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Thursday 21 August 2023

**Chairman: Councillor M Pringle
Vice-Chairman: Councillor N Ross**

Members of the Committee:

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

Substitute Members:

**Councillor N Allen
Councillor D Darby
Councillor P Farmer
Councillor J Hall
Councillor P Harris
Councillor D Moore
Councillor L Tift**

MEETING: Policy & Performance Improvement Committee

DATE: Monday, 11 September 2023 at 6.00 pm

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

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

If you have any queries please contact Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk.

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4 December 2023

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Customer Strategy

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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



Report to: Policy & Performance Improvement Committee – 11 September 2023

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

Report Summary	
Report Title	Increase to Frequency of Meetings – 2024/2025
Purpose of Report	To inform Members of the increase in the frequency of meetings of the Policy & Performance Improvement Committee commencing May 2024.
Recommendations	That Members note the increase in the frequency of meetings of the Policy & Performance Improvement Committee commencing May 2024.

1.0 Background

- 1.1 As Members will be aware, when the new governance arrangements were introduced in May 2022 the frequency of meetings for the Policy & Performance Committee was set at 5 per municipal year.
- 1.2 The Schedule of Meetings for 2023/2024 was approved at full Council on 13 December 2022, noting that it may be subject to change following the District Council Elections held on 4 May 2023.

2.0 Proposal/Options Considered

- 2.1 Following discussions held with the Leader of the Council and the Chair of the Policy & Performance Improvement Committee it is considered necessary to increase the frequency of the committee's meetings to ensure the effective transaction of Council business.
- 2.2 Members are therefore asked to note that from May 2024 the frequency of meetings for the Policy & Performance Improvement Committee will increase to 8 meetings per municipal year. The Schedule of Meetings for May 2024/May 2025 will be presented to full Council in December 2023 for approval.
- 2.3 Members will also be aware that a special meeting of the Committee has been convened on 25 September 2023 to consider the Community Plan with an additional meeting of committee also having been convened on 23 October 2023. Calendar appointments for these meetings have been forwarded to all committee Members and substitutes.

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.

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: Policy & Performance Improvement Committee - 11 September 2023

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

Lead Officer: Maria Cook – Assistant Business Manager Housing & Estate Management

Report Summary	
Report Title	Resettlement Update
Purpose of Report	The purpose of the report is to update Members on the resettlement programmes operated by the Council.
Recommendations	That Members note and welcome the progress made in the delivery, development and monitoring of all of the Resettlement Programmes.

1.0 Background

1.1 In January 2023, the Council brought together all resettlement activity in the Housing Services Business Unit, which consists of a Resettlement Co-Ordinator and three support workers.

1.2 Part of the rationale was to establish the longer-term resettlement service in the Directorate and to make the best possible use of government grants and support. In doing so, this released our Community Development team from the emergency response role they had been undertaking since April 2022 following the breakout of war and subsequent support need to help those fleeing the Ukraine.

1.3 The schemes currently available in the UK are:

- Afghan Citizens Resettlement Scheme (ACRS)
- Afghan Relocations and Assistance Policy (ARAP)
- UK Resettlement Scheme (UKRS)
- Ukrainian Family Scheme (UFS)
- Homes for Ukraine Scheme (HFU)

Of these the council operates four of them, the UFS does not require input or support from the local authority as it is a family support scheme, see description below.

1.4 **Afghan Citizens Resettlement Scheme** - This scheme was set up to support those who have assisted the UK efforts in Afghanistan and stood up for values such as democracy, women’s rights, freedom of speech, and rule of law as well as vulnerable people, including women and girls at risk, and members of minority groups at risk (including ethnic and religious minorities and LGBT+).

- 1.5 **Afghan Resettlement and Assistance Programme** - This scheme is a separate scheme to the ACRS and offers Afghan nationals who have worked for or alongside the UK government, and meet the ARAP criteria, relocation to the UK.
- 1.6 **UK Resettlement Scheme** - This scheme replaces the Vulnerable Persons Resettlement Scheme, offering a route to resettlement for a wider scope of people.
- 1.7 **Ukrainian Family Scheme** – This scheme was set up to allow Ukrainian nationals with family members already settled in the UK to apply to join these households.
- 1.8 **Homes for Ukraine Scheme** – This is a ‘host’ based scheme where householders in the UK register to facilitate individuals and families residing in their accommodation for a minimum term of at least six months.
- 1.9 All of these schemes involve a strong partnership delivery as the requirements of creating a new home and life are multifunctional and we cannot do this alone. There is a well-established group of agencies who support and deliver training on our behalf, so that once we have secured accommodation or placement, the group go on to help households settle into their communities.
- 1.10 The support ranges from assistance with accessing critical services such as health and education and delivering classes that teach the English language. There is also significant input from local charities and voluntary groups who support in community-based activities like attending appointments, getting involved in community activities, building support networks and help with accessing equipment, toys and anything else they may require to successfully transition in their community.

2.0 Update

- 2.1 When households arrive in the UK their immigration status will vary depending on which scheme they have been approved under to enter the UK.
- 2.2 Any individual or household coming to the UK under one of the three Syrian and Afghan schemes will be granted a five year right to remain. They are placed into independent self-contained housing, suitable to their household size. As you might expect, the input into these households starts at a high level from the support network (including the Council) when they arrive and will, over time reduce, as they become established in their communities, developing independent living and their time on the schemes coming to an end.
- 2.3 Currently of the three schemes we have:
ACRS 2 Households;
ARAP 3 Households;
UKRS 2 Households.
With the last family arriving in September 2022, they will be part of the scheme until September 2027.

- 2.4 Newark & Sherwood also accommodated households under a scheme that ran previously known as the Syrian Vulnerable Persons Scheme. This ran from 2016 to 2021. Under this scheme the Council assisted 13 households, all of whom have settled well into their communities and are now living independent lives.
- 2.5 For those individuals and households arriving more recently under the Ukrainian Family Scheme and Homes For Ukraine scheme, guests are granted a three year right to remain in the UK. The Council has no data on UFS placements in the district as this sits outside the schemes the Council are responsible for.
- 2.6 When individuals and households arrive in the UK under the Homes for Ukraine scheme, guests are placed into a host setting, for a minimum of 6 months. This is a different approach to previous schemes and the residents of Newark and Sherwood have been very generous in opening up their homes to support those fleeing the war in Ukraine.
- 2.7 Prior to arriving, the Council complete a home assessment and safeguarding check of the host accommodation. This is followed by a safe and well visit after guests have arrived and further visits to understand how the arrangements are working for all parties and to establish the longevity of placement.
- 2.8 The Homes for Ukraine scheme has been very successful with 105 households passing through the scheme and **67** households in current host placements with 3 new arrivals anticipated in the next few weeks.
- 2.9 To support local authorities in meeting additional housing needs in their areas related to resettlement and homelessness, the Department for Levelling Up, Housing & Communities (DLUHC) announced a £500m Local Authority Housing Fund to provide capital funding for English councils to increase their housing stock.
- 2.10 Following a decision in March 2023, the Council successfully applied for funding, being the only Council in the County to receive the funding. The funding supports the purchase of 14 homes to assist with alleviation of housing pressures. So far, the Council have acquired 35% of the homes planned with the project due to completed by November 2023.
- 2.11 In addition, Barratts Homes have supplied three homes to the council for a 2-year period to support with the temporary housing of individuals currently placed under specific resettlement schemes. As with all of the council's resettlement programmes, we are working closely with internal colleagues as well as external partners, agencies and voluntary groups to identify and settle relevant households into this accommodation.

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.

3.1 Financial Implications – FIN23-24/5973

This is an update report on the progress of the resettlement programme and therefore does not have any financial implications. Those specific project mentioned that do have financial implication have been reported on separately.

3.3 Equalities

The update has no direct equalities implications that have not already been taken account of in their separate reports published and agreed previously.

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: Policy & Performance Improvement Committee – 11 September 2023
 Director Lead: Suzanne Shead, Director – Housing, Health & Wellbeing
 Lead Officer: Caroline Wagstaff – Business Manager Housing Maintenance & Asset Management (M) 07929 864 367

Report Summary	
Report Title	Housing Compliance Assurance Report Quarter 4 2022-23 & Quarter 1 2023.24
Purpose of Report	To provide an update on the position at the end of Quarter 4 and Quarter 1 2023.24 (31 December 2022 to 30 June 2023) with regard to compliance assurance overview and actions arising.
Recommendations	That the Policy & Performance Improvement Committee: a) note the compliance performance for the end of financial year; b) note the items for action and changes for next financial years reporting; and c) identifies any areas of concerns or for further investigation or detail.

1.0 Background

1.1 This report presents the combined performance of housing compliance services at the end of March 2023, and at the end June 2023 focusing on exceptions performance which is outside the Councils target parameters. This performance relates to the Council’s legal and regulatory landlord responsibilities for 27 building safety measures including fire protection, gas, asbestos, electrical and water.

1.2 Full details of these performance indicators along with associated commentary are included at Appendix 1 (at end March 2023) and Appendix 2 (at end June 2023) to this report. Compared to the same quarters last year, overall annual performance has improved across the 27 areas. Performance against the 27 indicators is “RAG” rated, as follows:

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

1.2 Table showing overall compliance performance for 27 elements

Month	Compliant	90% -99% compliant	Below 90% compliant	Total
June 2021	20 (74%)	4 (15%)	3 (11%)	27
Sept 2021	19 (70%)	5 (19%)	3 (11%)	27
Dec 2021	20 (74%)	5 (19%)	2 (7%)	27
Mar 2022	23 (85%)	4 (15%)	0 (0%)	27
June 2022	20 (74%)	6 (22%)	1 (4%)	27
Sept 2022	18 (67%)	6 (22%)	3 (11%)	27
Dec 2022	21(77%)	5(19%)	1(4%)	27
Mar 2023	23 (85%)	4 (15%)	0 (0%)	27
June 2023	23 (85%)	4 (15%)	0 (0%)	27

2.0 **Performance Exceptions**

2.1 **Gas Servicing - AMBER**

Of note within the amber segment is the position on gas servicing, which was 98.79% compliant at end March 2023 and improved to 99.31% compliant at end June 2023. There are at end June 2023 36 properties without a current gas safety certificate, but all these properties are now in an enforcement process. Please see Home Standard - GOV.UK (www.gov.uk).for further information on the Council’s responsibilities.

2.2 Following the expiry of the previous contract, the new combined gas servicing contract has now been in place with Phoenix Gas Services Ltd for 11 months and we have seen significant improvements in performance. This improved performance can also be attributed to implementing the MOT style of servicing, which increases the time we have to complete the annual service from one to two months (enabling the access process to commence two months before the service due date, whilst maintaining the anniversary of the service).

2.3 As part of the annual service, we now supply carbon monoxide alarms to all heating appliances in every home (with the exception of cookers). In addition, carbon monoxide alarms are also being fitted on all rewire projects.

2.4 The Council remain under regulatory notice for a breach of the consumer standards – Home Standard. Senior officers have been meeting regularly with the Regulator of Social Housing to report progress on recovery of the gas servicing position and the action plan to understand the cause of the breach and other improvements to enable the Notice to be removed. This is estimated to be August/September 2023 subject to an audit providing significant assurance of the gas servicing programme.

2.5 **Oil Servicing - AMBER**

There are currently 8 homes where the oil service has not been completed, this is because eight tenants have not given access and in a legal process. Phoenix are now carrying out the oil servicing as part of their servicing contract and are continuing to try and gain access to these properties.

2.6 **EICR certifications less than five years old - AMBER**

At the end June we have 43 properties without a EICR electrical certification of less than five years old, this is down by 12 at the end March 2023 and of these 39 are in a legal process

- 1 x properties have remedial works that are required prior to the completion of the EICR but this property has poor working conditions, so Compliance are working with T&E to rectify this issue
- the remainder 3 x properties have appointments in the coming month

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.

3.1 **Tenants** - There are no direct equalities implications arising from this report though as part of how we manage these services, we consider the tenants individual circumstances and work with them through our housing services to achieve compliance. We are fitting alternative alarms for tenants with hearing impairment to ensure effective evacuation in the event of a fire.

3.2 **Financial Implications** - There are no direct financial implications arising from this report.

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.

Newark & Sherwood District Council Housing Services Compliance Reporting

For the month of March 2023 (Housing Services Compliance Performance)

Prepared by Mark Plant

1) Asset Base

Total no. of individual dwellings / properties being managed	5541
Total no. of "blocks" being managed Note: "Blocks" relates to multiple dwellings contained within one building i.e. flats, bedsits, maisonettes, apartments, HMO's etc.	341
Total no. of non-residential units (i.e. commercial properties including offices, retail units, storage facilities etc.) Communal Boilers for Gladstone House, Vale View, De Lacy and The Broadleaves buildings.	4

2) Stock Type

Residential	Number of Units
Social & Affordable Housing	
Rented	5541
Leasehold/Shared Ownership	183
Non-Housing	
Community centres	32
TOTAL	5,749

3) How to Read This Report

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

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

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

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

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

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







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

RAG Rating is included to assist the reader, as follows:

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

4) Work Activity

Fire Safety

Fire	Annual Target	Target for Month	Total for Month completed	Outstanding	Compliance	
					Annual	Month
Type 3 Fire Risk Assessments (FRA)	139	29 (internal reviews)	29	0	100% 	100% 
Fire Alarm Testing (including emergency lighting)	6780	540	540	0	100% 	100% 
Sprinkler system	6	0	0	0	100% 	100% 
<p>Comments:</p> <p>All compliant, Fire Alarm, Emergency lighting, Fire extinguisher servicing complete</p> <p>FRA all in-house reviews for March have all been completed. The inspections are being carried out via the Apex mobile app and the surveys/actions being are stored directly onto APEX.</p> <p>N.B FRA's full independent surveys are carried out every 5 years for the majority of the blocks and 3 years for the housing with care schemes with an annual in-house inspection for all. The programme of inspections for both are based on the anniversary date of the FRA.</p>						

Type 3 Fire Risk Assessment (FRA) rectification

Below are the remedial actions highlighted during the Type 3 Fire Risk Assessment divided in Table A by work status:

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











Table A





Completed	Further Action	Work In Progress	Grand Total FRA actions
1108	66	121	1295

Action	Count	Progress
Bin Stores	24 blocks (in 2 schemes)	Kings Court Southwell – delayed due to further consultation with residents after initial feedback. Bin store programme aimed to start toward the end of April 2023 when further consultations and liaison with planning colleagues have been completed.
Door Certification	8	Audit check noted that 8 doors with no certificates. Manufacturer no longer has certificates so new inspections arranged for April 2023 when new door inspection regime commences.

External Works	2	These works are on the External Works programme for 2023/24 financial year.
Fire Alarm	6	Analogue to digital upgrade project has started for alarms to be inter-linked with lifeline units. The majority have been completed with the last 6 blocks outstanding.
Fire Door Renewals	16	All Fire doors currently on order waiting on a date from contractor to install.
Fire Door Repair	59	Fire door minor repairs to be completed on Inspection programme which is currently underway.
Sprinklers (Recommendation not a requirement under the legislation)	1	Recommendation-Quote obtained and costs to be collated for one block - feasibility report including other areas for consideration but not a legal requirement.
Fire Stopping	35	90% of the programme completed. Only minor fire stopping left to complete which is programmed in with the door renewals noted above. Awaiting dates from contractor to complete.
Fire door certification	18	Certification of fire doors (new blocks) currently being checked.
Person Centred Fire Risk Assessment PCFRA	10	Last few remaining blocks to be completed
Procedural	33	Fire Door Inspections. Trial to be completed with contractor to ensure good performance and high tenant satisfaction.

Heating Appliance Servicing

Heating Systems	Annual Target	Target for Month	Total for Month	Out of Compliance	Compliance	
					Annual	Month
Valid Gas Annual Safety Inspection	5199	274	211	0 (63 with no valid certificate but in an enforcement process)	98.79% 	77.01% 
Solid Fuel	22	1	1	0	100% 	100% 
Oil Servicing	205	32	22	2 (with an additional 8 no valid certificate but in an enforcement process)	95.12% 	68.75% 
LPG Gas Servicing	3	0	0	0	100% 	100% 
Commercial Boilers	4	0	0	0	100% 	100% 

Heat Pumps	89	0	0	0	100% 	100% 
Electric	18	0	0	0	100% 	100% 

Comments:

The increased number of gas enforcement cases is due to the high numbers of properties requiring servicing in the last six months. A review of how to speed up the process from non-access to legal enforcement has been undertaken and NSDC legal team are dealing with all letters and witness statements with effect from January 2023. It is anticipated that other steps taken to improve access such as installation/activating service interval timers and lifetime injunctions will reduce the number of cases required to be entered into a legal process going forward.





Oil Servicing

There are currently 10 homes where the oil service has not been completed, this is because 8 are no access cases and in a legal process.

1st time access approximately 70% as at March with a target of 75% for 2023

First time fix on Gas repairs 84.6% March with a stretch target of 85% for 2023.

