
- Budget strategy, budget setting and financial management
- Local taxation and housing benefits
- Assets/facilities management, including the Council's commercial property, compliance, acquisitions and disposals of Land, car parks and the Council's lorry park
- Commercialisation
- Internal and external communications and media relations
- Customer experience and insight
- Information and Communications Technology (ICT) including digitalisation
- Information Governance and Data Protection
- Building and maintaining positive relationships with and between elected Councillors and Officers

Portfolio for Heritage, Culture and the Arts

- Championing and promoting the arts, culture, and heritage
- Oversight of major projects relating to heritage and culture including membership of delivery boards where relevant
- Equality and diversity
- Maximising access to Newark and Sherwood's cultural and heritage facilities, with a particular focus on young people and specific communities
- Marketing and promotion of Newark and Sherwood as a visitor destination including Sherwood Forest
- Oversight of the Palace Theatre, National Civil War Centre & Newark Castle
- Arts development
- Developing opportunities to maximise the visitor offer linked to Sherwood Forest

Portfolio for Climate Change

- Oversight of delivery of the Climate Change action plan
- Energy generation, energy management and tackling fuel poverty
- Waste collection and recycling
- Fleet management and maintenance
- Air Quality

Portfolio for Biodiversity and Environmental Services

- Biodiversity and conservation
- Oversight of the Council's Tree Strategy, tree maintenance and tree planting programme
- Maintenance and enhancement of parks and open spaces, including oversight of the Council's Open Spaces Strategy
- Public engagement in relation to the natural environment
- Street cleansing
- Removal of graffiti and fly-tipping
- Land contamination

Portfolio for Sustainable Economic Development

- Planning Policy, Development Management and building control
- Oversight of the Council's Local Development Framework and associated plans
- Business liaison and support
- Upskilling the local community and developing links with schools, further and higher education
- Inward investment and the creation of new employment opportunities
- Regeneration and development of town centres
- Oversight of the Town's Fund, Levelling Up, Shared and Rural Prosperity funding programmes
- Transportation and major infra-structure improvements
- Built heritage

Portfolio for Housing

- Oversight of the Council's landlord functions, including housing repairs and investment, building safety, tenancy and estate management, planned maintenance and collecting rents and leasehold management
- Housing Strategy and oversight of the HRA Business Plan
- Rent and Service charge setting
- Council housebuilding
- Tenant engagement
- Provision of housing with care e.g., Gladstone House and The Broadleaves
- Housing Allocations and the Housing Register

- Homelessness and rough sleeping
- Oversight of Housing Revenue Account led regeneration schemes including Yorke Drive
- Protection of tenants in private housing sector e.g., HMO licensing
- Disabled Facilities Grants
- Empty properties
- Re-settlement

Portfolio for Health, Wellbeing and Leisure

- Tackling health inequalities and delivering health improvement through campaigns, programmes and targeted actions
- Lead member for Active4Today and Notts Health and Well-Being Board
- Sports provision and sports development, including playing pitch and facilities strategies
- Promoting and championing cycling and walking, and the development of plans to improve cycling and walking infrastructure
- Development and implementation of plans for future leisure centre provision

Portfolio for Community Safety and Community Development

- Tackling crime and anti-social behaviour
- CCTV
- Environmental Health
- Enviro-crime prevention and enforcement
- Emergency planning, business continuity and risk management
- Health and Safety
- Safeguarding
- Cemeteries and Crematoria – see joint arrangements Part C Section 3
 - Liaison with the voluntary sector, parish and town councils and oversight of grant aid
 - Community events
 - Community Centres
 - Community Development and Community Engagement

3.4 The Leader of the Council's largest opposition group is a Cabinet Member with voting rights but without portfolio. Their role is to provide leadership in the constructive challenge of the Council's policies and strategies and in the co-ordination of alternative policies, strategies and service delivery. They are the main political spokesperson for the Council's opposition.

4. Responsibility for Functions

4.1 Functions of the Cabinet (Executive Functions)

4.1.1 The Cabinet exercises those functions which are not Non-Executive functions or otherwise reserved to the Council.

- 4.1.2 The Council has determined that the Cabinet shall exercise those 'local choice' functions set out in Schedule 2 of the Local Authorities (Functions & Responsibilities (England) Regulations 2000 (as amended).
- 4.1.3 Functions of the Cabinet may be discharged by the Cabinet as a whole, a Cabinet Committee, an individual Cabinet Member, and individual Officer or a joint committee in accordance with the Cabinet Scheme of Delegation or the Officer Scheme of Delegation, respectively.

5. The Cabinet Scheme of Delegation

5.1 Introduction

- 5.1.1 The Leader is responsible overall for the discharge of Cabinet functions and may discharge any such function themselves regardless of whether the given function has been delegated.
- 5.1.2 The Leader has the power to delegate the discharge of Cabinet functions to: -
- i. The Cabinet as a whole
 - ii. A Committee of the Cabinet
 - iii. An individual Cabinet Member
 - iv. An individual Officer
 - v. A Joint Committee

5.2 Functions Delegated to Cabinet Members (Portfolio Holders)

- 5.2.1 The Leader delegates to those Cabinet Members with portfolio the Cabinet functions which fall within their respective portfolio as set out at Part C Section 5 of this Constitution.
- 5.2.2 Cabinet Members with portfolio may take any decision in relation to their delegated functions including Key Decisions.
- 5.2.3 In the discharge of their delegated functions and decision-making in respect thereof Cabinet Members shall comply with: -
- i. Any reservations, limits or restrictions set by the Leader including particularly and without limitation those set out below which are reserved to the Leader or the Cabinet;
 - ii. The law;
 - iii. This constitution, including particularly and without limitation: -
 - a. The approved Budget and Policy Framework
 - b. The decision-making principles and Protocol for Individual Cabinet Member / Officer Decision-Making;
 - c. The Contract Procedure Rules
 - d. The Financial Procedure Rules
 - e. The advice of the Head of Paid Service, Monitoring Officer or the Chief Finance Officer

f. The Members’ Code of Conduct

- 5.2.4 Where an individual Cabinet Member is exercising their delegated powers, the Leader or the Cabinet as a whole may exercise that power where the Leader determines it appropriate to do so.
- 5.2.5 Where an individual Cabinet Member is making a decision under their delegated powers, they may refer that decision to the Leader or the Cabinet as a whole where they consider it appropriate to do so.
- 5.2.6 The portfolios and functions in respect of which the Cabinet Members with portfolio have been delegated authority are set out above.

5.3 Delegation to Executive Shareholder Committee

Membership, Chairman and Quorum

Number of Members	As per the Cabinet
Substitute Members Permitted	No
Appointments	No non-voting advisory Members to be appointed, but representatives of Arkwood/Active4Today to be invited to present reports as appropriate.
Committee Governance	To operate in accordance with the Cabinet Procedure Rules as set out in Part D of the Constitution (these will enable the Committee to invite representatives of the two companies to address the committee and/or contribute to its discussion.
Restrictions on Chairman/Vice Chairman	To be chaired by the Leader
Quorum	As per Cabinet Procedure Rules paragraph 2 set out in Part D of the Constitution
Number of Ordinary Meetings per Council Year	Meet approximately once a quarter or as required.

Remit and Delegation (Terms of Reference)

Executive Shareholder Committee is responsible for strategic oversight of the Council’s Development Companies (Active4Today Ltd and Arkwood Developments Ltd) including:

their performance, management of the relationship between the Council and the two companies, compliance with the Governance Agreements, “health check” of the two companies by the Council as sole shareholder, and specifically to: -

1. Recommend to Council the respective Articles of Association for consideration and approval.

2. Recommend to Council the respective Governance Agreements between the Council and the two companies for consideration and approval.
3. Agree the constitution for the two Boards of Directors and to approve the appointment of directors to the Boards, and to have the power to remove directors of the Board and approve best practice policies in relation to such appointments.
4. Receive, review and approve the companies' annual reports and business plans.
5. Review the performance of the two companies.
6. Determine, on behalf of the Council, in relation to Arkwood Developments, how it should exercise the functions flowing from its ownership of shares, including decisions on payment of dividends from the company's profit after taxation.

5.4 Functions Reserved to the Leader

The following functions are reserved to the Leader: -

- i. To lead on implementing the Council's policy and budget decisions
- ii. To provide leadership of the Council by setting the strategic direction and key priorities and overseeing the development of the financial strategies.
- iii. To represent the Council in the community and in negotiations with regional and national public service organisations
- iv. To be the lead spokesperson for the Council and deal with external relations with partners and other stakeholders.
- v. To take overall responsibility for the performance framework, including the monitoring of targets.
- vi. To lead and co-ordinate the Council's work on key cross-cutting policy areas such as equalities, sustainability and communications.
- vii. The appointment of a Deputy Leader
- viii. To appoint up to 9 Councillors to be Cabinet Members
- ix. To allocate to Cabinet Members areas of responsibility (portfolios)
- x. To provide leadership to the Cabinet and to chair Cabinet meetings
- xi. To ensure the efficient despatch of business consistent with the Council's policies and strategies.
- xii. To notify the Monitoring Officer of the allocation of responsibility so that the information can be published in the Constitution. The record of delegation of executive functions to Cabinet Members may be amended by the Leader at any time during the year, but written notice must be provided to the Monitoring Officer and the Cabinet Member, body or Committee concerned. The record of delegation must be reported to the Annual Meeting of Full Council and material amendments must be reported to the Full Council.
- xiii. To take responsibility for Cabinet or portfolio functions in the absence of a Cabinet or individual Cabinet Member.
- xiv. To reserve to themselves or the Cabinet as a whole the determination of an executive decision or the taking of a particular course of action pertaining to a Cabinet function.

- xv. To reserve to individual Cabinet Members or the Cabinet as a whole the determination of consultation responses and the launch of consultation exercises on behalf of the Council, except for day-to-day technical and operational consultations which amount to Administrative Decisions made by Officers.

5.5 Functions Reserved to the Cabinet

Decisions in respect of the following shall be taken by the Cabinet as a whole:

- i. Any decisions which in the opinion of the Leader should be determined by Cabinet;
- ii. Proposing the Budget and Policy Framework and Capital Programme to the Council;
- iii. Approving the Risk Management Strategies and Policies and reviewing the effectiveness of Risk Management Arrangements;
- iv. Approval to the carry forward of underspends as required by the Council's Financial Regulations;
- v. Approval of in year budget reallocations above the limit stipulated by the Council's Financial Regulations;
- vi. Reallocation of capital budgets which do not exceed the overall capital programme;
- vii. Authorising the write-off of bad or doubtful debts above the amount specified as delegated to the Section 151 Officer in the Scheme of Delegation to Officers;
- viii. Approval of Fees and Charges as part of the Budget process and any in-year changes unless statutorily prescribed.

5.6 Conflicts of Interest

- 5.6.1 Where the Leader has a conflict of interest, they must ensure that they do not influence the decision to be taken and that the decision is taken by a Cabinet Member who does not have such a conflict of interest.
- 5.6.2 If every Cabinet Member has a conflict of interest, consideration must be given to delegating the decision to the Chief Executive, appropriate Director or Senior Officer, or to seeking a dispensation to taking the decision - dispensations are not available for single member decision making.
- 5.6.3 Where a decision is being taken regarding a service which is commissioned by a Cabinet Member from an external service provider, Cabinet Members must be mindful of potential conflicts of interest arising if they also sit on the Board or are otherwise involved in the governance of the external provider. In such circumstances Cabinet Members should seek advice from the Monitoring Officer before agreeing to sit on such a Board or governance structure.
- 5.6.4 If the performance of an executive function has been delegated to an individual Cabinet Member or Officer and a conflict of interest arises, in the first instance

the executive function will be performed by the person or body by whom the delegation was made.



Report to: Meeting of the Full Council - 18 July 2023
 Director Lead: John Robinson, Chief Executive
 Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services, Ext. 5243

Report Summary	
Report Title	Changes in Committee Membership
Purpose of Report	To advise Members of changes to Committee memberships.
Recommendations	<p>That Council:</p> <ul style="list-style-type: none"> a) note the changes to Committee memberships on the Policy & Performance Improvement and Planning Committees as detailed in the report; b) note the change in membership of the Mansfield & District Joint Crematorium Committee; c) approve an amendment to the Constitution to enable all Newark Ward Members not appointed as voting members to sit on the Trustee Board of the Gilstrap Charity as non-voting co-optees; and d) agree that future changes to Committee membership will no longer be reported to Council for information.
Reason for Recommendation	To note various changes in membership, ensure appropriate representation on the Trustee Board, and to streamline process for future.

1.0 Background / Proposals

1.1 Appointments to Committees were made at the Annual Council Meeting held on 23 May 2023. Since that meeting and the changes made to the Cabinet as advised at the previous item, some changes in committee memberships are now required as follows:

Policy & Performance Improvement Committee

The Independents for Newark will replace Cllr Crosby as a substitute member, given she is now on the Cabinet, with Cllr Moore.

Planning Committee

The Independents for Newark have indicated that they wish to replace Cllr Crosby with Cllr Amer.

Mansfield & District Crematorium Joint Committee

A new executive appointment is required to replace Cllr Holloway. The Leader of the Council has advised that this will be Cllr Paul Taylor.

Board of the Gilstrap Trustees

Members may recall that a minor amendment to the Constitution was approved at the Annual Meeting in order to remove the restriction of membership to Newark Ward Members, as this would have meant that the political balance requirements could not be met.

The Constitution currently allows for four non-voting members on the Trust which had previously meant that all Newark Ward Members could be appointed. However, there are now six Newark Ward Members who are not appointed as voting members. It is therefore proposed that the Constitution be amended to confirm that all other Newark Ward Members not appointed as voting members to sit on the Trust as non-voting co-optees.

Future Changes

It is proposed that future changes to Committee membership will no longer be reported to Council for information. As per the requirements of the Council's Constitution, Part D – Section 3, Committee Procedure Rule No. 6.5 – Appointment to Committees:

- 6.5.1 any permanent change in membership must be notified to the Governance Team in Democratic Services no later than 4pm the day before the relevant meeting.
- 6.5.2 Democratic Services will ensure that all appointments to Committees are reported to the next meeting of the appropriate Committee.

