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Friday, 23 February 2024

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

Members of the Committee:

**Councillor A Brazier
Councillor C Brooks
Councillor S Forde
Councillor A Freeman
Councillor R Jackson
Councillor J Kellas
Councillor D Moore**

**Councillor P Rainbow
Councillor K Roberts
Councillor M Shakeshaft
Councillor T Smith
Councillor T Thompson
Councillor T Wendels**

Substitutes

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

MEETING:	Policy & Performance Improvement Committee
DATE:	Monday, 4 March 2024 at 6.00 pm
VENUE:	Civic Suite, Castle House, Great North Road, Newark, NG24 1BY
<p>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.</p> <p>If you have any queries please contact Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk.</p>	

AGENDA

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Topic Suggestions

None

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Annual Report on Work of PPI Committee

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Results of Tenant Satisfaction Measures Survey/Changes to Home Standard

Appointment of Members to Tenant Engagement Board and Planning Policy Board

Community Plan Performance Q4

Annual Compliance Update – Corporate Estate

Complaints Performance Q1 Update

Update on Property Repair and Letting Arrangements for Council Owned Homes



Report to: Policy & Performance Improvement Committee - 4 March 2024

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

Lead Officer: Cara Clarkson, Business Manager - Regeneration & Housing Strategy

Report Summary	
Report Title	Review of Grant Funding Arrangements
Purpose of Report	To review the range and impact of regular council funding (through Service Level Agreements (SLA's) supporting charities and community groups.
Recommendations	<p>That:</p> <ul style="list-style-type: none"> a) the Policy & Performance Improvement Committee note: <ul style="list-style-type: none"> i. the current range of charities supported by the Council through Service Level Agreement/ Grant Allocations; ii. the impact of funding charities for the residents of Newark and Sherwood (section 1.6-1.12); iii. the move to modernise and standardise the agreements currently in place with charities (section 2.3); b) the Policy & Performance Improvement Committee recommends to Cabinet: <ul style="list-style-type: none"> i. the move to a rolling three-year grant allocation to provide charities with confidence and stability in their funding (section 2.4-2.5); and ii. a 10% inflationary uplift is applied to the current SLA values with Citizens Advice, HomeStart, Newark and Sherwood CVS and The Furniture Project, with a 3% increase in the subsequent years.

1.0 Background

1.1 The Policy & Performance Improvement Committee has requested a review of the impact of Council grant funding. This report sets out a review of key Service Level Agreements the Council holds with charities and not-for-profit groups through a regular annual payment. The scope of this review does not include one off grants through the Community Grant Scheme (GF) or Community Chest (HRA) or those grants administered by the Council on behalf of others for example, flood relief or household support grants.

1.2 The Councils Vision, as set out in the 2023-27 Community Plan states:

“The ethos of Newark and Sherwood District Council is ‘Serving People, Improving Lives’... We exist for the benefit of others and we are accountable for making things better. We accept this responsibility and recognise that our Community Plan can only be achieved by working in partnership with others and at a variety of different levels – sometimes street based, sometimes regionally, nationally and internationally...”

1.3 It is in this ethos of partnership, that we recognise that at times others (charities, voluntary bodies or community groups) may be best placed to deliver services on behalf of the Council. This may be because they have the experience or infrastructure to deliver an economically advantageous service, or that they have a specific expertise or represent an independent trusted voice in the community with strong relationships and reputations already in place.

1.4 To support the success of these groups and to help build a wide and resilient network and infrastructure of support for the residents of Newark & Sherwood, the Council has agreements in place to support a number of charities. These include:

Body	Services provided under agreement	Funding/Annum
Citizens Advice Sherwood & Newark	The Council supports the core running costs for Citizens Advice including discounted desks at Castle House and a payroll function.	£68,330
Citizens Advice Sherwood & Newark	Utilising funding from the Homelessness Prevention Grant and budget from Housing Services, the provision of specialist debt services, welfare benefits advice and engagement with hard-to-reach tenants to support tenancy sustainability and prevent homelessness.	£90,000
Citizens Advice Sherwood & Newark	An additional commission in 2023-24 under the Council’s cost-of-living action plan to deliver an outreach service to residents across the district at community hubs, food clubs etc.	£40,000 (one year only)
Home Start Newark & Sherwood	The provision of a core volunteer home visiting support programme to families on a weekly basis.	£19,060
Live and Local	A contribution to the provision of a programme of arts, music and cultural events through ‘Live & Local’ (a not-for-profit arts organisation working with a network of voluntary groups) directly in local communities.	£5,400
Nottinghamshire and Lincolnshire Credit Union	Funding to deliver a dedicated Newark & Sherwood resource providing savings and borrowing services.	£20,000

Newark & Sherwood Community Hub	Provision of a community engagement and play leadership service programme for all sections of the community who require support including through the delivery of services at Mill Gate Community Centre.	£12,000
Newark & Sherwood CVS	The provision of a coordination service for volunteer opportunities across the district.	£11,260
The Furniture Project	An affordable furniture provision and moving service to all residents with priority given to those experiencing distress and hardship e.g: homelessness, domestic violence, fire/flood victims, or those returning into the community from institutions, prison or hospitals.	£10,000

1.5 In considering the Service Level Agreements currently in place, it is right and proper to review the value and impact that these deliver for the Council and residents, to determine if funding should be continued. The following sections demonstrate the impact assessed through each SLA.

1.6 Citizens Advice Sherwood & Newark

1.6.1 Citizens Advice Sherwood & Newark is a long established and trusted partner delivering a range of front-line services to our residents. The Council supports Citizens Advice through grant funding and in return can evidence direct impact for our residents. The Council supports Citizens Advice through a 'core grant' and funding for specific projects such as the cost-of-living project.

1.6.2 The core grant supports offices in Newark and Ollerton to open for two days a week with a dedicated Citizen Advice Adviceline five days a week. The advice service helps people to resolve their problems and advisors are equipped to deal with a wide range of issues including:

- Undertaking a comprehensive benefits check (to include the councils priority focus on council tax reduction), exploring the range of available state entitlements
- Advice and assistance with benefit application completion
- Support with challenging benefit decisions
- Identification and assessment of eligibility for grants and other one-off support
- Assistance with grant applications as appropriate
- Debt, budgeting, and household expenditure/cost issues
- Housing issues
- Employment issues
- Relationship issues
- Immigration issues
- Community care provision issues
- Mental healthcare provision issues

1.6.3 Citizens advice are set to deliver the following outputs annually:

Outturn	Target
Number of clients seen per year	5,000
Number of problems dealt with per year	16,000
Income Maximisation per year (Benefit Claims)	£2,000,000.00
Debt Handled per year	£7,000,000.00
Number of volunteers recruited and trained per year	8
Cost-of-Living - total number of people supported	150

1.6.4 Outputs are managed on a quarterly basis through SLA performance meetings however, the outcomes for individuals and households are better demonstrated through individual case studies which show the true impact of the work. One such example is Paula* (*not their real name).

1.6.5 *Paula came to Citizens Advice in a very distressed state not knowing where to start with her problems. She had recently split with her husband and had no money, fearing she would lose her home. CA supported Paula with a number of issues including liaising with the Local Authority to have her tenancy amended from a joint tenancy; helped her claim Universal Credit; completed her Personal Independence Payment (PIP) form; Universal Credit capability to work questionnaire and supported her to access cost of living support payments. They also advised on her future state pension and pension credit payments. As Paula was struggling to buy food, she was referred to the food bank. Citizens Advice could see Paula had poor mobility so helped her apply for a blue badge. Paula was successful in both her PIP and UC applications. She received a one-off payment of £188 and extra monthly payments of £721 or £8,652 a year additional income. Paula was incredibly grateful for the help she received and she said she would never have coped with sorting her issues out alone.*

1.6.6 In 2023/24, Citizens Advice is delivering a further project under the Cost-of-Living action plan to specifically target those households who may be unable to access support during core working hours i.e. households who may work or those who may be unable to travel for support. Citizens Advice is therefore offering services outside core hours and at local community hubs including food banks and community centres.

1.6.7 It is **recommended** that the Council continues to fund this service level agreement.

1.7 Home Start Newark

1.7.1 Home Start Newark provides vital support to local families living predominantly in Newark and more recently in Ollerton, Boughton and Bilsthorpe. Unlike many other services, Home-Start provides ongoing support for up to a year with weekly sessions between families and a matched volunteer. Three main services are available – home visits, a family group that meets twice per week and supports families to come together and a ‘Step Up for School’ which is embedded across both offers and empowers parents to support their child’s learning and development.

- 1.7.2 Working with families for up to a year, with weekly visits, allows trust to be built up between volunteers and families and allows families to sustain and embed positive changes through a supportive and consistent framework.
- 1.7.3 In 2022/23 Home-Start Newark received 52 referrals which, alongside existing caseload led to 74 local families and 150 children being supported. In 2023/24 so far, data suggests an increase of over 50% in referrals to the service.
- 1.7.4 As with Citizens Advice, the full value of service outcomes can be seen through real life case studies. One such case study is Julie* (*not their real name).

Julie moved to the area a few years ago in order to access more affordable accommodation. When she arrived in the area, she met her partner and went on to have a child with additional health needs. Unfortunately, Julie became a victim of domestic abuse with her partner often holding her hostage in the home. Eventually she was able to flee back to her family for a while in order for the relationship to dissolve. Julie has now become a single parent, homeowner, unemployed and isolated due to circumstances beyond her control.

A match with a volunteer was made in June 2023 and she has supported the family by:

- *Providing reassurance, social connection and emotional support*
- *Making contact with Citizens Advice to look at consolidating and writing off some of mum's debt that her ex-partner had put in her name.*
- *Sourced stairgates to keep the child safe*
- *Sourced a bed guard so that child can sleep in their own bed safely.*
- *Applied for the household support fund for Julie*
- *Supported to apply for PIP for Julie*
- *Supported to apply for benefits for child.*
- *Offered support around Julie's mental health*
- *Applied for a new boiler and heating system through an online grant as property had no central heating or hot water, this has now been installed.*

- 1.7.5 Home Start is keen to expand its service to Home Start Newark & Sherwood and is in discussions with the Council to develop a proposal that will see this valuable service expand.
- 1.7.6 It is **recommended** that the Council continues to fund this service level agreement with a further paper being brought forward in due course to consider expansion of the existing services across the district.

1.8 **Live and Local**

- 1.8.1 Live and Local is a not-for-profit arts organisation working with a network of voluntary groups across Derbyshire, Staffordshire, Warwickshire, Worcestershire, Nottinghamshire, Lincolnshire, Rutland and Leicestershire. In addition to grant funding by the Council, Live and Local receive grant funding from Arts Council England, the British Film Institute and other local authorities.

1.8.2 The annual contribution to Live and Local secures touring shows and community events across the district that would otherwise be unaffordable, connecting people to the arts in their own communities. For a contribution of £5,400 Newark & Sherwood benefits from circa 30 shows per annum. Upcoming shows include 'Underdogs' at Rolleston Village Hall on 7 March 2024 and "From the Albert Hall to The Music Hall" at Clipstone Social Club on 16 March 2024.

1.8.3 Live and Local confirmed in September 2023 that they have received additional Arts Council England funding to work in rural towns located in Levelling Up for Culture Places (LUFC). As part of the Live and Local network we are delighted that Ollerton (and by extension Edwinstowe) has been chosen as one of just five towns in the East and West Midlands to benefit from this funding which will see investment of approximately £92,000 over a three-year period.

1.8.4 It is **recommended** that the Council continues to fund this service level agreement, in particular recognising the additional funding and investment leveraged into the district by being a part of this organisation.

1.9 **Nottinghamshire and Lincolnshire Credit Union (NLCU)**

1.9.1 Nottinghamshire and Lincolnshire Credit Union is 'a fair and ethical local provider of financial services' and has been established for over 25 years. They provide simple savings accounts, affordable loans and pre-paid debit cards throughout Nottingham City, Nottinghamshire, Lincoln City and Lincolnshire.

1.9.2 The Council supports NLCU through an annual grant to:

- Actively promote Credit Union Services to residents of Newark and Sherwood.
- Increase and maintain Credit Union membership throughout the district.
- Provide relevant training to volunteers and staff of the Council, Sherwood and Newark Citizens Advice and any other key partners to ensure the smooth running of the service.
- Attend established Food Clubs and Feeding Britain Network events to promote financial resilience linked to food poverty areas.
- Agree targeted promotion of service to NSDC tenants as agreed by management teams.
- Promote payroll savings at NSDC in line with payroll agreement.
- Work collaboratively to develop initiatives which will assist residents to establish and sustain tenancies.
- To report each quarter on the Activity Outputs.

1.9.3 The Council provide support to NLCU to add value to their service offer by:

- Promoting a Payroll Scheme to all staff through the Council internal mechanisms and assisting the Credit Union in their promotion to staff at the necessary council venues.
- Promoting the presence of the Credit Union and available service through all available communication streams to reach as many residents as possible.

- 1.9.4 Whilst the ethos of the Credit Union is strongly supported, the current model does not appear to be delivering value for money in Newark & Sherwood. There are currently only 248 active members of the Credit Union (November 2023 data).
- 1.9.5 Whilst this data does demonstrate a slight increase since the previous year (30 active members increase) it is considered that this increase does not provide value for money for the £40k invested.
- 1.9.6 In addition, NCLU has struggled to recruit to the Community Business & Development Manager role which is now being shared with Nottingham City – providing significantly less dedicated resource for the funding.
- 1.9.7 It is **recommended** not to continue with this SLA funding at this time. The unfortunate timing of the launch of this initiative has impacted on its success; it is hard to persuade residents to save in the middle of a cost-of-living crisis. For the foreseeable future it is anticipated that residents are likely to opt for the most advantageous borrowing/savings rate rather than prioritising a more socially conscious offer.

1.10 **Newark & Sherwood Community Hub**

- 1.10.1 Newark & Sherwood Community Hub is based in Millgate Community Centre in Newark. The charity is supported by the council through a grant to:
- Provide free play opportunities for children in Newark & Sherwood including play days, play clubs and play in the parks using local park facilities.
 - Work with NSDC Community Development Officers on joint community projects.
 - Provide volunteer opportunities for residents and young people with suitable supervision and ongoing training alongside qualified staff.
 - Manage the running of Millgate Community Centre, making this a community hub for positive activities for all age groups to use.
- 1.10.2 During 2022/23, over 3000 children were engaged through the Hub including 'Play in the Parks', Chatham Court after school club, craft workshops and outreach play events at Newberry Road, Beacon Heights, Edwinstowe, Cleveland Square, Thorpe Oaks Coddington, Yew Tree Ollerton, Vicar Water at Clipstone and the Skate Park in Bilsthorpe. In 2022/23 the charity was supported by 13 active volunteers.
- 1.10.3 Newark & Sherwood Community Hub has advised that they are unable to continue their SLA delivery from 2024. Whilst it is anticipated that a number of the current groups utilising the centre will continue to run independently, the Community Development Team will work with the hub to determine if any additional support is required.
- 1.10.4 Funding for this SLA will cease in 2024.

1.11 **Newark & Sherwood CVS**

- 1.11.1 The Council contributes £10,000 per annum to Newark & Sherwood CVS. The CVS co-ordinated volunteer opportunities for all sections of the community who either require voluntary assistance or who want to offer their time and skills as a volunteer.