Asbestos Works






Asbestos	Annual Target	Target for Month	Total to Month	Outstanding	Compliance	
					Annual	Month
Asbestos Surveys (Domestic)	333 (Running total 260)	27	27	0	100% 	100% 
Asbestos Surveys (Communal)	125 (per 1999 blocks)	0	0	0	100% 	100% 



Comment

Target met for the year on domestic asbestos surveys





Communal blocks asbestos inspections are carried out inline and at the same time as the FRA inspection programme.

Electrical Safety







Electrical 5 Year	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Domestic Testing	1161	265	220	10 (with an additional 45 in the enforcement process)	99.01% 	79.25% 
Housemark Data - Domestic EICR certified up to five years old	5545	N/A	N/A	55	99.01% 	N/A
Non-domestic Testing	133	0	0	0	100% 	100% 

PAT Testing	37	0	0	0	100% 	100% 
<p>Comments:</p> <p>The contractor is working to move the electrical inspection programme to 6 months in front and this is a work in progress. Of the 55 properties outside of five-year certification, 45 properties are in an enforcement process leaving 10 where a final visit is required. Of these 10, 3 properties have poor working conditions which have been passed to the tenancy team to work with the tenants to improve conditions, 1 has remedial works that are required prior to the completion of the EICR, 6 have access issues where we are working to gain access in the coming month.</p>						





Water Safety

Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Legionella testing	194	33	33	0	100% 	100% 
Gladstone house Bacteria Testing Potable Water	1	0	0	0	100% 	100% 
<p>Comments:</p> <p>Monthly visits completed and minor repairs identified by contractor have been ordered.</p> <p>Gladstone House bacteria testing in April 2023 and due quarterly thereafter.</p> <p>New joint contract (with Corporate Property services) commenced in January 2023. We will be implementing an electronic monitoring system for the communal area/schemes that is updated when flushing and testing is carried out and the system then produces a report in real time as to any actions that are required. This will provide us with up-to-date information and evidence of compliance. Planning is being done for 2023-2024</p>						









Lifting Equipment

Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Passenger and Goods Lift Servicing	108	9	9	0	100% 	100% 
Stair lift Servicing	92	5	5	0	100% 	100% 
Hoist Servicing	30	2	2	0	100% 	100% 
<p>Comments:</p>						

Environmental

Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Play Park Inspections	884	85	85	0	100% 	100% 
Tree Surveys	1	0	0	0	100% 	100% 
Comments: All Compliant. Tree surveys are undertaken every 5 years and were completed in November 2022						

Blocks

Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
General Block Inspections	1212	101	101	0	100% 	100% 
Gladstone House Air Conditioning	1	0	0	0	100% 	100% 
Gladstone House Commercial Ductwork	1	0	0	0	100% 	100% 
Community Rooms	396 (30 community rooms inspected monthly)	30	30	0	100% 	100% 
Comments All compliant						

Newark & Sherwood District Council Compliance Reporting

For the month of June 2023
 (Housing Services Compliance Performance)
 Prepared by Mark Plant

5) Asset Base

Total no. of individual dwellings / properties being managed	5541
Total no. of “blocks” being managed Note: “Blocks” relates to multiple dwellings contained within one building i.e. flats, bedsits, maisonettes, apartments, HMO’s etc.	341
Total no. of non-residential units (i.e. commercial properties including offices, retail units, storage facilities etc.) Communal Boilers for Gladstone / Vale View / De Lacy/Broadleaf	4

6) Stock Type

Residential	Number of Units
Social & Affordable Housing	
Rented	5541
Leasehold/Shared Ownership	183
Non-Housing	
Community Centres	32
TOTAL	5,749

7) How to Read This Report

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

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

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







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

RAG Rating is included to assist the reader, as follows:

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

8) Work Activity

Fire Safety

Fire	Annual Target	Target for Month	Total for Month completed	Outstanding	Compliance	
					Annual	Month
Type 3 Fire Risk Assessments (FRA)	139	29 (internal reviews)	29	0	100% 	100% 
Fire Alarm Testing (including emergency lighting)	6780	540	540	0	100% 	100% 
Sprinkler system	6	0	0	0	100% 	100% 

Comments:
All compliant, Fire Alarm, Emergency lighting, Fire extinguisher servicing complete
FRA all in-house reviews for June have all been completed. The inspections are being carried out via the Apex mobile app and the surveys/actions being are stored directly onto APEX.

N.B FRA's full independent surveys are carried out every 5 years for the majority of the blocks and 3 years for the housing with care schemes with an annual in-house inspection for all. The programme of inspections for both are based on the anniversary date of the FRA.

Type 3 Fire Risk Assessment (FRA) rectification

Below are the remedial actions highlighted during the Type 3 Fire Risk Assessment divided in Table A by work status:

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













Table A

Complete	Further Action	Work In Progress	Grand Total
1177	4	121	1295

Action	Count	Progress
Works in Progress		
Bin Stores	3 x schemes	Kings Court, Chatham & Wolfit was due to start but now on hold due to resident feedback. Works estimated to be completed by end Oct 2023
External Works	0	All completed now
Fire Alarm	1	Thorseby Road now on site, due to complete in Sept 2023
Fire Door Renewals	16	New contract signed and orders being placed at end June 2023. Estimate mid Novemeber for all to be completed.
Fire Door Repair	59	Fire door minor repairs to be completed as we carry out the Inspection programme. Starting mid July

Fire Stopping	35	Completed 90% of the programme. Only minor fire stopping left, to be included in new contract starting July 2023.
Procedural	0	Fire Door Inspections programme is now completed.
Further Actions		
PCFRA	4	Last few remaining blocks to completed in the general needs stock (Yorke Drive, Strawberry Hall Lane)

Heating Appliance Servicing

Heating Systems	Annual Target	Target for Month	Total for Month	Out of Compliance	Compliance	
					Annual	Month
Valid Gas Annual Safety Inspection	5199	594	558	36 (with 36 in enforcement process)	99.31% 	93.55%  (Low % due to outstanding enforcement cases)
Solid Fuel	20	0	0	0	100% 	100% 
Oil Servicing	205	31	23	8 (all in an enforcement process)	96.10% 	74.19%  (Low % due to outstanding enforcement cases)
LPG Gas Servicing	3	0	0	0	100% 	100% 
Commercial Boilers	4	0	0	0	100% 	100% 
Heat Pumps	89	9	9	0	100% 	100% 
Electric	18	0	0	0	100% 	100% 

Comments:

The increased number of gas enforcement cases is due to the high numbers of properties requiring servicing in the last six months. A review of how to speed up the process from non-access to legal enforcement has been undertaken and NSDC legal team are dealing with all letters and witness statements with effect from January 2023. It is anticipated that other steps taken to improve access such as installation/activating service interval timers and lifetime injunctions will reduce the number of cases required to be entered into a legal process going forward.

Oil Servicing

There are currently 8 homes where the oil service has not been completed, this is because all 8 are no access cases and in a legal process.





1st time access approximately 75.25% as at end of June with a target of 75% for 2023

First time fix on Gas repairs 98% as at the end of June with a stretch target of 85% for 2023.








Turn on and test following voids 3.063 days target is 2 days

This is higher than the 2 days SLA but this is due to tenant requesting appointment out of the two day time scale.





Asbestos Works

Asbestos	Annual Target	Target for Month	Total to Month	Outstanding	Compliance	
					Annual	Month
Asbestos Surveys (Domestic)	333 (46 running total)	10	10	0	100% 	100% 
Asbestos Surveys (Communal)	125 (per 1999 blocks)	21	21	0	100% 	100% 
Comment Target met for the year on domestic asbestos surveys Communal blocks asbestos inspections are carried out inline and at the same time as the FRA inspection programme (these are carried out by Terus).						







Electrical Safety

Electrical 5 Year	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Domestic Testing	905	113	70	43 (with 39 in the enforcement process)	95.25% 	61.95% 
Housemark Data - Domestic EICR certified up to five years old	5545	N/A	N/A	43	99.22% 	N/A
Non-domestic Testing	133	0	0	0	100% 	100% 
PAT Testing	37	10	10	0	100% 	100% 
Comments: The contractor is working to move the electrical inspection programme to 6 months in front and this is a work in progress. Of the 43 properties outside of five-year certification, 39 properties are in an enforcement process leaving 4 where a final visit is required. Of these 4, 1 property has poor working conditions which has been passed to the tenancy team to work with the tenant to improve conditions, 1 has remedial works that are required prior to the completion of the EICR, 2 have access issues where we are working to gain access in the coming month.						





Water Safety

Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Legionella testing	194	33	33	0	100% 	100% 
Gladstone house Bacteria Testing Potable Water	1	0	0	0	100% 	100% 
<p>Comments:</p> <p>Monthly visits completed and minor repairs identified by Mitie have been ordered.</p> <p>Gladstone House bacteria testing in April 2023 and due quarterly thereafter. We are liaising with the T&E team to agree a date for the main tank clean to be carried out overnight to minimise disruption to tenants.</p> <p>New joint contract (with Corporate Property services) commenced in January 2023. We will be implementing an electronic monitoring system for the communal area/schemes that is updated when flushing and testing is carried out and the system then produces a report in real time as to any actions that are required. This will provide us with up-to-date information and evidence of compliance. Planning is being done for 2023-2024</p>						

Lifting Equipment









Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Passenger and Goods Lift Servicing	108	9	9	0	100% 	100% 
Stair lift Servicing	92	10	10	0	100% 	100% 
Hoist Servicing	30	2	2	0	100% 	100% 
<p>Comments:</p> <p>Passenger lifts have all been check and are compliant but there are some improvement works that have been recommended these are being looked at on an individual basis and will be carried out throughout the remaining financial year.</p>						

Environmental

Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
Play Park Inspections	884	85	85	0	100% 	100% 
Tree Surveys	1	0	0	0	100% 	100% 

Comments:
 All Compliant.
 Tree surveys are undertaken every 5 years and were completed in November 2022

Blocks

Other Safety Works	Annual Target	Target for Month	Total for Month	Outstanding	Compliance	
					Annual	Month
General Block Inspections	1212	101	101	0	100% 	100% 
Gladstone House Air Conditioning	1	0	0	0	100% 	100% 
Gladstone House Commercial Ductwork	1	0	0	0	100% 	100% 
Community Rooms	396 (30 community rooms inspected monthly)	30	30	0	100% 	100% 
Comments All compliant						



Report to: Policy & Performance Improvement Committee - 11 September 2023

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

Lead Officers: Julie Davidson, Business Manager- Housing Services

Caroline Wagstaff, Business Manager – Housing Maintenance & Asset Management

Report Summary	
Report Title	Property Repair and Letting Arrangements for Council Owned Homes
Purpose of Report	To set out the process of repairing and allocation the Council’s rented housing and temporary accommodation, the performance and satisfaction with these services and recommendations for further improvements and investigation.
Recommendation	<p>That the Policy & Performance Improvement Committee endorse the recommendations set out below:</p> <ul style="list-style-type: none"> a) there are discussions in the housing sector about furniture poverty and the value of carpeting homes as part of the landlord’s lettable standard. It is proposed to take this initiative to the Local Influence Networks to explore the benefits and challenges of providing of floor coverings in all new lettings; b) this report recognises there is no simplified version of the Fit to Let standard currently available to applicants and tenants to ensure we do what we say we will. This committee is asked to support a request to involve tenants to design a simplified Fit to Let standard to hold the service to account and promote feedback inc. complaints; c) to support the introduction of a satisfaction measure for quality of temporary accommodation from Qtr. 3 2023-24; d) to support the develop of a policy to pilot the Council assisting tenants with maintaining trees within their gardens using funds available from efficiency savings; and e) these align to the Council’s objective of creating more and better-quality homes through our roles as landlord, developer and planning authority.

1.0 Background

1.1 This report sets out the current arrangements for the repair and allocation of the Council rented and temporary accommodation. It includes performance information and planned improvements for the service.

- 1.2 This service spans three business units within the Directorate and is a service that is very important to our tenants and customers of our temporary accommodation.
- 1.3 The repair of homes when empty is regulated by the Home Standard as set out by the Regulator of Social Housing (RSH). Below are excerpts from the standard that cover empty homes:

Home Standard

Required outcomes:

1.2 Repairs and maintenance

Registered providers shall:

- (a) provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choices to, tenants, and has the objective of completing repairs and improvements right first time
- (b) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

And the specific expectations of:

2.2 Repairs and maintenance

2.2.1 Registered providers shall ensure a prudent, planned approach to repairs and maintenance of homes and communal areas. This should demonstrate an appropriate balance of planned and responsive repairs, and value for money. The approach should include: responsive and cyclical repairs, planned and capital work, work on empty properties, and adaptations. “

These standards are currently out for consultation with new standards expected in 2024.

- 1.4 The Council has a team dedicated to the repair of properties consisting of 9 staff: Repairs Supervisor (Voids) 3x joiner/multi skilled, 1 x plumber, 2 x electricians and 2 x plasterers.

Turnover of homes that have been through the letting process are as follows:

	HRA properties	Temporary Accommodation
2021-22	441	63
2022-23	367	87
2023 – Qtr. 1	97	14

2.0 The Relet Journey – General Needs Accommodation

2.1 Notice Period

The letting journey starts when an existing tenant gives notice.

When notified of notice being submitted, the Leaving Well Officer arranges to visit the outgoing tenant to ensure that everything is in place to ensure they leave their home in good order to avoid recharges and that they have all the information needed on where to hand in their keys and make sure the rent account is clear. This also includes the initial assessment of the property condition, identifying any adaptations in the home and a discussion with the tenant about any damage/repairs the tenant is responsible for.

2.2 Repairs When Empty

When the keys are returned, the Repairs Supervisor visits to assess for repairs and recharges (for example, if the property has been left full of rubbish/belongings).

2.3 The Council has a lettings standard that is applied by the empty homes team when a property is empty. The standard is attached at **Appendix 1** and this includes making sure the hedges and gardens are in a reasonable condition. Dependent on the scale of repairs, the property is identified for either minor or major works – major works usually involve extensive works such as replacement kitchens/bathrooms or where the property has been left in a bad condition and requires many different trades to bring back to standard.

2.4 Advertising the Vacant Home

Whilst the property is repaired and once we have a date the property will be ready to let, the property is advertised on our website via My Account. Applicants bid for homes and the Housing Choice team apply the Council's allocation policy in order to shortlist and then offer the property to a qualifying applicant. Where properties are adapted, priority is given to applicants who require those adaptations.

2.5 Property "Ready to Let"

When repairs are completed, the Repairs Supervisor post inspects **100%** of general needs accommodation to ensure it meets the standard, where it fails the Empty Homes Team are recalled to complete any outstanding works.

2.6 Viewing and Sign Up

When the property is ready to view, the Housing Choice team arrange for a viewing on the property with the tenancy officer. This is the opportunity for the team to get to know the applicant, to explain more about the tenancy conditions the applicant will be agreeing to keep to, to explain expectations around maintaining the property, paying the rent on time, being a good tenant and the landlord responsibilities the Council have. Also, this is an opportunity for the tenancy team to:

2.6.1 Establish if the incoming tenants require any tenancy support, referrals for longer term support from other agencies and support from the Council through our Starting Well Fund or additional tenancy support.

2.6.2 How the tenant will maintain their home and garden and signpost if help cannot be provided by family and friends.

2.6.3 Identify any additional works e.g., adaptations that are needed to ensure the home is suitable.

2.7 This is also an opportunity for the applicant to raise any concerns about property condition. If there are any, these will then be completed either urgently or after the tenancy has started (depending on the repair).

2.8 **Post Sign Up**

The Tenancy team undertake a proactive programme of “Getting to Know You Visits” to ensure that tenants are managing well in their tenancy, that their home is in good repair and to complete verification checks (to avoid fraud). The team also conduct estate walkabouts during the summer months that identifies issues with property condition and reactively to complaints of anti-social behaviour, requests by tenants for support, advice or signposting.

2.9 Support with maintaining gardens and trees

The tenancy agreement stipulates that the tenant is responsible for maintaining their home including any garden, hedges, fences or trees. Where a tenant or family member is unable to do this themselves, the Council can signpost to paid and voluntary services in the local area where these are available.

2.10 A pilot initiative is being created to explore providing a budget (funded from efficiency savings of bringing Housing Services back into the Council) to support tenants with overgrown trees in their garden which are a hazard or need attention where tenants cannot afford to fund this work themselves.

2.11 The Council does not offer a gardening service to individual tenants, only where gardens are communal.

2.12 Starting Well Fund

As part of the improvements made with the revised lettings standard, the Council introduced the Starting Well Fund which empowers tenancy officers to support new tenants with practical support to help them settle into their homes – this could be support with carpeting, curtains or white goods up to a maximum of £500. This year so far, the Starting Well Fund has been used to support 139 tenancies out of 287 new lettings - around 48%. There is a budget to support this initiative.

2.13 Gifting of furnishings and furniture

Where items have been left in the property that are in good condition and may be of use to the incoming tenant a gifting form is completed which advises the new tenant that the item/s are their responsibility going forward. Should the tenant decide they don't want the items they are removed.