2.0 Implications

In writing this report and in putting forward recommendations, Officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & 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

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



Report to: Meeting of the Full Council – 18 July 2023

Director Lead: Deborah Johnson, Director - Customer Services & Organisational Development

Lead Officer: Mark Randle, Transformation & Service Improvement Officer, Ext. 5349

Report Summary	
Report Title	Policy & Performance Improvement Committee Annual Report 2022/23
Purpose of Report	To receive the Policy & Performance Improvement Committee Annual Report for 2022/23.
Recommendation	That the Council note the contents of the Policy & Performance Improvement Committee Annual Report for 2022/23.
Reason for Recommendation	To receive the Policy & Performance Improvement Committee Annual Report for 2022/23 in accordance with the requirements of the Constitution, which details the work undertaken by the Committee and evidences how the work of the Committee has positively impacted residents.

1.0 Background

- 1.1 On 17 May 2022 the Council moved from a committee system of governance to a cabinet system of governance. This change created the Policy & Performance Improvement Committee (PPIC). The Committee’s role is to fulfil the ‘scrutiny’ function required in the Cabinet model, as well as serving as an integral role in improving the work of the Council. It is an open meeting, meaning public and press can attend, and the Committee meets at least five times a year.
- 1.2 Every year there is an Annual Report summarising the work of the Committee. This report was considered by the PPIC at their meeting held on 26 June 2023 and is now presented to the Council in accordance with the requirements of the Constitution. The Annual Report is attached as **Appendix A**.

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 and Sustainability; and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE ANNUAL REPORT

2022-23



CONTENTS

Introduction to Newark and Sherwood	3
Our area	4
Our services	5
Overview of the Policy and Performance Improvement Committee	6
Composition of membership	7
Review of work	8
1. Working Groups	8
2. Shaping Policies and Strategies	11
3. Driving Service Improvement	15
4. Scrutinising and Questioning Performance	17
Future Work	23
Appendix One: Policy & Performance Improvement Committee Members	24



Contact Us

Our residents, tenants and businesses can contact us in a number of ways.

Telephone: 01636 650000

Email: customerservices@newark-sherwooddc.gov.uk

In person: Castle House, Great North Road, Newark, Nottinghamshire NG24 1BY

The offices and telephone lines are open 9am to 5pm Monday to Friday. Most of our services are also available on our website.

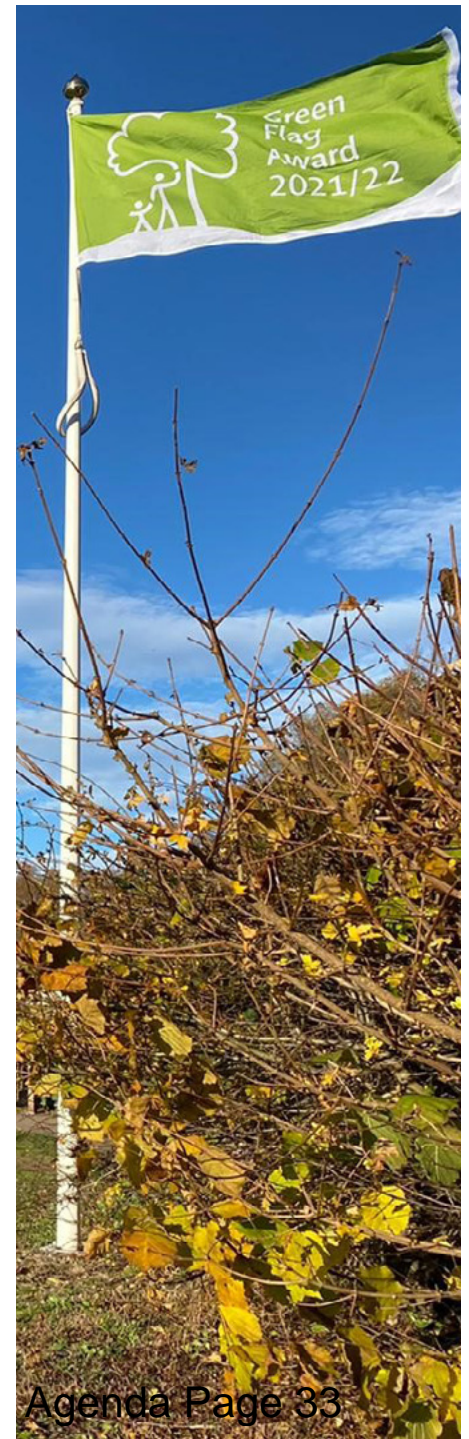
Social media:  /NSDCouncil  @NSDCouncil  @NSDCouncil  @Newark and Sherwood District Council

Agenda Page 32

INTRODUCTION TO NEWARK AND SHERWOOD

We, Newark and Sherwood District Council (NSDC), are one of seven district councils in Nottinghamshire. We are the middle layer of local government in this area with Nottinghamshire County Council covering the whole County and 74 parish and town councils sitting within the NSDC area.

For every £1 a resident pays in Council Tax 8.5 pence comes to NSDC and the remaining funds go to Nottinghamshire County Council, Nottinghamshire Police, the Police and Crime Commissioner, Nottinghamshire Fire and Rescue and parish/town councils.



OUR AREA

Our district is the largest in Nottinghamshire and covers a third of the county with an area of over 65,000 hectares. Below is a map of the district showing the main urban areas and key transport connections.



A resident population of 122,956 made up of 50.8% female and 49.2% male.

The largest district in Nottinghamshire with an area of 65,132 hectares.

The district has an aging population. 6.2% of the district's population are between 70 and 74. This is 1.2% higher than the England average.

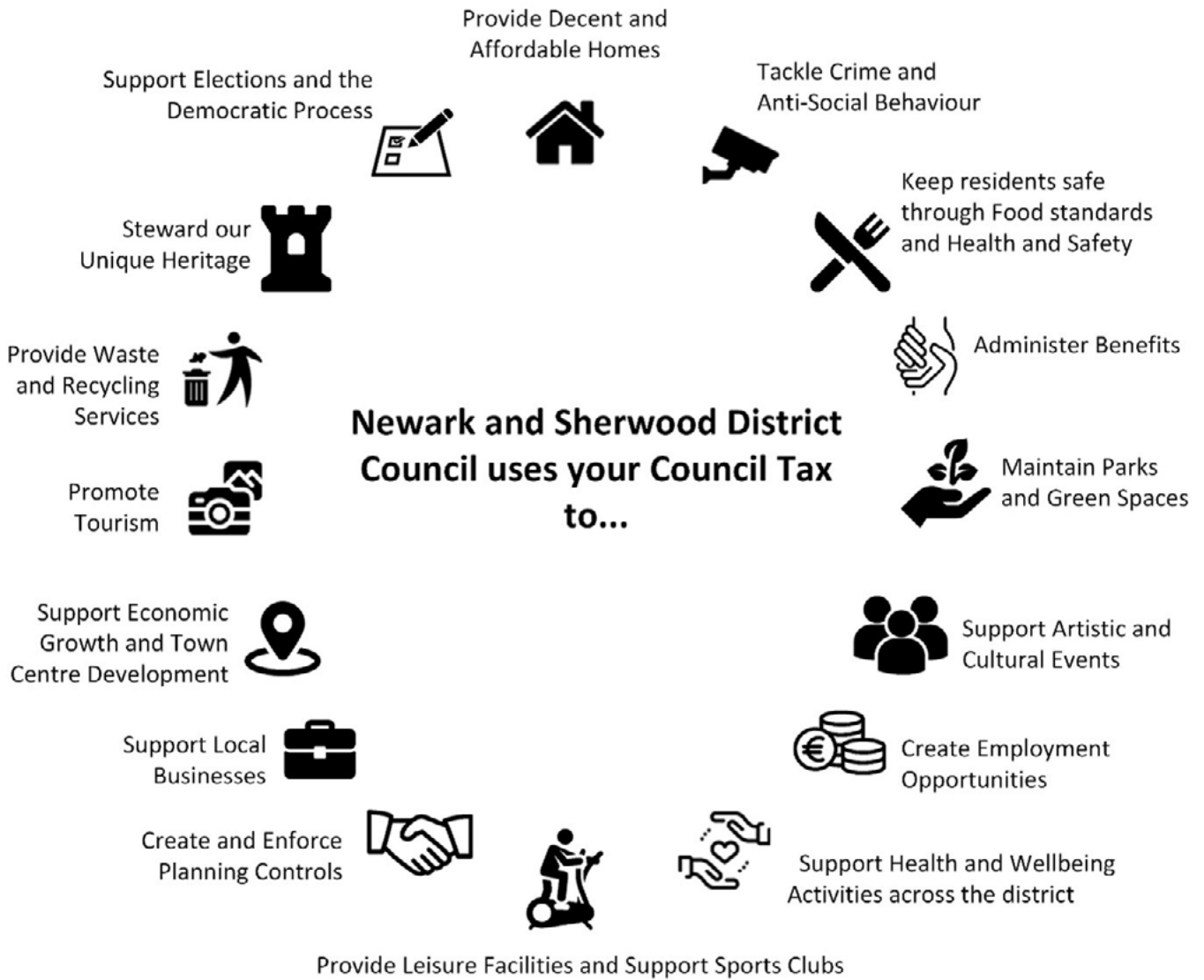
In 2011, 19.2% of the district's population was over 65. This has risen by 3.4% and in 2021, 22.6% of the district's population was over 65. This is predicted to rise further with 27.7% of the district's population set to be 65 or above by 2040.

17.1% of the district's population are schoolchildren and full-time students.

There are 53,331 dwellings, of which around 10% are owned by the District Council (social housing).

OUR SERVICES

We deliver a range of services at the Council and the diagram below summarises our responsibilities.



We are also a landlord to over 5,500 council homes. As a landlord we carry out the housing management functions for these homes, allocating tenancies, undertaking repairs and maintenance, maintaining housing estates and collecting rent.

OVERVIEW OF THE POLICY AND PERFORMANCE IMPROVEMENT COMMITTEE

Our Policy and Performance Improvement Committee (PPIC) fulfils the 'scrutiny' function required in the Cabinet model, as well as serving as an integral role in improving the work of the Council. It is an open meeting, meaning public and press can attend, and the Committee meets at least five times a year. PPIC itself is not a decision-making body, it makes recommendations that are taken to the appropriate Portfolio Holder, Cabinet or Committee for decision. The recommendations made by PPIC enable improvements to be made to policies and services and how they are implemented. PPIC also plays a valuable role in developing policy and strategy. A work programme is developed for the year but has suitable capacity to ensure issues can be considered as they arise, PPIC is responsible for developing its own work programme.

PPIC may also choose to look at a specific issue, decision or topic by adding a review to the work programme. For example, they may review a service pilot, scrutinise progress of a key project or review an area where performance is not as expected. This can be done after a decision has been made or they may choose to feed into the decision making by reviewing the topic to ensure a decision is well made.

Where more detailed work is required, such as the development of a policy or the detailed review of a service area, a working group is set-up to undertake this work. Working groups meet on average 3 to 5 times, listen to evidence and examine data, then develop recommendations which are forwarded for a relevant decision.

PPIC also has statutory powers to scrutinise decisions the Cabinet is planning to take and those that have already been taken.



COMPOSITION OF MEMBERSHIP

PPIC consists of 15 Councillors, including a chair and vice chair, who are appointed by Full Council, which reflect the political proportions of the Council. The Committee has had a busy year examining a broad range of issues affecting the Council, its services, and local people. PPIC has also had a watching brief of all items going to Cabinet for decision, raising queries as appropriate and providing comments. This has led to a variety of topics being reviewed, both in Committee and by working groups. Any Councillor can submit a topic to be examined and any member can request to join a working group.

2022/23 in Numbers

Committee members	-	15
Substitute members	-	5
Additional members on working groups	-	4
Meetings	-	6
Reports/presentations	-	22
Working Groups	-	3

6 COMMITTEE MEETINGS

15 COMMITTEE MEMBERS

5 SUBSTITUTE MEMBERS

**4 ADDITIONAL MEMBERS ON
WORKING GROUPS**

22 REPORTS/PRESENTATIONS

3 WORKING GROUPS

REVIEW OF WORK

PPIC has been involved in developing and shaping Council policies and strategies, questioning the Council's performance and driving improvement to services. During the year PPIC received information in the form of presentations, updates and reports. Here is a snapshot of the work PPIC has been doing in the last 12 months, separated into the 4 key areas that demonstrate PPIC's responsibilities:

1. **Working groups**
2. **Shaping policy and strategy**
3. **Driving service improvement**
4. **Scrutinising and questioning performance.**

1. Working Groups

If a detailed piece of work, such as a piece of development or review, is required a working group is set-up to enable this work to be done outside of the main Committee agenda. Any working group set-up must have a clear aim and this aim must improve the quality of life of residents and/or enable value for money of local services. A working group might develop a policy or strategy, undertake a piece of development work such as shaping a bid or undertake a review of an area experiencing poor performance. Any member can ask for PPIC to look at a topic by completing a [Topic Request Form](#) which can be found on the members' intranet. PPIC will consider any requests but in principle the topic should be something where PPIC can add value, a working group must improve the quality of life for local residents or achieve greater value for money across at least 2 wards.

1.1 Members Digital Tools Working Group

In response to a topic request form, a cross party working group, facilitated by Dave Richardson, ICT & Digital Services Business Manager, was set-up to review the digital tools provided to Councillors with the aim of establishing what tool or tools would be best to assist Councillors to undertake their roles effectively and efficiently, this working group consisted of 5 members.

The working group met 3 times between July and September 2022, looking at:

- the current situation with member digital tools in terms of practices, use of tools and paper and issues faced
- any changes required to ensure fit for purpose digital tools are available to Councillors
- the induction and ongoing support to Councillors
- the different options available to Councillors.