The Council's grant supports CVS to:

- Lead a volunteer coordinator network for managers of volunteers.
- Deliver training sessions for new or potential volunteers.
- Promote volunteering at community events across Newark & Sherwood.
- Match volunteers and placements.

1.11.2 During 2022/23, the CVS processed over 100 enquiries from new volunteers and made successful placements including at HealthWatch, Southwell Workhouse, Citizens Advice, the Butterfly Project and Door to Door.

1.11.3 These placements provide a range of positive outcomes – from supporting the groups where volunteers are placed, to the benefits to volunteers themselves – from gaining experience, confidence, friendships and life skills to tackling loneliness.

1.11.4 It is **recommended** that the Council continues to fund this service level agreement.

1.12 **The Furniture Project**

1.12.1 The Furniture Project is a charity run by volunteers and provides households with good quality, second hand or excess stock furniture, new clothing and electricals. In addition to supporting households with essential furniture, their work ensures that through recycling and reusing, less waste is sent to landfill.

1.12.2 The Council's contribution to The Furniture Project supports this charity to maintain prices at an affordable level, providing a lifeline for those in need, the examples below all include free delivery:

- Three-Piece Suite - £20
- Dining Table - £5
- Set of Pots/Pans - £1
- Freezer/Fridge - £20
- Washing Machine - £30
- Microwave - £5

1.12.3 In 2022-23, Newark & Sherwood District Council made 103 referrals to The Furniture Project of which 101 were accepted and delivered. Referrals can also come into the project from a wide range of partners working with households in need.

1.12.4 It is **recommended** that the Council continues to fund this service level agreement.

2.0 **Proposal/Options Considered**

2.1 It is proposed that in recognition of the value demonstrated above, that the Council continues to fund:

- Citizens Advice Sherwood & Newark
- Home Start Newark & Sherwood
- Live and Local
- Newark & Sherwood CVS
- The Furniture Project

- 2.2 The Policy & Performance Improvement Committee are asked to recommend that funding to Live and Local remains at the existing level reflecting their current success in securing alternative external funding.
- 2.3 The alternative of ceasing funding to these charities would cause a significant detriment to the service users and would also place additional pressure on the charities themselves (to cover their overheads) and the Council and other service providers when residents cannot access support and may reach a crisis point.
- 2.4 It is proposed that the Council ceases to fund:
- Notts and Lincs Credit Union in response to the value for money demonstrated
 - Newark & Sherwood Community Hub which is closing its SLA provision
- 2.5 It has been noted as part of this review that many of the existing SLA's in place are historic. The current agreements will be standardised and modernised, moving from a service level agreement to a grant agreement.
- 2.6 The existing SLA allocations have been determined historically and represent organisations the Council works closely with and has deemed a partner best placed to deliver services locally as a result of their experience, experience or reputation. The Council will continue to identify partners who can add value in service delivery and consider any additional grant funding on a case-by-case basis.
- 2.7 The Policy & Performance Improvement Committee are asked to recommend to Cabinet moving to a three-year grant agreement for all aforementioned grants/SLA's, to provide security and stability of funding.
- 2.8 The Policy & Performance Improvement Committee are asked to recommend that a 10% inflationary uplift is applied to the current SLA values with Citizens Advice, HomeStart, Newark & Sherwood CVS and The Furniture Project, with a 3% increase in the subsequent years.

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.

Body	Services provided under agreement	Funding/Annum	Increase @ 10%	2024-25 inc. uplift
Citizens Advice Sherwood and Newark	CORE	£68,330	£6,830	£75,160
Citizens Advice Sherwood and Newark	SERVICE	£90,000	£9,000	£99,000

Citizens Advice Sherwood and Newark		£40,000 (23/24 only)	N/A	£0
Home Start Newark and Sherwood		£19,060	£1,906	£20,966
Live and Local		£5,400	Maintain	£5,400
Nottinghamshire and Lincolnshire Credit Union		£20,000	NA	£0
Newark and Sherwood Community Hub		£10,000	NA	£0
Newark and Sherwood CVS		£11,260	£1,126	£12,386
The Furniture Project		£10,000	£1,000	£11,000

Financial Implications – FIN23-24/9828

3.1 A number of the charities and not for profit organisations that the Council support are funded from annual budgets within the Council and others are funded from Homeless Prevention Grant which the Council receives on an annual basis from the Government as follows :-

3.2 General Fund Budget

- Citizens Advice Sherwood and Newark
- Home Start Newark and Sherwood
- Newark and Sherwood CVS
- Newark and Sherwood Community Hub
- Live and Local

3.3 Homeless Prevention Grant (General Fund)

- Nottinghamshire and Lincolnshire Credit Union
- Citizens Advice Sherwood and Newark
- The Furniture Project

3.4 Based on the proposals detailed in paragraph 2.1 to 2.8 above, the financial implications both on the General Fund budgets and the Homeless Prevention Grant for 2024/25 are as follows:

3.5 The General Fund budget would save **£138**. This is achieved from the following :-

Body	Current allocation	Proposed allocation	Change in allocation
Citizens Advice Sherwood & Newark	£68,330	£75,160	£6,830

Home Start Newark & Sherwood	£19,060	£20,966	£1,906
Newark & Sherwood CVS	£11,260	£12,386	£1,126
Newark & Sherwood Community Hub	£10,000	£0	£-10,000
Live and Local	£5,400	£5,400	£0
Total	£114,050	£113,912	£-138

3.6 The Homeless Prevention Grant would save **£9,000**. This is achieved from the following :-

Body	Current allocation	Proposed allocation	Change in allocation
Citizens Advice Sherwood & Newark	£90,000	£99,000	£9,000
The Furniture Project	£10,000	£11,000	£1,000
Nottinghamshire and Lincolnshire Credit Union	£20,000	£0	£-20,000
Total	£120,000	£110,000	£-10,000

Therefore, the total savings resulting from the proposals would be **£10,138** split over the two funds.

3.7 The 10% increase for 2024/25 has been included within the proposed General Fund budget to be approved by Full Council on 7 March 2024. The proposal to increase by 3% in subsequent years has not been included in the Medium-Term Financial Plan also due to be approved on the same date. Should this be approved, subsequent increases to the value of £3,250 in 2025-26 and £3,350 in 2026-27.

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 - 4 March 2024

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

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

Report Summary	
Report Title	Budget Reports 2024/25
Purpose of Report	To provide Members with the attached reports which have been approved at Cabinet on 20 February 2024: General Fund Revenue Budget 2024/25 General Fund Medium Term Financial Plan 2024/25 – 2027/28 Capital Programme 2024/25 – 2027/28
Recommendations	That the Policy & Performance Improvement Committee receive and note the reports that were presented to Cabinet on 20 February 2024.

1.0 Background Information

1.1 As per the attached individual reports attached as the following appendices:

Appendix 1 – General Fund Revenue Budget 2024/2025

Appendix 2 – General Fund Medium Term Financial Plan 2024/2025 – 2027/2028

Appendix 3 – General Fund and HRA Capital Programme 2024/2025 – 2027/2028

2.0 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.

Financial Implications FIN23-24/880

All financial implications are included within the individual reports.

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.

Nil.



Report to: Cabinet Meeting: 20 February 2024
 Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive
 Lead Officer: Nick Wilson, Business Manager – Financial Services Extension 5317

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	2024/25 Proposed Revenue Budget
Purpose of Report	To enable Cabinet to consider the spending proposals in the council’s proposed 2024/25 General Fund revenue budget and make recommendations to Full Council for its meeting on 7 March 2024.
Recommendations	<p>That Cabinet recommends to Full Council at its meeting on 7 March 2024 that:</p> <ul style="list-style-type: none"> i. the following amounts be now calculated by the council for the 2024/25 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011: <ul style="list-style-type: none"> 1. £57,602,680 being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act, as the District Council’s gross expenditure for 2024/25); 2. £37,723,830 being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3)(a) to (d) of the Act, as the District Council’s gross income for 2024/25); and 3. £19,878,850 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year; ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2024/25; iii. the budget amounts included in the report be the council’s budget for 2024/25; and

	<i>iv.</i> the fees and charges shown in Appendices C1-C21 be implemented with effect from 1 April 2024.
Alternative Options Considered	Not applicable
Reason for Recommendations	To enable Cabinet to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the <i>Local Government Finance Act 1992</i> , as amended by the <i>Localism Act 2011</i> , for the purposes of setting Council Tax levels for the 2024/25 financial year.

1.0 Background

- 1.1 This report sets out details of the council's proposed General Fund revenue budget for the 2024/25 financial year. The GF revenue budget has been prepared in accordance with the council's budget setting strategy for 2024/25 which was approved by Cabinet on 11 July 2023.
- 1.2 The 2024/25 General Fund revenue budget has accordingly been derived from the 2024/25 base budget within the Medium-Term Financial Plan (MTFP) approved by Full Council on 9 March 2023. In accordance with the Budget Strategy, growth and efficiencies have been included based on the engagement with Portfolio Holders throughout the budget setting process. Additionally, changes as described in the Budget Strategy around pay awards and inflation, have also amended that base position.

2.0 Financial Summary

- 2.1 The council's proposed 2024/25 General Fund (GF) revenue budget is shown in further detail, including information on priority areas in **Appendices A1 to A3** to this report. The current overall position is summarised below:

Line in Appendix A1		2024/25 (£)
9	Total service budgets	23,296,120
14	Total other operating income & expenditure	1,517,750
19	Total financing and investment income & expenditure	(1,425,710)
30 & 31	Less capital reversals	(3,509,310)
	Net Budget Requirement	19,878,850
20 to 26	Other government grants	(3,294,000)
27 & 28	Non-Domestic Rates (NDR) (Business Rates)	(9,209,810)
30 to 32	Contributions to or (from) Usable Reserves	794,470
34	Net call on Council Tax	8,169,510
35	Council Tax Adjustments	116,520
36	Amount to collect through Council Tax	8,286,030

2.2 As the total service budgets (line 9 of **Appendix A1**) include capital costs, the table below breaks down the total service budgets for each Committee by the amounts which relate to capital costs and which relate to cash budgets:

Line in Appendix A1	Portfolio	2024/25 base budget (March 2023) (£)	2024/25base budget (February 2024) (£)	Variance (£)
Without Capital costs	Biodiversity and Environmental Services	1,352,660	1,558,200	205,540
	Climate Change	2,432,850	2,528,040	95,190
	Health, Wellbeing and Leisure	736,920	1,180,610	443,690
	Heritage, Culture and the Arts	857,870	1,078,670	220,800
	Housing	618,860	462,600	(156,260)
	Strategy, Performance and Finance	6,840,630	8,496,580	1,655,950
	Sustainable Economic Development	1,579,062	1,727,840	148,778
	Public Protection and Community Relations	2,501,160	2,754,270	253,110
	Cash Service Budgets	16,920,012	19,786,810	2,866,798
Capital costs	Biodiversity and Environmental Services	18,790	18,790	0
	Climate Change	1,125,620	1,125,620	0
	Health, Wellbeing and Leisure	940,890	940,890	0
	Heritage, Culture and the Arts	200,160	203,250	3,090
	Housing	49,620	49,620	0
	Strategy, Performance and Finance	91,340	1,107,910	1,016,570
	Sustainable Economic Development	0	6,480	6,480
	Public Protection and Community Relations	56,750	56,750	0
30 & 31	Capital Service Budgets	2,483,170	3,509,310	1,026,140
1	Biodiversity and Environmental Services	1,371,450	1,576,990	205,540
2	Climate Change	3,558,470	3,653,660	95,190
3	Health, Wellbeing and Leisure	1,677,810	2,121,500	443,690
4	Heritage, Culture and the Arts	1,058,030	1,281,920	223,890
5	Housing	668,480	512,220	(156,260)
6	Strategy, Performance and Finance	6,931,970	9,604,490	2,672,520
7	Sustainable Economic Development	1,579,062	1,734,320	155,258
8	Public Protection and Community Relations	2,557,910	2,811,020	253,110
9	Total Service Budgets	19,403,182	23,296,120	3,892,938

2.3 The table below shows how the 2024/25 base budget approved by Full Council on 9 March 2023, has been adjusted for changes based on paragraph 2.2 above.

Portfolio	2024/25 base budget (March 2023) (£)	Realignments	Salary Uplift	Approved Variations	Inflation	Requested Changes	2024/25 base budget (February 2024) (£)
BES	1,352,660	(30,000)	79,880	100,750	(14,080)	68,990	1,558,200
CC	2,432,850	(75,980)	96,380	40,440	5,400	28,950	2,528,040
HWL	736,920	38,240	8,380	0	7,270	389,800	1,180,610
HCA	857,870	0	119,340	(10)	(8,600)	110,070	1,078,670
H	618,860	44,820	67,580	(4,070)	(25,310)	(239,280)	462,600
SPF	6,840,630	(5,190)	317,680	21,790	95,370	1,226,300	8,496,580
SED	1,579,062	0	41,080	162,610	(8,020)	(46,892)	1,727,840
PPCR	2,501,160	28,110	49,050	82,460	7,260	86,230	2,754,270
Non-Capital	16,920,012	0	779,370	403,970	59,290	1,624,168	19,786,810

3.0 Development of Proposed 2024/25 General Fund Revenue Budget

3.1 The development of the proposed 2024/25 General Fund budget was set out in the Budget Strategy document that was presented to Cabinet on 11 July 2023. This document set out the strategy for the year which was to build upon the notional 2024/25 budget as compiled in the preparation of the MTFP for the period 2023/24 to 2026/27 and was approved by Council on 9 March 2023.

3.2 Directors and Business Managers worked with their allocated Finance Officers to go through the budget and MTFP estimates in order to ascertain whether the actions under each of the 8 Community Plan objectives have already been included in the base budget, are growth items for inclusion either in the budget for 2024/25 or/and MTFP period, or do not require a financial allocation as the activities are to be delivered by a third party with the Council having a facilitating and monitoring role. Cabinet Portfolio Holders then met with responsible Directors and Business Managers to review proposed level of resources to meet the objectives from within the Council's current approved Community Plan for the 2024/25 financial year. The portfolio holder for Strategy, Performance and Finance has also reviewed the overall Council Position. Subsequently, this budget has therefore been proposed for the 2024/25 financial year.

3.3 The proposed 2024/25 General Fund revenue budget collates various types of information, such as the:

- a) level of government grant receivable;
- b) expected level of council tax and business rates income;
- c) expected level of other income, such as from fees and charges;
- d) expected level of spend on employees; and
- e) expected use of reserves.

3.4 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA) and Core Spending Power

3.5 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information pertinent for setting the next financial year’s budget. The provisional settlement was announced on 18 December 2023, and the final settlement is still to be announced.

3.6 Core Spending Power (CSP) is a measure of the resources made available to local authorities to fund service delivery, based on the government’s annual Local Government Finance Settlement (LGFS). Government makes assumptions within this based on levels of Council Tax and growth in an authorities Tax Base (the Band D equivalent number of properties to charge Council Tax over).