3.0 **Our Performance**

3.1 There are a range of performance and satisfaction indicators in place to ensure our allocations service is of high quality:

3.2 Tenant Satisfaction

Monthly, an external company contact tenants who have been through our lettings service to establish satisfaction with the service. This helps the Council monitor satisfaction regularly. Performance is very strong with tenants very satisfied with the letting of their home:

April 91%
 May 93%
 June 92%
 July 87%

3.3 In addition, the Council conducts an annual Survey of Tenants and Residents (STAR). The results for 2022-23 have previously be presented to this Committee and are based on a selection of 10% of tenants who are asked several questions around satisfaction with various housing services. STAR Performance is below:

	2022/23	2021/22	+/- %
The overall condition of your home at the time of letting	64.5%	82.9%	-18.4
NSDC was easy to deal with	83.9%	95.0%	-11.1
The overall lettings process	87.1%	95.1%	-8.0

3.4 The scores above are based on 32 responses and generally lower than those for the transactional surveys where the overall satisfaction score for Lettings in 2022/23 was 94% (which puts us in the 2nd quartile when comparing against our peers on Housemark – top quartile achieving 96.62% satisfaction.

3.5 How we Compare with Other Housing Landlords

On a monthly basis, our performance is benchmarked against peer groups via a benchmarking club. This enables the Council to understand performance against or stock holding local authorities.

Performance Indicator	April	May	June	July
Percentage of dwellings vacant but available to let at the end of the month %	0.65	0.59	0.49	0.45
Average re-let time in days (standard re-lets in month)	42.00	34.00	39.45	30.06

3.6 The cost of repairing our homes for relet:

22/23 - Average cost per minor void £1,578
 23/24 - Average cost per minor void £1,601

Housemark latest annual report (our benchmarking club) give the latest combined average void cost as £2,284.43, NSDC performance is top quartile when compared to our peers.

3.7 The budget and spend for works on empty homes:

Year	Budget	Comments
2021-22	£766,909.00	
2022-23	£1.08m	£200k added to budget to support enhanced letting standard
2023-24	£1.0524	

3.8 Split between minor and major works

	No. major works voids Target 40 days	No. minor works voids Target 15 days
2022-23	119	232
2023-24 Q1	29	65

4.0 Tenant Scrutiny

4.1 In July 2023, nine involved tenants were trained to undertake post inspections on properties and tenant void inspections are due to recommence at the end of August 2023. Results will be shared at the Tenant Engagement Board.

4.2 What if the applicant or tenant is unhappy with letting service received (including quality or process)

Where an applicant or tenant isn't happy with the property standard at letting, they can raise the issue at the viewing or when they sign up for the property, where possible this will be addressed through raising a repair. Should a tenant or applicant wish to, they may also raise a formal complaint at that time or within three months.

4.3 Complaints performance, themes and learning from complaints and service failures is used to improve services and the teams are always looking at good practice and trying to ensure consistency in the quality of homes let. This is challenging given the age and condition of our homes throughout the district as our homes are ageing.

4.4 Complaints data – complaints about letting/stock condition against total complaints received.

Year	Total complaints about property condition
2022-2023	Out of 154 stage 1 complaints there was 1 complaint relating to the standard of a newly let property. This was partially upheld.
2023 - 2024	Qtr 1 – Out of 37 stage 1 complaints there was 1 complaint relating to the standard of temporary accommodation. This was upheld.

5.0 Letting Standard for Temporary Accommodation

- 5.1 It has been identified that arrangements for managing the quality of the Council's temporary accommodation have not been as closely monitored as the Council's housing stock. Repairs are completed by the Housing Repairs team and the units are managed by the Housing Options team and funded by the General Fund.
- 5.2 In June 2023, the Council received a complaint about the condition of a dispersed temporary accommodation property in Newark. The circumstances of the letting have been investigated and several recommendations made to improve the service.
- 5.3 One recommendation being the creation of a lettable standard for temporary accommodation as well as refreshing turnaround times and introducing a satisfaction measure for the quality of accommodation provided from Qtr. 3 2023-24.
- 5.4 The lettable standard is attached at **Appendix 2**.
- 5.5 To avoid issues over cleanliness and condition moving forward, all colleagues involved in the letting of temporary accommodation have been refreshed on the Council's expectations around the quality of accommodation. Post inspection of works is completed on all lettings moving forward.
- 5.6 Members of the committee may also be aware of the progress of replacement temporary accommodation for Seven Hills in Newark that is due for completion and letting by April 2024. Alexander Lodge is a £3.8m capital scheme will provide 20 units of modern, energy efficient and cost-effective accommodation for people who are homeless or at the threat of homelessness. This accommodation will have communal and colleague facilities that are of flexible use to support building skills and to host the Council's severe weather emergency provision.
- 5.7 The demolition of Seven Hills has temporarily reduced the availability of accommodation and the team continue to work hard to support those at risk of homelessness. A strategic review of the Council's temporary accommodation will commence once Alexander Lodge is available for use.

6.0 Proposal/Options Considered

- 6.1 This report is designed to give a broad overview of how Council owned properties are managed. An "Empty Homes Improvement Plan" is currently underway to improve empty homes performance more generally – such as using the notice period to assess/undertake repairs. This plan has been expanded to include temporary accommodation and the recommendations arising from undertaking a lessons' learnt following the complaint in June 2023.
- 6.2 A member workshop led by Housing Services is available to look at allocations in more details, and this will be available for all Members.
- 6.3 There are discussions in the housing sector about furniture poverty and the value of carpeting homes as part of the landlord's lettable standard. It is proposed to take this initiative to the Local Influence Networks to explore the benefits and challenges of providing of floor coverings in all new lettings

- 6.4 This report recognises there is no simplified version of the Fit to Let standard currently available to applicants and tenants to ensure we do what we say we will. This committee is asked to support a request to involved tenants to design a simplified Fit to Let standard to hold the service to account and promote feedback inc. complaints.
- 6.5 To support the introduction of a satisfaction measure for quality of temporary accommodation from Qtr3 2023-34.
- 6.6 Support the develop of a policy to pilot the Council assisting tenants with maintaining trees within their gardens using funds available from efficiency savings.

7.0 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.

7.1 Financial Implications – FIN23-24/2492

This report has no direct financial implications and any recommendations arising from this report will be subject to their own report and implications.

7.2 Equality Implications

The allocation of homes is governed by the Council's allocation policy which has an Equality Impact Assessment as part of its creation and review to ensure that protected characteristics are not disadvantaged through the scheme.

Where a home requires adaptations to support the allocation of a home, this is completed with a qualified Occupational Therapist and trained technicians to ensure the home is accessible and meets the needs of the occupant.

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.

LETTABLE STANDARD SPECIFICATION – GENERAL NEEDS (Includes property, outbuildings, outside toilets and garages) 01/06/2021		
1. Health & Safety & Utilities		
1.1	Complete (EICR) electrical installation condition report and test including smoke detectors and ensure electricians conform to current. National Standards for electrical safety (18th edition of the 'Wiring Regulations', British Standard 7671). Carry out all Cat 1 and Cat 2 remedial repairs (i.e. those that are urgent & requiring attention).	ELECTRICAL
1.2	All electrical sockets, light fittings and switches should be clean and undamaged. 2 repairs.	
1.3	Inspect Immersion heater thermostat to ensure that it is of the safety cut-out, manual reset type. Thermostat should be replaced if required.	
1.4	Remove all DIY electricians and make good.	
1.5	Replace all non-standard light fittings and replace all existing bulbs with LED bulbs.	
1.6	Immersion heater should be in working order (Where required).	
1.7	Install a minimum of 1 'hard wired' smoke detector per floor where not already present. Install a battery alarm with a ten-year battery life if not possible.	
1.8	Disconnect tenant's gas cooker or fitted gas hob (Gas contractor).	GAS
1.9	Dispose of gas cooker or hob. Adjust kitchen to leave a cooker space if necessary. (Repairs contractor).	
1.10	Complete gas test and ensure all gas installations conform to current 'Gas Safe' regulations. (Gas contractor).	
1.11	Gas radiators should be free from rust (i.e. sanded down and painted for minor areas) and in good operational and decorative order (if not replace).	
1.12	Carbon monoxide detectors should be tested and installed if there is a gas fire or boiler is not room sealed and one is not already in-situ.	
1.13	Inspect Mains cold water tank. If it is of plastic construction, ensure that it has a close fitted lid, is insulated to comply with Bylaw 30 and mounted on a suitable base made of a suitable material and thickness which supports the complete base surface area.	WATER
1.14	Inspect property for evidence of rising or penetrating damp and if found remedy. Treat any mould growth areas with a fungicidal wash.	
1.15	Drainage systems will be free flowing and functional.	
1.16	The plumbing system should be inspected for signs of leakage and all stop cocks should be overhauled or replaced and clearly labelled.	
1.17	At appropriate times the water system will be drained down and refilled for frost protection.	

1.18	Inspect all fire doors and fire prevention mechanisms to ensure in good working order.	OTHER
1.19	Sources of heating should be tested and ready for use once tenants have credit on the meter.	
2. Internal		
2.1	Inspect internal doors for damage, ensure furniture will be correctly fitted and serviceable. If required replace glazing with safety glass. <i>N.B. Curtains, curtain poles and blinds will normally be left for security reasons, but will be removed on request of tenant at the beginning of the tenancy.</i>	DOORS & FLOORS
2.2	Damaged/broken/loose floor tiles with ACMs to be removed by asbestos specialist.	
2.3	Gaps where floor tiles have been removed to be filled with self-levelling latex screed.	
2.4	Carpets left by previous tenant that are in good condition, should be left and gifted to the next tenant (unless infestation has occurred, or at tenants request then all carpets to be removed). Carpets may need to be cleaned if instructed to do so. If not in good condition, to be removed.	
2.5	Inspect all internal floorboards, fixed floor coverings, stair treads, banisters and handrails to ensure they are free of tripping hazards. To replace all damaged or badly stained flooring. Old gripper rods in the property to be removed. Handrails will be installed to all stairwells between the ground and upper floor. <i>N.B. Badly stained flooring is that which stains cannot be removed through cleaning.</i>	
2.6	Any laminate floor fitted in an upper floor flat, regardless of the condition of it, should be removed.	
2.7	Adaptation handrails from bathroom/WC and the living space (other than stairways) to remain in situ.	WALLS & CEILINGS
2.8	Remove all polystyrene ceiling tiles. And skim coat plaster repair over area of removal. Mist coat emulsion paint to be applied to all newly plastered surfaces.	
2.9	Inspect any bathrooms, kitchens and doors that have been left at the property by the previous tenant and ensure safe and fit for use.	
2.10	Architraves, skirting boards, picture rail and dado rail will be complete, with any holes or gaps filled and sanded down.	
2.11	Carry out plaster repairs to areas where ACMs have been removed – double board separation.	
2.12	All walls and ceilings should be free of excessive cracking or holes. The soundness of the plasterwork will be checked as far as is possible, where required damaged/peeling off wall paper will be stripped for the whole room, and surfaces made good and left ready to receive decoration. Heavily stained doors, architraves or skirting to be sand down and painted with gloss.	
2.13	Lock the loft hatch with an agreed type FB lock so that it is kept out of use.	
2.14	Vents will be unobstructed allowing for the free flow of air.	

2.15	All sinks, basins, WC pan/cistern and baths are to be checked and if damaged or cracked, are to be replaced.	BATHROOMS
2.16	Mastic sealant or sound grouting should be in place at the joint between sanitary units, work top and wall tiles. If the sealant or grout is discoloured or dirty it will be removed and reapplied.	
2.17	Carry out enamel repairs to bath rather than replacement, if possible unless enamel is badly stained.	
2.18	All toilet seats should be replaced with a one that meets British Standards.	
2.19	All bath, sink, wash hand basins should have a plug.	
2.20	Replace Shower head and hose and remove (and replace for wet rooms) existing shower curtain where present. Removal of shower seats unless in over 55's or special needs (including for the elderly) accommodation. Shower seats in over 55's will be replaced if damaged or severe mould or mildew is present.	
2.21	Kitchen fittings and fixtures will be safe and functional.	KITCHENS
2.22	Every kitchen will contain an electric cooker point and a gas cooker point where gas is fitted to the property.	
2.23	Where reasonably practical existing kitchens should be capable of receiving the three basic modern day appliances, a cooker, a washing machine and a fridge (or fridge freezer) where there is suitable space or minor adjustments can take place to any existing layout, even where this may reduce storage capacity.	
2.24	There must be the ability to ventilate by means of window(s) or extractor fans.	
2.25	There should be as a minimum: <ul style="list-style-type: none"> · Stainless steel sink top with single drawer. · Kitchens which are too small to fit a 1000x600mm sink unit can be fitted with a 1000x500mm. · Double base unit with draw-line and complete with rolled worktop. A 1000x300x600 wall unit securely fixed to the wall. 	
2.26	All drawing pins, blue tac, nails, screws, picture hooks and the like from walls should be removed safely and holes to be filled. All carpet tacks and gripper rods should be removed from the floor areas.	FINISHES
2.27	Any graffiti should be removed from walls and ceilings. In severe cases a stain block to be used followed by coat of emulsion.	
2.28	Loose wall coverings (i.e. paper) should be removed if unable to repair.	
2.29	Wall tiles two rows high should be fitted around all baths, splash back areas and kitchen worktops. Where possible to try matching or replace with white tiles for all. Where shower units have been installed, tiles should be fitted to the walls. Cooker spaces should have tiles installed from skirting level.	

3. External Fabric of the Building		
3.1	Roof will be watertight and any noted broken or missing tiles replaced and any missing pointing to eaves or ridge tiles to be filled.	HEALTH & SAFETY
3.2	Gutters and rain water goods will be functional with no signs of leaks.	
3.3	Inspect all external footpaths, ramps, steps and handrails to main door entrances to ensure they are free of tripping hazards and safe.	
3.4	Assessment of condition of all windows and external doors and arrange necessary repairs prior to re-let to ensure ease of operation, security and safety. All cracked/blown or broken glass should be replaced. At least one key for windows in each room, which should be tested for use.	
3.5	Casement opening windows at first floor level and above should be fitted with opening restrictors to reduce risk of falling from a height.	
3.6	Inspect all Outbuildings and attached canopies / garages, to ensure that they are safe and watertight.	
3.7	Inspect roof/loft space to ensure it is clear (tenant items removed) and that existing firebreaks are intact.	
3.8	All window types and materials shall be free from rot or decay offering ease of use for opening/closing and fitted correctly to prevent water ingress. Windows not of this standard to be considered for replacement either during the empty period or later date (programmed schedule).	
4. Cleaning		
3.9	Front fire door locks are to be replaced with the agreed Primary Test euro lock barrel and provide 2 sets of keys. Where suited lock systems are in place, they need to be retained.	SECURITY
3.10	Ensure there are two working keys for front/back doors; and for (if applicable) all side doors, communal door entry, garage, or outside storage sheds linked to property when returned fit to let.	
3.11	Non-fire door front doors are to have a replacement Eurolock for existing multilock systems or a dual latch and mortice lock arrangement for standard timber doors.	
3.12	Test Door entry systems (where installed) for correct operation.	
3.13	Remove any existing burglar alarms systems and/or CCTV equipment.	
3.14	An external meter cabinet key should be provided (where required).	
4. Cleaning		
4.1	All furniture, rubbish, remaining goods, personal effects, loose electrical equipment, clothes, and loose floor coverings will be removed. The property will be cleared of all discarded drugs or sharps and needles. All waste material will be removed from the property and taken on the day of removal to a licensed disposal or storage site as appropriate.	INTERNAL
4.2	If the property shows signs of vermin or insect infestation, then fumigation or other appropriate treatment will take place.	
4.3	All cleaning should be completed using appropriate and safe cleaning equipment and materials.	