Outcome

The working group made a recommendation in relation to hardware, namely that moving forwards (after the May 2023 elections) Councillors will be offered a laptop as standard, or a windows tablet as an alternative option on request. They also recommended a member training programme (to be delivered in-house by ICT and Information Governance) to include mandatory induction training and then an annual refresher for all Councillors on cyber security, GDPR and using Microsoft 365.

These recommendations were endorsed by PPIC on 28 November 2022 before being approved by the Portfolio Holder for Organisational Development and Governance. These recommendations are now being implemented.

1.2 Tackling Anti-Social Behaviour

In response to a topic request form, a cross party working group facilitated by Ella Brady, Transformation Manager, was established to consider tackling Anti-Social Behaviour (ASB). This working group consisted of 6 members. The working group met for 5 sessions, between July and October 2022, which included a visit to the CCTV Centre. The working group also met with the Police, Newark and Sherwood's Acting Inspector and Early Intervention Officer.

Outcome

This working group put forward various recommendations to improve how the Council handles ASB in the district this included:

- improving communications
- to review and improve the location of CCTV
- improve partnership working
- change the way that Community Protection Officers operate to better tackle ASB
- signing the Community Safety Charter and to encourage partners to do so.

These recommendations were endorsed by PPIC on 28 November 2022 before being approved by Cabinet on 23rd February 2023.



1.3 Customer Strategy Working Group

In the 2022 Resident Survey, residents were asked to rate their satisfaction with the Council as well as give specific feedback on areas of improvement. A key area of improvement identified was how the Council communicates and consults with its residents. As a result of this, PPIC decided to set-up a working group, facilitated by Jill Baker, Customer Services Business Manager, to develop a Customer Experience Strategy to improve the quality and consistency of the customer experience. This working group consisted of 7 Councillors and a representative from the Tennant Engagement Board.

The working group met 4 times between December 2022 and March 2023, looking at:

- customer data, case studies and what good customer service looks like
- how customers get in touch
- how enquiries are handled
- how the Council constantly improves its customer service and learns from feedback.

Through these meetings the working group developed the 'Customer Promise'. The Customer Promise is a customer facing document which highlights the behaviour the Council will follow when interacting with customers. The Customer Promise has been designed to be accessible for the customer and as such is in an impactful and easily digestible format.

The working group also identified some minor improvements to the website that have now been implemented.

Outcome

The Customer Promise was presented to PPIC on 6 March 2023 and endorsed by the Committee. As these promises are the key principles to guide all customer interactions, they formed the base of the Customer Experience Strategy which was then developed. The working group then met once more to review and endorse the draft strategy which will be presented, alongside the endorsed Customer Promise to Cabinet in June before going out for public consultation. Following this consultation, the strategy will be finalised and used to shape customer service across the Council.



2. Shaping Policies and Strategies

2.1 2022 Residents Survey (Sept 2022)

It is important for the Council to gather the thoughts and feelings of our residents, in order to improve the policies and services we offer, therefore we carry out a residents survey every 4 years. The Committee considered a report and presentation, delivered jointly by the Transformation and Service Improvement Manager and Transformation Service Improvement Officers, on the findings from the 2022 Residents' Survey undertaken between May and July 2022. This consultation consisted of three elements:

- an open survey that was completed by any district resident over the age of 16
- a representative sample gathered to 'sense check' the open survey
- a series of focus groups were held to gather the views of underrepresented groups.

The presentation outlined to Councillors the views of residents who had completed the survey across a range of subject areas, giving a clear indication what residents felt were a priority to them.

Outcome

The Committee noted the findings of the 2022 Residents' Survey and endorsed for them to be used to shape the 2023-27 Community Plan, to be developed by officers and Councillors following the May 2023 election in consultation with the newly elected councillors.

2.2 STAR Survey (Tenants) (Sept 2022)

It is important for the Council to gather its Tenants opinions on the services they receive; therefore, we carry out a Survey of Tenants & Residents (STAR) every year. This Survey establishes how satisfied Council tenants are with a range of measures relating to their Council home, tenancy, communal services, and neighbourhood.

The Committee considered the report presented by the Director of Housing, Health & Wellbeing, which showed the results of the Survey.

The report provided Councillors with the background of the collection and collation of data in relation to Tenant Satisfaction Measures (TSMs) and how these are used and aligned to STAR. Councillors were also talked through the highlights of the STAR survey findings in these key areas, repairs, anti-social behaviour, lettings, complaints and queries, neighbourhood, home, empowerment, and value for money.

Outcome

The Committee unanimously agreed the recommendations be forwarded to Cabinet for decision, namely, running a kerbside glass recycling service with an eight weekly collection frequency and using a 140-litre bin.

However, Councillors of the Committee recommended to Cabinet that before a final decision was undertaken consideration be given to a period of public consultation on the recommended service option, given the significant capital and revenue costs involved and the need to effectively interface with Recycling Ollerton and Boughton and the communities this charity serves.

This recommendation was actioned, and public consultation took place between 13th January and 12th February 2022. The survey was advertised via social media, council partners (such as parish councils) and via the 'green booklet' which was an information booklet sent to all households in the district in late January/early February. After a positive response from public consultation, with 92.7% (5,854) of respondents in general support of the proposal to introduce a kerbside glass recycling service in Newark & Sherwood. Cabinet approved the implementation of a glass collection service in the district.

2.3 Climate Emergency Update (Nov 2022)

The Committee considered a report and presentation, from the Environmental Policy and Projects Officer, on progress against the Climate Emergency Strategy and associated Action Plan.

The Council declared a Climate Emergency in 2019 and the work undertaken since that time resulting in the Council's agreed target for carbon reduction and the development of the Action Plan to deliver the vision outlined in the 'Climate Emergency Strategy'. Details were then provided in relation to the ongoing initiatives which the Council are committed to, which included:

- The Green Rewards App
- Carbon reduction support to businesses and community groups
- Installation of solar panels on some of the Council's buildings
- Developing a plan to decarbonise the Council's estate
- Development of a 'Brunel Drive master plan' to enable the greening of the council's fleet of vehicles
- Climate awareness training for Councillors and officers involved in decision making
- Delivery of 'LAD2' grants to deliver energy efficient improvements to 50 homes, and
- Tree planting across the district.

Councillors were also presented with the Council's carbon footprint for 2021/22 and notes the increase in the footprint caused by the inclusion of Southwell Leisure Centre into the Council's estate and the delivery of new Council services (such as garden waste).

Outcome

Councillors reflected on the presentation queried several items including the recycling of milk carton lids and the lessons learned from the use of electric vehicles by the Council's Community Protection Officers. They also reflected on the uptake of the Green Awards app and how it was promoted through parish councils who could assist with encouraging take-up of the suggesting the App was promoted through parish councils. This has now been actioned and a 'Green Rewards toolkit' has been sent to for parish councils to promote the App via their networks.

The Committee noted the progress against the action plan and net carbon neutral target.



2.4 NSDC Tree Strategy (Nov 2022)

Having adopted a carbon reduction plan in 2019 in response to the climate emergency, with the aim to be carbon neutral by 2035, the Council has placed an increased emphasis on the planting and care for new and existing tree cover throughout the district. Our Community Plan sets out the Council's objectives to enhance and protect the district's natural environment, including a commitment to plant over 10,000 trees by 2023. This target has already been met through community giveaways and direct planting. This included the creation of new woodland at Vicar Water Country Park in conjunction with Sherwood Forest Trust.

The Committee considered a joint report from the Director of Communities and Environment and the Development Manager for Environmental Services which provided Councillors with the opportunity to review the Tree Strategy and its implications.

The Leader of the Council attended the meeting and presented the report to Committee, endorsing the recommendations and recommending that Councillors forward the report to Cabinet for consideration. He provided a summary of the background to the development and proposal to adopt the Tree Strategy and the options considered together with the financial implications.

In considering the report, Councillors agreed that it was a document that the Council could take pride in, providing information as to the importance of trees both nationally and within the district.

Outcome

The Committee agreed that Cabinet be recommended to support the Council's green ambitions to 'enhance and protect the district's natural environment' as stated in the Community Plan. The Committee also supported the release of the Tree Strategy to partners for consultation and supported the proposal to increase the budget assigned to essential tree survey and maintenance work.



2.5 Cost-of-living Response (Jan 2023)

The Committee considered an update, provided by the Director for Housing, Health, and Wellbeing, on the Council's response to the Cost-of-Living crisis. The Director advised that the Council's response has been directed to four groups, namely, residents, tenants, businesses, and colleagues. Councillors were also advised on a range of specific initiatives and services that were currently being discussed and would be presented to Cabinet in February for consideration.

Outcome

The Committee noted the update and the considerable work done to date to support people through this crisis.

2.6 Housing Strategy (Jan 2023)

A Housing Strategy outlines the Council's vision for housing and the actions it will take on housing delivery as well as plans for tackling key issues. The Committee considered a presentation, delivered by the Housing Development Officer, on the development of a new Housing Strategy.

This is not a statutory document, but it does support and link into statutory policies and strategies, and it provides stakeholders, developers/applicants, and residents with a clear picture of the Council's priorities and funding.

Councillors were presented with the three emerging themes:

- Theme 1 – enabling housing growth and regeneration
- Theme 2 – meeting the district's housing needs and aspirations
- Theme 3 – driving excellence in housing standards across tenures.

Outcome

Councillors welcomed and supported the development of a Housing Strategy, noting that it would offer opportunities for collaborative working with partners. They noted that some of the proposals were contrary to the 'Council's Local Plan' and queried how this would be resolved. They were informed that the strategy's development would involve working with the Council's Planning Policy and Infrastructure Business Unit on such issues.

Councillors endorsed the emerging themes and noted the next steps in the strategies development.



3. Driving Service Improvement

3.1 Review the Executive Forward Plan

It is a standard item that PPIC reviews the Council's Executive Forward Plan and the minutes from Cabinet. This enables the committee to see what decisions are being made across the Council, review and comment on progress and performance and request more information and updates from officers as required. For example, the review of the Newark Town Investment Plan was added to the committee's work programme following a review of the Forward Plan.

3.2 Empty Homes (June 2022)

The Committee considered a presentation, given by the Business Manager for Housing and Estates, on the Empty Homes Standard Pilot. The pilot was initiated following feedback on the current property standards at point of re-let with the aim to improve the quality of our homes when they are re-let. The pilot allowed for flexibility enabling tenants to have choices in relation to their particular home and personal circumstances what additional service or provision they required.

The presentation summarised the process of letting a home to a new tenant and outlined what was being trialled in the six-month pilot. The new standard being trailed included providing a higher standard of decoration/condition as part of empty home standard and a new 'starting well' fund to provide a one-off grant to a new tenant to assist with the set-up of the property (for the tenant to use on their new home).

Tenants involved in the pilot were asked about their satisfaction with the scheme. Tenant satisfaction was 98% in March 2022 (during the pilot) compared to 93% in March 2021.

Outcome

Councillors agreed to recommend to Cabinet to adopt the new Empty Homes standard.



3.3 Tenant Annual Report (March 2023)

The Tenant Annual Report is a report made annually for tenants which allows them to 'scrutinise' us (the Council as their landlord) by presenting them with information on our performance in key areas as well as information on repair and maintenance budgets, the number and nature of complaints received that year and a summary of how we are using complaints to improve housing services.

Since 2020, the Tenant Annual Report has been published online, on the Council's website, with hard copies provided on request and printed and left in Community Centres. This approach represents value for money and a green approach to sharing the Council's performance. Complementing the online newsletters the Council also produce.

The intention for the 2022-23 Tenant Report is to involve tenants in the design, content and editing of the Tenant Annual Report to ensure that the information published meets the needs of the intended audience, as well as the requirements of the Regulator of Social Housing and the Housing Ombudsman. Local Influence Network Chairs and the Portfolio Holder for Health and Housing will have the final editorial sign off and regularly keep the format and content under review to make sure it is current and relevant to tenants' requirements.

The report also outlined for Councillors that new tenant satisfaction measures come into force from the 1 April 2023. These 24 measures aim to enable the regulator to benchmark and compare performance of all registered providers against key measures that are important to tenants. We are awaiting further details of the new standard, but it is likely there will be further requirements to publish information on our performance and tenants' views on our services as these may be included in future annual reports.

Outcome

Councillors endorsed the timetable and approach to the development for the 2022-23 report.



4. Scrutinising and Questioning Performance

4.1 Performance Reporting

It is also the role of the Committee to review how the Council is performing across all of its functions and across all of its budgets

1. Financial performance

How we are performing against the Medium-Term Financial Plan

2. Service performance

How the Council is performing against its Community Plan

The committee received quarterly reports reviewing the Council performance, which describe performance against the Community Plan, look at key performance indicators (KPIs) and highlighting any areas of concern. Councillors reviewed these reports every quarter and asked questions, scrutinised and requested more information and updates from officers on areas of improvement as required.

4.2 NSDC Community Lottery (June 2022)

Councillors received a report reviewing the impact of the Community Lottery after one year. The report summarised the impact of the scheme since its launch in May 2021.

As of June 2022, 62 'Good Causes' had registered with the lottery and were receiving financial support through ticket sales. The membership target of 50 good causes in the first year was achieved within three months of the launch and the number grew steadily to its current number. Councillors were informed of the positive contribution the lottery made to the voluntary and community sector organisations within the district.

Outcome

Councillors requested that information is provided as to the actual benefits experienced by the participating organisations. It was agreed that this would be included in future reports.

4.3 Anti-Social Behaviour - Police Agenda (Sept 2022)

The Committee received a presentation on Anti-Social Behaviour (ASB) by Acting Inspector Ward, Nottinghamshire Constabulary. He advised that he undertook the setting of his policing agenda on a 3 monthly basis with ASB being on that agenda for 6 months and would remain on there for the following 3-month period.