3.7 As part of the Provisional LGFS Government an increase of almost £4bn or 6.5% in cash terms in CSP over and above the 2023/24 settlement was announced nationally. Within the settlement the Funding Guarantee was maintained as a grant from 2023/24 which ensured that every local authority in England will see a minimum 3% increase in their Core Spending Power, before taking any local decisions to increase Council Tax. The table below shows the Core Spending Power for Newark and Sherwood (as assumed by Government) together with the proposed actual Core Spending power. The Governments assumption works out to be an increase of 4.67% (£0.678m) cash terms increase compared with the 2023/24 settlement, whilst the proposed budget shows an increase of 4.59% in cash terms (£0.668m).

	2023/24	2024/25 draft LGFS	2024/25 Proposed Budget
Business Rates funding	£3.815m	£3.986m	£3.986m
Compensation for under-indexing the Business Rates multiplier	£0.650m	£0.767m	£0.767m
Revenue Support Grant	£0.228m	£0.244m	£0.244m
Council Tax	£7.905m	£8.296m	£8.286m
New Homes Bonus	£0.888m	£0.327m	£0.327m
Funding Guarantee	£0.807m	£1.477m	£1.477m
Services Grant	£0.149m	£0.023m	£0.023m
Rural Services Delivery Grant	£0.045m	£0.045m	£0.045m
Total	£14.487m	£15.165m	£15.155m

3.8 From the table, utilising all grants there has been a 4.3% increase (£0.285m) in cash terms, slightly higher than the 3% minimum increase as described at paragraph 3.7 above.

- 3.9 The difference between the governments draft LGFS and the proposed budget relates to Council Tax. As can be seen the government has assumed Council Tax receivable of £0.010m more than this proposed budget. This relates to the growth in the Councils Tax base, whereby government have assumed a higher amount of number of chargeable properties (hence growth in property numbers) which therefore leads to higher Council Tax receivable.
- 3.10 As can be seen from the table above, New Homes Bonus (which for a number of years has been forecast to be removed altogether) has reduced significantly by £0.561m. This is due to the Government reducing the total size of the allocation to New Homes Bonus nationally. However, in order to maintain the 3% minimum funding guarantee, government have increased the Funding Guarantee grant by £0.670m.
- 3.11 To put this into context, the budgeted increase for a number of base items of expenditure is detailed in the table below:

Base Cost	Increase between 2023/24 and 2024/25
Employees	£0.779m
Fuel	£0.036m
Utilities	£0.291m
Total	£1.106m

- 3.12 The table above demonstrates that the amount of additional funding raised through government funding (£0.285m as per paragraph 3.8 above) contributes towards 25.8% of the increase in base budget costs. The remainder of the funding that is required, together with any other increases in cost, will therefore need to be funded from local funding.

Proposed 2024/25 Council Tax

- 3.13 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.
- 3.14 An authority’s relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.
- 3.15 The proposed core principle for 2024/25 is 3%. The government’s proposed council tax referendum principle for shire district councils therefore permits increases in the council’s 2024/25 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.
- 3.16 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 2.99%, or £5.66 per year based on the band D average. As 73% of the properties in Newark and Sherwood are in bands A to C, the increase for these properties will be less than £5.66 per year. The Council Tax charge for the 2023/24

financial year is £189.16 which therefore means a charge of £194.82 for the year 2024/25 financial year has been assumed within these papers.

- 3.17 The council tax base (being the number of band D equivalent properties within the district) assumes a 1.018% increase on 2023/24. The Tax Base for 2024/25 is set at 42,531.75. This is calculated taking all the properties in the district and weighting them depending on their banding, adjusting for estimated discounts and premiums.
- 3.18 The tax base is then multiplied by the annual charge in order to calculate the total Council Tax receivable for the year being £8,286,036. Where further discounts or premiums are actually charged/awarded during the year and the amount of properties charged Council Tax is different to the assumptions above, the surplus or deficit in the Collection Fund will be calculated and will be distributed/clawed back in the following financial year.

Proposed 2024/25 Business Rates

- 3.19 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2024/25 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses will be 54.6p (54.6%).
- 3.20 Within the draft LGFS the government have changed the mechanism for the multiplier. Previously all businesses paid the small business multiplier, with those businesses with a rateable value (RV) of over £51,000 then paying an additional supplement (last year an additional 1.3p hence 51.2p in the pound). Within the LGFS government have separated the multipliers in order to inflate them separately. Therefore, being able to increase the charges to businesses occupying premises with an RV of over £51,000 without having to increase charges to businesses occupying premises with an RV less than that. They have chosen to freeze the multiplier at 49.9p for those properties with an RV less than £51,000.
- 3.21 The original legislation set out that the multiplier should increase by CPI for September in each year, but in practice the multiplier has been frozen since 2021/22. It had also not increased by CPI, but RPI, in some of the preceding years.
- 3.22 The government compensates local authorities for their decisions relating to business rates through s31 grants, and hence the Council does not lose out for the decision to freeze the multiplier (and in the previous years applied RPI increases rather than CPI). As can be seen from the table at paragraph 3.7 the government expects to reimburse the Council by £0.766m (£0.649m 2023/24) for this loss in income.
- 3.23 The table at paragraph 3.7, shows the total amount of business rates that the Council expects. Though the government has allocated £3.986m of business rates to the council for 2024/25, the total amount of business rates retained by the council in 2024/25 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2024/25. It has currently been forecast that the return funding from the pool for the 2024/25 financial year will be £600,000 which has been built into the council's Medium Term Financial Plan.

3.24 The council is budgeting to retain £9.117m of business rates for 2024/25 (Appendix A1, lines 23 & 24). This includes the £3.986m referred to in paragraph 3.7; additional income, such as local growth above this baseline and from relevant renewable energy projects; and additional expenditure; such as the levy on additional income.

Calculation	Items relating to 2024/25 NDR income budget	Amount (£m)
1	NDR income + section 31 grants	22.756
2	Tariff	(12.566)
3	Levy	(2.218)
4	Renewable Energy	1.145
5	2024/25 NDR income budget	9.117

Proposed 2024/25 Budget – General Principles

3.25 The appropriate bases agreed in the Budget Strategy and used in the preparation of the budget are:

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2024/25 are:</p> <ul style="list-style-type: none"> • a 5% increase in 2024/25 basic pay; • an increase in pay point for employees not at the post's highest pay point; and • a 5.0% vacancy rate. <p>5.0% of the council's total salary budget, or £1,053,040, has been budgeted to be saved from posts that remain vacant for a period of time before being filled.</p>
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2022 for the three years between 2023/24 and 2025/26.</p> <p>The council's budgeted pension-related costs have increased, because its total 2024/25 basic pay budgets have increased. The council's primary rate (charged as a proportion of basic salary at employee level) is 18.6%.</p>
c)	General Inflation	<p>Most non-pay expenditure budgets have been uplifted by 5%. Specific budgets have had larger increases on where applicable. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, are expected to increase by less than 5%. Income Budgets have been increased where appropriate based on the Fees and Charges schedule.</p>
d)	Average Interest Rate re External Debt	<p>The council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.</p>

e)	Capital Charges	<p>The proposed budgets for each Portfolio (Appendix A1, lines 1-9) includes the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges be reversed out (Appendix A1, lines 30 & 31) and replaced with the cost to the council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) (Appendix A1, line 15). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.</p>
f)	Capital Financing Charges	<p>The council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2024/25 to be approved by Council on 7 March 2024.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p>
g)	Internal Drainage Boards	<p>Despite there being a freeze in cost for the 2024/25 financial year, the anticipated cost of levies to the two Internal Drainage Boards (Trent Valley and Upper Witham) for 2024/25 is £950,000.</p> <p>This cost had increased by 39% from the 2022/23 financial year. During 2023/24 the Council received £239,690 towards contribute towards the increase in cost. The Government announced on 24 January 2024, that it will be distributing similar funding during 2024/25 which has now been budgeted to be received.</p>

3.16 The table below details the council's net budget requirement for **Error! Reference source not found.5**, broken down by gross expenditure and gross income:

Line		Error! Reference source not found.4/25 gross expenditure (£)	Error! Reference source not found.5 gross income (£)	Error! Reference source not found.5 net expenditure (£)
9	Total service budgets (Appendix A2)	59,326,490	(36,030,370)	23,296,120
14	Other operating income & expenditure	1,517,750	0	1,517,750
19	Total Financing and Investment income & expenditure	1,197,750	(2,623,460)	(1,425,710)
30 & 31	Reversal of Capital Charges	(4,439,310)	930,000	(3,509,310)
	Net Budget Requirement	57,602,680	(37,723,830)	19,878,850

3.26 A summary of the main reasons for changes requested in the table at paragraph 3.3 are listed below:

Changes requested for 2024/25 base budget compared to 2024/25 base budget (MTFP as at March 2023)	Variance (£)
Increases in Utilities	199,160
Overall Salary Changes	197,660
Increase in relation to x2 new post for managing Capital Projects	215,760
Various Community Plan objectives in relation to Environmental Services	110,000
Resourcing Quality Air Control Project Management	50,000
Costs associated with the running of Alexander Lodge	60,000
Music and Art and taking Museum objects into the community	95,000
Increased Management fee for A4T re closure of SLC pool	260,000
Recruitment and retention incentives	66,000
Overall Reductions to recharges to HRA	30,890
Increases in budget in relation to the Cost of Living response	150,000
Other Changes	89,698
Total	1,624,168

2024/25 Employee Plan

3.27 The salary budget for the General Fund has been based on 484.05 employees in 2024/25. Any changes to the establishment will require the relevant approvals.

Fees and Charges Review

3.28 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary, amend its charges or charging regime.

3.29 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.

3.30 The proposals for the levels of fees and charges to be implemented from 1 April 2024 were reviewed by Directors during November and have now been updated where appropriate. The council is currently budgeting to receive £4.8m of income from fees and charges in 2024/25. This is an increase of £0.306m from 2023/24.

3.31 The table below summarises the services which provide the council with most of its fees and charges income, and the fees and charges income budgeted from these services for 2024/25:

Service	2024/25 base budget (March 2023) (£)	2024/25 base budget (February 2024) (£)	Summary

Trade Waste, Recycling and Garden Bins	1,666,780	1,746,600	<p>Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities.</p> <p>Further details of these and the other proposed charges for 2024/25 can be found in Appendix E12.</p>
Car and Lorry Parking	904,990	872,860	<p>The car parking charges proposed for 2024/25 are largely the same as those in 2023/24, though increases have been proposed for lorry parking. Further details can be found in Appendix E15.</p>
Planning	972,840	1,069,700	<p>Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including the statutory fees chargeable, can be found in Appendices E1 & E2.</p>
Culture	572,140	580,380	<p>The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2024/25 are largely the same as those in 2023/24. Further details can be found in Appendix E5.</p>
Environmental Health	140,070	212,810	<p>The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for some of the discretionary environmental health fees for 2024/25, to ensure that the council recovers the full cost of services provided. Further details can be found in Appendix E10.</p> <p>The dog warden charges proposed for 2024/25 are the same as those in 2023/24. Further details can be found in Appendix E11.</p>

3.32 Details of the council's proposed charges for 2024/25 for all services can be found in **Appendices C1-C21.**

Total Financing and Investment income & expenditure (**Appendix A1**, line 19)

3.33 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.

- 3.34 The council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury Strategy (which is subject to a separate report which is to be considered by the Audit and Governance Committee on 21 February 2024 and is due to be approved by Full Council on 7 March 2024) and due diligence through the council's Treasury Advisers.
- 3.35 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise some of its reserves on projects such as the Yorke Drive and the Southern link Road. This means that as cash backed by these reserves will be utilised, there is a potential need to borrow money to ensure that the Council has cash at hand to service its day to day costs.
- 3.36 There is an overall increase in the total net Financing and Investment income & income to £1.004m (**Appendix A1**, line 19) in 2024/25. The 2024/25 interest receivable budget is higher than was budgeted for in March 2023, mainly due to the increase in investment balances and associated interest rates increasing during the year.
- 3.37 All treasury investments are made in line with the Council's Treasury Management Strategy. Advice from the council's external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or from reserves

- 3.38 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.
- 3.39 The council's s151 Officer has reviewed the adequacy of the council's financial reserves to ensure that these are neither too low (imprudent) or too high (over prudent) based on their purpose and likely use.
- 3.40 The table below summarises the amount of council earmarked reserves as at 31 March 2023, and forecasts of these as at 31 March 2024 and 31 March 2025.

	At 31 March 2023 (£)	Forecast at 31 March 2024 (£)	Forecast at 31 March 2025 (£)
Budget Funding Reserves	7,265,838	8,107,988	7,907,988
Earmarked for Known Pressures	7,187,684	4,799,592	4,293,878
Ring Fenced Reserves	2,197,225	2,170,127	2,424,547
Un-ringfenced Reserves	15,671,531	10,249,078	5,350,271
Total Revenue Reserves	32,322,278	25,326,785	19,976,684
Capital Reserves	14,047,491	13,173,335	14,424,244
Total Revenue and Capital Reserves and Balances	46,369,769	38,500,119	33,967,928

- 3.41 The main reductions relate to the usage of the Change Management/Capital Fund over the next two years. Large capital projects (such as the SLR, the Belvoir Ironworks site and the development at Clipstone) are due to utilise the funding over the next two years which will draw down the balances held.

General Fund Balance

- 3.42 The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 3.43 The council's total forecast reserves and general fund balance to 31 March 2024 is £38,500,119. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.
- 3.44 The budget has been prepared in accordance with the budget strategy approved Cabinet on 11 July 2023. The draft budget has been scrutinised and challenged by the Council's Senior Leadership Team, the Leader and Portfolio Holders. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling administration. The s151 Officer of the council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2024/25.

Parish and Town Council Precepts

- 3.45 Parish and town councils can raise money to help meet their spending requirements by issuing a 'precept' (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 3.46 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2024/25. These details will be included in the revenue budget and council tax setting report to be presented to Council on 7 March 2024.

Subjective Analysis

- 3.47 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2024/25 by statutory categories used to categorise expenditure and income.

Risk Assessment and Sensitivity

- 3.48 As mentioned in paragraph 3.28, section 25 of the *Local Government Act 2003* requires the council's chief finance officer, currently the Director of Resources and Deputy Chief

Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.

3.49 In considering the council's proposed budget for 2024/25 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £80,453 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £42,532 of net expenditure.

3.50 Various assumptions were required to be made when preparing the proposed 2024/25 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

2024/25 Pay Award

3.51 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 3.15, the 2024/25 budgets have been prepared assuming a 5% annual increase in basic pay.

3.52 The National Joint Council (NJC) for Local Government Services' pay award for 2024/25 has not yet been finalised. If the 2024/25 pay award agrees a more than 5% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 1% increase over and above the budgeted 5% in basic pay for 2024/25 would result in around £206,700 needing to be funded from reserves.

Income

3.53 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2024/25 income budgets for services have been set at levels considered achievable.

3.54 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £48,000, or a council tax increase equivalent to £1.36 per property (0.60%).