4.4	All floors and stairs should be swept and cleaned to high standard and wet mopped where possible. Bathroom and WC floors should be disinfected.	SPAR	
4.5	All scuffs (where possible) and paint splashes should be removed.		
4.6	All doors (internal and external), doorframes, , including architraves and side casings windows, window frames, windowsills, skirting boards, radiators and pipe works should be washed down and wiped cleaned.		
4.7	Cobwebs will be removed from all areas.		
4.8	All storage cupboards to be swept and mopped.		
4.9	Kitchen units, all work surfaces, tiles, cupboards, drawers and sink to be thoroughly cleaned and all cleaning residue to be rinsed away. (All cleaning to be carried out inside and out of unit, cupboard, drawers).		
4.10	All bathroom fittings, i.e. toilet (front and around the U bend), sink, tiles, pipework, shower and bath to be cleaned, particular attention to be given to cleaning of taps to good standard and removal of lime scale where possible. If the toilet or bath are heavily stained and unlikely to be removed by cleaning, then the fitting will be replaced.		
4.11	Electrical sockets, light fittings and switches to be thoroughly cleaned. Light pulls to be replaced where necessary.		
4.12	Radiators to be cleaned at the front and as much as possible behind and under the grill if possible.		
4.13	Final check (includes leaving toilet strip confirming clean and deodorants in bathroom and kitchen).		
4.14	All cleaning to leave no marks, finish streak free and left dry.		
4.15	All rooms to be deodorised with mist spray and a freshener pot left in each room.		
5. Garden & Curtilage			
5.1	All rubbish and litter left in gardens, garage and outbuildings should be removed. Do not leave any garden debris or rubbish in the dustbins.		Garden
5.2	Hedges to garden areas will be trimmed to a manageable height not exceeding 4ft at the front and 6ft at the rear.		
5.4	Trim all grass areas, rake up all cuttings and remove from site.		
5.5	Gardens / yards will be cleared and safe for use with grass / vegetation strimmed and taken away and dog / cat excrement to be cleared.		
5.6	Alterations made to the garden by the outgoing Tenant should be removed i.e. rockeries, ponds etc.		
5.7	Any existing boundary fences, walls, gates etc. will be made safe. N.B. On a cases by case basis, consideration will be given to repair or renew damaged boundary fencing or wall bordering onto a public footpath.		
5.8	Sweep and wash down pathways as necessary.		
5.9	All sheds or greenhouses should be removed, unless in good order and incoming tenant is willing to have them gifted to them. N.B. If asbestos is present the shed will be removed within 5 days of letting the property (subject to tenant's approval).		
5.10	Note the number, condition and type of all trees in the garden.		
5.11	Add a padlock to gates (this will help reduce fly tipping). All outhouse to have a working lock or padlock fitted and keys to be supplied.		

Lettable Standard – Temporary Accommodation

Temporary Accommodation Cleaning and Fit to Let “FTL”

Response “Turnaround” Times

Housing Options/Housing Support officer will advise of Category when vacant:

Category One* – 24-hour turnaround to clear, clean and make FTL the on-call unit;

Category Two – 72-hour turnaround to clear, clean and make FTL for all other voids.

*Category One (by exception) to be applied when hostel is full and upon becoming void *immediate turnaround is required*, this would include the on-call unit.

All properties will be post inspected to ensure fit for letting.

Performance Indicators

Average turnaround time of temporary accommodation – reported monthly to Directorate Management Team meeting and Voids Meeting.

Breakdown of how each empty property is categorised.

** New Satisfaction Indicator to be introduced on satisfaction with quality of temporary accommodation **

	<p>Fit to Let Standard</p> <p>Temporary Accommodation</p> <p>All properties to be inspected to by voids team at point of termination to identify repairs or item replacements required before cleaning.</p> <p>All repairs will be costed using standard schedule of rates and recorded on Capita to enable recharge to Housing Options budget.</p> <p>Works listed in this standard are required for all Temporary Accommodation properties irrespective of response category.</p>	
1.	Repairs	
1.1	Lock change	
1.2	Visual check to ensure no exposed cables or unsafe plug/wiring.	
1.3	<p>Gas and Electric Safety Checks</p> <p>Where there is gas and electric credit on meter, void team will test and leave utilities live. Where there is a debt on the meter, the void team will cap and contractor will attend once new tenant is in situ to complete a turn on and test</p> <p>Electrical Items: Clean and undertake PAT testing</p>	Health & Safety
2.	Cleaning	
2.1	<p>Clear all rooms of any left behind possessions (red dotted items to be removed) including the inside of kitchen cupboards, fridge and electric meter cupboard.</p> <p>Wellow Green - this includes the external sheds/storage near the front doors.</p> <p>Dispersed Temporary Accommodation – this includes external spaces/storage relevant to flat.</p>	Clearance

2.2	Clean work surfaces, inside of drawers, cupboards, skirting boards, and wipe walls in all rooms where marks and stains are showing - where stains on walls are not able to be removed, report back to the empty homes team and judgement will be on a case by case basis.	Kitchen
2.3	Clean all aspects of the bathroom: Including toilet, replacing toilet seat (if necessary), wash hand basin, bath/shower, windowsill, window, floor, walls, tiling and any shelving.	Bathroom
2.4	Wash/Wipe all doors, both sides including front door; Wash/Wipe all windows, frames and sills; Sweep and mop all floors in all room including moving furniture as necessary to access all areas.	General
2.5	All beds to remain (unless marked up for removal). Wash/Wipe with disinfectant all bed frames. Fitting a new mattress topper to each bed every time.	Bedroom



Report to: Policy & Performance Improvement Committee - 11 September 2023

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

Lead Officer: Nick Wilson, Business Manager – Financial Services

Report Summary	
Report Title	Projected General Fund and Housing Revenue Account Revenue and Capital Outturn Report to 31 March 2024 as at 30 June 2023
Purpose of Report	<p>To update Members with the forecast outturn position for the 2023/24 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.</p> <p>To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.</p>
Recommendations	<p>That the Policy & Performance Improvement Committee note:</p> <ul style="list-style-type: none"> (a) the General Fund projected unfavourable outturn variance of £0.130m; (b) the Housing Revenue Account projected unfavourable outturn variance of £0.131m to the Major Repairs Reserve; (c) the variations to the Capital Programme at Appendix C; (d) the Capital Programme revised budget and financing of £109.711m; and (e) the Prudential indicators at Appendix F.

1.0 Background

1.1 Overview of General Fund Revenue Projected Outturn for 2023/24

Current position (as at 30 June 2023): variances

- 1.1 Table 1 shows a projected unfavourable variance against the revised budget of £0.743m on Service budgets, with an overall unfavourable variance of £0.020m that would need to be met from the General Fund reserve. This is based on meetings which took place with Business Managers during July, whereby they have analysed actual income and expenditure to 30 June 2023 and forecasted forward to the end of March 2024 the additional income and expenditure currently expected to be incurred. Further details of the variances projected against portfolio holder budgets are in **Appendix A**.

Table 1: General Fund revenue outturn for 2023/24 financial year as at 30 June 2023

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Biodiversity and Environmental Services	1.388	1.339	1.438	0.099
Climate Change	2.303	2.132	2.243	0.111
Community Safety and Community Development	2.491	2.626	2.652	0.026
Health, Wellbeing and Leisure	0.727	0.946	0.951	0.005
Heritage, Culture, and the Arts	0.877	0.862	0.882	0.020
Housing	0.653	0.631	0.603	(0.028)
Strategy, Performance and Finance	6.056	6.873	7.295	0.422
Sustainable Economic Development	1.589	1.771	1.859	0.088
Net Cost of Services	16.084	17.180	17.923	0.743
Other Operating Expenditure	4.570	4.564	4.564	0.000
Finance & Investment Income/Expenditure	(0.859)	(0.859)	(1.182)	(0.323)
Taxation & Non-Specific Grant Income	(21.989)	(22.589)	(22.879)	(0.290)
Net Cost of Council Expenditure	(2.194)	(1.704)	(1.574)	0.130
Transfer to/(from) Usable Reserves	1.457	0.967	0.967	0.000
Transfer to/(from) Unusable Reserves	0.737	0.737	0.627	(0.110)
Transfer to/(from) General Reserves	0.000	0.000	(0.020)	(0.020)

- 1.2 An unfavourable variance of £0.743m is currently being projected on service budgets managed by business managers. This represents 4.33% of the total service budgets. A variance analysis is detailed at **Appendix A**.
- 1.3 There have been significant issues in recruitment seen across the Council over the last few financial years. This has been felt across the Local Government sector, with similar issues being seen in a number of neighbouring authorities. As a result of this, the forecast vacancy savings target for 2023/24 was increased from 4% to 5%.
- 1.4 An unfavourable variance of £0.561m on employee related expenditure includes £0.918m of vacancy savings target, representing 5% of the total budget for employees within each Business Unit. Actual vacancies forecast currently is a favourable variance of £0.357m, which represents 1.84% of the total employee budget. This is kept under regular review.
- 1.5 Non-Service expenditure is projected to have a favourable variance of £0.613m against the revised budget of £19.507m. These budgets primarily relate to income from council tax, national non-domestic rates (NNDR, or 'business rates') and investment interest. The favourable variance of £0.323m on Finance & Investment Income/Expenditure relates to increased investment interest income, based on higher than anticipated interest rates and higher investment balances. £0.240m of the £0.290m favourable variance on Taxation & Non-Specific Grant Income relates to a grant to mitigate the increase in cost for borne by the Council for the Internal Drainage Boards. The remaining £0.050m is made up of a number of smaller items of grant in relation to the various grant schemes that the Council have administered on behalf of the Department for Energy Security and Net Zero.

Current position (as at 30 June 2023): revised budget compared to original budget

1.6 There has been a net transfer of £0.490m from reserves in 2023/24 as at 30 June 2023. The transfers listed below to/from reserves were more than £0.050m in value. These total £0.414m:

Transfer from Reserves Relates to	Amount (£)	Directorate which received transfer
Carry Forwards Requests approved in the outturn report	(144,070)	Communities & Environment
Repairs and Renewals usage	(52,566)	Communities & Environment
Carry Forwards Requests approved in the outturn report	(179,027)	Housing, Health & Wellbeing
Carry Forwards Requests approved in the outturn report	(67,430)	Legal & Democratic Services
Transfer from Election Reserve for District and Parish election in May 2023	(181,295)	Legal & Democratic Services
Carry Forwards Requests approved in the outturn report	(283,267)	Planning & Growth
Carry Forwards Requests approved in the outturn report	(106,114)	Resources & Deputy Chief Executive
NNDR Surplus	600,000	Resources & Deputy Chief Executive

Overview of Projected Housing Revenue Account (HRA) Outturn for 2023/24

1.7 With reference to the 'Variance' column in Table 2, the HRA accounts show a projected unfavourable variance on the Net Cost of HRA Services against the revised budget of £0.400m and a reduced transfer to the Major Repairs Reserve of £0.131m:

Table 2: HRA revenue outturn for 2023/24 financial year as at 30 June 2023

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	20.029	20.463	20.703	0.240
Income	(27.730)	(27.764)	(27.605)	0.160
Net Cost of HRA Services	(7.701)	(7.302)	(6.902)	0.400
Other Operating Expenditure	0.142	0.142	0.142	0.000
Finance & Investment Income/Expenditure	3.504	3.504	3.235	(0.269)
Taxation & Non Specific Grant Income	0.000	0.000	0.000	0.000
(Surplus)/Deficit on HRA Services	(4.055)	(3.655)	(3.525)	0.131
Movements in Reserves				
Transfer to/(from) Usable Reserves	(0.527)	(0.927)	(0.927)	0.000
Transfer to/(from) Unusable Reserves	(5.880)	(5.880)	(5.880)	0.000
Transfer to/(from) Major Repairs Reserve	10.462	10.462	10.331	(0.131)
Total	0.000	0.000	0.000	0.000

1.8 The main reasons for the £0.400m unfavourable variance on services are detailed at **Appendix B**. In relation to the saving in the Finance & Investment Income/Expenditure line, this relates to a delay in the need to borrow external funds, as the cash flow management of the Council has meant that it doesn't need to borrow as early as originally anticipated.

Overview of Projected Capital Outturn 2023/24

1.9 The table below summarises the position for the Capital Programme as at 30 June 2023 and is split between General Fund and Housing Revenue Account.

	Original Budget £'m	Current Approved Budget £'m	Revised Budget updated for Approval £'m	Actual Spend to 30 June 2023 £'m	Forecast Outturn £'m
General Fund	66.354	88.125	79.795	7.664	79.795
Housing Revenue Account	23.045	29.916	29.916	1.205	29.916
Total	89.399	118.041	109.711	8.869	109.711

1.10 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Cabinet approve all variations to the Capital Programme. Following the meeting of 27 June 2023, the total approved budget was £118.041m including slippage from 2022/23. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

Additions/Reductions	£4.073m
Reprofiles	£(12.404)m
Total	£(8.330)m

1.11 If these variations are approved, then the revised budget will be reduced to £109.711m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendix D** (General Fund) and **Appendix E** (Housing Revenue Account).

Capital Programme Resources

1.12 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.

1.13 In summary, the revised budget of £109.711m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
Borrowing	18.182	13.897	32.079
External Grants & Contributions	41.749	0.029	41.778
Capital Receipts	2.398	2.416	4.814

Community Infrastructure Levy	5.600	0.000	5.600
Revenue Contributions	11.866	13.574	25.440
Total	79.795	29.916	109.711

Capital Receipts

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

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
Balance at 1 April 2023	0.000	1.249	0.000	1.249
Received up to end of June 2023	0.000	0.110	0.047	0.157
Estimated receipts for remainder of the financial year	2.398	0.267	0.744	3.408
Approved for financing	2.398	1.626	0.791	4.815
Available Capital receipts balance at 31 March 2024	0.000	0.000	0.000	0.000
Estimated Receipts 2024/25 - 2026/27	7.900	4.200	2.372	14.472
Approved for Financing 2024/25 - 2026/27	5.326	0.000	0.000	5.326
Estimated Uncommitted Balance	2.574	4.200	2.372	9.146

Prudential Indicators

1.15 The Treasury Management Code of Practice 2021 stipulates that quarterly update reports on prudential indicators are now required from 2023/24 onwards.

1.16 The prudential indicators are set within the Treasury Management Strategy, Capital Strategy and the Investment Strategy and the three strategies were approved by Audit and Governance Committee on 1 February 2023 and Full Council on 9 March 2023. The summary of the prudential indicators can be found at **Appendix F**.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 To consider the forecast outturn position for the 2023/24 financial year for the Council's General Fund and Housing Revenue Account revenue, Capital budgets and Prudential Indicators.

2.2 To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

2.3 This report will be presented to Cabinet on 12 September 2023 for approval.

3.0 Implications

In writing this report and in putting forward recommendation's 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.

General Fund, Housing Revenue Account Revenue and Capital Monitoring Outturn Report as at March 2023 to Cabinet on 27 June 2023.

General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 30 June 2023

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m. All amounts are in millions of pounds (£'m).

Biodiversity and Environmental Services - £0.099m		£'m
All	Vacancy Factor	0.084
All	Other Small Variances	0.015
Biodiversity and Environmental Services Total		0.099
Climate Change - £0.111m		£'m
Environmental Services	Salary underspend due to budget including 6 months of glass recycling service costs (now due to start in December) and vacancies, currently covered by agency staff	(0.058)
Environmental Services	Recycling income includes 6 months of glass recycling service, now due to start in December	0.067
Environmental Services	Garden Waste Collection income is up due to more customers than anticipated in the budget	(0.031)
Environmental Services	Recharge to HRA no longer includes a percentage for Farrar Close Utilities	0.014
Environmental Services	Vehicle inspection Fees are lower than anticipated at this point in the year	0.014
All	Vacancy Factor	0.116
All	Other Small Variances	(0.011)
Climate Change Total		0.111
Community Safety and Community Development - £0.026m		£'m
Housing Options, Health & Community Relations	Health & Community Relations x2 vacancies, x1 anticipated to be filled by the end of October and the Apprentice post not expected to be filled.	(0.036)
All	Vacancy Factor	0.104
All	Other Small Variances	(0.042)
Community Safety and Community Development Total		0.026
Health, Wellbeing and Leisure - £0.005m		£'m
All	Other Small Variances	0.005
Health, Wellbeing and Leisure Total		0.005
Heritage, Culture, and the Arts - £0.020m		£'m
Economic Growth & Visitor Economy	Promotion of Tourism - Vacancy for Development & Place Marketing Manager, estimated start date September 23	(0.029)
All	Vacancy Factor	0.045
All	Other Small Variances	0.004
Heritage, Culture, and the Arts Total		0.020
Housing - £(0.028)m		£'m
Housing Options, Health & Community Relations	3 Tenancy Support Officers within Housing Options are recharged to the Resettlement Schemes which are grant funded.	(0.055)
Housing Options, Health & Community Relations	Strategic Housing Apprentice post not being filled at this time.	(0.012)
Housing Options, Health & Community Relations	Health & Community Relations x2 vacancies, x1 anticipated to be filled by the end of October and the Apprentice post not expected to be filled.	(0.036)
All	Vacancy Factor	0.050
All	Other Small Variances	0.025
Resources & Deputy Chief Executive's Total		(0.028)
Strategy, Performance and Finance - £0.422m		£'m
ICT & Digital Services	Within the ICT team x1 FTE has recently reduced their hours to the equivalent of 0.6 FTE	(0.026)
ICT & Digital Services	The budget provision for Microsoft was set at 20% but the quote came in lower than 2022/23.	(0.040)
Financial Services	SLT favourable variance on salaries due to budgeted inflation at 5% and 3.5% actual increase	(0.020)
Financial Services	Financial Services favourable variance on salaries, due to x2 FTE vacancies, which are both due to be filled by the end of August 2023 along with the budgeted inflation at 5% and actual inflation being agreed for BM at 3.5%	(0.023)
Corporate Property	Newark Beacon rental and service charge income unfavourable variance due to 1 large tenant moving out that were taking up a number of units. Along with three further tenants due to move out. Also budgeted for PV income generation and panels not due to be fitted until December 2023.	0.115
Corporate Property	Surface Car Parks Newark income favourable variance due to more season tickets being sold	(0.025)
Corporate Property	Lorry Park cleaner retired, looking to included in the Council's corporate contract currently covered by agency	(0.015)
Corporate Property	Bowbridge Road Car Park not due for completion until January 2024. Unfavorable variance covered by saving on MRP.	0.075
Customer Services	Favourable variance currently due to vacancy in the team and maternity leave, reduced slightly by Advisor roles being regraded	(0.016)
Elections And Democratic Services	Estimated cost of new Cabinet arrangements, subject to review	0.018
All	Vacancy Factor	0.406
All	Other Small Variances	(0.027)
Strategy, Performance and Finance Total		0.422
Sustainable Economic Development - £0.088m		£'m
Planning Development	Land Charges Income - nationally, the housing market remains uncertain and alongside rises in interest rates, house sales are seeing a reduction, thus impacting on the conveyancing process.	0.017
Planning Development	Vacant Planning Officer to backfill post, awaiting procurement exercise for new system, forecast to start in October 23. GIS Officer and Ecology Officer post vacant during quarter 1.	(0.104)
Planning Development	Number of applications reduced reflecting national application submissions. Anticipated fee increase in September/October of 25% for non-major apps and 35% for major apps. No major applications currently anticipated. Planning application refunds accrued from previous years, offset against planning application income.	0.057
Economic Growth & Visitor Economy	Town Centre Management - Consultancy to cover maternity leave funded from part year Development & Place Marketing vacancy within the Tourism cost centre, as per SLT report May 23	0.023
All	Vacancy Factor	0.107
All	Other Small Variances	(0.012)
Sustainable Economic Development Total		0.088
General Fund Revenue Outturn Variance for Services		0.743

Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 30 June 2023

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m.