He updated the Committee that for the past financial year, ASB had seen a decrease of 4% but it was still an area of focus, and the main 3 areas of concern were, off-road biking, swimming in open water and neighbour disputes. He also explained how Nottinghamshire Police work with the Council to set local priorities, informed by data, and set-up targeted programmes based on local need.

Outcome

Councillors were able to ask several questions and seek clarification relating to their wards and the district as a whole. Of the 21 wards within Inspector Ward's area, 11 had seen a reduction in ASB, 3 had remained static; and 7 had seen an increase. Councillors thanked Inspector Ward for his presentation and attendance at the Committee.

4.4 Tenant Engagement Board (TEB) (Sept 2022)

The Committee considered a verbal update from Councillor Penny Rainbow, the Vice-Chairman of the Committee and a Member of the Tenant Engagement Board, on the work programme of the TEB.

The first meeting of the TEB took place in August 2022 where principles and standard agenda items, such as performance and complaints, were agreed. Since this first meeting the work program has included:

- A review of performance focusing on gas servicing and how this could be improved with a view to getting early access to properties to carry out the works
- A review of the STAR results, it was agreed that the repairs service would be reviewed as a result of this tenant feedback
- The Housing Ombudsman Self-Assessment for Effective Complaint Handling and associated action plan was considered. As a result of this the TEB also considered how the role of the Ombudsman might be better promoted, and with how the process for a tenant to make a complaint about housing services might be improved. For example, it was agreed that feedback information be provided on the phonenumber's recorded message
- It was noted that tenant satisfaction measures were being introduced with further updates to come.

Outcome

The Consultation & Engagement Strategy and associated action plan were endorsed and recommended to Cabinet.

4.5 Gas Servicing Compliance (Nov 2022)

The Committee considered a report, from the Director for Housing, Health and Wellbeing, on the latest position with the gas safety programme for the Council's social housing.

The Director advised that at the end of September 2022 the percentage of compliant properties was 87.96%. This led to the Council referring themselves to the Regulator for Social Housing. The regulator found the Council to be in breach of the acceptable level. The Council now need to undertake an audit of the service and refer this to the Regulator for scrutiny if this audit is found to be acceptable the Council will no longer be in breach.

Since September resolving this issue has been a top priority and housing colleagues have been working with the regulator to provide updates on progress. The status at the time of reporting (11 Nov 2022) was 98.96% compliance and the regular are now content with progress to remedy the issue. The Director further advised that the Tenant Engagement Board (TEB) were looking, in depth, at the issue to understand the barriers and reluctance of tenants to allow Council contractors access to carry out checks such as gas servicing.

Outcome

Councillors noted the update and welcomed the progress made to date.



4.6 Enviro-crime (Jan 2023)

Enviro-Crime includes a range of 'Environmental Crimes', including littering, graffiti and dog controls. The Committee were provided with an update on the enviro-crime activity undertaken by Waste Investigations Support & Enforcement Ltd (WISE), as part of the enforcement pilot.

This subject generated a lively and lengthy debate from Councillors of the committee and in considering the report, Councillors raised a number of queries around the environmental crime activity in the district, these included:

- how the areas to patrol were determined
- the reason for the high proportion of FPNs not paid or cancelled
- effectiveness of partnership working between WISE and the Council
- effects and possible remedies of littering from vehicles
- working in schools to educate students
- evidence gathered to aid in possible prosecutions
- whether FPNs act as a deterrent
- are there sufficient and appropriate litter bins provided to stop littering occurring
- the training of WISE operatives.

Outcome

After a lengthy discussion Councillors raised several issues and some important changes to be addressed in any future contract for procurement of external providers of this enforcement service, these included:

- a review of whether FPNs were effective and appropriate for identified repeat offenders
- that there be specific targeting of littering where it had a visual impact on an area
- that a review of the provision of bins be carried out to ensure they were appropriate for the area they were located in.

Councillors noted the report and recommended that the comments made by members of the Committee be considered for inclusion in any future contract specification.

4.7 Compliance Update, Housing Stock Presentation (Jan 2023)

The Committee considered a presentation, delivered by the Director of Housing, Health and Wellbeing, providing an overview of the Housing Regulatory Framework and the Council's compliance processes.

The presentation highlighted the four elements of the framework and the Council's responsibilities for each one:

- Regulator of Social Housing
- Housing Ombudsman
- Building Safety Regulator
- Department of Levelling Up, Housing & Communities.

During this presentation the director also updated on gas servicing.

Outcome

Councillors were pleased to see that the gas servicing situation continued to improve and requested further information as to the reason why tenants were refusing access at the remaining 26 non-compliant properties. The Committee agreed that the presentation and compliance performance exceptions be noted.

4.8 Briefing on property compliance across the Corporate Estate (Jan 2023)

The Committee considered a report, presented by the Business Manager for Corporate Property, on compliance procedures across the estate with a focus on the corporate estate and tenanted properties. The report provided Councillors with an overview of compliance activities and their importance together with statistical information as to the number and type of sites managed and visited.

Outcome

Councillors noted the report and the assurance given on the compliance procedures in place.

4.9 The work of The Community Development Team (March 2023)

The Committee considered the report and presentation, given by the Business Manager of Regeneration and Housing Strategy and the Senior Health Improvement Officer, which gave Councillors an overview of the work undertaken by the Community Development and Health Improvement Team. Councillors were provided with details of the team structure, the work undertaken and information on upcoming events in 2023/24.

Councillors were asked to comment on the work of the team and their upcoming priorities. Councillors praised the work of officers at the Young People's Centre in Ollerton and the positive impact that the Ollerton Community Alcohol Partnership (CAP) and the other CAPs in the area, had in helping young people to make the choice to stop drinking, smoking and using other substances. Councillors also asked questions in relation to the aspiration of a smoke free county and requested further information about the Best Start scheme and the support that residents and Councillors can provide in resettling families fleeing the war in the Ukraine.

Outcome

Councillors noted the presentation and the valuable work the team undertake.



4.10 Scrutiny Role

Scrutiny is a statutory requirement for local authorities that, like Newark and Sherwood District Council, operate a Leader and Cabinet (Executive) model of decision making. PPIC does not make decisions but instead monitors the decisions made by Portfolio Holders and Cabinet. The overview and scrutiny role, carried out by PPIC members, is designed to support the work of the Council and its Cabinet.

4.11 Bassetlaw & Newark Community Safety (Sept 2022)

The Committee considered a report, presented by the Business Manager for Public Protection, updating on the work undertaken by the Bassetlaw and Newark & Sherwood Community Safety Partnership (BNSCSP). The report set out the background behind the Community Safety Partnership (CSP) and outlined the authorities that formed the partnership before defining the elements of the partnership which are a statutory requirement and listing the priorities for 2022-23 together with the rationale for each priority.

Councillors queried how the list of priorities were reached and whether anything more local or specific could be added. They were advised that the priorities are broad and based throughout the district to meet the ranging needs of the partnership but that meetings are held every 3 months, to look at the police statistics on emerging crime and police priorities, and at this point more local priorities are considered. Councillors welcomed the flexible and agile approach to priority setting and queried whether any comments on social media were taken into consideration. The Business Manager advised that the statistical data used to set the priorities was generated by the police but added that council officers were able to gather local intelligence and that this information would be considered in the local priority setting process.

Councillors asked if they could feed into those priorities in the future and were advised that it the intention going forward is to bring the draft priorities to Committee (near yearend) to ask Committee to review and shape the priority list.

Outcome

Councillors noted the performance of the partnership and the 2022-23 priorities and endorsed the new process for shaping the 2023-34 priorities.



4.12 Newark Town Investment Plan (Nov 2022)

The Committee received a report, presented by the Director of Planning and Growth, on the work done to date to develop the Town Investment Plan and updated on the delivery of the identified priority projects in the plan through the Newark Town Deal. The aim of the report was to provide assurance to Councillors on the process used to identify and deliver the projects funded by the Towns Fund and Levelling Up Fund Round 1.

The report set out the process for creating the Newark Town Investment Plan (TIP) together with details of the identified 10 priority projects. The report also highlighted the list of some 30 potential projects which may emerge and/or be priorities beyond the initial 10, setting a possible 30-year time frame for activity and focus. The financial position of the projects was detailed in the report together with risks and expected outputs, and the next steps for each project.

In considering the report, Councillors raised and received assurances on, several topics including:

- student progression through the Construction College
- access to high-speed fibre broadband throughout the district
- supporting apprenticeships at the Newark YMCA site
- qualifications included in the prospectus for the Air & Space Institute
- usage figures on the Brompton Bikes (3 docks installed at the time of reporting to support the '20 Minute Cycle Town' project).

Outcome

Councillors endorsed the process being followed in the development of the Town Investment Plan and noted the progress made to date in project delivery.



FUTURE WORK

After the May 2023 elections, officers will work with the new Committee members to create a work programme for 2023-24.

However, we know for certain that over the next 12 months PPIC will continue to:

- review and challenge the performance of the Council
- hold Cabinet to account as critical friend
- consider topics raised by elected Councillors
- scrutinise the budget and review performance
- undertake reviews and develop strategies and policies
- scrutinise large-scale projects such as the Newark Town Investment Plan.

PPIC will also continue to work alongside its key public sector partners and key stakeholders within the council such as the Tenant Engagement Board.



Appendix One: Policy & Performance Improvement Committee Members

1.	Councillor Miss Ronnie White (Chair)	Ward: Balderton South
2.	Councillor Mrs Penny Rainbow (Vice-Chair)	Ward: Southwell
3.	Councillor Louis Alex Brailsford	Ward: Rainworth North & Rufford
4.	Councillor Lee Brazier	Ward: Ollerton
5.	Councillor Mrs Betty Brooks	Ward: Balderton North & Coddington
6.	Councillor Scott Carlton	Ward: Edwinstowe & Clipstone
7.	Councillor Max Cope	Ward: Devon
8.	Councillor Donna Cumberlidge	Ward: Ollerton
9.	Councillor Mrs Linda Dales	Ward: Collingham
10.	Councillor Peter Harris	Ward: Southwell
11.	Councillor Simon Haynes	Ward: Bridge
12.	Councillor Mrs Lydia Hurst	Ward: Balderton South
13.	Councillor Jack Kelis	Ward: Bridge
14.	Councillor Neill Mison	Ward: Farndon & Fernwood
15.	Councillor Mike Pringle	Ward: Ollerton

Alternates

- Councillor Malcolm Brock
- Councillor Mrs Rita Crowe
- Councillor Laurence Goff
- Councillor Tim Wildgust
- Councillor Mrs Yvonne Woodhead

Officer Support

- Deborah Johnson - Director of Customer Services & Organisational Development
- Ella Brady - Transformation Manager
- Helen Brandham - Democratic Services Officer





Report to: Full Council – 18 July 2023

Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director of Resources, S151 Officer

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

Report Summary	
Report Title	Treasury Management Outturn Report 2022/23
Purpose of Report	To update Members on the Treasury Management activity and confirm that the Council complied with its Prudential Indicators for 2022/23.
Recommendations	That Council: a) note and approve, following consideration by the Audit & Governance Committee on 14 June 2023, the Treasury Management outturn report; and b) note that for 2022/23 the Council had complied with its Prudential Indicators, which were approved by Full Council on 9 March 2023.
Reason for Recommendation	To allow Members to consider the Treasury Outturn position.

1.0 Background

- 1.1 In January 2010 the Council formally adopted the CIPFA Code of Practice on Treasury Management which requires that the Council receives regular reports on its treasury management activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close.
- 1.2 The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Audit & Governance Committee and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council’s policies and practices.
- 1.3 The attached report (as an **Appendix**) was considered by the Audit & Governance Committee on 14 June 2023 and recommended to Council for approval.

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 and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



Report to: Audit & Governance Committee - 14 June 2023
Director Lead: Sanjiv Kohli Deputy Chief Executive / Director – Resources and Section 151 Officer
Lead Officer: Andrew Snape, Assistant Business Manager Financial Services on ext 5331

Report Summary	
Report Title	Treasury Management Outturn Report 2022/23
Purpose of Report	To give Members the opportunity to review the Annual Treasury Outturn report, which will be presented to Council on 11 July 2023.
Recommendations	That the Treasury Outturn position for 2022/23 be considered.
Reason for Recommendation	To allow Members to consider the Treasury Outturn position.

1.0 Background

- 1.1 In January 2010 the Council formally adopted the CIPFA Code of Practice on Treasury Management which requires that the Council receives regular reports on its treasury management activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close.
- 1.2 The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Audit & Governance Committee and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the Council’s policies and practices.
- 1.3 The Treasury Management Strategy Statement for 2022/23 was approved by Full Council on 8 March 2022, and the Outturn report is the last report for the financial year, as required by the Code. It has been prepared based on the draft final accounts, which appear elsewhere on the agenda. If there are significant changes resulting from the audit of the accounts, they will be reported at the next meeting of this Committee.

2.0 Summary of Treasury Balances as at 31 March 2023

- 2.1 Below is a summary of the Councils borrowing position as at 31 March 2023. Further detail can be found in Appendix A at section 4.

Balance on 01/04/2022 £m		Balance on 31/03/2023 £m
97.110	Total Borrowings	90.769
5.373	Total Other Long Term Liabilities	5.009
102.483	Total External Debt	95.778

2.2 Below is a summary of the Councils investment position as at 31 March 2023. Further detail can be found in Appendix A at section 5.

Balance on 01/04/2022 £m		Balance on 31/03/2023 £m
49.790	Total Short Term Investments	44.575
12.500	Total Long Term Investments	12.500
62.290	Total Investments	57.075

2.3 There have been no breaches of the approved prudential indicators during 2022/23. Further information can be found at section 6 of Appendix A.

Background Papers and Published Documents

Nil.

ANNUAL TREASURY REPORT 2022/23

1. Background

- 1.1 This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2022/23. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
- 1.2 Treasury management is defined as: ‘The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.’
- 1.3 Overall responsibility for treasury management remains with the Council. No treasury management activity is without risk; the effective identification and management of risk are integral to the Council’s treasury management strategy.