3.55 Officers closely monitor income levels as part of the council's monthly budget monitoring processes.

3.56 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

Other Significant Potential Risks

3.57 Though less likely, but other assumptions which could result in the council's actual expenditure and/or income varying significantly from its proposed budgets are below:

a)	Interest rates	<p>The proposed 2024/25 budget includes amounts for both interest payable (Appendix A1, line 17) and interest receivable (Appendix A1, line 18). This is because the council expects that it will both borrow money and lend money throughout the 2024/25 financial year.</p> <p>The budgeted amounts for 2024/25 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2024/25 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council's overall budget.</p>
b)	General Inflation	<p>As mentioned in paragraph 3.25, the proposed service budgets for 2024/25 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2023. There was a 4.2% increase in inflation (Consumer Prices Index (CPI)) from December 2022.</p> <p>Though it is likely that actual inflation rates throughout 2024/25 will differ from the government's own forecasts for 2024/25 and the 5% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council's budget.</p>
c)	Apprenticeship Scheme	<p>In addition to Apprenticeship Levy payments the council is required to make to the government (Appendix A1, line 10), the council employs apprentices which have been budgeted for within the revenue budget.</p>
d)	Reserves	<p>As mentioned in paragraph 3.38, the council has reviewed the adequacy of the financial reserves proposed in the 2024/25 budget, as statutorily required.</p>

4.0 Proposals

4.1 Officers are proposing to Cabinet that it recommends to Council at its meeting on 7 March 2024:

- a) the council's General Fund revenue budget for 2024/25; and
- b) the 2024/25 fees & charges in **Appendices C1-C21**.

5.0 Digital Implications

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

6.0 Equalities Implications

6.1 Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

7.0 Community Plan – Alignment to Objectives

7.1 The Community Plan 2023-2027 was approved by Full Council on 12 December 2023 and sets out sets out the Council's objectives over the next three years, building on previous published plans for the same time period.

7.2 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of all the objectives within the Community Plan.

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.

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Portfolio	2024/25 Base Budget (March 2023) £	2024/25 Base Budget (February 2024) £	More or (Less) £
1 Biodiversity and Environmental Services	1,371,450	1,576,990	205,540
2 Climate Change	3,558,470	3,653,660	95,190
3 Health, Wellbeing and Leisure	1,677,810	2,121,500	443,690
4 Heritage, Culture and the Arts	1,058,030	1,281,920	223,890
5 Housing	668,480	512,220	(156,260)
6 Strategy, Performance and Finance	6,931,970	9,604,490	2,672,520
7 Sustainable Economic Development	1,579,062	1,734,320	155,258
8 Public Protection and Community Relations	2,557,910	2,811,020	253,110
9 Total Service Budgets	19,403,182	23,296,120	3,892,938
Other Operating Income & Expenditure			
10 Apprenticeship Levy	47,000	60,000	13,000
11 Pensions - employer's lump sum	357,750	357,750	0
12 Corporate Contingencies	100,000	150,000	50,000
13 Drainage Levy	975,204	950,000	(25,204)
14 Total other operating income & expenditure	1,479,954	1,517,750	37,796
Financing and Investment income & expenditure			
15 Minimum Revenue Provision (MRP)	1,149,320	774,060	(375,260)
16 Financial Instruments Adjustment	3,650	3,650	0
17 Interest Payable	569,780	420,040	(149,740)
18 Interest Receivable	(2,144,420)	(2,623,460)	(479,040)
19 Total Financing and Investment income & expenditure	(421,670)	(1,425,710)	(1,004,040)
Taxation and Non Specific Grant Income			
Other Government Grants			
20 Revenue Support Grant	(228,000)	(243,540)	(15,540)
21 Rural Services Delivery Grant	(39,860)	(51,550)	(11,690)
22 Business Rates Pooling Surplus	0	(800,000)	(800,000)
23 Services Grant	(143,000)	(23,400)	119,600
24 4% Funding Guarantee	(1,152,000)	(1,609,810)	(457,810)
25 Internal Drainage Board Levy Grant	0	(239,000)	(239,000)
26 New Homes Bonus (NHB)	0	(326,700)	(326,700)
Non Domestic Rates (NDR)			
27 Retained NDR	(8,705,000)	(9,116,810)	(411,810)
28 Business Rates Surplus from 2023/24	0	(93,000)	(93,000)
29 Total Taxation and Non Specific Grant Income	(10,267,860)	(12,503,810)	(2,235,950)
Contributions to or (from) Reserves and Balances			
Contributions to or (from) Unusable Reserves			
30 Reversal of capital expenditure	(3,408,270)	(4,439,310)	(1,031,040)
31 Reversal of capital income	930,000	930,000	0
Contributions to or (from) Usable Reserves			
32 Contributions to or (from) usable reserves	444,000	794,470	350,470
33 Total Contributions to or (from) Reserves and Balances	(2,034,270)	(2,714,840)	(680,570)
34 Net call on Council Tax	8,159,336	8,169,510	10,174
Council Tax Adjustments			
35 Brought forward Council Tax deficit	0	116,520	116,520
36 To be collected through Council Tax	8,159,336	8,286,030	126,694



Report to: Cabinet Meeting: 20 February 2024

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

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

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

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	2024/25 to 2027/28 Medium Term Financial Plan
Purpose of Report	To present the council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2024 and 31 March 2028 (2024/25 to 2027/28).
Recommendations	That the Committee recommends the 2024/25 to 2027/28 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 7 March 2024.
Alternative Options Considered	Not applicable
Reason for Recommendations	To provide a framework to support the Council’s future spending plans.

1.0 Background

- 1.1 The MTFP (**Appendix A**) aims to provide members and officers with a clear financial framework for delivering the council’s Community Plan objectives over the next four financial years.
- 1.2 Updating the council’s MTFP is an essential pre-requisite to the annual budget setting process for future years.

2.0 Proposals

- 2.1 The MTFP shows that the council is able to set a balanced budget for 2024/25, though will need to reduce expenditure and/or increase income to pay for service delivery in future years.
- 2.2 The council will need to continually consider how best to manage demand for its services, as well as continually monitor and review how it best delivers each service.

3.0 Implications

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

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.

2024/25 TO 2027/28 MEDIUM TERM FINANCIAL PLAN (MTFP)

The council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2023 and 31 March 2027 (2023/24 to 2026/27) was approved by Full Council on 8 March 2023.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2024/25 and 2027/28 (2024/28).

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2024/25 and 2027/28; and
- c) enable members to make decisions which ensure the council's future financial sustainability.

The MTFP tries to do this by:

- a) bringing together in one place all known factors which will affect the council's financial position; and
- b) matching how the council plans to spend to deliver its Community Plan objectives with the expected resources available to fund that spend.

1.1 Financial Projections

The table below shows high level budget projections for the next four years, assuming annual increases of 2.99% in the rate of average band D council tax (excluding local precepts), together with annual increases in the council tax base based on forecast housing growth.

Table 1

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
Net Service Expenditure (less capital charges)	19.787	20.749	20.718	21.376
Total Other Expenditure	0.092	1.348	2.250	2.250
Total Expenditure	19.879	22.097	22.968	23.626
Business Rates: receivable annually	(9.117)	(9.597)	(9.597)	(9.597)
Business Rates: other adjustments	(0.093)	0.000	0.000	0.000
Council Tax: receivable annually	(8.286)	(8.614)	(8.955)	(9.307)
Council Tax: other adjustments	0.117	0.000	0.000	0.000
Other Grants	(3.294)	(2.597)	(0.407)	(0.353)
Contribution (to) or from Reserves	0.994	0.272	0.278	0.283
Funding Shortfall prior to Mitigations	0.200	1.551	4.277	4.642

1.2 Financial Landscape

The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. It has now delayed these reforms further to 2026/27 at the earliest.

The reforms of the system are principally to increase the proportion of non-domestic rates (NDR) ('business rates') retained locally; and to make fairer the government's annual funding allocations for local authorities.

The impact of the government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income in 2023/24 to 2025/26 is c£12.3m higher than forecast within the MTFP that was approved on 8 March 2022.

As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the council's current modelling of funding projections for 2026/27 and future years are subject to high levels of volatility.

The scope of reforms is still uncertain which would include the Fair Funding Review, a reset in the baseline for Business Rates Funding and changes to New Homes Bonus.

It is expected, however, that the government's changes to the local government finance system will incorporate transitional arrangements where appropriate, and that changes will be made manageable for individual authorities or classes of authorities.

Officers will closely monitor the government's announcements relating to the local government finance system and assess the implications of these on the council's funding for 2026/27 and future years.

1.3 Fair Funding Review

The government is reviewing how it assesses the relative needs and resources of English local authorities, so that it can distribute funding to councils based on a more robust and up-to-date approach. Its review (the Fair Funding Review) aims to address concerns that the current formula for determining each council's Baseline Funding Level (BFL) is unfair, out of date and overly complex.

The government now plans to use an updated approach to distributing funding to councils expected from 2026/27. Much of the data that Government hold in relation to the current formula relates to 2013/14 and before hence significant work is necessary in order to recalibrate the formulae.

The Fair Funding Review will have an enormous effect on the Council's budget because it will affect the amount of BFL the government will give the council in future years, and thus also the amount of business rates the council can retain. As per the table in section 1.1, business rates are expected to account for a large proportion of the council's total expenditure (excluding capital charges) in each year of the council's MTFP.

1.4 Retained Business Rates

The introduction of the current 50% business rates retention system in 2013/14 has allowed councils which have increased their locally raised business rates income since this time to benefit from the additional income generated.

The government plans to implement a reformed business rates retention system, though for changes not to take place until 2026/27 at the earliest. The reforms aim to:

- give local authorities greater control over the money it raises;
- support local economic growth;
- update the balance of risk (of loss) and reward (for growth) in the system; and
- make the system simpler and income less volatile.

Two main changes have been proposed for the business rates retention system. These are:

- 1) to increase the proportion of business rates retained locally from 50% to 75% or 100%; and
- 2) to reset the Business Rates Baseline (BRB).

The BRB is the government's prediction of how much each council is able to raise locally in business rates.

As the government intends to reform the business rates retention system in a way which is fiscally neutral, councils currently benefitting from growth in locally raised business rates income could see some of this income transferred to councils with reduced Business Rates Baselines.

Nonetheless, the planned increase in proportion of NDR retained locally means that promoting economic growth and inward investment will become ever more crucial to ensuring the council's sustainability going forward.

The council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2026/27 and future years are subject to higher levels of volatility. These have been modelled with the assistance of Pixel, the Council's external advisors who assist many authorities on national funding.

2024/25 Business Rates

Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government's Valuation Office Agency (VOA). The rate payable by small businesses in 2024/25 will be 49.9p per pound (49.9%) of their property's rateable value, and the rate payable by other businesses will be 54.6p (54.6%).

Within the draft LGFS the government have changed the mechanism for the multiplier. Previously all businesses paid the small business multiplier, with those businesses with a rateable value (RV) of over £51,000 then paying an additional supplement (last year an additional 1.3p hence 51.2p in the pound). Within the LGFS government have separated the multipliers in order to inflate them separately. Therefore, being able to increase the charges to businesses occupying premises with an RV of over £51,000 without having to increase charges to businesses occupying premises with an RV less than that. They have chosen to freeze the multiplier at 49.9p for those properties with an RV less than £51,000.

The original legislation set out that the multiplier should increase by CPI for September in each year, but in practice the multiplier has been frozen since 2021/22. It had also not increased by CPI, but RPI, in some of the preceding years.

The government compensates local authorities for their decisions relating to business rates through s31 grants, and hence the Council does not lose out for the decision to freeze the multiplier (and in the previous years applied RPI increases rather than CPI).

The council is budgeting to retain £9.117m of business rates for 2024/25. This includes the £3.986m from the LGFS; additional income, such as local growth above this baseline and from relevant renewable energy projects; and offset by additional expenditure; such as the levy on additional income.

Below are some of the key risks which could affect the amount of business rates income collected and thus retained in future years:

- slower than anticipated local economic growth, or local economic growth at a rate less than the change in Consumer Price Index (CPI) used to determine annual business rates payable;
- successful backdated appeals from businesses regarding the amounts of business rates payable in previous years;
- uncollectable debts which need to be written off; and
- unpredictable increases in the amounts of discretionary reliefs granted to businesses.

Currently, the Council use external consultants Analyse local, who assist the Council with forecasting losses in RV based on future appeals that may come forward. For the 2024/25 financial year £0.400m has been set aside in order to provide for any successful appeals.

If appeals that the council has provided for (set money aside) are unsuccessful or are successful but cost the council less than the amount set aside for these appeals, the council can release the surplus provisions back into the Collection Fund, in order that this may then be re-distributed back to the council and its preceptors. Similarly, where appeals are settled higher than funds set aside, an additional charge would need to be levied from the council and its preceptors in order to fund the deficit arising.

1.5 Council Tax

Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council includes the levy that Internal Drainage Boards charge the council. These are the Upper Witham Internal Drainage Board and the Trent Valley Internal Drainage Board.

Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, the core principle was 2%.

The proposed core principle for 2024/25 is 3%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2023/24 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.

The council calculates how much annual council tax income it can receive by multiplying the council tax base (CTB) by the average band D council tax rate. The council tax base is the total number of properties equivalent to band D which are liable for council tax after discounts, exemptions and premia.

The council’s MTFP assumes that the 2024/25 CTB will be 1.8% higher than the 2023/24 CTB, and that there will be an increase of 400 band D equivalents in CTB for 2025/26 and subsequent years.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 2.99% in 2024/25, compared to if council tax was frozen at the 2023/24 level during 2024/25 but increased by 2.99% annually thereafter:

Table 2

Effect of council tax changes	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)	MTFP (£m)
Additional income from 2.99% increase in all years	0.241	0.250	0.260	0.270	1.021

1.6 New Homes Bonus (NHB)

New Homes Bonus (NHB) is a government grant paid to councils to incentivise local housing growth, based on the extra council tax income raised from new homes. NHB is paid to councils with growth in their housing stock above 0.4% of their existing council tax base.

The government plans to consult on the future of NHB, with a view to implementing reform in 2025/26.

Details of the government’s final NHB allocations for 2024/25 and the three years previous are in the table below.

Table 3

Year	2021/22 (£m)	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)
Total	1.187	1.573	0.888	0.327

NHB is not ring-fenced, and thus can be used to fund either revenue or capital expenditure. To-date, the council has not needed to budget to use NHB to fund its General Fund revenue expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

In previous years, NHB has been used to fund key regeneration projects. This is expected to continue. As capital resources are scarce, the termination of multi-year payments on new NHB allocations will have significant impact on capital resources.

100% of the receipt of NHB has been budgeted to be received and transferred to the Capital Provision in order to fund short-life capital assets.

As per section 1.2, NHB is within scope of the proposed reforms to the local government finance system. As such, councils are not expected to receive NHB in 2025/26 or future years.

1.7 Income from Fees and Charges

The council's income from fees and charges for statutory and discretionary services is an essential part of the council's General Fund revenue budget. Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.

Discretionary services are those for which the council has the power, but not duty, to provide; though also include additions or enhancements to statutory services that the council provides above standards legislated for.

The Action Plan to the Commercial Strategy approved at Policy and Finance Committee on 27 January 2022 set the expectation that new areas for charging and understanding price elasticity of demand on existing charges would be reviewed to ensure that discretionary charges are set at the right levels and for the right activities. The council should ensure that fees and charges for discretionary services are set which:

- ensure the maximum revenues possible;
- are allowed by the council's Corporate Fees and Charges Policy; and
- are socially and politically acceptable.