HRA - £0.400m	£'m
2 Vacancies in the Income Management Team, expected to be filled in September	(0.046)
Vacancies at Gladstone House, expected to be filled by Autumn	(0.027)
Weekly Income at Gladstone House reduced by 25% due to the Careline cover terminating in house service in 2022/23, not yet reflected in the budget.	0.080
Community Centres Rates charge dated back to 2016	0.143
Tenancy & Estates vacancies, anticipated to be filled in the autumn	(0.043)
Vacancy in Compliance Services, anticipated recruitment during September	(0.022)
Boughton Extra Care Scheme utilities usage is higher than expected and the tariff is currently under review	0.053
Broadleaves Meal Charge income unfavourable variance due to no weekend provision and residents opting out of the service	0.040
Yorke Drive losses Council Tax Voids forecast based on 2022/23 levels	(0.014)
Housing Rent Income is down due to Voids	0.031
Vacancy Factor - overall favourable variance on salaries and oncosts is equal to £0.210m	0.269
Other small variances	(0.064)
Total	0.400

Capital Budget Amendments**GENERAL FUND**

Original Budget	66.354	As per Council on 9 March 2023
Slippages Approved	21.772	As per Cabinet on 27 June 2023
Current Revised Budget	88.125	

Additions

Project	Capital Description	Additions / Reductions 23-24 £m	Comments
TA1221	SLC Fire Safety Remedial Works	0.375	Additional Budget as per PH Decision 22 March 2023
TA3056	NCWC Tudor Hall	0.099	Additional Budget as per PH Decision 17 April 2023
TB6171	S106 Clipstone Miners Welfare Trust	0.169	Additional Budget as per PH Decision 12 May 2023
TE3250	Shared Prosperity Fund year 1	-0.010	Additional Budget as per PH Decision 20 March 2023
TF3228	Homeless Hostel	0.310	Additional Budget as per PH Decision 4 April 2023
TF3267	Homes for Ukraine	2.860	Additional Budget as per PH Decision 15 March 2023
TF3268	Bridging Accomodation	0.270	Additional Budget as per PH Decision 15 March 2023
TA3063	Palace Backstage Safety Improvements	-0.005	Adjustment to budget agreed with S151 Officer
TA3058	Palace Theatre Fire Alarm Upgrade	0.005	Adjustment to budget agreed with S151 Officer
Total Additions/Reductions		4.073	

Reprofiling

Project	Capital Description	Additions / Reductions 23-24 £m	Comments
TT1000	Towns Fund - 32 Stodman Street Regeneration	-6.199	Reprofile budget to match current expectations
TF3231	Safer Streets 4	-0.125	£125k of the budget was moved to 2022/23
TB3155	Castle - Condition Works	-0.080	Reprofile budget to match current expectations
TC2007	Clipstone Holding Centre Purchase & Works	-6.000	Reprofile budget to match current expectations
Total Re profiling		-12.404	

General Fund Revised Budget	79.795	Recommended for approval at Cabinet
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HOUSING REVENUE ACCOUNT

Original Budget	23.045	As per Council on 9 March 2023
Slippages Approved	6.871	As per Cabinet on 27 June 2023
Current Revised Budget	29.916	

Additions/Reductions

Project	Capital Description	Additions / Reductions 23-24 £m	Comments
S91100	ROOF REPLACEMENTS	0.798	Movement of budget between schemes to reflect spending requirements
S91200	Kitchen & Bathrooms	-0.175	Movement of budget between schemes to reflect spending requirements
S91200	KITCHEN & BATHROOM CONVERSIONS	-1.625	Movement of budget between schemes to reflect spending requirements
S91218	Kitchen & Bathrooms	-0.594	Movement of budget between schemes to reflect spending requirements
S91218	Kit & Bathrooms	1.625	Movement of budget between schemes to reflect spending requirements
S91300	EXTERNAL FABRIC	-0.360	Movement of budget between schemes to reflect spending requirements
S91336	Ext Fab Works	-0.132	Movement of budget between schemes to reflect spending requirements
S91336	External Fabric Works	0.360	Movement of budget between schemes to reflect spending requirements
S91400	DOORS & WINDOWS	-0.204	Movement of budget between schemes to reflect spending requirements
S91412	Doors & Windows Works	0.204	Movement of budget between schemes to reflect spending requirements

S91511	Walls Re-Rendering	-0.020	Movement of budget between schemes to reflect spending requirements
S91511	Walls Re-Rendering	-0.060	Movement of budget between schemes to reflect spending requirements
S93100	ELECTRICAL	-0.720	Movement of budget between schemes to reflect spending requirements
S93115	Rewires	0.720	Movement of budget between schemes to reflect spending requirements
S93500	Heating and Boilers	-0.015	Movement of budget between schemes to reflect spending requirements
S93500	HEATING	-0.300	Movement of budget between schemes to reflect spending requirements
S93600	ENERGY EFFICIENCY	-0.082	Movement of budget between schemes to reflect spending requirements
S93622	Solar PV	0.206	Movement of budget between schemes to reflect spending requirements
S93625	Thermal Comfort	0.185	Movement of budget between schemes to reflect spending requirements
S93625	Thermal Comfort	0.060	Movement of budget between schemes to reflect spending requirements
S93626	Decarbonisation	0.162	Movement of budget between schemes to reflect spending requirements
S93626	Decarbonisation	0.300	Movement of budget between schemes to reflect spending requirements
S95100	GARAGE FORECOURTS	-0.090	Movement of budget between schemes to reflect spending requirements
S95115	Resurfacing Works	0.090	Movement of budget between schemes to reflect spending requirements
S95200	ENVIRONMENTAL WORKS	-0.278	Movement of budget between schemes to reflect spending requirements
S95200	ENVIRONMENTAL WORKS	-0.030	Movement of budget between schemes to reflect spending requirements
S95400	Void Works	0.220	Movement of budget between schemes to reflect spending requirements
S97400	DISABLED ADAPTATIONS	-0.600	Movement of budget between schemes to reflect spending requirements
S97416	Major Adaptations	0.500	Movement of budget between schemes to reflect spending requirements
S97417	Minor Adaptations	0.040	Movement of budget between schemes to reflect spending requirements
S97417	Minor Adaptations	0.008	Movement of budget between schemes to reflect spending requirements
S97418	Adaptation Stair Lift/Ho	0.060	Movement of budget between schemes to reflect spending requirements
S97418	Adaptation Stair Lift/Ho	0.004	Movement of budget between schemes to reflect spending requirements
S98103	Structural Surveys - Eivated Walkways	0.075	Movement of budget between schemes to reflect spending requirements
S98105	Compartmentalisaiton in Roof Space	-0.170	Movement of budget between schemes to reflect spending requirements
S98106	Inspection & Install Ligtening Conductors	-0.075	Movement of budget between schemes to reflect spending requirements
S98106	Inspection & Install Ligtening Conductors	-0.075	Movement of budget between schemes to reflect spending requirements
S99100	PROPERTY INVESTMENT CONTINGENCY	-0.012	Movement of budget between schemes to reflect spending requirements
SA1064	Phase 3 - Cluster 4	-0.409	Movement of budget between schemes to reflect spending requirements
SA1073	Phase 4 Cluster 3	0.666	Movement of budget between schemes to reflect spending requirements
SA1074	Phase 4 Cluster 4	-0.091	Movement of budget between schemes to reflect spending requirements
SA1075	Phase 4 Cluster 5	0.257	Movement of budget between schemes to reflect spending requirements
SA1080	Phase 5	-0.824	Movement of budget between schemes to reflect spending requirements
SA1087	Phase 5 Cluster 7	0.400	New cluster set up, budget moved from overarching Phase 5 budget

Total Additions/Reductions **0.000**

Reprofiling

Project	Capital Description	Additions / Reductions 23-24 £m	Comments
	Total Re profiling	0.000	

HRA Revised budget for approval	29.916	Recommended for approval at Cabinet
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Total Additions/Reductions	4.073	
Total Re profiling	-12.404	
Total Revised Budget	109.711	

General Fund - Spend against budget - Estimated in year

Project	Capital Description	Original Budget 2023/24	Slippage Proposed	Original budget 23/24 including slippage	Proposed variations as per Appendix C	Revised Budget including future proposed variations	Actuals to 30 June 2023	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Under	Comments - Spend to date
TB2257	Playground Equipment Improvement Programme	249,200	0	249,200	0	249,200	0	249,200	0	249,200	0	14.07.23 orders have been placed, works due to start any time now.
TB3142	Binrastructure Wrap Grant	0	1,094	1,094	0	1,094	0	1,094	0	1,094	0	
TB3143	Vicar Water Embankment Works	0	0	0	0	0	0	0	0	0	0	
TC3131	London Road Library Gardens	0	0	0	0	0	23	0	0	23	23	
	Biodiversity and Environmental Services	249,200	1,094	250,294	0	250,294	23	250,294	0	250,317	23	
TA3062	Beacon EV Chargepoints	36,850	0	36,850	0	36,850	0	0	36,850	36,850	0	
TB2253	Vehicles & Plant (NSDC)	1,187,800	16,561	1,204,360	0	1,204,360	39,182	1,048,064	117,115	1,204,361	0	14.07.23 vehicles that need to be ordered have been to date.
TB2255	Glass Recycling Transfer Station	38,400	0	38,400	0	38,400	0	0	38,400	38,400	0	14.07.23 still to agree final design. May need to use some budget from Bin purchases if costs are higher than expected.
TB2256	Glass Recycling Bin Purchase	1,411,909	0	1,411,909	0	1,411,909	0	0	1,411,909	1,411,909	0	14.07.23 consultation period finished, therefore initial bin purchase can be arranged.
TC3136	Climate Change	75,000	18,300	93,300	0	93,300	0	0	93,300	93,300	0	speak to SY
TC3154	Solar PV	0	629,650	629,650	0	629,650	0	426,523	203,127	629,650	0	14.07.23 works due to start in October 23
TC3158	Upgrade Charging point at Castle House	50,000	0	50,000	0	50,000	0	0	50,000	50,000	0	14.07.23 looking into working with NCC.
	Climate Change	2,799,959	664,510	3,464,469	0	3,464,469	39,182	1,474,587	1,950,701	3,464,470	1	
TF2000	CCTV Replacement Programme	90,500	50,000	140,500	0	140,500	10,052	10,053	120,395	140,500	-0	26.07.23 ASB review
TA3097	Yorke Drive Regeneration and Community Facility	3,054,281	344,102	3,398,383	0	3,398,383	0	1,518	3,396,865	3,398,383	-0	14.07.23 going to planning committee in August.
TB6154	Community Facilities Provision Community & Activity Village (inc S106)	0	45,000	45,000	0	45,000	30,409	0	14,591	45,000	-0	
TB6165	S106 Community Facilities to SOT	0	239,620	239,620	0	239,620	0	0	239,620	239,620	0	14.07.23 progress update with Parish Council today.
TB6171	S106 Clipstone Miners Welfare Trust	0	0	0	169,169	169,169	169,169	0	0	169,169	-0	14.07.23 Scheme complete.
TF3231	Safer Streets 4	305,000	0	305,000	-125,000	180,000	3,353	0	176,647	180,000	0	26.07.23 working towards the September deadline
TF3232	Rural Crime and Prevention	39,000	0	39,000	0	39,000	0	0	39,000	39,000	0	26.07.23 works due around Forest corner
	Community Safety and Community Development	3,488,781	678,722	4,167,503	44,169	4,211,672	212,983	11,571	3,987,118	4,211,672	-0	
TA1221	SLC Fire Safety Remedial Works	0	17,000	17,000	374,500	391,500	16,079	750	374,671	391,500	-0	14.07.23 currently negotiating with contractor to agree spec and start date

TB6162	Magnus Academy Hockey Pitch	0	9,844	9,844	0	9,844	-7,983	7,892	9,935	9,844	0	14.07.23 retention release due end of July. Scheme complete.
	Health, Wellbeing and Leisure	0	26,844	26,844	374,500	401,344	8,095	8,642	384,606	401,344	-0	
TA3053	Museum Improvements	184,294	35,283	219,577	0	219,577	-4,655	39,938	184,294	219,577	0	
TA3056	NCWC Tudor Hall	0	178,830	178,830	99,460	278,290	984	12,697	264,609	278,290	-0	14.07.23 start on site on 31 July due to be complete by early in the new year.
TA3057	Palace Theatre Lighting	0	11,263	11,263	0	11,263	-2,000	2,000	11,263	11,263	-0	move into below
TA3058	Palace Theatre Fire Alarm Upgrade	0	51,000	51,000	5,040	56,040	0	120	55,920	56,040	0	14.07.23 in design phase at the moment, but will need to be delivered during dark period - move to 2024/25
TA3063	Palace Backstage Safety Improvements	59,526	0	59,526	-5,040	54,486	0	54,486	0	54,486	0	14.07.23 Scheme complete
TB3155	Castle - Condition Works	0	160,105	160,105	-80,000	80,105	38,796	30,658	10,651	80,105	0	14.07.23 profile £80k to 24/25 for phase 2 of the works
TB3160	Castle Electrical Upgrade & Fire Alarm	0	8,757	8,757	0	8,757	0	0	8,757	8,757	-0	14.07.23 scheme complete budget not required.
	Heritage, Culture and the Arts	243,820	445,238	689,058	19,460	708,518	33,125	139,899	535,494	708,518	0	
TF6011	Private Sector Disabled Facilities Grants	700,000	151,814	851,814	0	851,814	62,191	4,530	785,093	851,814	0	26.07.23 referrals received as expected
TF6012	Discretionary Disabled Facilities Grants	90,000	19,697	109,697	0	109,697	13,612	0	96,085	109,697	0	26.07.23 top ups on the above, as expected
TF3228	Homeless Hostel	550,000	818,722	1,368,722	310,000	1,678,722	418,483	845,742	414,498	1,678,723	0	14.07.23 internal works started, due to complete in December 23.
TF3267	Homes for Ukraine	0	0	0	2,860,000	2,860,000	330	1,155	2,858,515	2,860,000	0	
TF3268	Bridging Accommodation	0	0	0	270,000	270,000	165	0	269,835	270,000	0	
TF6807	Warm Homes on Prescription	70,000	31,728	101,728	0	101,728	5,213	0	96,515	101,728	0	
	Housing	1,410,000	1,021,961	2,431,961	3,440,000	5,871,961	499,994	851,427	4,520,541	5,871,962	1	
TC3152	Target Hardening - GF	0	37,552	37,552	0	37,552	1,060	33,997	2,495	37,552	0	14.07.23 works at vicar water due to start by the end of July.
TA3060	Beacon - New Boiler	61,525	0	61,525	0	61,525	0	0	61,525	61,525	0	14.07.23 bio mass boiler suppliers have withdrawn from the market. Investigating other options, which will come out of future decarb surveys.
TA3061	Beacon - LED lights	81,995	0	81,995	0	81,995	0	0	81,995	81,995	0	14.07.23 will be procuring the works in order to deliver in this financial year
TC3140	Car Park Ticket Machine Replacement	0	0	0	0	0	0	0	0	0	0	
TC3016	Legionella Remedial Works	0	17,771	17,771	0	17,771	4,057	0	13,714	17,771	0	
TC3134	Works to SFACC	0	10,344	10,344	0	10,344	9,313	0	1,031	10,344	0	14.07.23 final stage of the project nearly complete
TC3135	Works to Buttermarket	0	92,997	92,997	0	92,997	16,435	1,815	74,746	92,996	-0	14.07.23 refurb works nearly complete. Currently testing the market for the final stage of the project.
TC3138	Lord Hawke Way Remedial Work & Bond	0	185,000	185,000	0	185,000	-2,250	2,596	184,654	185,000	-0	14.07.23 the road has now been adopted.
TC3142	Common Lighting at Industrial Estates	65,497	0	65,497	0	65,497	0	0	65,497	65,497	0	
TC3143	Roller Shutter Doors at Industrial Units	224,750	0	224,750	0	224,750	0	15,695	209,055	224,750	0	
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	0	104,670	104,670	0	104,670	12,996	73,644	18,030	104,670	0	14.07.23 installation will be ongoing throughout the year