2.0 Economic Background

- 2.1 **UK. Economy.** Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, it is no surprise that UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022/23.
- 2.2 Market commentators’ misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps in 2022. The table below provides a snapshot of the conundrum facing central banks: inflation is elevated but labour markets are extra-ordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

	UK	Eurozone	US
Bank Rate	4.25%	3%	4.75%-5%
GDP	0.1%q/q Q4 (4.1%y/y)	+0.1%q/q Q4 (1.9%y/y)	2.6% Q4 Annualised
Inflation	10.4%y/y (Feb)	6.9%y/y (Mar)	6.0%y/y (Feb)
Unemployment Rate	3.7% (Jan)	6.6% (Feb)	3.6% (Feb)

- 2.3 Q2 of 2022 saw UK GDP deliver growth of +0.1% q/q, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen’s passing. Q4 GDP was positive at 0.1% q/q. Most recently, January saw a 0.3% m/m increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% q/q rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.

- 2.4 Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.
- 2.5 The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, and this despite a net migration increase of c500k. The fact remains, however, that with many economic participants registered as long-term sick, the UK labour force shrunk by c500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% y/y in February 2023) and energy that have endured since Russia's invasion of Ukraine on 22 February 2022.
- 2.6 Bank Rate increased steadily throughout 2022/23, starting at 0.75% and finishing at 4.25%.
- 2.7 In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for a tumultuous seven weeks that ran through September and October. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of the 17th of November gave rise to a net £55bn fiscal tightening, although much of the "heavy lifting" has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have reversed the increases seen under the previous tenants of No 10/11 Downing Street, although they remain elevated in line with developed economies generally.
- 2.8 As noted above, GDP has been tepid throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, EZ and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). Whether that means a shallow recession, or worse, will be avoided is still unclear. Ultimately, the MPC will want to see material evidence of a reduction in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the ILO unemployment rate unchanged at 3.7% in January. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.
- 2.9 Our economic analysts, Capital Economics, expect real GDP to contract by around 0.2% q/q in Q1 and forecast a recession this year involving a 1.0% peak-to-trough fall in real GDP.
- 2.10 The £ has remained resilient of late, recovering from a record low of \$1.035, on the Monday following the Truss government's "fiscal event", to \$1.23. Notwithstanding the £'s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

2.11 As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20th February, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March. The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. That's despite UK banks having been less exposed and equity prices in the UK's financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

3.0 Local Context

3.1 During 2022/23, the Council maintained an under-borrowed position. This meant that the capital borrowing need (the Capital Financing Requirement), was not fully funded with loan debt, as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were low and minimising counterparty risk on placing investments also needed to be considered.

3.2 A cost of carry remained during the year on any new long-term borrowing that was not immediately used to finance capital expenditure, as it would have caused a temporary increase in cash balances; this would have incurred a revenue cost – the difference between (higher) borrowing costs and (lower) investment returns.

3.3 The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

3.4 The Council's Capital Financing Requirement (CFR) at 31 March 2023 was £134.619m, while usable reserves and working capital which are the underlying resources available for investment were £74.212m.

3.5 The Council has an increasing CFR over the next 2 years of £29m, due to the borrowing requirement of £44.5m (GF £30.6m / HRA £13.9m) for financing the capital programme over the forecast period, if reserve levels permit internal borrowing will be considered. The CFR reduces when Minimum Revenue Provision (MRP) are made and the repayment of debt, over the forecast period there are loans due for repayment with a combined total value of £8.6m.

4.0 Borrowing Strategy

4.1 Borrowing Activity in 2022/23

	Balance 1/4/22 £m	New Borrowing £m	Debt Maturing £m	Balance 31/3/23 £m
CFR	137.541			134.619
Short Term Borrowing	10.138	3.701	-3.468	10.331
Long Term Borrowing	86.972	0.000	-6.534	80.438
Total Borrowing	97.110	3.701	-10.002	90.769

Other Liabilities – Finance Lease Liability	5.373	0.000	-0.364	5.009
Total External Debt	102.483	3.701	-10.366	95.778
Increase/(Decrease) in Borrowing £000				-6.665

- 4.2 The Council’s chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority’s long-term plans change being a secondary objective.
- 4.3 The Council has an increasing CFR due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark, which also takes into account usable reserves and working capital. Having considered the appropriate duration and structure of the Council’s borrowing need based on realistic projections, it was decided not to take any borrowing due to the high interest rates.
- 4.4 **LOBOs:** The Council holds £3.5m of LOBO (Lender’s Option Borrower’s Option) loans where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of the £3.5m of LOBOs had options during the year, none of which were exercised by the lender.
- 4.5 **Debt Rescheduling:** The premium charge for early repayment of PWLB debt remained relatively expensive for the loans in the Council’s portfolio and therefore unattractive for debt rescheduling activity. No rescheduling activity was undertaken as a consequence.

5.0 Investment Activity

- 5.1 The Council’s investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 8 March 2022. The policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.). During 2022/23 the Council’s investment balances have ranged between £52.8 and £93.6 million.

	Balance 1/4/22 £m	New Investments £m	Investments Redeemed £m	Balance 31/3/23 £m
Short Term Investments	49.790	205.895	-211.110	44.575
Long Term Investments	12.500	0.000	0.000	12.500
Total Investments	62.290	205.895	-211.110	57.075
Increase/(Decrease) in Investments £000				-5.215

- 5.2 Security of capital remained the Council’s main objective. This was maintained by following the Council’s counterparty policy as set out in its Treasury Management Strategy Statement for 2022/23.

5.3 Counterparty credit quality is assessed and monitored by Link the Council's treasury advisors, with reference to credit ratings; credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. Link provide recommendations for suitable counterparties and maximum investment periods.

6.0 Compliance with Prudential Indicators

6.1 The Council has complied with its Prudential Indicators for 2022/23, which were set on 8 March 2022 as part of the Council's Treasury Management Strategy Statement.

6.2 **Interest Rate Exposure:** These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates for both borrowing and investments. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	Approved Limit for 2022/23 %	Maximum during 2022/23 £m
<u>Fixed Rate</u>		
Borrowing	100%	99.63%
Investments	75%	47.31%
<i>Compliance with Limit</i>		Yes
<u>Variable Rate</u>		
Borrowing	20%	0.37%
Investments	100%	52.69%
<i>Compliance with Limit</i>		Yes

6.3 **Maturity Structure of Fixed Rate Borrowing.** This indicator is to limit large concentrations of fixed rate debt and control the Council's exposure to refinancing risk.

	Upper Limit %	Fixed Rate Borrowing 31/03/23 £m	Fixed Rate Borrowing 31/3/23 %	Compliance?
Under 12 months	15%	5.834	6.43%	Yes
12 months to 2 years	15%	3.000	3.31%	Yes
2 years to 5 years	30%	14.009	15.43%	Yes
5 years to 10 years	100%	15.994	17.62%	Yes
10 years and above	100%	51.932	57.21%	Yes

6.4 **Principal Sums Invested for over 364 Days.** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

Price Risk Indicator	Limit 2022/23	Actual 31/03/23	Compliance?
Limit on principal invested beyond year end	£15m	£12.5m	Yes

6.5 **Authorised Limit and Operational Boundary for External Debt.** The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario without the additional headroom included within the Authorised Limit. The s151 Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2022/23.

	Approved Operational Boundary 2022/23 £m	Authorised Limit 2022/23 £m	Actual External Debt 31/03/23 £m
Borrowing – incl Finance Leases	179.909	186.909	90.769
Other Long Term Liabilities	0.400	0.600	5.009
Total	180.309	187.509	95.778

6.6 In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary of the treasury management activity during 2022/23. A prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

6.7 The Council also confirms that during 2022/23 it complied with its Treasury Management Policy Statement and Treasury Management Practices.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 27 June 2023 at 6.00 pm.

PRESENT: Councillor P Peacock (Chairman), Councillor L Brazier, Councillor C Penny, Councillor M Spoons, Councillor P Taylor and Councillor R Holloway

ALSO IN ATTENDANCE: Councillor P Rainbow, Councillor S Michael and Councillor S Saddington

1 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

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

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

3 MINUTES FROM THE PREVIOUS MEETING HELD ON 21 MARCH 2023

The minutes from the meeting held on 21 March 2023 were agreed as a correct record and signed by the Chairman.

4 COMMUNITY PLAN PERFORMANCE - QUARTER 4 AND YEAR END- 2022/23

The Leader and Portfolio Holder for Strategy, Performance & Finance presented the Community Plan performance report for 1 January to 31 March 2023.

The report examined how the Council had been performing against the Community Plan as well as the data to look at the performance of key services and delivery against the activities outlined in the plan from 1 January to 31 March 2023 and 2022-23 as a full year.

The Opposition Spokesperson highlighted a number of positive actions and achievements detailed within the report which had been achieved by the Council over the past year, expressing her thanks to the previous administration for their hardwork and leadership.

The Cabinet considered the issue of anti-social behaviour acknowledging the pressures on the Public Protection Team and the need for further resources to improve performance within that area.

AGREED (unanimously) that Cabinet review the Community Plan Performance Report attached as Appendix 1.

Reasons for Decision:

Performance management is used to drive improvement 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.

Options Considered:

Not applicable.

5 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2023

The Leader and Portfolio Holder for Strategy, Performance & Finance presented the provisional financial outturn report to 31 March 2023. The report provided a summary of actual income and expenditure compared to the revised budget and how any surpluses or deficits had been allocated to or from reserves. The report included details of the General Fund, Housing Revenue Account (HRA), Capital Programme, provisional and impaired estimated on debtors, usable reserves and the collection fund.

The accounts showed a favourable variance of £0.746m on service budgets with a total additional transfer to usable reserves of £0.565m. The statutory general fund had not varied during the year remaining at £1.500m in accordance with the Medium Term Financial Plan. The financial outturn position for the HRA was a deficit of £0.284. The Cabinet welcomed the report and the strong financial position of the Council.

AGREED (unanimously) that:

- a) the final outturn of revenue and capital spending for 2022/23 be noted;
- b) the variation to the Capital Programme, as set out in paragraph 1.15 be approved;
- c) the capital financing proposals as set out in paragraph 1.16 be approved;
- d) the Capital Programme reprofiling of £28.643m carried forward into 2023/24 as per appendices E and F be noted
- e) the movement in Provisions and Impaired Estimates on Debtors be noted;
- f) the creations of the new reserves, as outlined in paragraph 1.26, be approved; and
- g) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.

Reasons for Decision

To consider the provisional 2022/23 financial outturn position on the Council's revenue and capital budgets.

Options considered:

Not applicable.

6 STAR SURVEY 2022/23

The Portfolio Holder for Homes & Health presented a report detailing the results of the STAR Survey for 2022-23. The STAR Survey aimed to establish how satisfied Council tenants were with a range of measures relating to their Council home, tenancy, communal services and neighbourhood. The Cabinet noted that the survey findings had also been reported to the Tenant Engagement Board and the Policy & Performance Improvement Committee.

The Portfolio Holder explained that the concerns raised in the survey regarding anti-social behaviour and complaints had been noted by officers. The Business Manager - Housing Income & Leaseholder Management, explained that the survey was anonymised so while it was possible to see all responses from a particular tenant, it was not possible to identify any tenants, or the area in which they lived, from the data.

The Opposition Spokesperson highlighted a number of positive results from the survey data, noting where those results were higher than the STAR benchmark. The Cabinet welcomed the report and positive survey findings.

AGREED (unanimously) that:

- a) the overall positive levels in satisfaction for housing services be noted;
- b) the full STAR Report as attached at Appendix 1 to the report be noted;
- c) Members note there will be a survey in September 2023 following the introduction of the Tenant Satisfaction Measures (TSMs) that in part, potentially replace the current and ongoing arrangements for STAR.

Reasons for Decision

The STAR survey developed and promoted by Housemark has become the standard for tenants and residents' surveys across the housing sector. It aims to establish how satisfied Council tenants are with a range of measures relating to their Council home, tenancy, communal services and neighbourhood. It is not mandatory to run the STAR survey annually, but there has been value in running this survey on a regular frequency to identify key areas for improvement.

Options considered:

Not to consider the results of the STAR survey.

Meeting closed at 6.24 pm.

Chairman

Public Document Pack Agenda Item 13b

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Executive Shareholder Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 27 June 2023 at 6.00 pm.

PRESENT: Councillor P Peacock (Chairman)

Councillor R Holloway, Councillor L Brazier, Councillor C Penny,
Councillor M Spoons and Councillor P Taylor

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

16 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

17 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.

18 MINUTES FROM THE PREVIOUS MEETING HELD ON 21 MARCH 2023

The minutes from the meeting held on 21 March 2023 were agreed as a correct record and signed by the Chairman.

19 ACTIVE4TODAY OUTTURN REPORT - 2022-2023

The Managing Director- Active4Today and the Health Improvement and Community Relations Manager were in attendance to present the Active4Today Outturn report for 2022-23. The report included the enhanced reporting framework agreed by the Committee in December 2022 and in addition a number of appendices were attached to the report for Members.

It was reported that performance by the Company was positive. During 2022-23, A4T has delivered a strong performance in terms of increasing membership, from 10,680 to 11,760 representing a 10.1% increase, and increased user visits. The temporary closure of Southwell Leisure Centre for essential maintenance to be undertaken had impacted negatively on revenue. The Company's financial position had been supported by the review of the pension scheme. As a result, the Company would make a significant saving for the next 3-year period, which had moved the 2023-2024 forecast from a £682,295 deficit to a £480,545 forecasted deficit, a reduction of £201,750.

The Cabinet welcomed the report, noting the positive increase in membership and strong financial position.

AGREED (unanimously) that the performance of Active4Today 2022/23 is noted.

Reasons for Decision:

To ensure that the shareholder has assurance and oversight of the company's performance ensuring that the company continues to deliver the outcomes required by the Council as aligned to the Councils Community Plan.

Options considered:

Not applicable.