The tables in section 1.10 identifies further fees and charges income as key to bridging the council's funding gap. It is anticipated that new annual income of £0.200m will be generated by delivering the Commercial Strategy. This may be by stretching existing fees and charges income targets, new income streams, and/or a combination of both. Individual projects which will contribute to this target are described at table 5 in section 1.10 below.

1.8 Reserves and Balances

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

The council has reviewed the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.

Council's generally hold useable reserves for three purposes:

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

The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.

Appendix B shows the balances which comprised the council's total reserves at the end of 2022/23. It also shows the balances expected to comprise the council's total reserves at the end of 2023/24 to 2027/28.

Over the years, the council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; and support and improve service delivery. Whilst this principle still exists, the council has set up a Medium Term Financial Plan reserve, in order to mitigate future pressures based on the uncertainty over local government funding. This reserve will be released over the medium-term in order to smooth the impact of anticipated funding reductions arising from changes in the local government funding formula.

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

ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

The *Local Government Act 2003* requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves.

The council's total forecast General Fund revenue and capital reserves and fund balance to 31 March 2025 is £34,400,927.

The budget has been prepared in accordance with the budget strategy approved by Cabinet on 11 July 2023. The same strategy has been adopted for the period of the MTFP.

The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates). The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government's departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The council's current projections within the Medium Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

1.9 Assumptions made within the MTFP

Finance officers and budget holders have developed detailed budgets for 2024/25 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 5% increase in basic pay has been assumed for 2024/25 and 5% for each subsequent year of the council's MTFP.

If the 2024/25 pay award is agreed at a higher rate than the 5% increase in basic pay assumed, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

Most non-pay expenditure budgets have been uplifted by 5% in each year of the council's MTFP. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2023/24, which is recommended by the Audit and Governance Committee on 21 February 2024 for approval by Full Council on 7 March 2024.

Assumptions not made in the MTFP

The Government have recently issued all waste collecting authorities indicative capital transition costs for the introduction of weekly food waste collections. Within Nottinghamshire it has been agreed with Government that this service would not begin until 2027. Currently there have been limited conversations with Government regarding funding of this service, from an on-going revenue and a cyclical capital perspective. Government have indicated that there will be funding available for ongoing revenue costs, albeit there has been no detail to hand as yet. Due to this, there have been no costs for the running of this service accounted for within this MTFP. This will be reviewed further during the year and once further information is available, the MTFP will be revised at that point.

1.10 Proposed strategy for bridging the funding gap

The table below shows the contributions to and from reserves currently projected for each year of the council's MTFP (as described at the table in paragraph 1.1), and the actions currently proposed to mitigate the annual contributions from reserves projected for 2023/24, 2024/25 and 2025/26:

Table 4

	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	2027/28 (£m)
Funding Shortfall prior to Mitigations	0.200	1.551	4.277	4.642
Dividends from Arkwood Developments Ltd	-	(0.500)	(0.650)	(0.650)
Savings from service reviews	-	(0.100)	(0.170)	(0.170)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.150)	(0.150)
Increased income from the council becoming more commercial	-	(0.100)	(0.200)	(0.200)
Use of MTFP reserve to offset contributions from reserves in future years	(0.200)	(0.751)	(3.107)	(1.845)
Proposed General Fund Funding Gap	0.000	0.000	0.000	1.627

As per Appendix B the MTFP reserve is expected to have a closing balance at the end of March 2024 of £8.108m. As per table 4 above the proposed utilisation of balances from the MTFP reserve during 2024/25 to 2027/28 will leave a balance of £2.205m at the end of March 2028.

As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), a forecast of the additional funding to be generated next financial year has been made of

£0.800m. This has now been budgeted for within the main budget, and hence is now not shown in the table above.

Each update to this MTFP will therefore report on progress against each of the headings in the table above, to ensure that each year's budget is balanced.

Since 2010, the council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 1.11), it is essential that the council continues to identify areas where spend can be reduced and/or income increased. This is so that the council can continue to operate sustainably longer-term.

The council's total income will need to increase significantly, if it is to continue delivering and improving the services it currently provides and not use its reserves to cover the deficits currently anticipated for 2024/25 and future years.

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in sections 1.5, the council can increase council tax in 2023/24 by the greater of 2.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £80,453 of net expenditure.

The council's Commercial Strategy and Action Plan, approved by Policy and Finance Committee on 27 January 2022, aims to make Newark and Sherwood an *"innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and delivering cost reductions, through trading and business improvements"*. The council has begun to benefit from the projects which have been completed to date since the Commercial Plan 2017-18 to 2020-21 was approved in October 2017 and expects to increasingly benefit in future years from the implementation of the current strategy. The council's work across the district (externally) and with services council-wide (internally) will be crucial to enabling the council's future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth.

At the Cabinet meeting 11 July 2023, an update report was presented, informing Members of progress against the Commercial Plan. The table below updates further progress against those projects identified:

Table 5

Project/Activity	Business Unit Lead	Detail	Expected income (£)	January 2024 Update
Development of Town Centre Brown Field Land	Corporate Property	Corporate property assessed the small areas of land in town centres (brownfield land not utilised) the Council owned to scope if these areas of land could be developed into contract car parking. As a result of this the area of land next to Newark Hospital (Bowbridge Road) was identified for car parking. Planning permission has been granted and the development expected to be completed by February 2024. The residual land has been valued and is being considered for sale to either Arkwood or the council's Housing Revenue Account (HRA) before possibly testing the open market.	£100,000	included in MTFP 23/24 onwards
Development of Clipstone Holdings	Corporate Property	Clipstone holdings site has now been purchased (freehold) to allow the Council to have flexibility of use and development. The site is being cleared and detailed design of the development is now being progressed with the aim of having a green employment park complemented by modern mixed-use sports facilities, education (a land management economy focus) and well-being provision in partnership with the Clipstone Miners Welfare Trust and YMCA. Site clearance is underway and construction work is anticipated to start on site during 2024/25.	£224,000	Included in MTFP £0.112 25/26 full £0.224 26/27 onwards

Industrial Units at Crew Lane, Southwell	Corporate Property	The 6 industrial units on this site have reached end of life and require some investment and 4 of the units are not occupied by tenants as these are not fit for purpose. A feasibility study of the site is being undertaken in order to examine the refurbishment options to modernise the units. This involves utilising the current structures but modernising the units by installing WCs to all plots, small kitchenettes, low-carbon, energy efficient buildings, fire compartmentation works, new door systems and windows. After some market testing, the units will be designed to suit potential new incoming tenants. There is also an opportunity to create a secure external storage area for larger items along the open perimeter of the site.	£49,615	Wouldn't expect any additional income until 2025/26
Expand the CCTV Partnership	Public Protection	Public Protection looked to increase the number of partners in the shared CCTV services to deliver savings and shared resilience. The current partners are Newark and Sherwood, Broxtowe, and Ashfield. Rushcliffe has now entered a temporary arrangement to join the CCTV partnership. This will be £7,200 per year for a three-year period. The same resource can be used to cover the additional cameras and the additional of another partner reduces the running costs for all current partners.	£2,400	£2,400 reduction in expenditure reflected in 24/25 budget onwards

The table below shows which areas have the biggest increases in expenditure budgets in each of the last three years of the council's MTFP, compared to the equivalent budget in the year before:

Pressures	Increase in 2025/26 budget, compared to 2024/25 budget (£m)	Increase in 2026/27 budget, compared to 2025/26 budget (£m)	Increase in 2027/28 budget, compared to 2026/27 budget (£m)
Employees	0.901	0.884	1.117
Electricity and gas costs	0.032	0.032	0.025

1.11 Risks Associated with the Budget Process

Budgets are only as accurate as the data available at the time they are developed. There are therefore risks that the proposed budgets in the council's MTFP will differ significantly from reality (actual expenditure and income). Some of the factors which could cause adverse variances are:

- higher than expected inflation and/or interest rates;
- the council receiving lower than expected amounts of grant funding and/or other income;
- the future differing significantly from the initial budgets proposed at the time of developing the MTFP;
- volatility of certain budget lines between years;
- underachievement of expected savings and/or efficiencies;
- unforeseen events and emergencies;
- unforeseen insurance costs or legal claims;
- lower than expected business rates growth.

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

In considering the council's proposed budget for 2024/25 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £80,453 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £42,532 of net expenditure.

Various assumptions were required to be made when preparing the proposed MTFP budgets. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

Employee costs

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 50% of the council's proposed controllable service expenditure budget for 2024/25 (total spend, excluding spend on capital costs, internal recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 5% pay award currently budgeted for 2024/25 and/or the 5% pay awards currently budgeted for subsequent years.

Currently vacancies are expected to amount to around 3.1% of total employee spend to the year end of 2023/24, albeit this is the quarter three forecast and outturn will potentially be different to this. In previous years 5% has been the experience that the Council has seen. With this in mind a forecast of 5% in 2024/25 and all future years.

Income

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2024/25 income budgets for services have been set at levels considered achievable. Officers will monitor this closely over the coming year and revised forecasts over the medium term will be updated for the MTFP to be developed for the 2024/25 - 2027/28 years.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £48,000 in 2024/25.

Interest rates

The proposed MTFP budgets include amounts for interest payable and interest receivable. This is because the council expects that it will both borrow money and lend money throughout the four years of the MTFP.

The council anticipates that it will use fixed interest rate loans when borrowing. This is so that the council knows exactly how much its loans will cost over their durations, and as this mitigates against the risk of interest rates and thus costs rising significantly over the loan period. As borrowing would be for longer than four years, the risk of the council being unable to borrow to repay existing debt (refinancing risk) does not apply.

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2024/25 will likely differ from those budgeted.

The impact of a 1% change in interest rate would be insignificant on the council's overall budget.

Inflation

Most income budgets and non-pay expenditure budgets have been uplifted by 5%. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The most recent month for which inflation data was available at the time of writing, December 2023, had a 4.2% increase in inflation (Consumer Prices Index (CPI)) from December 2022.

The small differences anticipated between actual inflation rates and the 5% budgeted for are expected to have insignificant impact on the council's budget.

1.12 Capital Investment Programme and Funding

The overall proposed General Fund Capital Programme for the period from 2024/25 and 2027/28 totals £64.300m. £13.219m is financed by external grant funding for Towns Fund Projects, Shared and Rural Prosperity Funds and Disabled Facilities Grant (DFG's). The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the form of contributions from external partners amounts to £0.220m. £0.170 of S106 funding towards the plans to reinvigorate Sherwood Avenue Park, along with a contribution from Newark Town Council. A project made possible by Shared Prosperity Grant.

Council internal capital resources employed amount to £15.026m, which relates to the Council's contribution to the acquisition of the former Belvoir Iron Works, the redevelopment of Clipstone Holding Centre, Yorke Drive Pavilion, the remaining remedial works required at Southwell Leisure Centre and replacing parts of the Council's refuse fleet and other equipment.

In 2025/26 to 2026/27 Community Infrastructure Levy receipts will be used to finance the cost of £5.5m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.

Borrowing is the balancing figure for the capital expenditure at £30.289m. This type of financing attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

	Actual Balance at 31st March 2023	Estimated Balance at 31st March 2024	Estimated Balance at 31st March 2025	Estimated Balance at 31st March 2026	Estimated Balance at 31st March 2027	Estimated Balance at 31st March 2028
General Fund Revenue Reserves						
Council Funds						
MTFP Reserve	(6,191,528)	(8,107,988)	(7,907,988)	(7,156,988)	(4,049,988)	(2,204,988)
Collection Fund Budget	(1,074,310)	0	0	0	0	0
Total Budget Funding Reserves	(7,265,838)	(8,107,988)	(7,907,988)	(7,156,988)	(4,049,988)	(2,204,988)
Election Expenses Fund	(46,224)	(127,198)	(167,898)	(210,638)	(255,518)	(255,518)
Insurance Fund Excesses & Self Insured	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
ICT & Digital Services	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)	(95,000)
Repairs And Renewals Fund	(2,413,828)	(2,234,198)	(1,934,198)	(1,934,198)	(1,934,198)	(1,934,198)
Domestic Homicide Review	(10,000)	(9,700)	(9,700)	(9,700)	(9,700)	(9,700)
Training Provision	(281,300)	(271,300)	(271,300)	(271,300)	(271,300)	(271,300)
Planning Costs Fund	(201,140)	(119,940)	(119,940)	(119,940)	(119,940)	(119,940)
Growth And Prosperity Fund	(127,366)	(127,366)	(127,366)	(127,366)	(127,366)	(127,366)
CSG/Enforcement Reserve	(30,910)	(76,610)	(76,610)	(76,610)	(76,610)	(76,610)
Management Carry Forwards	(1,207,890)	0	0	0	0	0
Flood Defence Reserve	(250,000)	(150,000)	(120,000)	(120,000)	(120,000)	(120,000)
NNDR Volatility Reserve	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Community Initiative Fund	(100,888)	(110,888)	(110,888)	(110,888)	(110,888)	(110,888)
Asset Maintenance Fund	(500,000)	(217,040)	(17,040)	(17,040)	(17,040)	(17,040)
Capital Project Feasibility Fund	(321,608)	(98,120)	(258,120)	(258,120)	(258,120)	(258,120)
Community Engagement	(79,441)	(17,825)	(17,825)	(17,825)	(17,825)	(17,825)
Theatre Centenary Legacy	(14,339)	(14,339)	(14,339)	(14,339)	(14,339)	(14,339)
Commercial Plan Invest to Save	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Workforce Development Reserve	(200,000)	(146,971)	(146,971)	(146,971)	(146,971)	(146,971)
Capital Financing Provison	(517,750)	(193,097)	(16,683)	(16,683)	(16,683)	(16,683)
Total Earmarked for Known Pressures	(7,187,684)	(4,799,592)	(4,293,878)	(4,336,618)	(4,381,498)	(4,381,498)
Building Control Surplus	(83,912)	(83,912)	(83,912)	(83,912)	(83,912)	(83,912)
Museum Purchases Fund	(45,784)	(45,784)	(45,784)	(45,784)	(45,784)	(45,784)
Community Safety Fund	(123,219)	(122,219)	(122,219)	(122,219)	(122,219)	(122,219)
Homelessness Fund	(480,542)	(608,870)	(863,290)	(863,290)	(863,290)	(863,290)
Revenue Grants Unapplied	(869,636)	(692,492)	(692,492)	(692,492)	(692,492)	(692,492)
Energy & Home Support Reserve	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)
Community Lottery Fund	(12,063)	(9,063)	(9,063)	(9,063)	(9,063)	(9,063)
Homes for Ukraine Fund	(319,538)	(345,256)	(345,256)	(345,256)	(345,256)	(345,256)
Mansfield Crematorium	(159,360)	(159,360)	(159,360)	(159,360)	(159,360)	(159,360)
Total Ring Fenced Reserves	(2,197,225)	(2,170,127)	(2,424,547)	(2,424,547)	(2,424,547)	(2,424,547)
Change Management/Capital Fund	(14,171,531)	(8,749,078)	(3,850,271)	(1,211,562)	(1,211,562)	(1,211,562)
General Fund Working Balance	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Total Un-ringfenced Reserves	(15,671,531)	(10,249,078)	(5,350,271)	(2,711,562)	(2,711,562)	(2,711,562)
Total General Fund Revenue Reserves	(32,322,278)	(25,326,785)	(19,976,684)	(16,629,715)	(13,567,595)	(11,722,595)
General Fund Capital Receipts	0	(320,238)	(89,787)	(1,737,722)	(472)	(472)
GF Grants & Contributions Unapplied	(14,047,491)	(12,853,097)	(14,334,457)	(13,218,757)	(11,428,757)	(10,568,757)
Total Capital Reserves	(14,047,491)	(13,173,335)	(14,424,244)	(14,956,479)	(11,429,229)	(10,569,229)
Total General Fund Revenue and Capital Reserves	(46,369,769)	(38,500,119)	(34,400,927)	(31,586,193)	(24,996,823)	(22,291,824)



Report to: Cabinet Meeting: 20 February 2024

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

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

Lead Officer: Jenna Norton, Senior Accountant – Financial Services Extension 5327

Report Summary	
Type of Report	Open, Key Decision
Report Title	Capital Programme Budget 2024/25 to 2027/28
Purpose of Report	In accordance with the Financial Regulations 6.2.3, Cabinet is required to consider the Capital Programme and recommend to the Council the final Programme for approval. This report details the proposed capital schemes over the medium term, together with the available resources to finance this.
Recommendations	It is recommended that Cabinet recommend to full Council on 7 March 2024 the General Fund schemes set out at Appendix A to the report and the Housing Services schemes set out at Appendix B to the report as committed expenditure in the Capital Programme for 2024/25 to 2027/28.
Alternative Options Considered	If the Council did not have a Capital Programme, this would result in not being able to deliver the schemes and not achieve the objectives in the community plan.
Reason for Recommendations	To enable the Capital Programme to be considered by Cabinet in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

1.0 Background

- 1.1 The Capital Strategy was approved by Council on 8 March 2023. It contains the Capital Appraisal form template and the prioritisation criteria, which is in two stages. The schemes need to meet the criteria in stage 1, to progress to stage 2.
- 1.2 Capital Appraisal forms were circulated to all Business Managers during summer 2023 to enable bids for new Capital schemes. Completed forms were scored in conjunction with the prioritisation criteria. SLT considered the results of this exercise and the proposed Capital Programme included within this report, contain those schemes that were agreed to be appropriate.