TC3145	Fire Signage and Emergency Lighting at Industrial Units	222,500	0	222,500	0	222,500	0	0	222,500	222,500	0	
TC3146	Electrical Upgrades to Industrial Units	0	207,000	207,000	0	207,000	0	0	207,000	207,000	0	
TC3148	RHH Units Fit Out	0	50,676	50,676	0	50,676	0	0	50,675	50,675	-0	14.07.23 one final tenant to pay for fit out.
TC3155	Security Gates Burma Road, Clipstone, S'well, SOT, SFACC	25,000	0	25,000	0	25,000	0	0	25,000	25,000	0	
TC3156	Jubilee Bridge Works	333,500	0	333,500	0	333,500	0	0	333,500	333,500	0	14.07.23 works have been tendered, not yet awarded
TC3157	Female only Shower Block Lorry Park	60,000	0	60,000	0	60,000	0	0	60,000	60,000	0	
TE3250	Shared Prosperity Fund year 1	59,750	20,000	79,750	-9,686	70,064	0	0	70,064	70,064	0	
TE3251	Rural England Prosperity Fund	446,000	0	446,000	0	446,000	0	0	446,000	446,000	0	
TA3286	Information Technology Investment	335,000	599,596	934,596	0	934,596	161,414	380,265	392,916	934,595	-0	14.07.23 equipment is arriving now.
TC2006	Purchase of Land at Bowbridge Road	0	625,819	625,819	0	625,819	14,508	15,343	595,969	625,819	0	14.07.23 out to tender at the moment, return date 4 august. If progresses to plan completion would be around January 24
TC2007	Clipstone Holding Centre	7,320,000	794,319	8,114,319	-6,000,000	2,114,319	25,870	0	2,088,449	2,114,319	0	14.07.23 tenders received for design for planning by the end of the financial year.
TC2008	Vicar Water Country park	0	65,000	65,000	0	65,000	0	0	65,000	65,000	0	14.07.23 update to be brought back to next meeting
TE3268	Southern Link Road Contribution	20,500,000	7,384,606	27,884,606	0	27,884,606	5,093,595	10,750	22,780,261	27,884,606	-0	14.07.23 - check
TG1003	Housing Regeneration Loan Facility	8,646,868	2,761,203	11,408,071	0	11,408,071	50,000	0	11,358,071	11,408,071	0	
	Strategy, Performance and Finance	38,382,385	12,956,551	51,338,936	-6,009,686	45,329,250	5,386,998	534,105	39,408,147	45,329,250	0	
TB3154	Castle Gatehouse Project	3,509,548	500,968	4,010,515	0	4,010,515	15,651	69,349	3,925,515	4,010,515	-0	
TI1002	A1 Overbridge Improvements	5,540,000	60,000	5,600,000	0	5,600,000	0	0	5,600,000	5,600,000	0	14.07.23 quote received to take up to planning application stage.
TI1000	Towns Fund - 32 Stodman Street Regeneration	6,830,046	1,564,038	8,394,084	-6,198,655	2,195,429	70,877	124,552	2,000,000	2,195,430	0	14.07.23 works are due to start around September 23
TI1002	Towns Fund - Contribution to IASI	3,000,000	3,801,620	6,801,620	0	6,801,620	1,431,493	5,272,974	97,153	6,801,619	-0	14.07.23 progressing well to date.
TI1005	Towns Fund - Cycle Town	0	50,000	50,000	0	50,000	0	2,522	47,478	50,000	0	
TI1006	Towns Fund - Cultural Heart of Newark	900,000	0	900,000	0	900,000	0	0	900,000	900,000	0	
	Sustainable Economic Development	19,779,594	5,976,625	25,756,219	-6,198,655	19,557,564	1,518,022	5,469,397	12,570,146	19,557,564	-0	
	GRAND TOTAL	66,353,739	21,771,546	88,125,285	-8,330,212	79,795,073	7,698,422	8,739,922	63,356,753	79,795,097	25	

HRA - Spend against budget - Estimated in year

Project	Capital Description	Original Budget 2023/24	Slippage Proposed	Original budget 23/24 including slippage	Future Proposed Variations	Revised Budget including Variations for Approval	Actuals to 30 June 2023	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Under	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME												
S91100	ROOF REPLACEMENTS	480,000	0	480,000	797,779	1,277,779	109,578	223,164	945,037	1,277,780	0	06.07.23 predicting full spend in this FY as output is increasing
S91115	Roof Replacement Works	0	0	0	0	0	0	0	0	0	0	
S91116	Flat Roof Replacement Work	0	0	0	0	0	0	0	0	0	0	
S711	ROOF REPLACEMENTS	480,000	0	480,000	797,779	1,277,779	109,578	223,164	945,037	1,277,780	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	1,800,000	0	1,800,000	-1,800,000	0	-17,776	17,776	0	0	0	
S91218	Kit & Bathrooms	0	593,787	593,787	1,031,213	1,625,000	156,663	505,009	963,328	1,625,000	0	06.07.23 expected to spend full budget this FY, potential to be overspent but will review in September. 47 jobs completed and an estimated total of 180-190 to be completed in this FY
S712	KITCHEN & BATHROOM CONVERSIONS	1,800,000	593,787	2,393,787	-768,787	1,625,000	138,887	522,785	963,328	1,625,000	0	
S91300	EXTERNAL FABRIC	360,000	0	360,000	-360,000	0	0	0	0	0	0	
S91336	External Fabric Works	0	132,451	132,451	227,549	360,000	3,366	68,454	288,180	360,000	-0	06.07.23 predicting full spend in this FY contractor only just started and has been set up for next 4 years so works should pick up. Potential for overspent but will review in September
S713	EXTERNAL FABRIC	360,000	132,451	492,451	-132,451	360,000	3,366	68,454	288,180	360,000	-0	
S91400	DOORS & WINDOWS	204,000	0	204,000	-204,000	0	0	0	0	0	0	
S91412	Doors & Windows Works	0	101,267	101,267	204,000	305,267	48,199	74,879	182,189	305,267	0	06.07.23 predicting full spend of budget this FY increasing output with Nationwide.
S714	DOORS & WINDOWS	204,000	101,267	305,267	0	305,267	48,199	74,879	182,189	305,267	0	
S91500	OTHER STRUCTURAL	60,000	71,793	131,793	0	131,793	11,659	45,730	74,404	131,793	-0	06.07.23 overspend expected, looking to source money from other projects. Few jobs in the coming months that will fully spend budget.
S91511	Walls Re-Rendering	60,000	20,000	80,000	-80,000	0	0	0	0	0	0	
S715	OTHER STRUCTURAL	120,000	91,793	211,793	-80,000	131,793	11,659	45,730	74,404	131,793	-0	
S93100	ELECTRICAL	720,000	0	720,000	-720,000	0	0	0	0	0	0	
S93115	Rewires	0	0	0	720,000	720,000	152,906	248,876	318,218	720,000	0	07.07.23 51 jobs signed off, averaging 4 per week, therefore predicting full spend of budget with works continuing at the same rate (200 properties per year)
S731	ELECTRICAL	720,000	0	720,000	0	720,000	152,906	248,876	318,218	720,000	0	
S93500	HEATING	660,000	0	660,000	-315,065	344,935	156,627	189,450	31,767	377,844	32,909	07.07.23 predicting full spend of budget
S93510	Heating/Boilers	0	51,091	51,091	0	51,091	-95,490	113,737	0	18,247	-32,844	
S735	HEATING	660,000	51,091	711,091	-315,065	396,026	61,137	303,187	31,767	396,091	65	
S93600	ENERGY EFFICIENCY	180,000	181,785	361,785	-81,785	280,000	120	83,440	196,440	280,000	-0	
S93622	PV Invertors	0	0	0	206,238	206,238	0	0	206,451	206,451	213	
S93625	Thermal Comfort	200,000	0	200,000	245,000	445,000	0	0	445,000	445,000	0	13.07.23 currently going through procurement, potential to be on site next month
S93626	Decarbonisation	0	0	0	461,850	461,850	0	0	461,850	461,850	0	13.07.23 government and MSDC funded to spend
S736	ENERGY EFFICIENCY	380,000	181,785	561,785	831,303	1,393,088	120	83,440	1,309,741	1,393,301	213	
S95100	GARAGE FORECOURTS	90,000	0	90,000	-90,000	0	0	0	0	0	0	
S95109	Garages	30,000	0	30,000	0	30,000	0	0	30,000	30,000	0	13.07.23 no works identified yet
S95115	Resurfacing Works	0	26,332	26,332	90,000	116,332	-24,013	55,013	85,332	116,332	0	06.07.23 expecting full spend, £24,000 order to be done by the end of the month
S751	GARAGE FORECOURTS	120,000	26,332	146,332	0	146,332	-24,013	55,013	115,332	146,332	0	

Project	Capital Description	Original Budget 2023/24	Slippage Proposed	Original budget 23/24 including slippage	Future Proposed Variations	Revised Budget including Variations for Approval	Actuals to 30 June 2023	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Under	Comments - Spend to date
S95200	ENVIRONMENTAL WORKS	180,000	277,779	457,779	-307,779	150,000	5,000	13,000	132,000	150,000	0	
S95203	Car Parking Schemes	120,000	87,506	207,506	0	207,506	40,115	47,302	119,999	207,506	-0	06.07.23 predicting full spend in this FY, few issues with waiting for Notts CC when requesting drop curbs that are delaying works until October/November
S95208	Roewood Lane Sewerage Treatment Station	0	0	0	0	0	0	0	0	0	0	
S95250	Communal Lighting	24,000	0	24,000	0	24,000	0	0	24,000	24,000	0	07.07.23 no works identified yet
S95252	Flood Defence Systems	12,000	0	12,000	0	12,000	0	0	12,000	12,000	0	13.07.23 potential works for x2 flood doors in the next few months
S95253	Play Areas	100,000	4,000	104,000	0	104,000	0	100,000	4,000	104,000	0	
S95254	Estate Remodelling	78,000	0	78,000	0	78,000	3,238	25,157	49,604	78,000	-0	
S95303	Target Hardening - HRA	0	0	0	0	0	0	0	0	0	0	
S95304	Tithe Barn Court & Queens Court Door Entry System - Safer Streets 4	0	28,659	28,659	0	28,659	709	27,982	0	28,692	33	
S95400	Void Works	0	0	0	220,000	220,000	24,897	195,103	0	220,000	0	
S752	ENVIRONMENTAL WORKS	514,000	397,944	911,944	-87,779	824,165	73,960	408,634	341,603	824,197	32	
S97100	ASBESTOS	60,000	30,420	90,420	0	90,420	2,966	15,737	68,347	87,050	-3,370	
S97115	Asbestos Surveys	0	0	0	0	0	0	0	0	0	0	
S97116	Asbestos Removal	0	0	0	0	0	-487	3,856	0	3,370	3,370	
S771	ASBESTOS	60,000	30,420	90,420	0	90,420	2,479	19,594	68,347	90,420	-0	
S97200	FIRE SAFETY	60,000	87,913	147,913	0	147,913	0	17,546	143,356	160,902	12,989	10.07.23 change of contractors has held up works, predicting that this will be fully spent
S97218	Enhanced Fire Risk Assessments	0	0	0	0	0	-15,484	2,495	0	-12,989	-12,989	
S97221	Fire Risk Assessments	0	0	0	0	0	-83,988	83,988	0	0	0	
S772	FIRE SAFETY	60,000	87,913	147,913	0	147,913	-99,471	104,029	143,356	147,913	0	
S97300	DDA IMPROVEMENTS	24,000	0	24,000	0	24,000	0	0	24,000	24,000	0	05.07.23 no works identified yet but keep budget the same as a provision as referrals may come through, if nothing is received then this money can be used for major/minor adaptations
S773	DDA IMPROVEMENTS	24,000	0	24,000	0	24,000	0	0	24,000	24,000	0	
S97400	DISABLED ADAPTATIONS	600,000	0	600,000	-600,000	0	0	0	0	0	0	
S97416	Major Adaptations	0	0	0	500,000	500,000	114,169	337,432	48,399	500,000	0	05.07.23 expenditure dependant on OT1 referrals, will need to review budget in next quarter when we have a better idea of expenditure
S97417	Minor Adaptations	0	0	0	47,864	47,864	5,333	42,531	0	47,864	-0	05.07.23 expenditure dependant on OT1 referrals, will need to review budget in next quarter when we have a better idea of expenditure
S97418	Adaptation Stair Lift/Ho	0	0	0	63,929	63,929	20,561	43,368	0	63,929	0	05.07.23 expected to spend full budget amount this FY
S774	DISABLED ADAPTATIONS	600,000	0	600,000	11,793	611,793	140,063	423,331	48,399	611,793	0	
S97500	LEGIONELLA	36,000	0	36,000	0	36,000	0	36,000	0	36,000	0	07.07.23 18 jobs raised with MITIE for roughly £6k, expecting full spend of budget this FY
S775	LEGIONELLA	36,000	0	36,000	0	36,000	0	36,000	0	36,000	0	
S98103	BUILDING SAFETY	0	0	0	0	0	0	0	0	0	0	
S98101	Fire Alarm Systems	0	0	0	0	0	0	0	0	0	0	
S98102	Sprinkler System	310,000	97,000	407,000	0	407,000	0	0	407,000	407,000	0	10.07.23 design works being done for one job that will use full budget
S98103	Structural Surveys - Elevated Walkways	8,000	8,000	16,000	75,000	91,000	0	0	91,000	91,000	0	10.07.23 still sourcing contractor
S98104	Scooter Shed	0	0	0	0	0	0	0	0	0	0	
S98105	Compartmentalisation in Roof Space	256,200	170,000	426,200	-170,000	256,200	0	0	256,200	256,200	0	10.07.23 new contractor works to begin inspections soon, after these are done we will know the expenditure expected
S98106	Inspection & Install Lightning Conductors	75,000	75,000	150,000	-150,000	0	0	0	0	0	0	
S98107	Aerial Inspections	0	0	0	0	0	0	0	0	0	0	
S781	BUILDING SAFETY	649,200	350,000	999,200	-245,000	754,200	0	0	754,200	754,200	0	

Project	Capital Description	Original Budget 2023/24	Slippage Proposed	Original budget 23/24 including slippage	Future Proposed Variations	Revised Budget including Variations for Approval	Actuals to 30 June 2023	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Under	Comments - Spend to date
S99100	PROPERTY INVESTMENT CONTINGENCY	60,000	0	60,000	-11,793	48,207	0	0	48,207	48,207	0	
S99102	Housing Capital Fees	343,120	0	343,120	0	343,120	-22,341	26,565	338,896	343,120	0	
S791	UNALLOCATED FUNDING	403,120	0	403,120	-11,793	391,327	-22,341	26,565	387,103	391,327	0	
	SUB TOTAL PROPERTY INVESTMENT	7,190,320	2,044,783	9,235,103	0	9,235,103	596,529	2,643,682	5,995,204	9,235,415	312	
	AFFORDABLE HOUSING	0	-0	-0	110,000	0	0	0	0	0	-0	
SA1031	Site Acquisition (Inc RTB)	0	1,779,312	1,779,312	0	1,779,312	0	750	1,778,562	1,779,312	0	13.07.23 Church Circle, Ollerton and The Crescent Bilsthorpe - with Legal, doing ground works at the moment.
SA1033	Estate Regeneration	5,973,550	222,791	6,196,340	0	6,196,340	-61,996	69,060	6,189,276	6,196,340	0	
SA1047	New Build Contingency	0	179,871	179,871	0	179,871	0	0	179,871	179,871	1	
SA1048	Boughton Extra Care	0	295,347	295,347	0	295,347	-1,724	8,456	288,615	295,347	0	13.07.23 retention challenge with administrators to NSDC favor counter claim has been submitted.
SA1060	Phase 3	0	0	0	0	0	-410	0	409	-0	-0	
SA1063	Phase 3 - Cluster 3	0	0	0	0	0	-29,759	0	29,759	0	0	01.06.23 cluster is completed but still owe retention to Woodheads
SA1064	Phase 3 - Cluster 4	0	1,008,464	1,008,464	-408,500	599,964	1,477	4,242	594,245	599,965	0	13.07.23 one site remaining - 17 Northgate. Starting back on site August 23, to be completed by January 24.
SA1070	Phase 4	0	42,023	42,023	0	42,023	0	0	42,023	42,023	0	
SA1071	Phase 4 Cluster 1	0	0	0	0	0	-56,537	0	56,537	-0	-0	01.06.23 cluster is completed but still owe retention to Woodheads - totals E56k
SA1072	Phase 4 Cluster 2	0	0	0	0	0	-19,440	0	19,440	0	0	01.06.23 completed but still owe retention to Woodheads - totals E19k
SA1073	Phase 4 Cluster 3	0	275,802	275,802	666,200	942,002	513,599	317,999	110,405	942,003	0	13.07.23 one site complete, others due to be complete between August and September.
SA1074	Phase 4 Cluster 4	0	113,228	113,228	-91,000	22,228	17,465	4,806	0	22,272	44	01.06.23 cluster is complete apart from retention E2k
SA1075	Phase 4 Cluster 5	0	878,262	878,262	257,100	1,135,362	162,696	859,522	113,144	1,135,362	-0	13.07.23 cluster due for completion in December 23.
SA1080	Phase 5	9,300,000	19,599	9,319,599	-823,800	8,495,799	11,276	44,003	8,440,520	8,495,799	0	
SA1081	Phase 5 Cluster 1	0	0	0	0	0	0	0	0	0	0	
SA1082	Phase 5 Cluster 2	0	0	0	0	0	0	0	0	0	0	
SA1083	Phase 5 Cluster 3	0	0	0	0	0	0	0	0	0	0	
SA1084	Phase 5 Cluster 4	0	0	0	0	0	0	0	0	0	0	
SA1085	Phase 5 Cluster 5	0	0	0	0	0	0	0	0	0	0	
SA1086	Phase 5 Cluster 6	0	0	0	0	0	0	0	0	0	0	
SA1087	Phase 5 Cluster 7	0	0	0	400,000	400,000	0	0	400,000	400,000	0	
SC2000	Careline Analogue to Digital	60,000	11,955	71,955	0	71,955	0	22,339	49,616	71,955	-0	
SC2002	New Housing Management System	521,000	0	521,000	0	521,000	71,513	118,139	331,347	521,000	-0	14.07.23 chosen supplier received orders, on programme.
	SUB TOTAL AFFORDABLE HOUSING	15,854,550	4,826,653	20,681,202	-0	20,681,202	608,161	1,449,317	18,623,769	20,681,248	45	
		0	0	0	0	0	0	0	0	0	0	
	GRAND TOTAL	23,044,870	6,871,436	29,916,306	-0	29,916,306	1,204,690	4,092,999	24,618,974	29,916,662	357	