20 ARKWOOD DEVELOPMENTS - PERFORMANCE REPORT QUARTER 4 2023

The Managing Director- Arkwood Developments Limited, and the Non Executive Director and Chairman – Arkwood Developments Limited were in attendance to present the performance report for quarter 4 2023. Following the liquidation of Robert Woodhead Construction in September 2022, Arkwood had worked to negotiate a new contractor solution, Oakworth Construction, who recommenced all works by late November 2023. This had led to a revised programme for completion and revised sum completions which had increased the original build cost significantly. Despite the increased costs, Arkwood were still anticipating a gross profit from the scheme well in excess of £2m and significantly above the original viability forecast profit of circa £1.96m. It was also reported that the Stodman Street development was close to completion.

In response to a query from a Member of the Committee, the Managing Director gave details of the green credentials and sustainable technology and methods used across Arkwood's development sites, including timber frames, bat boxes, solar panels and open drainage with planting. Arkwood Developments were committed incorporating green elements into their developments where possible. A similar approach was taken in relation to the security of sites and properties which included fitting alarms, security lighting, sturdy fencing and secure by design entry.

The Committee welcomed the report and looked forward to the opportunity to visit some of the Arkwood Development sites in the near future.

AGREED (unanimously) that Members note the Arkwood Performance Report (attached as the Appendix) and consider the company's performance against its targets and objectives highlighting any areas of high performance and identifying areas for improvement.

Reasons for Decision:

To ensure appropriate review of the Performance of the Councils wholly owned Housing Development Company, Arkwood.

Options considered:

Not applicable.

Chairman

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Performance Improvement Committee** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Monday, 26 June 2023 at 6.00 pm.

PRESENT: Councillor M Pringle (Chairman)
Councillor N Ross (Vice-Chairman)

Councillor A Brazier, Councillor C Brooks, Councillor S Forde, Councillor A Freeman, Councillor R Jackson, Councillor J Kellas, Councillor P Rainbow, Councillor K Roberts, Councillor M Shakeshaft, Councillor T Smith, Councillor T Thompson and Councillor T Wendels

IN ATTENDANCE: Councillor N Allen, Councillor L Brazier and Councillor L Tift

APOLOGIES FOR ABSENCE: Councillor A Amer (Committee Member)

1 DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

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

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

3 MINUTES OF THE MEETING HELD ON 6 MARCH 2023

AGREED that the Minutes of the meeting held on 6 March 2023 were a correct record and signed by the Chair.

4 INTRODUCTION FROM THE CHAIR

The Chair welcomed all Members of the Committee to the first meeting of the new municipal year, adding that scrutiny was vital for the residents of the district. Not only did the Committee hold the Cabinet to account but were integral in the development and shaping of Council strategies and policies. The work of the Committee would also involve looking for ways in which the Council could make improvements to services and to the performance of its partners.

5 APPOINTMENT OF POLICY & PERFORMANCE IMPROVEMENT COMMITTEE MEMBERS TO:

AGREED that the following Members be appointed to the Tenant Engagement Board and the Planning Policy Board:

Tenant Engagement Board

Councillors: Alice Brazier, Penny Rainbow and Neil Ross

Planning Policy Board

Councillors: Andy Freeman, Mike Pringle and Karen Roberts

6 PRESENTATION AND REPORT - BASSETLAW AND NEWARK & SHERWOOD COMMUNITY SAFETY PARTNERSHIP PROGRESS & PERFORMANCE/REVIEW OF PRIORITIES

The Committee considered the report of the Business Manager – Public Protection which sought to provide Members with an update on the work undertaken by the Bassetlaw and Newark & Sherwood Community Safety Partnership. The report also set out the current performance and explained the choice of priorities for the current year.

The report set out that the establishment of a Community Safety Partnership (CSP) was a statutory requirement and the responsible authorities that formed that partnership. Further details specific to the BNSCSP were provided and how it operated in practice. Paragraph 2.5 listed the priorities for 2023/2024 together with the rationale for each one.

In considering the report Members asked a number of questions of the Business Manager and also Inspector Charlotte Ellam of the Nottinghamshire Police Authority, who was in attendance at the Committee.

In noting the 9% variance in crime for 2022/2023, a Member queried as to the reason for that. Inspector Ellam advised that there had been 727 additional crimes recorded compared to the previous year and to identify the specific reasons for that would require a lengthy and complex discussion.

In relation to additional funding for CCTV cameras, a Member queried whether the recordings from those were being used as evidence to prosecute offenders. Inspector Ellam confirmed that evidence was used as appropriate. In response, the Member stated that a clear message needed to be sent out to the public that the cameras were monitored and action would be taken against individuals who were found to be engaging in unlawful behaviour.

In response to what action the Police were taking to combat the increase in Anti-Social Behaviour (ASB) in Newark Town Centre, Inspector Ellam advised that the Police's Town Centre Strategy had been updated with one aspect of that being a review of how known individuals could be targeted through a recently established Anti-Social Behaviour Panel. Initially this may be availability of diversionary activities or referrals to social care but if that was not appropriate, then enforcement action for example, community behaviour orders, injunctions and appropriate action if the behaviour was straying into criminal activities. In relation to available resources, the number of Beat Managers had been increased to four. Two were deployed in the traditional role of patrol, engagement and problem solving and one was a dedicated Project Beat Manager whose role it was to engage with businesses, focus on retail

crime and what measures can be taken to better secure their premises. Newark Town Council had provided an office space in the Buttermarket and this would be where the Town Centre Beat Managers would be based. She noted that with the coming of the summer months, there would be a focus on deploying Officers to specific locations and times within the town centre. In advising that the Police held monthly performance meetings, Inspector Ellam noted that she was mindful that by targeting a specific location, it had the effect of displacing the ASB to another area and that was why the individual carrying out the ASB must also be targeted.

Inspector Ellam was asked about what resources were available in areas outside of Newark. She advised that there were only finite resources and these had to be focussed on areas with identified issues but that work was ongoing to deploy resources to the Ollerton area.

A Member noted that there was a perception that the reporting of low-level crime and ASB was low and queried how the reporting of an incident could be better communicated. Inspector Ellam advised that the Police's Engagement Strategy had been reviewed, noting that effective communication was vital. A review on how social media could be used had also been undertaken. This could involve the reporting of operations the Police had carried out so that the public could see that action was being taken. There was also a dedicated Officer in the Communications Team who publicised upcoming operations. The Business Manager advised that comments and posts on social media, i.e. Newark Spotted were also monitored and checked against what had been officially reported to the Council and/or the Police. She added that the Council were looking at ways in which to let the public know how to report an incident.

In relation to the Gypsy Roma and Traveller Community priority, a Member noted the comments about the lack of services and whether any had been specifically identified. The Business Manager advised that there was a working group which met monthly. From that there were sub-groups, one of which was looking at that specific issue and engagement with the community. She added that due to their close proximity, the Council naturally built relationships with the community. However, other agencies used the Council as messengers rather than engaging directly themselves but that this was being reviewed with a view to improving and building on existing relationships.

A Member queried with Inspector Ellam what action could be taken to stop offenders returning to their previous criminal activities when released from prison, specifically referring to a known burglar in the area. Inspector Ellam advised that it was difficult to make a structured plan around one individual. It was vital that the Police received community intelligence either directly or through reports to other organisations e.g. Crime Stoppers as without that knowledge they could not formulate a plan.

In closing the debate, the Chair advised that he would welcome a further report in 6 months as to what plans there were to tackle the issues rather than a statistics led report, thanking the Business Manager and Inspector Ellam for their attendance at Committee.

AGREED (unanimously) that the performance and priorities of the Community Safety Partnership be noted.

7 NEWARK TOWN INVESTMENT PLAN AND NEWARK TOWN DEAL

The Committee considered the report of the Director – Planning & Growth which sought to update Members on the delivery of the identified priority projects in the Town Investment Plan (TIP) through the Newark Town Deal (NTD).

The report set out the process undertaken in developing the TIP and noted that the final Newark TIP had captured a clear ambition to target legacy projects across the following four pillars of intervention: Skills, Education & Business; Connectivity; Town Centre, Regeneration & Culture; and Town Centre Residential. The pillars of intervention then helped define the ten priority projects, as detailed in paragraph 1.5 of the report together with a further thirty potential future projects. The report also provided details of the latest position of the projects and their associated finances and how those were monitored and evaluated with the next steps for the projects being detailed in paragraph 6.0. It was also reported that the Council's Auditors had been asked to carry out an audit of the Towns Fund Process and Levelling Up Process to provide an additional level of scrutiny and to identify any issues which could be learned from for possible future projects.

In considering the report, a Member commented on the work that had gone into securing the funding and developing the projects to their current stage. He queried whether there had been any issues/lessons learnt that could help with any similar projects in the future. In response, the Director advised that speed and cost inflation had been reflected upon as had the fact that it was challenging to make progress at an early stage when dealing with a £47m capital programme, noting that any impact of the projects was not immediate and could be generational. He added that it was the intention to feed back to the Government the competitive nature of the bidding process for funding, in that the ambition of the bidder was limited to the timetable and the word count of the submission documentation.

In response to what the latest position was with the recruitment of new members to the Newark Town Board the Director advised that the Board was in the process of refreshing their remit and membership noting that the Board was different to that of the one initially established.

In referring to the Gateway Project and the development of the Full Business Case for that, a Member queried how much of the Newark Lorry Park would be required to successfully deliver the project. The Director advised that a report would be taken to the September meeting of Cabinet in relation to the relocation of the lorry park, adding that the works for A46 bypass also had implications with National Highways providing clarity as to how much land they required in August 2023.

In relation to the YMCA project, a Member advised that he would like to see more in-depth information as to the outputs, aims and what was deliverable as he had concerns about the long-term viability of the project. The Director advised that the Full Business Case went into some of that detail and could provide information to the Committee after the audit had been carried out.

AGREED (unanimously) that the progress made in the delivery, assurance and monitoring of the Town Deal and proposals within the Town Investment Plan be noted and welcomed.

8 POLICY & PERFORMANCE IMPROVEMENT COMMITTEE - ANNUAL REPORT

The Committee considered the report of the Director – Customer Services & Organisational Development which sought to present to Members the Policy & Performance Improvement Committee’s Annual Report 2022/2023 for approval. Attached as an appendix to the report was an overview of the area and services the Council covers together with an overview of the roles and responsibilities of the Committee. It also provided a review of the work undertaken by the Committee throughout the previous year which included: working groups; shaping policies and strategies; driving service improvement; and scrutinising and questioning performance.

AGREED (unanimously) that the report content and structure be approved.

9 COMMUNITY PLAN PERFORMANCE Q4 AND PRESENTATION

The Committee considered the report of the Director – Customer Services & Organisational Development which sought to present to Members the Quarter 4 Community Plan Performance Report (January to March 2023). Members were asked to review the Community Plan Performance Report attached as Appendix 1.

In considering the report and presentation given, a Member queried as to the current level of annual rent debt. The Transformation & Service Improvement Officer advised he would forward a written response.

A Member suggested that it would be beneficial to be able to compare the statistics in the report to that of pre-pandemic levels. The Transformation & Service Improvement Officer advised that not all the information contained in the report would be available from pre-pandemic years but would amend the report to include that where possible to provide comparative data.

AGREED that the Quarter 4 Community Plan Performance Report (January to March 2023) be noted.

10 NEWARK & SHERWOOD COMMUNITY LOTTERY

The Committee considered the report of the Director – Housing, Health & Wellbeing which sought to provide Members with an update on the progress of the Newark & Sherwood Community Lottery since its launch in May 2021.

The report set out the impact of the scheme since its launch, providing information as to the number of ‘good causes’ registered with the lottery who were receiving financial support through ticket sales. It was also reported that regular marketing and promotion of the lottery was undertaken together with the number of supporters purchasing tickets each week. A sum of £32,510.40 had been generated in the second year of operation.

In considering the report and noting that the membership target of 60 good causes had been achieved, a Member queried whether further promotion of the lottery would be undertaken. A Member also commented that it would be beneficial to have

an illustrative graph provided in the next report to enable Members to track progress. This would identify the geography of where the lottery tickets were being purchased and which organisations had signed up. It could also provide information as to whether there had been a spike in sales following a social media campaign and whether that should be repeated. In addition, a Member also requested information as to responses from charities that had benefited from funding in an area with a high purchase rate and also from one with a lower purchase rate, thereby enabling Members to consider what further promotions could be carried out. The Business Manager – Housing Services advised she would forward the comments to the Sports, Community Facilities & Events Manager for response.

AGREED (unanimously) that the report be noted.

11 TENANT ENGAGEMENT STRATEGY

The Committee considered the report of the Director – Housing, Health & Wellbeing which provided Members with a draft Tenant Engagement Strategy for consideration and onward recommendation to Cabinet for approval.

The report set out that the Tenant Engagement Strategy sat alongside the Council's Consultation & Engagement Strategy 2022/2027 which set out how the Council sought out, listened and acted on the views of tenants and leaseholders. The Council's strategy outlined the importance of tenant engagement in every aspect of housing services and what the approach looked like, including how the tenant engagement team could support effective engagement; supporting the Council to create vibrant and self-sufficient local communities where residents looked out for each other and actively contributed to the local area.

In considering the report a Member requested that they be provided with the Action Plan which was referred to in Point 5 of the Strategy, when available. In noting the number of new tenants reported with a figure of 165, he also queried whether information was available as to the number of tenants who returned following and initial engagement. He suggested that if someone had chosen not to engage further, were they contacted and asked why, as that would be an effective form of feedback. The Member also commented that the proposed method of tenant involvement, in the form of a menu, required additional detail as it was unclear from the document, as presented, the time commitment required in order to participate.

A Member queried whether the Tenants' Newsletter had been distributed and not solely via email, as not all tenants had an email address. The Member also advised that on speaking with tenants in her area, only very few of them were aware of the Local Influence Network (LIN) groups. She suggested that information on these be included in future newsletters.