2.0 Capital Expenditure – General Fund

2.1 The Council intends to spend £64.399m in general fund capital expenditure from 2024/25 to 2027/28.

2.2 The major schemes in this programme are:

Scheme Name	Summary of Proposed Financing
Southwell Leisure Centre New Pool	Borrowing
Yorke Drive Regeneration and Community Facility	Borrowing plus external grant
Provision of 3G Pitches	Borrowing and Capital Receipts
Vehicles and Plant Replacement	Capital Receipts and Capital Provision
Information Technology Investment	Capital Receipts and Capital Provision
Clipstone Holding Centre Development	Borrowing and Change Management Reserve
Rural Prosperity Fund	Wholly funded by Grant
Former Belvoir Iron Works Acquisition	Wholly funded from Change Management Reserve
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
Castle Gatehouse	£3m contribution from the Towns Fund, the remainder borrowing. Further contribution from HLF to be agreed and budget updated once Full business case is approved.
32 Stodman Street – Towns Fund	£2.2m Town Fund, £284k One Public Estate, £400k Shared Prosperity Fund with the remainder supplemented Reserves and borrowing
Newark Gateway / SISLOG – Towns Fund	Towns Fund Grant of £4.2m, full funding package will be added once Full Business Case is approved.

2.3 A number of new schemes have been added to the Capital Programme as part of the budget process. The total over the period of 2024/25 to 2027/28 of £8.014m in General Fund. Details of which can be found labelled 'New' at Appendix A and are summarised below:

Scheme Name	Summary of Proposed Financing
Southwell Leisure Centre New Pool	Borrowing
Provision of 3G Pitches	Borrowing and Capital Receipts
Dukeries Changing Places	Borrowing
Castle – Condition Works Phase 2	Contribution from R&R

2.4 The impacts of all borrowing has been included in the Treasury Management Strategy and the Medium Term Financial Plan. Details of individual schemes are shown in **Appendix A**.

3.0 Capital Expenditure – Housing Revenue Account (HRA)

3.1 The Council intends to spend £84.927m from the HRA from 2024/25 to 2027/28. This is made up of £52.802m on existing property investment and £32.125m on additional Affordable Housing.

3.2 The Housing, Health and Wellbeing directorate will review and update the property investment programme against the records kept for all properties to ensure budget levels are sufficient for works coming up in the medium term.

3.3 Major schemes included in the HRA are:

Scheme Name	Summary of Proposed Financing
Roof Replacements	MRR and borrowing
Heating Renewals	MRR and borrowing
Decarbonisation	Government Grant, MRR and Borrowing
Yorke Drive Estate Regeneration	Borrowing plus external grant
Phases 5 of the Council House Development Programme	Capital Receipts and Borrowing
New Phases 6 of the Council House Development Programme	S106 where appropriate, Capital Receipts and Borrowing

3.4 New schemes added during the budget process total £13.565m in the HRA for the period 2024/25 to 2027/28. Details of which can be found labelled ‘New’ at Appendix B, and are summarised below:

Scheme Name	Summary of Proposed Financing
EPC	MRR and Borrowing
Communal Areas	MRR and Borrowing
Phase 6 New Build Programme	S106 where appropriate, Capital Receipts and Borrowing

3.4 Details of individual schemes are shown in **Appendix B**.

4.0 Resources Available

4.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards the delivery of the capital programme.

4.2 The most significant grants currently forecast over the medium term are from the Towns Fund, Shared and Rural Prosperity Fund’s, Decarbonisation Wave 2.1 and the Better Care Fund (BCF) for Disabled Facilities Grants (DFG’s). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Towns Fund projects, where grant instalments were received during 2022/23 and 2023/24, which is forecast to be utilised over the next financial year.

4.3 Capital Receipts

	General Fund £’m	HRA £’m	1-4-1 £’m	Total £’m
Estimated Balance @ 1 Apr 2024	0.499	0.377	0.020	0.896
Estimated Receipts 2024/25 – 2027/28	5.826	4.810	3.162	13.798
Approved for Financing 2024/25 – 2027/28	5.885	5.181	0.780	11.846
Unallocated Capital Receipts Balance	0.440	0.006	2.402	2.848

4.4 The general fund capital estimated receipts of £5.826m are made up of the sale of the residential properties on Stodman Street and the 50% staged payment for land at Lowfield Lane, due to be sold to Arkwood Developments.

4.5 The HRA capital receipts and 1-4-1 figures above relate to forecast Right to Buy (RTB) sales. The 1-4-1’s are restricted for replacement homes and must be used as follows:

- Amount to no more than 40% of the new build scheme cost
- Spent within 5 years of receipt, or returned to Government with interest

Officers continue to monitor the deadlines closely and maximising use where practicable within the new build programme in order to avoid having to pay the remaining balances to Government with interest.

4.6 Where appropriate, the use of existing capital resources is prioritised. Borrowing is utilised for assets with longer asset lives, where the impact of interest and Minimum Revenue Provision (MRP) can be spread over the useful economic life of the asset, whilst minimising the impact on the General Fund. Leasing is also tightly controlled within the revenue budgets for the same reason and is rarely used as the interest rates remain low, therefore borrowing is currently a more attractive means of financing capital expenditure.

Subject to the approval of the proposals outlined in section 2.0 and 3.0 above, the current plan for financing the capital programme is shown below.

5.0 Financing

5.1 Subject to the approval of the proposals outlined in section 3.0 and 4.0 above, the current plan for financing the capital programme is shown below.

General Fund Capital Programme Financing Summary

General Fund Financing	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m
Borrowing	13.641	15.848	0.800	0.000
Government Grants	4.639	6.860	0.860	0.860
Contributions from Third Parties	0.266	0	0	0
Community Infrastructure Levy	0	2.500	3.000	0
Capital Receipts	0.449	1.862	1.783	1.790
Capital Reserve	0.756	0	0	0
RCCO	5.846	2.639	0	0
Total	25.597	29.709	6.443	2.650

Housing Revenue Account Capital Programme Financing Summary

HRA	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m
Borrowing	15.000	20.000	10.000	6.499
Government Grants	0.676	0.746	0.518	2.925
Contributions from Third Parties	1.041	0.346	0	0
Capital Receipts	1.218	3.577	0.575	0.591
RCCO	0.655	0	0	0
Revenue Support	7.218	0.868	3.290	9.184
Total	25.808	25.537	14.383	19.199

5.2 At the end of the financial year, once all capital expenditure has been finalised (including accrued expenditure) the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

6.0 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, Sustainability, and Crime and Disorder 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.

Capital Strategy 2024/25 report to Audit and Governance on 21 February 2024



Report to: Policy & Performance Improvement Committee – 4 March 2024

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 31 December 2023
Purpose of Report	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. 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.
Recommendations	That the Policy & Performance Improvement Committee note: (a) the General Fund projected favourable outturn variance of £0.331m; (b) the Housing Revenue Account projected favourable outturn variance of £0.025m to the Major Repairs Reserve; (c) the Capital Programme forecast Outturn of £69.381m

1.0 Background

Overview of General Fund Revenue Projected Outturn for 2023/24

Current position (as at 31 December 2023): variances

- 1.1 *Table 1* shows a projected unfavourable variance on Service budgets against the revised budget of £0.331m, with an overall favourable variance of £0.636m to be transferred to General Fund reserves. This forecast outturn position is based on meetings which took place with Business Managers during October, whereby they have analysed actual income and expenditure to 31 December 2023 and forecasted forward the additional income and expenditure expected to be incurred to the end of March 2024. Further details of the variances projected against each of the portfolio holder budgets are provided in **Appendix A**.

Table 1: General Fund revenue outturn for 2023/24 financial year as at 31 December 2023

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Biodiversity and Environmental Services	1.388	1.362	1.437	0.075
Climate Change	2.303	2.330	2.255	(0.075)
Community Safety and Community Development	2.491	2.611	2.539	(0.072)
Health, Wellbeing and Leisure	0.727	1.044	1.003	(0.041)
Heritage, Culture, and the Arts	0.877	0.867	0.806	(0.061)
Housing	0.653	0.505	0.504	(0.001)
Strategy, Performance and Finance	6.056	7.180	7.892	0.712
Sustainable Economic Development	1.589	1.889	1.683	(0.206)
Net Cost of Services	16.084	17.788	18.119	0.331
Other Operating Expenditure	4.570	4.485	4.485	0.000
Finance & Investment Income/Expenditure	(0.859)	(0.859)	(1.333)	(0.474)
Taxation & Non-Specific Grant Income	(21.989)	(22.617)	(23.000)	(0.383)
Net Cost of Non-Service	(18.278)	(18.991)	(19.848)	(0.857)
Net Cost of Council Expenditure	(2.194)	(1.203)	(1.729)	(0.526)
Transfer to/(from) Usable Reserves	1.457	0.466	0.466	0.000
Transfer to/(from) Unusable Reserves	0.737	0.737	0.627	(0.110)
Transfer to/(from) General Reserves	0.000	0.000	0.636	0.636

1.2 An unfavourable variance of £0.331m is currently being projected on service budgets managed by business managers. This represents 1.86% of the total service budgets. A variance analysis is detailed at **Appendix A**.

1.3 There have been significant difficulties in recruitment to posts throughout the Council over the last few financial years. These difficulties in recruitment are being experienced across the whole of 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 built into the budget for 2023/24 was increased from 4% to 5%.

1.4 Currently an unfavourable variance on employee expenses of £0.328m is forecasted within the table above. This includes the 5% vacancy savings target (which was set at £0.918m). Therefore £0.590m is currently forecast to be unspent on employee expenses, which represents 3.02% (3.05% as at 30 September 2023) of employee budgets. This is based on assumptions as to when currently vacant posts are expected to be filled. Where posts are not filled by the expected time, this will increase the unspent budget, hence aligning closer to the 5% target. It is expected that by the year end position, the 5% target will be met. This is however, kept under regular review.

1.5 Non-Service net expenditure is projected to have a favourable variance of £0.857m (£0.730m as at 30 September) against the revised budget of £18.991m. These budgets primarily relate to income from council tax, national non-domestic rates (NNDR, or 'business rates') and investment interest. The favourable variance of £0.474m 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 £0.383m favourable variance on Taxation & Non-Specific Grant Income relates to a grant announced by the Department of Levelling-Up, Housing and

Communities (DLUHC), after the current year's budget was set, to mitigate the increase in cost borne by the Council for the Internal Drainage Boards. The remaining £0.143m is made up of several smaller items including a forecast surplus on Business Rates of £0.085m and the rest is in relation to the various grant schemes that the Council have administered on behalf of the Department for Energy Security and Net Zero.

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

- 1.6 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 £0.044m. However, overall there is an increase in the forecast transfer to the Major Repairs Reserve of £0.025m:

Table 2: HRA revenue outturn for 2023/24 financial year as at 31 December 2023

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	20.029	20.669	20.689	0.020
Income	(27.730)	(27.829)	(27.805)	0.024
Net Cost of HRA Services	(7.701)	(7.160)	(7.116)	0.044
Other Operating Expenditure	0.142	0.142	0.142	0.000
Finance & Investment Income/Expenditure	3.504	3.504	3.435	(0.069)
Taxation & Non Specific Grant Income	0.000	0.000	0.000	0.000
(Surplus)/Deficit on HRA Services	(4.055)	(3.514)	(3.539)	(0.025)
Movements in Reserves				
Transfer to/(from) Usable Reserves	(0.527)	(1.068)	(1.068)	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	10.487	0.025
Total	0.000	0.000	0.000	0.000

- 1.7 The favourable variance of £0.069m 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.
- 1.8 The main reasons for the £0.044m unfavourable variance on services are detailed at **Appendix B**.

Overview of Projected Capital Outturn 2023/24

- 1.9 The table below summarises the position for the Capital Programme as at 31 December 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 September 2023 £'m	Forecast Outturn £'m
General Fund	66.354	64.350	52.205	29.859	52.205
Housing Revenue Account	23.045	16.887	17.176	8.273	17.176
Total	89.399	81.237	69.381	38.132	69.381

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 Cabinet meeting on 5 December 2023, the total approved budget was £81.237m. The additions and amendments that now require approval at Cabinet on 20 February 2024 to reduce the total (General Fund and HRA) revised budget, as shown in the table above, to £69.381m.

1.11 A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendix C** (General Fund) and **Appendix D** (Housing Revenue Account).

2.0 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 20 February 2024.