Prudential and Treasury Indicators for 2023-24 as of 30 June 2023

Treasury Strategy Indicators - Borrowing	2023/24 Original Estimate / Limit £'000	2023/24 Revised Estimate / Limit £'000	2023/24 Q1 Actual £'000	Compliance
<u>Operational Boundary for External Debt</u>	182,926	184,852	90,479	Yes

For further information on this prudential indicator please see the Treasury Management Strategy, Page 5 to 6

<u>Authorised Limit for External Debt</u>	190,126	192,052	90,479	Yes
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For further information on this prudential indicator please see the Treasury Management Strategy, Page 6

<u>HRA Debt Limit</u>	144,627	144,627	85,929	Yes
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For further information on this prudential indicator please see the Treasury Management Strategy, Page 6

Maturity Structure of Borrowing

Under 12 months	15%	15%	7%	Yes
12 months and within 24 months	15%	15%	3%	
24 months and within 5 years	30%	30%	15%	
5 years and within 10 years	100%	100%	18%	
10 years and above	100%	100%	57%	

For further information on this prudential indicator please see the Treasury Management Strategy, Page 7

Treasury Strategy Indicator - Investing

<u>Credit risk indicator (Minimum Average Portfolio Rating)</u>	A	A	AA	Yes
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For further information on this prudential indicator please see the Treasury Management Strategy, Page 14

Liquidity risk indicator

3 months	100%	100%	20%	Yes
3 – 12 months	80%	80%	43%	
Over 12 months	60%	60%	37%	

For further information on this prudential indicator please see the Treasury Management Strategy, Page 14

Interest rate risk indicator

Upper limit on one-year revenue impact of a 1% rise in interest rates	£200,000	£200,000	£182,550	Yes
Upper limit on one-year revenue impact of a 1% fall in interest rates	£200,000	£200,000	£182,550	

For further information on this prudential indicator please see the Treasury Management Strategy, Page 14

Price risk indicator

Limit on principal invested beyond year end	£15m	£15m	£12.5m	Yes
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For further information on this prudential indicator please see the Treasury Management Strategy, Page 14

Capital Strategy Indicators	2023/24 Original Estimate / Limit £'000	2023/24 Revised Estimate / Limit £'000	2023/24 Q1 Actual £'000
<u>Capital Expenditure & Financing</u>			
General Fund services	57,707	68,387	7,614
Council housing (HRA)	23,045	29,916	1,205
Capital Loan (GF)	8,647	11,408	50
Total Capital Expenditure	89,399	109,711	8,869
Capital Grants	26,073	41,778	3,377
Other Contributions	8,548	5,600	453
Capital Resources	5,738	4,814	389

Revenue / Major Repairs Reserve	18,777	25,440	2,057
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Borrowing	30,263	32,079	2,593
Total Capital Financing	89,399	109,711	8,869

For further information on this prudential indicator please see the Capital Strategy, Page 3 to 4

Capital Financing Requirement (CFR)

General Fund services	52,139	47,678	38,510
Council housing (HRA)	113,979	120,365	111,003
Capital investments	11,408	11,408	50
Total CFR	177,526	179,451	149,563

For further information on this prudential indicator please see the Capital Strategy, Page 5

Proportion of financing costs to net revenue stream

General Fund;

MRP Charge	765	623	0
Interest Payable	397	330	15
Less: Investment Income	-1,642	-1,902	-465
Total GF Financing costs	-480	-949	-450
Proportion of net revenue stream	-2.61%	-4.20%	-8.19%

Housing Revenue Account;

Interest Payable	3,624	3,240	704
Depreciation	5,994	5,994	0
MRR Contributions incl debt repayments	4,851	4,337	1,000
Less: Investment Income	-5	-5	0
Total HRA Financing costs	14,464	13,566	1,704
Proportion of net revenue stream	54.52%	54.37%	27.32%

For further information on this prudential indicator please see the Capital Strategy, Page 9

<u>Investment Strategy Indicators</u>	2023/24	2023/24	2023/24	Compliance
	Original Estimate / Limit £'000	Revised Estimate / Limit £'000	Q1 Actual £'000	

Loans for service purposes

Subsidiaries	13,000	13,000	50	Yes
Local businesses	500	500	-	
Local charities	500	500	-	
Other Bodies	500	500	25	
Total	14,500	14,500	75	

For further information on this prudential indicator please see the Investment Strategy, Page 2

Net income from service investments to net revenue stream

Total General Fund Service Investment Income	1,642	1,902	465	NA
Proportion of net revenue stream	8.92%	8.42%	8.46%	

Total Housing Revenue Account Service Investment Income	5	5	0	
Proportion of net revenue stream	0.02%	0.02%	0.00%	

For further information on this prudential indicator please see the Investment Strategy, Page 2

Shares held for service purposes

Subsidiaries	5,000	5,000	4,001	Yes
Suppliers	-	-	-	
Local businesses	-	-	-	
Total	5,000	5,000	4,001	

For further information on this prudential indicator please see the Investment Strategy, Page 3

Forward Plan

For the Period August 2023 - November 2023



What is the Plan?

This Forward Plan sets out all of the Key Decisions that are expected to be taken during the period referred to above. The Council has a statutory duty to prepare this document, in accordance, with the Local Government Act 2000 (as amended). The Plan is published monthly and will be available on the [Council's Website](#).

What is a Key Decision?

The decisions listed in this plan are 'Key Decisions'. A Key Decision is one that is likely to:

- (a) Result in the Council spending or making savings of over £150,000 revenue or £300,000 in capital, or;
- (b) Where the impact of the decision would be significant in terms of its impact on communities living or working in two or more Wards.

Under the Council's Constitution, Key Decisions are made by the Cabinet, Portfolio Holders, or officers acting under delegated powers.

Exempt Information

The plan also lists those 'Exempt' Key Decisions which are going to be taken over the next four months. Exempt Key Decisions are those decisions which have to be taken in private. This is because they involve confidential or exempt information which cannot be shared with the public.

Agenda papers for Cabinet meetings are published on the Council's website 5 working days before the meeting [here](#). Any items marked confidential or exempt will not be available for public inspection.

Any background paper listed can be obtained by contacting the Responsible Officer. Responsible officers can be contacted on 01636 650000 or customerservices@newark-sherwooddc.gov.uk

Decision to be taken / Report title and Summary	Decision maker	Date Decision to be taken	Responsible Portfolio Holder	Responsible Officer	Exempt y/n and Grounds for exemption	Date decision can be implemented
Arkwood Developments Business Plan	Executive Shareholder Committee	12 Sep 2023	Leader - Portfolio Holder Strategy, Performance and Finance	Carl Burns, Transformation and Service Improvement Manager carl.burns@newark-sherwooddc.gov.uk	Fully exempt <i>Commercially Sensitive information</i>	18 Sep 2023
Amended Allocations and Development Management Development Plan Document	Cabinet	19 Sep 2023	Portfolio Holder - Sustainable Economic Development	Matthew Norton, Business Manager - Planning Policy matthew.norton@newark-sherwooddc.gov.uk	Open	25 Sep 2023
Towns Fund Update	Cabinet	19 Sep 2023	Portfolio Holder - Sustainable Economic Development	Neil Cuttell Neil.Cuttell@newark-sherwooddc.gov.uk	Open	25 Sep 2023
46 Northern Bypass, Newark Gateway and Lorry Park	Cabinet	19 Sep 2023	Portfolio Holder - Sustainable Economic Development	Matt Lamb, Director - Planning and Growth Matt.Lamb@newark-sherwooddc.gov.uk	Open	25 Sep 2023
Newark and Sherwood Decant Policy	Cabinet	19 Sep 2023	Portfolio Holder - Housing	Julie Davidson, Business Manager- Housing and Estates	Open	25 Sep 2023

Decision to be taken / Report title and Summary	Decision Maker	Date Decision to be taken	Responsible Portfolio Holder	Responsible Officer	Exempt y/n and Grounds for exemption	Date decision can be implemented
				Julie.Davidson@newark-sherwooddc.gov.uk		
Community Plan	Cabinet	31 Oct 2023	Leader - Portfolio Holder Strategy, Performance and Finance	John Robinson, Chief Executive john.robinson@newark-sherwooddc.gov.uk	Open	6 Nov 2023
Update on Cost of Living Response	Cabinet	31 Oct 2023	Leader - Portfolio Holder Strategy, Performance and Finance	Cara Clarkson, Strategic Housing cara.clarkson@newark-sherwooddc.gov.uk	Open	6 Nov 2023
Playing Pitch Strategy	Cabinet	31 Oct 2023	Portfolio Holder - Health, Well- Being and Leisure	Cara Clarkson, Strategic Housing cara.clarkson@newark-sherwooddc.gov.uk	Open	6 Nov 2023
Facilities Improvement Plan	Cabinet	31 Oct 2023	Portfolio Holder - Health, Well- Being and Leisure	Cara Clarkson, Strategic Housing cara.clarkson@newark-sherwooddc.gov.uk	Open	6 Nov 2023
Castle Gatehouse - Delivery Application	Cabinet	31 Oct 2023	Deputy Leader and Portfolio Holder -	Carys Coulton-Jones, Business Manager-	Part exempt <i>Commercially</i>	6 Nov 2023

Decision to be taken / Report title and Summary	Decision Maker	Date Decision to be taken	Responsible Portfolio Holder	Responsible Officer	Exempt y/n and Grounds for exemption	Date decision can be implemented
			Heritage, Culture and the Arts	Heritage, Culture and Visitors Carys.Coulton-Jones@newark-sherwooddc.gov.uk	<i>Sensitive information</i>	

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

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, 11 July 2023 at 6.00 pm.

PRESENT: Councillor P Peacock (Chairman)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,
Councillor K Melton, Councillor E Oldham, Councillor M Spoor,
Councillor P Taylor and Councillor R Holloway

7 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

8 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.

9 MINUTES FROM THE PREVIOUS MEETING HELD ON 27 JUNE 2023

The minutes from the meeting held on 27 June 2023 were agreed as a correct record and signed by the Chairman.

10 CHAIRMAN'S UPDATE

The Leader and Chairman welcomed the new Cabinet Members to their first meeting and introduced their portfolios.

11 COMMERCIAL PLAN UPDATE

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which gave an update on the Commercial Strategy and action plan which demonstrated how the Council was responding to the anticipated reduction in funding by making strategic savings and generating additional income.

The Council had identified areas where additional income could be made or savings could be achieved without impacting the quality of service delivery. The detail of the strategy to address this funding challenge was approved by Policy & Finance Committee on 27 January 2022, in the form of the Commercial Strategy 2022-2026 and its associated Action Plan.

The Cabinet noted the positive increase in revenue figures for the Newark Beacon, the Buttermarket and the Lorry Park and the ongoing significant projects

AGREED (unanimously) that Cabinet note the update on the Commercial Plan.

Reasons for Decision:

To share how the Council is seeking to address our forecast financial deficit.

Options Considered:

Not applicable

12 CORPORATE ANNUAL BUDGET STRATEGY FOR 2024/25

The Leader and Portfolio Holder for Strategy, Performance & Finance presented the Council's Annual Budget Strategy which set out the General Fund, Capital & HRA Budget Strategy for 2024/25. The Strategy was considered by the Policy & Performance Improvement Committee at their meeting held on 26 June 2023 at which they recommended approval.

It was noted that 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, Charging, Value for Money and also a set of budget principles which set out the approach to be taken to the budget process. These policies 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 2023. 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.

It was noted that in respect of the General Fund Balances and Reserves Policy, the figure fixed for the general fund balance set aside to pay for exceptional items was £1.5m.

AGREED (unanimously) that Cabinet:

- a) approve 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.

Reasons for Decision:

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

Options Considered:

Not applicable. The Council's Constitution sets out the process for developing the Council's Annual Budget.

13 ANNUAL REVIEW OF EXEMPT ITEMS

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which detailed the exempt items of business considered by the Cabinet for period 1 June 2022 to date. It was noted that the view of officer was that none of the reports were able to be released into the public domain, as the information contained in them remained confidential.

AGREED (unanimously) that the report be noted, with no items being released into the public domain given they were all considered as still containing exempt information.

Reasons for Decision:

To review previous exempt reports considered by the Cabinet over the previous 12 months.

Options Considered:

None, this report is a useful tool in reviewing previous exempt items of business in order to release any into the public domain if considered appropriate.

14 CUSTOMER EXPERIENCE STRATEGY 2023-2027 (KEY DECISION)

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which set out a proposed Customer Experience Strategy and the Customer Promise, which, subject to approval, would go out for public consultation before being finalised and used to shape all Council delivery.

In the 2022 residents survey, a key area identified for improvement was Council communication. As a result of this the Policy & Performance Improvement Committee set up a working group to develop a Customer Experience Strategy to improve the quality and consistency of customer experience. The working group also developed the Customer Promise which set out behaviours to follow when interacting with customers.

The proposal for the 12 week pilot was for additional opening hours (8am-9am) on a Monday which was the busiest day for customers. The Cabinet welcomed the report and the work of the Policy & Performance Improvement Committee in bringing forward the Strategy.

AGREED (unanimously) that Cabinet:

- a) approve, in principle and subject to consultation, the Customer Experience Strategy and Customer Promise; and
- b) approve the proposed pilot (as detailed in Paragraph 2.3 of the report).

Reasons for Decision:

The Council does not currently have a Customer Experience Strategy, this is a document which sets out our key principles to guide all customer interactions. Whilst the Customer Experience Strategy and Customer Promise do not directly link to the Community Plan, it relates to every service, as it outlines the behaviours all Council employees and representatives will embody when interacting with customers. The Customer Experience Strategy and Customer Promise are important as they shape the quality of our customer interactions.

Options Considered:

Continue with no Council wide strategy and see no improvements.

15 OLLERTON HALL (KEY DECISION)

The Portfolio Holder for Sustainable Economic Development presented a report which provided an update on the progress of the proposed conversion of the Hall to 8 residential apartments by the Council's preferred developer (Severns Developments (Middleton House) Ltd) and which sought an amendment to the proposed terms of sale.

Following lengthy negotiation with Council Officers, Historic England, and the local community (notably Ollerton & Boughton Town Council and Ollerton Village Resident's Association) the developer has secured planning permission and Listed Building Consent for the conversion of the Hall to accommodate 8 apartments. The developer was ready to implement the scheme but given industry challenges regarding inflationary rises and costs has stated to the Council that it was necessary to revisit the original terms of the agreement. It was now proposed that the developer continue to operate under a lease/licence arrangement until such time as all identified necessary heritage works, as detailed at Appendix B, were completed. At that point a sale would be completed for the agreed purchase price, allowing the developer to raise funds, complete the development and then occupy the completed properties

AGREED (with 8 votes for and 1 abstention) that Cabinet:

- a) note and welcome the updates provided;
- b) approve an amendment to the proposed terms of sale to allow an earlier disposal to the Council's preferred developer (Severns Developments (Middleton House) Ltd) for the agreed purchase price as set out in the exempt Appendix A to the report, subject to completion of all identified necessary heritage works as detailed at Appendix B to the report; and

- c) any renegotiation of sale on the disposal be firstly agreed by the Portfolio Holder for Strategy, Performance & Finance in consultation with the Section 151 Officer and Director – Planning & Growth.