In noting the new Tenant Satisfaction Measures, a Member queried how different these were from those previously used. The Business Manager advised that they were similar and could easily be incorporate into the performance indicators. The Member also queried how Officers ensured that they were engaging with a wide cross-section of tenants. The Business Manager advised that some of that was done through the work of the LINs. She provided an explanation as to how tenants could

be engaged, for example, by a door-knock or a letter drop. Also, the Community Link Groups met in community centres and the Tenant Engagement Officers would sometimes drop in to speak to the tenants present. This provided information as to what the local issues were and what potential solutions the tenants would wish to see actioned.

Members also requested that a future report be presented to Committee providing statistical information on the take-up of the options and as a follow-up of the above comments.

AGREED (unanimously) that the new Tenant Engagement Strategy be endorsed and recommended to Cabinet for approval, subject to the above comments of the Committee being reported to Cabinet for consideration.

12 STAR SURVEY RESULTS

The Committee considered the report of the Director – Housing, Health & Wellbeing which sought to present to Members the findings of the Survey of Tenants and Residents for 2022/23 (STAR). The findings reported how satisfied Council tenants were with a range of measures relating to their Council home, tenancy, communal services and neighbourhood.

It was reported that the survey took place in February and March 2023 with some 545 tenants being surveyed, 10% of which was undertaken via telephone. The survey was carried out by an independent survey provider with the final report being provided in early May 2023. The questions used were similar to those asked in 2021/22 to ensure that comparative data was available. The survey carried out featured the 12 Tenant Satisfaction Measures to allow the Council to obtain a baseline benchmark before conducting the official Tenant Satisfaction Measure survey in September 2023.

In considering the report and presentation, a Member noted the impact that ASB had and queried what, if any, sanctions were available to the Council as a landlord against those involved in such behaviour. The Business Manager – Housing Income & Leaseholder Management advised that there were limits as to what could be done. If it was a Council tenant engaged in such behaviour then enforcement action against the tenancy agreement could be taken but that could be a lengthy process. He noted that this could then negatively impact on the Council's performance targets as neighbouring residents would want to see action taken swiftly to resolve the issues. He also noted that it could be a Police response that was required.

A Member noted the time taken to carry out housing repair to a Council property which was exacerbated by the difficulties in recruiting skilled workers e.g. plumbers to the Responsive Repairs Service.

AGREED (unanimously) that the Policy & Performance Improvement Committee note:

- a) the overall positive levels in satisfaction for housing services;
- b) the full STAR Report attached as Appendix 1 to the report;

- c) that the report had been shared with the Senior Leadership Team on 16 May and would be shared with the Portfolio Holder for Homes & Health with a presentation being given to the Tenant Engagement Board and Performance Cabinet; and
- d) there will be a survey in September 2023 following the introduction of the Tenant Satisfaction Measures (TSMs) that, in part, potentially replace the current and ongoing arrangements for STAR.

13 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2023

The Committee considered the report of the Deputy Chief Executive/Director – Resources which sought to provide Members with the provision 2022/23 financial outturn position on the Council’s revenue and capital budgets. The information contained in the report included: general fund revenue; housing revenue account; capital programme; provisions and impaired estimates on debtors; usable reserves; and collection fund. The report provided a summary of actual income and expenditure compared to the revised budget together with any surpluses/deficits that had been allocated to or from reserves.

The accounts showed a favourable variance of £0.746m on service budgets with a total favourable variance of £0.565m which was broken down in the report. The Deputy Chief Executive gave the context to the level of the positive variance and how this may be applied going forward.

In considering the report, a Member queried whether it was possible for the Council to invest in Government Bonds. The Deputy Chief Executive confirmed that it was and that all possible investments were contained in the Treasury Management Strategy. This was contained in the overall Budget Strategy which was considered at the Audit & Governance Committee before being presented to full Council for approval.

AGREED (unanimously) that the Policy & Performance Improvement Committee note:

- a) the final outturn of revenue and capital spending for 2022/23;
- b) the variation to the capital programme, as set out in paragraph 1.15;
- c) the capital financing proposals as set out in paragraph 1.16;
- d) Capital Programme reprofiling of £28.643m rolled forward into 2023/24 as per appendices E and F;
- e) the movement in Provisions and Impaired Estimates on Debtors;
- f) the creations of the new reserves, as outlined in paragraph 1.26; and
- g) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves.

14 BUDGET STRATEGY 2024/2025

The Committee considered the report of the Deputy Chief Executive/Director – Resources which sought to provide Members with information to enable the Council’s budget process to proceed encompassing agreed assumptions. The report set out the General Fund, Capital and HRA Budget Strategy for 2024/25 for Members’ consideration, prior to the detailed work commencing.

The budget process would result in setting the budget and the Council Tax for 2024/25 and the Housing Revenue Account budget and the rent setting for 2024/25.

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 9 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 2023/24 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 2024/25 including staff costs, provision for inflation and fees and charges.

AGREED (unanimously) that the Policy & Performance Improvement Committee:

- a) recommend to Cabinet the overall General Fund, Capital & HRA Budget Strategy for 2024/25;
- b) note the consultation process with Members;
- c) note that Budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and
- d) note that Budget Managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income.

15 CABINET FORWARD PLAN - JUNE - SEPTEMBER 2023

NOTED the Forward Plan of the Cabinet for the period June to September 2023.

16 TOPIC REQUEST FORM - STANDARD OF SOCIAL HOUSING FOR RESIDENTS

The Committee considered the Topic Request Form (TRF) submitted by Councillor Penny Rainbow and seconded by Councillor Linda Dales in relation to the Standard of Social Housing for Residents.

In presenting the TRF to the Committee, Councillor Rainbow advised that she wished to improve her understanding of what the process was for reletting Council properties and how this might be improved. The Chair advised that due to the work being undertaken by Officers it was not appropriate to establish a Working Group at this time. He requested that Councillor Rainbow submit a more specific issue for his consideration and support. This would then be given to Officers for them to report back to Committee at a future meeting, together with their general feedback on the work currently being undertaken as detailed in the Officer response on the TRF.

17 PROVISIONAL ITEMS FOR FUTURE AGENDA

NOTED the provisional Agenda items for future meetings.

Meeting closed at 8.20 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Planning Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Thursday, 8 June 2023 at 4.00 pm.

PRESENT: Councillor A Freeman (Chairman)
Councillor D Moore (Vice-Chairman)

Councillor Mrs L Dales, Councillor Mrs P Rainbow, Councillor S Saddington, Councillor T Wildgust, Councillor Mrs C Brooks, Councillor J Lee, Councillor K Melton, Councillor E Oldham, Councillor M Shakeshaft, Councillor M Spoons and Councillor L Tift

APOLOGIES FOR ABSENCE: Councillor S Crosby (Committee Member) and Councillor P Harris (Committee Member)

1 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillors Mrs L Dales declared a Non-Registrable Interest as appointed representative on the Trent Valley Internal Drainage Board.

Councillors J Lee declared a Non-Registrable Interest as appointed representative on the Nottingham Fire Authority.

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

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

3 MINUTES OF THE MEETING HELD ON 20 APRIL 2023

AGREED that the Minutes of the meeting held on 20 April 2023 were approved as a correct record and signed by the Chairman.

4 FLAGGS FARM, CAUNTON ROAD, NORWELL, NEWARK ON TRENT, NG23 6LB - 23/00188/FULM

The Committee considered the report of the Business Manager – Planning Development, which sought the change of use of land from agricultural to equestrian use, erection of new stables/livestock building.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

A schedule of communication was tabled at the meeting, which detailed correspondence received following the publication of the agenda from the Planning Case Officer and Agent.

Members considered the application and a Member commented that Norwell Parish Council had voted against the application although it was confirmed by the Officer that they had in fact responded that they supported it. It was commented that there was no agriculture on the land which brought into question whether it was an agricultural farm. The two buildings present could have been adapted to make them suitable. Concern was also raised that Nottinghamshire County Council Highways Authority were also not happy with the access, the land may flood and that the increase in buildings was too great and there was not a need.

Councillor J Lee did not take part in the vote as he had not read the Schedule of Communication.

AGREED (with 11 votes For) that Planning Permission be Refused for the reasons contained within the report, with the revision to the wording of the informative no. 1 to correct the plan reference as per the schedule of communication and the deletion of informative no. 2 as drafted and a more suitable informative be added in its place to demonstrate how the authority had been positive and proactive as required by secondary legislation.

Councillor J Lee left the meeting at this point.

5 LAND OFF CLIPSTONE ROAD, EDWINSTOWE - 23/00729/FUL

The Committee considered the report of the Business Manager – Planning Development, which sought the erection of a site manager dwelling.

Members considered the presentation from the Senior Planning Officer, which included photographs and plans of the proposed development.

Members considered the application and the Local Ward Member commented that whilst she was wary about the application the proposal replaced two building which would be demolished and would be in keeping with the buildings being erected.

In answer to a Members question the Senior Planning Officer confirmed that it would not be reasonable to place a condition to tie the proposed building to the adjacent log cabin approved separately as part of a holiday park. It was also confirmed that the permitted development rights had also been removed.

Councillor Mrs Tift entered the meeting during the Officers presentation but did not take part in the debate or vote.

AGREED (with 9 votes For, 1 vote Against and 1 Abstention) that Planning Permission be approved subject to the conditions contained within the report.

6 NOMINATIONS TO THE PLANNING POLICY BOARD THREE MEMBERS OF THE PLANNING COMMITTEE TO BE NOMINATED TO THE PLANNING POLICY BOARD.

The Committee were asked to nominate three Members of the Planning Committee to sit on the Planning Policy Board.

AGREED (unanimously) that Councillors L Dales, D Moore and K Melton be appointed as the Planning Committee representatives on the Planning Policy Board for 2023/24.

7 LEGISLATIVE UPDATE AND INTRODUCTION OF A USE CLASS FOR SHORT TERM LETS AND ASSOCIATED PERMITTED DEVELOPMENT RIGHTS CONSULTATION

The Committee considered the report prepared by the Director of Planning & Growth which sought to appraise Members of the Planning Committee regarding changes to planning legislation; and to set before Planning Committee the latest permitted development right consultation and detail of the Council's response.

AGREED (unanimously) that:

- (a) note the changes and their requirements; and
- (b) note the contents of the Council's response to the permitted development consultation.

8 APPEALS LODGED

AGREED that the report be noted.

9 APPEALS DETERMINED

AGREED that the report be noted.

10 DEVELOPMENT MANAGEMENT PERFORMANCE REPORT

The Committee considered a report presented by the Business Manager - Planning Development, which related to the performance of the Planning Development Business Unit over the three-month period January to March 2023 as well as providing an overview of the performance and achievements across the financial year. In order for the latest quarter's performance to be understood in context, in some areas data going back to March 2020 was provided. The performance of the Planning Enforcement team was provided as a separate report.

A Member commented that there was an expectation to try and do something more advantageous regarding planning policy in relation to biodiversity net gain and there was freedom of movement on this. The Director Planning & Growth commented that any proposals would need to be considered by the Planning Policy Board. Like all Policy decisions whether in the development plan or at a local level, a viability report would be required.

A Member asked for future consideration that all tree applications be submitted to the Planning Committee. The Director Planning & Growth informed the Committee that the tree applications were part of the delegation procedure. An annual review of all applications would be undertaken, and the tree applications could be considered through that process.

A discussion took place regarding the felling of trees and it was suggested that the tree officer provide a presentation to the Council, to get an understanding of what was happening regarding the felling and planting of trees within the district.

AGREED that the report be noted.

11 QUARTERLY AND YEAR END PLANNING ENFORCEMENT ACTIVITY UPDATE REPORT

The Committee considered the report presented by the Senior Planning Enforcement Officer which provided an update on the Planning Enforcement function of the Planning Development Business Unit over the three-month period January to March 2023 as well as providing an overview of the performance and achievements across the financial year. The Committee was also provided with examples of cases that had been resolved (both through negotiation and via the service of notices) and to provide details and explanations of notices that had been issued during that period.

The Chairman congratulated the Senior Planning Enforcement Officer and his team for the work that they had achieved.

A Member requested a breakdown of the decisions made by the Planning Committee in relation to enforcement action to be included in a future Enforcement Report.

AGREED that the report be noted.

Meeting closed at 5.42 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Audit and Governance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Wednesday, 14 June 2023 at 6.00 pm.

PRESENT: Councillor S Forde (Vice-Chairman)

Councillor S Crosby, Councillor S Haynes, Councillor J Kellas, Councillor J Lee, Councillor S Michael, Councillor C Penny, Councillor M Shakeshaft and Councillor T Thompson and Mr C Richardson (Non-Voting Co-Optee)

APOLOGIES FOR ABSENCE: Councillor P Harris (Chairman), Councillor R Cozens (Committee Member) and Councillor A Freeman (Committee Member)

1 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

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

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

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

3 MINUTES OF THE MEETING HELD ON 6 APRIL 2023

AGREED that the minutes of the meeting held on 6 April 2023 be approved as a correct record and signed by the Chairman.

4 ANNUAL INTERNAL AUDIT REPORT

The Committee considered the report from Internal Audit (Assurance Lincolnshire) to provide a summary of Internal Audit work undertaken during 2022/23 and to support the Annual Governance Statement by providing an opinion on the organisation's governance, risk, financial and internal control environment.

The representative from Assurance Lincolnshire highlighted to Members that the opinion on the area of Financial Control and Risk remained as performing well, whilst the opinion on Governance remained performing adequately, the three being consistent with the 2021/22 financial year. The opinion on Internal Control had improved from performing adequately to performing well.

AGREED (unanimously) that Members considered and commented upon the annual internal audit report and noted its content.

5 TREASURY MANAGEMENT OUTTURN REPORT 2022/23

The Committee considered the report from the Assistant Business Manager for Financial Services to give Members the opportunity to review the Annual Treasury

Outturn report, to be presented to Council on 18 July 2023.