General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 30 September 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 - £0.075m		£'m
All	Vacancy Factor	0.084
All	Other Small Variances	(0.009)
Biodiversity and Environmental Services Total		0.075

Climate Change - £(0.075)m		£'m
Environmental Services	Salary underspend due to budget including 6 months of glass recycling service costs (now due to start later in the financial year) and vacancies, currently covered by agency staff	(0.061)
Environmental Services	Recycling income includes 6 months of glass recycling service	0.116
Environmental Services	Garden Waste Collection income higher than anticipated due to more customers than anticipated in the budget	(0.067)
Environmental Services	Vehicle running costs expenditure lower than anticipated as 6 months of additional vehicle usage budgeted for (in relation to glass recycling).	(0.114)
Environmental Services	Payments less than anticipated regarding Waste Disposal and Income exceeding expectations	(0.040)
All	Vacancy Factor	0.117
All	Other Small Variances	(0.026)
Climate Change Total		(0.075)

Community Safety and Community Development - £(0.072)m		£'m
Public Protection	Additional Income from HRA as hourly rates have been revised.	(0.051)
Public Protection	Vacancies in Environmental Health and Neighbourhood Wardens	(0.043)
Housing Options, Health & Community Relations	Vacant posts within Health and Community Relations.	(0.085)
All	Vacancy Factor	0.104
All	Other Small Variances	0.003
Community Safety and Community Development Total		(0.072)

Health, Wellbeing and Leisure - £(0.041)m		£'m
Environmental Services	Vacant post within the Sconce & Devon Park budget.	(0.015)
Housing Options, Health & Community Relations	Favourable variance on the costs of the managing the Tour of Britain event.	(0.018)
All	Vacancy Factor	(0.005)
All	Other Small Variances	(0.003)
Health, Wellbeing and Leisure Total		(0.041)

Heritage, Culture, and the Arts - £(0.061)m		£'m
Economic Growth & Visitor Economy	Promotion of Tourism - Vacancy for Development & Place Marketing Manager for 6 months of the year	(0.026)
Heritage and Culture	Net additional income in Box Office income, Theatre hires and ticket fees at the Palace Theatre	(0.075)
All	Vacancy Factor	0.045
All	Other Small Variances	(0.005)
Heritage, Culture, and the Arts Total		(0.061)

Housing - £(0.001)m		£'m
Housing & Estates Management	Vacant post within Housing Options.	(0.035)
Housing Strategy & Regeneration	Strategic Housing Apprentice post not being filled at this time.	(0.016)
All	Vacancy Factor	0.050
All	Other Small Variances	0.000
Housing Total		(0.001)

Strategy, Performance and Finance - £0.712m		£'m
ICT & Digital Services	The budget provision for Microsoft was set at a 20% increase on the 2022/23 financial year but the cost is lower than 2022/23.	(0.024)
Admin Services	Favourable variance currently due to vacancies in the team. Current forecasts assume vacancies are appointed to by October.	(0.075)
Revenues and Benefits	Vacant post from April 2023, being covered by an apprentice post from October 2023	(0.034)
Corporate Property	Increase in Electricity costs across all Corporate Properties forecast to reflect current prices	0.212
Corporate Property	Loss of income and maintenance increase costs at the Lorry park due to flooding incidents during the current financial year.	0.070
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.	0.074
Corporate Property	Bowbridge Road Car Park not due for completion until January 2024. Unfavourable variance covered by saving on MRP.	0.083
All	Vacancy Factor	0.406
All	Other Small Variances	0.000
Strategy, Performance and Finance Total		0.712

Sustainable Economic Development - £(0.206)m		£'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.	0.027
Planning Development	Nationally December 2023 saw an increase in planning related application fees, income levels continue to perform well against budget profile. Reviewing applications validated during Q3 2023/24 shows a significant increase in 'major' planning applications when compared to the previous two quarters.	(0.301)
Planning Development	Favourable variance within the High Street Haz due to staffing saving and an anticipated increase in grant income.	(0.027)
Economic Growth & Visitor Economy	Promotion of Tourism - Vacancy for Development & Place Marketing Manager for 6 months of the year	(0.026)
All	Vacancy Factor	0.107
All	Other Small Variances	0.014
Sustainable Economic Development Total		(0.206)

General Fund Revenue Outturn Variance for Services	0.331
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Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 31 December 2023

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

HRA - £0.044m	£'m
Recharges from General Fund, reductions in Customer Services and Admin Services due to vacancies, and increases in ICT due to HMS implementation project, Communications reflecting actual activity, Insurance and Risk Management due to more accurate charging.	0.091
Favourable variance within Income Management Team due to vacancies	(0.071)
Favourable variance in Community Centres utility costs and reduction in cleaning contract cost	(0.068)
Community Centres Rates charge dated back to 2016	0.177
x2 Vacancies within the Voids Maintenance team, currently anticipating to be filled in January 2024, but covering with contractors.	(0.054)
Vacancies within the Tenancy and Estates Team forecasting to be filled before financial year end.	(0.116)
Vacancy in Compliance Services, anticipated recruitment during January	(0.059)
Yorke Drive - Delays in progress of the scheme (planning consents) have led to significant underspends in current financial year	(0.194)
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
Broadleaves Meal Charge income unfavourable variance due to no weekend provision and residents opting out of the service	0.044
Yorke Drive losses Council Tax Voids forecast based on 2022/23 levels	(0.020)
Vacancy Factor	0.269
Other small variances	(0.035)
Total	0.044

General Fund - Spend against budget - Estimated in year

Project	Capital Description	Revised Budget	Future Proposed variations	Revised Budget including future proposed variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underspend	Comments - Spend to date
TB2257	Playground Equipment Improvement Programme	249,200	0	249,200	238,668	10,532	0	249,200	0	14.07.23 orders have been placed, works due to start any time now. 16.10.23 works complete and paid for by 2nd week of November. 10.01.24 snagging to do once the weather picks up, otherwise complete.
TB3142	Binrastructure Wrap Grant	1,094	0	1,094	1,094	0	0	1,094	0	speak to AK - complete
TB3143	Vicar Water Embankment Works	0	0	0	0	0	0	0	0	#N/A
TC3131	London Road Library Gardens	0	0	0	335	0	-335	-0	-0	
	Biodiversity and Environmental Services		0	250,294	240,097	10,532	-335	250,294	0	
TA3062	Beacon EV Chargepoints	36,850	0	36,850	0	0	36,850	36,850	0	
TB2253	Vehicles & Plant (NSDC)	1,204,360	0	1,204,360	58,630	28,168	1,117,562	1,204,360	-0	14.07.23 vehicles that need to be ordered have been to date. 16.10.23 orders required in place to date 10.01.23 x5 RCV's delivered during December, waiting for invoices.
TB2255	Glass Recycling Transfer Station	38,400	41,600	80,000	462	175	79,363	80,000	0	14.07.23 still to agree final design. May need to use some budget from Bin purchases if costs are higher than expected. 16.10.23 costs expected to be higher than the budget, additional from Bin Purchases budget. 10.1.24 waiting on a decision from the EA before the transfer station can be constructed.
TB2256	Glass Recycling Bin Purchase	1,411,909	-41,600	1,370,309	9,491	0	1,360,818	1,370,309	0	14.07.23 consultation period finished, therefore initial bin purchase can be arranged. 16.10.23 going to tender w/c 23.10.23 will be purchasing less bins than anticipated therefore move Exx to transfer station 10.01.24 bin procurement underway.
TC3136	Climate Change	93,300	-93,300	0	0	0	0	0	0	16.10.23 reprofile to 24/25
TC3154	Solar PV	629,650	0	629,650	175,758	263,645	190,247	629,650	0	14.07.23 works due to start in October 23 16.10.23 works are progressing.
TC3158	Upgrade Charging point at Castle House	50,000	0	50,000	0	0	75,000	75,000	25,000	14.07.23 looking into working with NCC. 10.01.24 NCC will fully fund the scheme from D2N2, but overall scheme will cost up to £75k so increase from £50k.
	Climate Change		-93,300	3,371,169	244,341	291,988	2,859,840	3,396,169	25,000	
TF2000	CCTV Replacement Programme	140,500	-85,057	55,443	19,206	34,464	1,773	55,443	0	26.07.23 ASB review. 16.10.23 7 units currently being replaced. The remaining budget to be reprofiled to 24/25 09.01.24 CCTV replacement scheme approved at cabinet in December - aiming for around 10 cameras per year - costs will vary

TA3097	Yorke Drive Regeneration and Community Facility	3,398,383	-3,298,383	100,000	0	1,518	18,482	20,000	-80,000	14.07.23 going to planning committee in August. 17.10.23 now going to planning in December, start on site would be expected in Q1 24/25, therefore reprofile budget
TB6154	Community Facilities Provision Community & Activity Village (inc S106)	45,000	0	45,000	30,409	0	0	30,409	-14,591	14.07.23 - £45k towards the installation of spectator accommodation at the stadium pitch at the YMCA to enable Newark United to play Step 5 football. 16.10.23 the cost was less than anticipated therefore no further costs.
TB6165	S106 Community Facilities to SOT	239,620	0	239,620	0	0	239,620	239,620	0	14.07.23 progress update with Parish Council today. 16.10.23 looking into an alternative approach.
TB6171	S106 Clipstone Miners Welfare Trust	169,169	0	169,169	220,121	0	0	220,121	50,952	14.07.23 Scheme complete.
TB6172	S106 Farnsfield Pc Comm Fac	0	0	0	141,748	0	0	141,748	141,748	11.01.23 scheme complete.
TF3231	Safer Streets 4	180,000	0	180,000	46,359	0	0	46,359	-133,641	26.07.23 working towards the September deadline. 16.10.23 £149k to be refunded to the PCC due to inability to meet the deadlines set by PCC for spend outside of NSDC control. 09.01.24 This project is now closed and monies required to be returned have been sent back to OPCC
TF3232	Rural Crime and Prevention	39,000	0	39,000	0	0	39,000	39,000	0	26.07.23 £16k works due around Forest corner
										#N/A
	Community Safety and Community Development	4,211,672	-3,383,440	828,232	457,844	35,982	298,875	792,701	-35,531	#N/A
										#N/A
TA1216	Dukeries LC New Pool	0	0	0	-32,971	28,476	4,495	-0	-0	14.07.23 working with Ascot to complete project. 10.01.24 scheme signed off 19.12.23, awaiting final invoice.
TA1221	SLC Fire Safety Remedial Works	391,500	0	391,500	47,932	39,345	304,223	391,500	0	14.07.23 currently negotiating with contractor to agree spec and start date 12.01.24 majority of remedial works completed and currently at
TB6162	Magnus Academy Hockey Pitch	9,844	0	9,844	2,938	1,426	0	4,364	-5,480	14.07.23 retention release due end of July. Scheme complete.
	Health, Wellbeing and Leisure	401,344	0	401,344	17,899	69,246	308,718	395,864	-5,480	
TA3053	Museum Improvements	219,577	-184,294	35,283	-4,655	39,938	0	35,283	0	16.10.23 on hold while Tudor attic is complete. Reprofile to 24/25
TA3056	NCWC Tudor Hall	278,290	50,000	328,290	138,742	150,192	39,356	328,290	0	14.07.23 start on site on 31 July due to be complete by early in the new year. 10.01.24 complete by end of February
TA3057	Palace Theatre Lighting	11,263	0	11,263	-2,000	2,000	0	0	-11,263	11.01.24 move remaining budget to Palace Theatre Fire Alarm
TA3058	Palace Theatre Fire Alarm Upgrade	56,040	-56,040	0	3,515	951	-4,465	0	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	54,486	0	54,486	31,540	22,946	0	54,486	0	14.07.23 Scheme complete
TB3155	Castle - Condition Works	80,105	13,955	94,060	41,302	52,905	-147	94,060	-0	14.07.23 profile £80k to 24/25 for phase 2 of the works 16.10.23 - adjust profile

TB3160	Castle Electrical Upgrade & Fire Alarm	8,757	0	8,757	0	0	0	0	-8,757	14.07.23 scheme complete budget not required.
	Heritage, Culture and the Arts	708,518	-176,379	532,139	208,443	268,932	34,744	512,120	-20,020	
TF6011	Private Sector Disabled Facilities Grants	851,814	0	851,814	251,252	4,530	596,031	851,814	-0	26.07.23 referrals received as expected 16.10.23 still experiencing high volumes of referrals.
TF6012	Discretionary Disabled Facilities Grants	109,697	0	109,697	28,127	0	81,570	109,697	-0	26.07.23 top ups on the above, as expected 16.10.23 due to review the policy which governs the level of discretionary payment allowed. 01.24 No change at present however looking to amend
TF3228	Homeless Hostel	1,678,722	0	1,678,722	1,474,941	158,735	45,046	1,678,722	-0	14.07.23 internal works started, due to complete in December 23. 11.1.24 construction complete in January 24.
TF3267	Homes for Ukraine	2,860,000	0	2,860,000	1,966,061	31,876	432,063	2,430,000	-430,000	16.10.23 On track for completion in December. 11.1.24 1 property left to complete the purchase on. Works have started on properties that have been purchased
TF3268	Bridging Accomodation	270,000	0	270,000	190,819	5,267	1,454	197,541	-72,459	16.10.23 On track for completion in December. 11.1.24 works have been completed and the property is ready to let. NSDC contribution not as high as expected
TF6807	Warm Homes on Prescription	101,728	0	101,728	41,446	15,566	44,716	101,728	-0	
	Housing	5,871,961	0	5,871,961	3,952,646	215,974	1,200,880	5,369,501	-502,460	
TC3152	Target Hardening - GF	37,552	0	37,552	35,077	0	2,475	37,552	-0	14.07.23 works at vicar water due to start by the end of July. 16.10.23 works completed onsite, just signage to arrange
TA3060	Beacon - New Boiler	61,525	0	61,525	0	0	0	0	-61,525	14.07.23 bio mass boiler suppliers have withdrawn from the market. Investigating other options, which will come out of future decarb surveys. 16.10.23 works are due to be completed during November.
TA3061	Beacon - LED lights	81,995	0	81,995	0	3,355	-3,355	0	-81,995	14.07.23 will be procuring the works in order to deliver in this financial year 16.10.23 surveys due to be carried out November.
TC3140	Car Park Ticket Machine Replacement	0	0	0	0	0	0	0	0	#N/A
TC3016	Legionella Remedial Works	17,771	0	17,771	5,417	2,044	10,309	17,771	-0	
TC3134	Works to SFACC	10,344	0	10,344	9,313	645	386	10,344	0	14.07.23 final stage of the project nearly complete
TC3135	Works to Buttermarket	92,997	0	92,997	23,235	64,782	4,979	92,996	-0	14.07.23 refurb works nearly complete. Currently testing the market for the final stage of the project. 16.10.23 held until finalise plans on first floor. 10.01.24 1st floor part of the scheme complete.
TC3138	Lord Hawke Way Remedial Work & Bond	185,000	0	185,000	-2,250	2,596	0	346	-184,654	14.07.23 the road has now been adopted.
TC3142	Common Lighting at Industrial Estates	65,497	0	65,497	0	0	65,497	65,497	0	11.01.24 awaiting quote from contractor for lighting at Burma Road
TC3143	Roller Shutter Doors at Industrial Units	224,750	0	224,750	15,695	0	0	15,695	-209,055	16.10.23 no further works to be carried out due to responsibility being with the tenants
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	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	0	0	0	-222,500	
TC3146	Electrical Upgrades to Industrial Units	207,000	0	207,000	0	0	0	0	-207,000	
TC3148	RHH Units Fit Out	50,676	0	50,676	0	0	50,676	50,676	1	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	4,730	20,270	25,000	0	31.01.24 received quotations for 2 of the 3 sites. Will start works once final quote received