Reasons for Decision:

To dispose of Ollerton Hall and secure the long-term future of the building.

Options Considered:

Cabinet could decide not to agree to the proposed revisions to the terms of sale and present the building back to the market for disposal. Members will be aware this building and site has a long history of failed attempts to secure a viable and acceptable re-use for the site. A return to the market would lead to delay and is unlikely, in the opinion of Officers, to find an acceptable and fundable solution given the difficult balance of reinstating heritage value and securing a deliverable scheme.

16 PLAN REVIEW PROGRESS REPORT

The Portfolio Holder for Sustainable Economic Development presented a report which updated Cabinet on progress on the Amended Allocations & Development Management DPD, the associated progress on the Gypsy & Traveller Pitch Delivery Strategy and which proposed an amendment to the Plan Review timetable and the Local Development Scheme.

The proposed amendments to the timetable were set out in section 3 of the report. The proposed timetable would mean that the DPD would be adopted in Autumn 2024. In order to achieve the timetable an extraordinary Full Council meeting was proposed for 20 September 2023 so that the DPD could be published that month and the plan hopefully being submitted by the end of the year.

AGREED (unanimously) that Cabinet:

- a) note and support the contents of the report;
- b) adopt the amendment to the Plan Review timetable (Local Development Scheme) as set in Section 3 of this report, to come into force on 18 July 2023; and
- c) request that the Chief Executive call an Extraordinary Full Council meeting be held on 20 September 2023 to agree publication of the Amended Allocations & Development Management DPD.

Reasons for Decision:

- a) To allow Cabinet to note progress on the Plan Review.
- b) To agree an amendment to the timetable so that the Local Development Scheme can be updated to comply with the Planning and Compulsory Purchase Act 2004 and appropriate regulations.
- c) To allow the Council to agree to the publication of the Amended Allocations & Development Management DPD in September 2022.

Options Considered:

It is considered that delaying the plan production or starting the process of plan production afresh would deliver any benefits to the Council, as neither would more efficiently address the current planning situation with regard to GRT pitch provision.

17 NEWARK AND SHERWOOD'S HOUSING STRATEGY AND DELIVERY PLAN 2023-2028 (KEY DECISION)

The Portfolio Holder for Housing presented a report which sought approval for the new Housing Strategy and Delivery Plan for 2023 – 2028 Which set out the Council's strategic priorities for housing over the next five years including the key issues affecting housing in Newark and Sherwood and the impact they had on residents.

It was noted that the strategy had been developed in consultation with tenants and residents, officers, and key stakeholders. In presenting the strategy, the Portfolio Holder referred to specific additions in respect of the needs of care leavers or those with lived experience of the care system which would be incorporated into the final document.

The Cabinet debated the commitment to build new homes and targets around energy performance. In addition, an awareness was needed around houses being built below the minimum space standards.

AGREED (unanimously) that Cabinet approves the Housing Strategy and Delivery Plan 2023 – 2028, noting the addition of the incorporation into the Strategy the needs of care leavers or those with lived experience of the care system.

Reasons for Decision:

The Council does not currently have a district wide Housing Strategy and Delivery Plan (the previous strategy expired in 2016). This document sets out the key issues affecting housing in Newark and Sherwood and the impact these have on residents, sets out how the Council will work in partnership to address the issues identified and demonstrates alignment with other key strategies and plans.

Options Considered:

Continue with no formal Housing Strategy and Delivery Plan and increase the scope for a lack of co-ordination, communication, and accountability for housing services.

18 SOCIAL HOUSING DECARBONISATION FUND WAVE 2.1 (KEY DECISION)

The Portfolio Holder for Housing presented a report which provided the business case behind applying in October 2022 to the governments Social Housing Decarbonisation Fund for a grant to replace oil heating systems with air source heat pumps systems for 102 council owned properties.

The Social Housing Decarbonisation Fund project offered the opportunity to kick start the decarbonisation of social housing stock, improve properties thermal comfort whilst also reducing the costs for tenants in heating their homes. The Council has been successful in securing just under £1.3m grant, a mixture of Revenue and Capital funding, to commence in April 2023.

The proposal targeted 102 Council owned homes with oil heating, to be upgraded to air source heating system, solar photovoltaic panels (PV) and a battery. Commercially sensitive financial figures were set out in an exempt appendix to the report.

The Cabinet welcomed the report and this acceleration of decarbonisation.

AGREED (unanimously) that Cabinet:

- a) endorse the project plan and accept receipt of grant funding of £1.306m from the Social Housing Decarbonisation Fund, which will be drawn down in arrears; and
- b) approve an increase in the Capital Programme of £458,106 in 2023/24 and £676,235 in 2024/25 equivalent to the Capital grant due which is the match funding being provided by the Council.

Reasons for Decision:

The Social Housing Decarbonisation Fund provides 50% grant funding for 102 of the Council's housing to have carbon neutral and lower cost-effective heating for tenants who currently have oil boiler heating systems. It meets both Community Plan objectives to create better homes as a landlord and improve tenants wellbeing by reducing fuel poverty and contributing to reducing carbon emissions.

Options Considered:

As detailed in the report, there were no viable alternatives and taking no action would make it harder for the Council to meet the Government requirements on Energy Performance Certificates and decarbonisation of social housing stock.

19 LOCAL AUTHORITY HOUSING FUND - REQUEST FOR DELEGATED AUTHORITY (KEY DECISION)

The Portfolio Holder for Housing presented a report which sought to secure delegated authority to enable the Council to fulfil obligations of the Local Authority Housing Fund to purchase 14 market sale properties in a timely manner between April and November 2023.

It was noted that the Council had been successful in securing funding under the Local Authority Housing Fund to provide capital funding for Councils in areas facing most significant housing pressures as a result of Ukrainian arrivals. The funding was split into two elements, £1,050,400 to provide 13 homes to assist with alleviation of housing pressures from Homes for Ukraine schemes and a bridging element of £171,457 to provide a four bed or larger home to allocate to a household currently in bridging accommodation.

It was reported that a desktop exercise had been undertaken to explore house prices and stock availability within the district and the grant offered would enable the Council to purchase suitable stock with the ideal purchase price to maximise grant between £153,000 and £200,000.

AGREED (unanimously) that Cabinet approve the following delegated authority:

- a) purchase of property with a value of £300k or less be delegated to Director - Housing, Health & Wellbeing; and
- b) purchase of property with a value over £300k be delegated to the Portfolio Holder for Housing, in consultation with the Leader of the Council and Section 151 Officer subject to Key Decision requirements.

Reasons for Decision:

To enable the Council to fulfil our obligations under the Local Authority Housing Fund Scheme to purchase 14 market sale properties in a timely manner between April and November 2023.

The delivery of this scheme aligns with our community plan to “create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area”.

Options Considered:

Continue with no delegated authority and fail to meet financial deadlines required to fulfil our obligations of the Scheme.

20 TENANT ENGAGEMENT STRATEGY

The Portfolio Holder for Housing presented a report which set out the draft Tenant Engagement Strategy which included the engagement framework, regulatory landscape and how successful engagement would be measured. The Tenant Engagement Strategy sat alongside the Council’s Consultation and Engagement Strategy 2022-2027 and set out how the Council will seek out, listen to and act on the views of tenants and leaseholders.

The Tenant and Engagement Strategy and menu of involvement were attached as appendices to the report. The Strategy had been considered by the Tenant Engagement Board and the Policy & Performance Improvement Committee who had made comments and requested an update on the take up of the menu options to a future meeting.

AGREED (unanimously) that Cabinet approve the Tenant Engagement Strategy.

Reasons for Decision:

Effective Tenant Engagement is not optional; this strategy sets out how we will engage in order to meet our legal obligations as set out by the Regulator for Social Housing

The delivery of this scheme aligns with our community plan to “Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area”.

Options Considered:

Continue with no Council wide strategy and fail to meet our legal obligations with regard to tenant engagement.

21 RESPONDING TO INCREASED DEMAND IN ANTI-SOCIAL BEHAVIOUR AND SAFEGUARDING

The Portfolio Holder for Public Protection and Community Relations presented a report which set out a proposal to address the increase in demand for responding to anti-social behaviour (ASB) and safeguarding issues across the District.

The report reflected on the current demands and activities within the Community Protection Team and the recommendations of the Policy & Performance Improvement Committee which had already been implemented in respect of ASB.

Given the increasing demand and complexity of cases managed by the existing team, alongside competing demand of ad hoc funding bids aimed at making further improvement, a new Senior ASB Officer post was proposed which would supervise the Community Protection Officers ensuring deployment of patrols in key locations and to assist with dealing with more complex ASB and safeguarding cases to provide more resource to manage the continuing demand.

The Cabinet referred to enforcement and the importance of working with the police to take action on ASB when appropriate CCTV images are available.

AGREED (unanimously) that Cabinet:

- a) note the current work on Anti-Social Behaviour and Community Safety as set out in Section 1 of the report;
- b) approve the additional one full-time post to the Council's establishment;
- c) approve the overspend in salaries 2023-24 funded by the overall predicted overall Council General Fund underspend in year; and
- d) approve the growth of salary budget set out in the report for all future years from 2024-25.

Reasons for Decision:

To note the current work the Council currently undertakes to tackle Anti-Social Behaviour within the district and to look how this can be improved and enhanced ensuring support for the team and residents.

Options Considered:

Continuing service delivery with existing resources which would not help to combat the increasing demand.

22 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

23 LAND AT OLD HALL FARM, EDINGLEY (KEY DECISION)

The Cabinet considered the exempt report in relation to land at Old Hall Farm, Edingley.

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

24 OLLERTON HALL APPENDIX

25 SOCIAL HOUSING DECARBONISATION FUND WAVE 2.1 APPENDIX

Meeting closed at 7.40 pm.

Chairman

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

Document is Restricted

Topic Request Form

Available on Mod.Gov or by contacting the Democratic Services lead for PPI. To be considered at the next PPI Committee the form must be submitted 20 working days before the next meeting.

Topic Request Form			
Please complete the first section of this form to request that a topic is considered by the Policy and Performance Improvement Committee. Please send the completed form to Helen Brandham			
Section 1: Member Request			
Proposed Topic	Support for Active Lifestyles		
I would like to understand (Key lines of enquiry)	<p>I would like to gain a clearer understanding of what support we offer the community in order to encourage an active lifestyle across the district. I am particularly interested in what the options are currently and whether they are truly affordable to all. I would like to learn more about Active4Today and the memberships they offer, whilst also looking at other activities across the district to establish a baseline for any future recommendations.</p> <p>Also, I would like to explore more ways to provide a diverse range of opportunities for all members of the public within Newark and Sherwood. These could include activities such as sports groups, litter picks and other active volunteer opportunities and therefore link across the Community Plan objectives.</p>		
I think this topic should be considered because	<p>This topic links directly to our pledge to improve local health and wellbeing. We as a council are dedicated to improving access to green spaces in addition to supporting our ageing community and tackling health inequalities in the district. Therefore, by re-assessing how we are supporting our communities and helping them identify ways in which to remain active will feed straight into this whilst also helping to ease the pressure on our NHS.</p>		
(If applicable) High level evidence supporting the reason for consideration	<ul style="list-style-type: none"> • Average district life expectancy: Male = 79.8 Female 82.7 However, central Newark and Sherwood has far better life expectancy for males than the Eastern and Western wards. • Prevalence of obesity in Yr. 6 children 23.1% (Based on 300 children surveyed, 2022). This is in direct correlation with another recognised determinant of health, poverty, where 24.1% of children in the district come from 'relative low-income families'. Whilst a further 19.6% come from 'absolute low-income families' 		
Proposed by (Name of member)	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Cllr Paul Peacock</td> <td style="width: 50%;">Ward: Edwinstowe & Clipstone Party: Labour</td> </tr> </table>	Cllr Paul Peacock	Ward: Edwinstowe & Clipstone Party: Labour
Cllr Paul Peacock	Ward: Edwinstowe & Clipstone Party: Labour		
Seconded by (Name of member)	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Cllr Lee Brazier</td> <td style="width: 50%;">Ward: Ollerton Party: Labour</td> </tr> </table>	Cllr Lee Brazier	Ward: Ollerton Party: Labour
Cllr Lee Brazier	Ward: Ollerton Party: Labour		
Date Form Submitted	15.08.23		

Section 2: Officer Recommendation	
Officer Comments	<p>This is a request to review the performance of the council and Active4Today. It should be noted that there are two separate areas here. Namely a. <i>Affordability of leisure</i> – This area will aim to look at Active4Today’s offer and review its uptake, affordability, and suitability for the communities it serves and b. <i>The Council’s wider support</i> - This area will look at what we currently offer our communities in terms of opportunities to be active for no/minimal cost to the individual in addition to providing additional recommendations to develop this offer.</p> <p>Following discussions with Cllr Peacock I recommend a working group which will review both aspects of this request.</p> <p>The review of both Active4Today’s offer with regards to affordability and what activities we currently undertake to support active lifestyles will allow for suitable recommendations and improvements to be made. These recommendations should sit in direct support of our community plan objectives, most notably, ‘Improve health and wellbeing’ in addition to continued support to our communities through the cost-of-living crisis.</p>
Officer Recommendation	Do undertake a review – Working Group Recommended
Officer Name	Carl Burns
	Role: Transformation & Service Improvement Manager
Date Information Added	16.08.23
Section 3: PPI Chair Recommendation	
PPI Chair Comment	Discussions in previous meetings have agreed that this topic requires further exploration. A working group of PPIC is agreed to be the best way to undertake this.
PPI Chair Recommendation	Do undertake a review – Working Group Recommended
Date Information Added	17.08.23
	Role: Chair, PPIC
Next step	Completed form to be taken to PPI on 11.09.23

Topic Request Form

Available on Mod.Gov or by contacting the Democratic Services lead for PPI. To be considered at the next PPI Committee the form must be submitted 20 working days before the next meeting.

Topic Request Form			
Please complete the first section of this form to request that a topic is considered by the Policy and Performance Improvement Committee. Please send the completed form to Helen Brandham			
Section 1: Member Request			
Proposed topic	Information sharing with elected Councillors relevant to their ward duties		
I would like to understand (key lines of enquiry)	What and how information relevant to their ward and residents can be shared with elected Councillors.		
I think this topic should be considered because	<p>Councillors are elected local representatives and are seen as a point of information to the residents in their ward. They need to be kept informed of what is happening in their areas so that they can answer questions when asked.</p> <p>Councillors can be approached by individual or groups of residents wanting them to raise issues on their behalf, and councillors need to be kept up to date with the actions this triggers.</p> <p>At the moment Councillors sometimes feel at a disadvantage because they do not have the information they need. We would like a working group to discuss what information can be shared, what format and frequency that can take.</p>		
(if applicable) High level evidence supporting the reason for consideration	At full Council this exact topic was debated and there was support generally that members should have further information available to them. However, this debate did not come to a conclusion on exactly what and how this could be achieved but did highlight an appetite for developing a stronger understanding of what measures may be possible.		
Proposed by (name of member)	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Cllr Jack Kellas</td> <td style="border: none;">Ward: Farndon & Fernwood Party: Conservative</td> </tr> </table>	Cllr Jack Kellas	Ward: Farndon & Fernwood Party: Conservative
Cllr Jack Kellas	Ward: Farndon & Fernwood Party: Conservative		
Seconded by (name of member)	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Cllr Roger Jackson</td> <td style="border: none;">Ward: Dover Beck Party: Conservative</td> </tr> </table>	Cllr Roger Jackson	Ward: Dover Beck Party: Conservative
Cllr Roger Jackson	Ward: Dover Beck Party: Conservative		
Date Form Submitted	17.08.23		
Section 2: Officer Recommendation			
Officer Comments	<p>It is important that councillors are informed about activities and issues in their ward. This has to be balanced with the rules around data protection and privacy and the resource required to provide this.</p> <p>It would be appropriate to have a working group consider what could be shared and the format that could take, and to further understand what members would find useful in terms of updates. It is considered that this is better</p>		

Topic Request Form

	approached as a discursive working group and that an officer report would not enable members to feed into this line of enquiry adequately.	
Officer Recommendation	Do undertake a review	
Officer Name	Deborah Johnson	Role: Director
Date information added	17.08.23	
Section 3: PPI Chair Recommendation		
PPI Chair Comment	The discussion at Full Council ended with an agreement to further explore this topic. A working group of PPIC is agreed to be the best way to undertake this.	
PPI Chair Recommendation	Do undertake a review	
Date Information Added	17.08.23	Role: Chair, PPIC
Next step	Completed form to be taken to PPI on 11.09.23	