The report explained that the Treasury Management Strategy Statement for 2022/23 was approved by Full Council on 8 March 2022, and the Outturn report is the last report for the financial year, as required by the Code. It had been prepared based on the draft final accounts, which appear elsewhere on the agenda. If it is found that there are significant changes resulting from the audit of the accounts, they will be reported at the next meeting of this Committee.

AGREED (unanimously) that the Treasury Outturn position for 2022/23 be noted.

6 UNAUDITED STATEMENT OF ACCOUNTS 2022/23

The Committee considered the report from the Business Manager for Financial Services for Members to review the Council's draft Statutory Accounts for the financial year ended 31 March 2023.

The report confirmed that the unaudited Statement of Accounts were on the Council's website having met the publishing deadline of 31 May 2023.

The Committee Members are to attend an End of Year Statement of Accounts training session in order to gain an understanding of the financial statements and notes to the accounts, in order to be able to objectively challenge the information in the accounts.

AGREED (unanimously) that:

- a) Members noted the Annual Governance Statement for the financial year ended 31 March 2023; and
- b) Members noted the draft Statement of Accounts for the financial year ended 31 March 2023 and agreed to them being submitted to the external auditor (Mazars) for audit and certification.

7 FRAUD RISK ASSESSMENT

The Committee considered the report from the Business Manager for Financial Services informing Members of the update of the Fraud Risk Register undertaken during April 2023.

The report explained how the fraud risk assessment was first undertaken in June 2014, a fraud risk register produced and presented to the Committee then known as Audit and Accounts. The fraud risks are then assessed annually and the register updated.

Councillor Lee queried why none of the Councillors were listed, the Business Manager for Financial Services responded and would be able to expand an existing list. The Assistant Business Manager for Financial Services confirmed that the Councillors allowances were published on the website.

Councillor Shakeshaft queried inconsistencies in the document which the Business

Manager for Financial Services would take away and double check with officers, any changes would be brought to the next meeting.

AGREED (unanimously) that Members noted the content of the report.

8 COUNTER-FRAUD ACTIVITIES FROM 1 OCTOBER 2022 TO 31 MARCH 2023

The Committee considered the report from the Business Manager for Financial Services informing Members of counter-fraud activity undertaken since the last update reported on 23 November 2022.

The report explained how an element of the Audit and Governance Committee was to provide assurance to the Council that its anti-fraud arrangements were operating effectively. Therefore counter-fraud activity reports are brought to the Committee twice a year showing the number of cases detected, amounts lost, the outcome of cases and amounts recovered, as well as any other counter-fraud that has taken place.

It was noted that an error on the first page of the report had stated the last update occurred on 1 December 2021, this was rectified to the most recent update on 23 November 2022.

AGREED (unanimously) that Members noted the report.

9 CODE OF CONDUCT ANNUAL REPORT FOR THE PERIOD 1 APRIL 2022 - 31 MARCH 2023

The Committee considered the report from the Assistant Director Legal and Democratic Services to consider the Code of Conduct Annual Report for the Period 1 April 2022 – 31 March 2023.

The report explained how the Committee has responsibility for promoting and maintaining high standards of conduct by Members and Co-opted Members of the Council. As well as being responsible for maintaining an overview of the Member Code of Conduct including arrangements for dealing with complaints.

The Committee noted that the Monitoring Officer has received 13 formal complaints during this period. The Committee were informed that no formal investigations or Code of Conduct Hearings were required in the period 1 April 2022 to 31 March 2023.

AGREED (unanimously) that:

- a) the annual report be noted; and
- b) a review of the process for dealing with Code of Conduct Complaints be added to the Committee's work programme, including a review of the role of the Independent Persons.

10 COMMITTEE MEMBER TRAINING

The Committee considered the report from the Business Manager for Financial

Services proposing a training programme for Members of the Committee for the 2023/24 financial year.

AGREED (unanimously) that Members noted the training programme suggested.

11 ANNUAL REPORT DETAILING EXEMPT REPORTS CONSIDERED BY THE AUDIT & GOVERNANCE COMMITTEE

The Committee considered the report providing one report of exempt business considered by the Committee for the period 1 March 2022 to date. Members had the opportunity to review the exempt report and request further information. The rule is defined in paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information'.

The Business Manager for Financial Services advised that the 27 July 2022 report 'Fraud Risk Assessment – Appendix A Exempt' should remain exempt.

AGREED (unanimously) that Members noted the contents of the report.

12 AUDIT & GOVERNANCE COMMITTEE WORK PLAN

The Committee considered the Audit & Governance Committee Work Plan.

AGREED (unanimously) that the Audit & Governance Committee Work Plan be approved.

13 DATE OF NEXT MEETING

The next Audit & Governance Committee meeting to be held on Wednesday 26 July 2023.

14 EXCLUSION OF THE PRESS AND PUBLIC

Agreed (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

15 FRAUD RISK ASSESSMENT APPENDIX A EXEMPT

The Committee considered the exempt report with regard to the Fraud Risk Assessment.

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

Meeting closed at 7.25 pm.

Chairman

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

Document is Restricted

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, Notts. NG24 1BY on Thursday, 22 June 2023 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chairman)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor S Michael, Councillor D Moore, Councillor K Roberts, Councillor S Saddington, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

ALSO IN ATTENDANCE: Councillor A Amer

APOLOGIES FOR ABSENCE: Councillor R Cozens (Committee Member) and Councillor R Jackson (Committee Member)

1 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

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

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

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

3 MINUTES OF THE MEETING HELD ON 2 MARCH 2023

AGREED that the Minutes of the meeting held on 2 March 2023 were a correct record and signed by the Chair.

4 GENERAL PURPOSES FORWARD PLAN (JULY 2023 TO JUNE 2024)

NOTED the General Purposes Committee's Forward Plan from 1 July 2023 to 30 June 2024.

5 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer which sought to present to members the activities and performance of the Licensing Team which included details of current ongoing enforcement issues.

Information contained in the report related to the number of applications for grants and renewal of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles. A note of ongoing enforcement activities was also listed for information as to what action had been taken to-date.

AGREED (unanimously) that the report noted.

6 EXCLUSION OF THE PRESS AND PUBLIC

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

7 MINUTES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S SUB-COMMITTEE

NOTED the exempt Minutes of the Hackney Carriage & Private Hire Driver's Sub-committee held on Tuesday, 18 April 2023.

Meeting closed at 7.06 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Licensing Committee** held in the Castle House, Great North Road, Newark, Notts. NG24 1BY on Thursday, 22 June 2023 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)
Councillor L Tift (Vice-Chairman)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor S Michael, Councillor D Moore, Councillor K Roberts, Councillor S Saddington, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

ALSO IN ATTENDANCE: Councillor A Amer

APOLOGIES FOR ABSENCE: Councillor R Cozens (Committee Member) and Councillor R Jackson (Committee Member)

1 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillor T Wendels declared an interest in Agenda Item No. 4 – Presentation by Inspector Charlotte Ellam - as a colleague of Inspector Ellam at the Nottinghamshire Police Authority.

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

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

3 MINUTES OF THE MEETING HELD ON 2 MARCH 2023

AGREED that the Minutes of the meeting held on 2 March 2023 were a correct record and signed by the Chairman.

4 PRESENTATION BY INSPECTOR ELLAM - POLICING THE NIGHT-TIME ECONOMY

The Committee considered the verbal presentation given by Inspector Charlotte Ellam in relation to the policing of the night-time economy in Newark Town Centre. She outlined the operational work of Police Officers and how they were deployed. She also outlined some of the working relationships the Police had with licensed venues, door staff, other organisations including Newark & Sherwood DC and Social Services, their involvement with the Pub Watch Scheme and provided an overview of the main areas within Nottinghamshire that required resource to Police the night-time economy. Also detailed were some of the actions taken and work undertaken to help to promote well run licensed venues.

In respect of anti-social behaviour (ASB), Inspector Ellam advised that issues in licensed premises had an impact in the town centre, likewise, ASB had an impact on town centre businesses as people did not feel safe in visiting the area adding that the Police's ASB Strategy linked into how the Police operated in the night-time economy.

Inspector Ellam advised that a current priority was that of violence against women and girls and that work was ongoing to make the town centre safe and inclusive for all. The Safer Street Initiative also fed into this aspiration, as it would lead to improved street lighting.

In acknowledging the presentation, a Member queried what action the Police were taking in relation to the ASB. Inspector Ellam advised that a strategy had been developed which had several different strands, adding that it was a challenging issue to resolve. The Police targeted individuals, who were generally aged between 13 and 14 years old. Due to the age of the individuals, work was carried out with partner agencies e.g. social services, child protection. It was hoped that by early intervention, the behaviour of the children could be changed, rather than criminalising them. The Police looked at the children's housing situation and their family life and, where possible, employed diversionary activities. However, Inspector Ellam noted that many did not wish to engage which led to enforcement action being taken, advising that this was done in partnership with Newark & Sherwood DC. As well as individuals, locations were also targeted in an attempt to make them less attractive for groups to congregate in. CCTV coverage also played a part in this. Again, Inspector Ellam reiterated that it was a complex issue and that she would welcome any new suggestions on how the issues could be tackled.

In acknowledging the comment that a Police presence offered comfort to people, Inspector Ellam stated that people needed to be made aware of where they could report incidents to and what account would be taken. She added that she was bidding for additional town centre patrols.

In noting the age of the children involved in ASB, a Member queried whether it was down to alcohol or boredom. Inspector Ellam advised that anecdotal evidence suggested that on occasion there had been alcohol involved and in order to try and combat that, work was ongoing with supermarkets to make their stores more secure. She acknowledged that boredom was also a factor and that for some, their home life was not necessarily good, this being the reason why there was partnership working with social services and child protection agencies.

A Member queried what work was being done in schools to stop the next generation falling into the same pattern of ASB. Inspector Ellam advised that some individuals 'aged out' of ASB at around 15 with some falling into criminality or others stopping such behaviour altogether. Unfortunately, they are backfilled by the following generation. She advised that the Police went into primary schools to try and prevent the pattern of behaviour starting. Opportunities to engage in diversionary activities was provided with Inspector Ellam stating that this should be awarded greater emphasis.

A Member of the Committee raised the issue of ASB in Ollerton, noting that should a report be made to this to the Police, then there was a wait for Officers to attend as they had to come from Newark. Noting the aspiration to increase the footfall of Police, the Member queried whether that would just be Newark or the wider area. He also advised that there were issues with shoplifting alcohol and that it was then passed on to children. Inspector Ellam acknowledged the issues, adding that she did not want to see any villages become an area where such behaviour was unchecked but added that the geography of the district presented resource challenges.

In relation to licensing, a Member queried whether there were any known problem venues and how the Police dealt with any issues. Inspector Ellam advised that the Police's engagement with Pub Watch meant that they were able to deal with such venues. Should a new application be submitted, the Police asked for strong conditions with the applicant being informed that they would be monitored and enforced. She added that ASB was mostly a separate issue.

A non-Committee Member raised the issue of CCTV cameras and whether Inspector Ellam was aware of any that were not working; where they were monitored; and how long it would take an Officer to respond, should an incident be viewed and reported. In response, Inspector Ellam advised that she was not aware of any cameras not working and response times would depend on available resource. In response to the seriousness of the issue in Newark, Inspector Ellam advised that ASB was a complex issue and that any response to resolve it would always be competing with other priorities.

In ending the debate, the Chair thanked Inspector Ellam for attending Committee and answering the Members queries.

Councillor S Saddington left the meeting at this point.

5 LICENSING FORWARD PLAN (JULY 2023 TO JUNE 2024)

NOTED the Licensing Committee's Forward Plan from 1 July 2023 to 30 June 2024.

6 TRAINING FOR MEMBERS AND OFFICERS

NOTED the Training for Members and Officers scheduled for Wednesday, 12 July 2023.

7 COCAETHYLENE AWARENESS CAMPAIGN - NIGHT OF ACTION

The Committee considered the report of the Senior Licensing Officer which sought to inform Members of the night-time Cocaethylene Awareness Campaign within Newark & Sherwood. The report set out that the Licensing Team together with the Police & Crime Commissioner, Nottinghamshire Police and Nottinghamshire County Council had secured funding from the Home Office's Safer Street Fund noting that an area of concern in the Night-Time Economy (NTE) was Violence Against Women and Girls (VAWG). It was also reported that local authority Officers and the Police had been working together on the above-mentioned Campaign.

The report set out that cocaethylene was a chemical produced by the body's liver when alcohol and cocaine were taken together with paragraph 2.2 of the report setting out the possible effects of that. Details of the Night of Action were provided with Appendix 1 providing the results of a questionnaire undertaken with the general public at that time.

In noting the report, a Member queried why an awareness campaign had been launched on cocaethylene and whether others might come forward. The Senior Licensing Officer advised that this one had been chosen due to the violence and rages that come with the effects of mixing the drug and alcohol, which often resulted in unprovoked attacks.

AGREED (unanimously) that the report be noted.

8 LICENSING HEARING - 18 CASTLEGATE, NEWARK

NOTED the Minutes of the Licensing Hearing held on 3 April 2023 in relation to an application for a Premise Licence for 18 Castle Gate, Newark.

Councillor S Saddington returned to the meeting.

9 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer in relation to the activity and performance of the Licensing Team between 1 January to 31 March 2023.

AGREED (unanimously) that the report be noted.

10 TEMPORARY EVENT NOTICES - JANUARY TO MARCH 2023

The Committee considered the report of the Senior Licensing Officer in relation to Temporary Event Notices (TENs) received between 1 January to 31 March 2023. The appendix to the report listed all the TENs received.

AGREED (unanimously) that the report be noted.

11 EXCLUSION OF THE PRESS AND PUBLIC

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

12 REVIEW OF PREMISE LICENCE

NOTED (unanimously) the exempt Minutes of the Licensing Hearing held on 22 May 2023 in relation to the Review of the Premise Licence for Newark Cue Club.

Meeting closed at 7.00 pm.

Chairman

By virtue of paragraph(s) 6a of Part 1 of Schedule 12A of the Local Government Act 1972.

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

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