TC3156	Jubilee Bridge Works	333,500	-200,000	133,500	0	327,839	-194,339	133,500	0	14.07.23 works have been tendered, not yet awarded. 16.10.23 contractor identified, due to start early in 2024. Reprofile £200,000 to 24/25.
TC3157	Female only Shower Block Lorry Park	60,000	0	60,000	41,832	41,832	21,487	105,150	45,150	16.10.23 production starting end of October, with install commencing December 23. 10.01.24 works started, to be complete early march 24.
TE3250	Shared Prosperity Fund year 1	70,064	0	70,064	9,130	60,870	64	70,064	0	16.10.23 grant allocated and will be spent by March 24
TE3251	Rural England Prosperity Fund	446,000	0	446,000	83,589	15,617	296,794	396,000	-50,000	16.10.23 grants have all been awarded, will be spent by March 24.
TA3286	Information Technology Investment	934,596	-131,430	803,166	233,446	457,048	112,672	803,166	0	14.07.23 equipment is arriving now. 16.10.23 replacements ongoing, reprofile £135,000 to 2024/25 to fit in with work programme
TC2006	Purchase of Land at Bowbridge Road	625,819	0	625,819	221,149	316,869	87,802	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. 16.10.23 started on site today. 10.01.24 progressing well, due to complete by end of February 24.
TC2007	Clipstone Holding Centre	2,114,319	-1,783,449	330,870	34,510	206,415	89,945	330,870	0	14.07.23 tenders received for design for planning by the end of the financial year. 16.10.23 consultants appointed. Reprofile budget. £300k in 23/24, rest move to 24/25 10.01.24 expect to get the scheme to Planning by April 24.
TC2008	Vicar Water Country park	65,000	0	65,000	0	0	0	0	-65,000	14.07.23 update to be brought back to next meeting 26.10.23 site will maybe form part of a wider project. 31.01.24 remove budget with a view form part of wider Clipstone project
TE3268	Southern Link Road Contribution	27,884,606	0	27,884,606	16,672,138	123	8,212,345	24,884,606	-3,000,000	14.07.23 - as per U&C Forecast. Some delays on the project due to delays obtaining technical approvals and the weather, this is not
TG1003	Housing Regeneration Loan Facility	11,408,071	0	11,408,071	-0	0	4,000,000	4,000,000	-7,408,071	
	Strategy, Performance and Finance	45,329,250	-2,114,879	43,214,371	17,395,276	1,578,409	12,796,037	31,769,723	-11,444,649	
TB3154	Castle Gatehouse Project	4,010,515	0	4,010,515	106,300	173,757	100,459	380,516	-3,630,000	16.10.23 seeking approval at 31.10.23 Cabinet for round 2 application for NLHF funding.
TI1002	A1 Overbridge Improvements	5,600,000	0	5,600,000	24,000	0	76,000	100,000	-5,500,000	14.07.23 quote received to take up to planning application stage which needs to be broken down between feasibility and design. 16.10.23 commenced working on detailed design 10.01.24 Amey finalising preferred design solution for review by National Highways
TT1000	Towns Fund - 32 Stodman Street Regeneration	2,195,429	0	2,195,429	727,779	1,226,231	241,420	2,195,429	0	14.07.23 works are due to start around September 23 . 11.1.24 contractors are on site removing asbestos and commencing
TT1002	Towns Fund - Contribution to IASI	6,801,620	0	6,801,620	6,439,478	264,989	97,153	6,801,619	-0	14.07.23 progressing well to date. 10.01.24 PC expected to the end of March 24 when the balance will
TT1003	Towns Fund - Newark Gateway Cattlemarket Ph1	0	0	0	-1,430	0	1,430	0	0	recode balance - speak to Mark
TT1005	Towns Fund - Cycle Town	50,000	0	50,000	0	2,522	-2,522	0	-50,000	10.01.24 reprofile to 2024/25 looking at other activities and interventions in and around Newark
TT1006	Towns Fund - Cultural Heart of Newark	900,000	0	900,000	0	0	0	0	-900,000	
	Sustainable Economic Development	19,557,564	0	19,557,564	7,296,127	1,667,498	513,940	9,477,565	-10,080,000	
	GRAND TOTAL	77,937,691	-5,767,998	74,027,075	29,812,672	4,138,563	18,012,700	51,963,935	-22,063,140	

Project	Capital Description	Project Manager	Revised Budget Including Proposed Variations	Future Proposed Variations	Revised Budget Including Proposed Variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underspend	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME											
S91100	ROOF REPLACEMENTS	S Ingram	1,277,779	0	1,277,779	770,943	506,835	0	1,277,779	-1	06.07.23 predicting full spend in this FY as output is increasing 11.10.23 total jobs at approx 90 up to Q2. 60 flat roofs, 30 pitched roofs. 22 properties at £11,000 a property - finlock guttering to be done within next few months. 09.01.24 on track to spend full budget. May have to hold off on some
S91115	Roof Replacement Works	S Ingram	0	0	0	0	0	0	0	0	
S91116	Flat Roof Replacement Work	S Ingram	0	0	0	0	0	0	0	0	
S711	ROOF REPLACEMENTS		1,277,779	0	1,277,779	770,943	506,835	0	1,277,779	-1	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	0	0	0	-17,731	17,776	-45	0	0	
S91218	Kit & Bathrooms	A Tutty	1,625,000	0	1,625,000	893,740	560,575	90,685	1,545,000	-80,000	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 overspend but will review in September 11.10.23 completed 39 properties, 13 behind schedule, around 2 weeks of work due to schools taking up work for Bell Group. 09.01.24 2 invoices were delayed and only received in January - totalling £317k. Works completed 162 so far this FY.
S712	KITCHEN & BATHROOM CONVERSIONS		1,625,000	0	1,625,000	876,009	578,351	90,640	1,545,000	-80,000	
S91300	EXTERNAL FABRIC	G Bruce	0	0	0	0	0	0	0	0	
S91336	External Fabric Works	G Bruce	371,820	0	371,820	137,213	234,607	0	371,820	-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 overspend but will review in September 11.10.23 completed 39 properties, 13 behind schedule, around 2 weeks of work due to schools taking up work for Bell Group. 16.01.24 expecting near full spend, contractor are now mobilising to the next phase
S713	EXTERNAL FABRIC		371,820	0	371,820	137,213	234,607	0	371,820	-0	
S91400	DOORS & WINDOWS	D Bamford	0	0	0	0	0	0	0	0	
S91412	Doors & Windows Works	D Bamford	305,267	0	305,267	171,573	84,980	28,714	285,267	-20,000	06.07.23 predicting full spend of budget this FY increasing output with Nationwide. 11.10.23 few issues with Nationwide works, catch up invoices coming through in October as works have now been signed off. Spend will total around £130,000 once these invoices have caught up. 10.01.24 140 addresses completed at end of Dec. Underspend expected £20k/£30k at year end.
S714	DOORS & WINDOWS		305,267	0	305,267	171,573	84,980	28,714	285,267	-20,000	
S91500	OTHER STRUCTURAL	D Bamford	131,793	0	131,793	50,395	51,322	30,824	132,540	747	06.07.23 overspend expected, looking to source money from other projects. Few jobs in the coming months that will fully spend budget. 11.10.23 spend will increase over next few months with 5 jobs coming up new project manager has slowed down works slightly. Number of higher spend works coming in next few months. 10.01.24 spend forecast is unknown due to one potential big job, this could cause an overspend. Currently 26 open jobs, all at different stages of completion

Project	Capital Description	Project Manager	Revised Budget Including Proposed Variations	Future Proposed Variations	Revised Budget Including Proposed Variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underspend	Comments - Spend to date
S91511	Walls Re-Rendering	S Osborn	0	0	0	0	0	0	0	0	
S715	OTHER STRUCTURAL		131,793	0	131,793	50,395	51,322	30,824	132,540	747	
S93100	ELECTRICAL	V Parr	0	0	0	0	0	0	0	0	
S93115	Rewires	V Parr	720,000	0	720,000	546,642	114,956	61,159	722,757	2,757	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). 09.10.23 68 rewires so far until Q2. Confident will be fully spent 11.01.24 on track to spend full budget, 100 rewires completed at the end of Dec. Another 30 properties for the rest of this FY. £20/£30k worth of
S731	ELECTRICAL		720,000	0	720,000	546,642	114,956	61,159	722,757	2,757	
S93500	HEATING	D Cornwell	702,264	0	702,264	607,879	15,211	169,173	792,263	90,000	07.07.23 predicting full spend of budget 19.10.23 104 jobs complete in Q2, just doing immediate urgent breakdowns to reduce spend to keep within budget. 11.01.24 Emergency replacements only and a programme out in place for
S93510	Heating/Boilers	D Cornwell	0	0	0	229	0	-229	0	0	
S735	HEATING		702,264	0	702,264	608,109	15,211	168,944	792,264	90,000	
S93600	ENERGY EFFICIENCY	S Osborn	180,000	0	180,000	95,604	85,519	-28,150	152,973	-27,028	06.10.23 some of these invoices to be moved to decarb which will reduce spend
S93622	PV Invertors	C Wagstaff	-0	0	-0	0	0	27,028	27,028	27,028	
S93625	Thermal Comfort	C Wagstaff	45,000	0	45,000	87,059	750	17,191	105,000	60,000	13.07.23 currently going through procurement, potential to be on site next month. 24.01.24 potential to be spent on IWV works (internal wall insulation)
S93626	Decarbonisation	C Wagstaff	919,956	0	919,956	468,100	457,150	-5,294	919,956	0	13.07.23 government and NSDC funded to spend 13.10.23 programme started in September with 4 jobs being completed with 45 more projected for the rest of the year. This is estimated to cost £1,062,586 10.01.24 will be spent by the scheme end in March 24, 33 properties / 66 measures completed up to end Dec with 7 left for the remainder of the
S736	ENERGY EFFICIENCY		1,144,956	0	1,144,956	650,762	543,419	10,775	1,204,956	60,000	
S95100	GARAGE FORECOURTS		0	0	0	0	0	0	0	0	
S95109	Garages	D Bamford	30,000	0	30,000	1,470	0	0	1,470	-28,530	13.07.23 no works identified yet 16.10.23 potential works in Ollererton that could cost £30k+
S95115	Resurfacing Works	G Bruce	116,332	0	116,332	44,504	0	71,828	116,332	0	06.07.23 expecting full spend, £24,000 order to be done by the end of the month 11.10.23 works done on 7 communal areas so far this year. Another 7/8 expected for the rest of the year. 09.01.24 instruction for £17k Tenzing Walk Balderton removing dangerous slabs and cobbled areas 160m2. With the next 31.01.24 work completed, spend to date
S751	GARAGE FORECOURTS		146,332	0	146,332	45,974	0	71,828	117,802	-28,530	
S95200	ENVIRONMENTAL WORKS	S Osborn	150,000	0	150,000	12,960	87,837	57,243	158,040	8,040	22.01.24 likely to be fully spent as one big job coming in

Project	Capital Description	Project Manager	Revised Budget Including Proposed Variations	Future Proposed Variations	Revised Budget Including Proposed Variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underspend	Comments - Spend to date
S97400	DISABLED ADAPTATIONS	L Powell	0	0	0	0	0	0	0	0	
S97416	Major Adaptations	L Powell	700,000	0	700,000	651,523	45,028	137,449	834,000	134,000	06.10.23 spend varies per month but has been averaging at £70,000. There's been 217 OT1 referrals in Q1 and Q2 which is significantly higher than predicted. If we are expecting referrals to come in at the same rate then we could need an extra £300,000 to cover spend for the remainder of the year. M&T have 43 current jobs that are level access showers, costing £4,000 each that will be done at a rate of 3 a week. 10.01.24 212 works completed so far this year. Will likely be overspent.
S97417	Minor Adaptations	L Powell	247,864	0	247,864	42,073	17,927	7,864	67,864	-180,000	05.07.23 expenditure dependant on OT1 referrals, will need to review budget in next quarter when we have a better idea of expenditure. 13.10.23 Expecting similar spend for the rest of the year (around £60,000 in total) 11.01.24 will be full spent at the end of the year. 390 completed adaptations as at 31.12.23
S97418	Adaptation Stair Lift/Ho	L Powell	87,929	0	87,929	68,328	14,553	5,048	87,929	0	05.07.23 expected to spend full budget amount this FY 06.10.23 £53k spent in 6 months on 23 jobs. If we are expecting referrals to come in at the same rate then we could need an extra £40,000 to cover spend for the remainder of the year. 10.01.24 predict full spend by end of March. 31 jobs completed so far, another 2/3 to be completed until the end of the year.
S774	DISABLED ADAPTATIONS		1,035,793	0	1,035,793	761,924	77,508	150,361	989,793	-46,000	
S97500	LEGIONELLA	A Tutty	36,000	0	36,000	9,042	26,958	0	36,000	0	07.07.23 18 jobs raised with MITIE for roughly £6k, expecting full spend of budget this FY. 09.10.23 25 jobs completed by the end of Q2. 11.01.24 Vince speaking to Mark about spending the rest of the budget
S775	LEGIONELLA		36,000	0	36,000	9,042	26,958	0	36,000	0	
S99103	BUILDING SAFETY	M Plant	0	0	0	0	0	0	0	0	
S98101	Fire Alarm Systems	M Plant	0	0	0	0	0	0	0	0	
S98102	Sprinkler System	M Plant	407,000	0	407,000	103,928	48,890	0	152,818	-254,182	10.07.23 design works being done for one job that will use full budget 06.10.23 jobs at Valeview and Thoresby Road costs to be reviewed. Both to be started in the next month 17.01.24 Valeview and Thoresby Road both complete waiting on £20k for the start of this year to be completed. Expecting budget to be spent by end of next month
S98103	Structural Surveys - Elevated Walkways	M Plant	91,000	0	91,000	895	0	0	895	-90,105	10.07.23 still sourcing contractor 19.10.23 internal surveys to determine whether any structural works needed happening next month. 11.01.24 surveys for 36 areas have been completed and works likely to be completed by end of next month
S98104	Scooter Shed	M Plant	0	0	0	0	0	0	0	0	
S98105	Compartmentalisation in Roof Space	M Plant	256,200	0	256,200	83,976	116,024	6,200	206,200	-50,000	10.07.23 new contractor works to begin inspections soon, after these are done we will know the expenditure expected 06.10.23 PO of £200k to be raised for Fieldway for surveys and works to be completed, jobs starting this month. Still waiting for costs. 17.01.24 meeting followed up budget
S98106	Inspection & Install Lightening Conductors	M Plant	0	0	0	0	0	0	0	0	
S98107	Aerial Inspections	M Plant	0	0	0	0	0	0	0	0	
S781	BUILDING SAFETY		754,200	0	754,200	188,799	164,914	6,200	359,913	-394,287	
S99100	PROPERTY INVESTMENT CONTINGENCY	S Osborn	36,387	0	36,387	0	0	16,387	16,387	-20,000	24.01.24 slight spend on stock condition surveys but these will mainly be next year
S99102	Housing Capital Fees	S Osborn	343,120	0	343,120	-22,341	26,565	542,637	546,861	203,741	

Project	Capital Description	Project Manager	Revised Budget Including Proposed Variations	Future Proposed Variations	Revised Budget Including Proposed Variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underspend	Comments - Spend to date
S791	UNALLOCATED FUNDING		379,507	0	379,507	-22,341	26,565	559,024	563,248	183,741	
	SUB TOTAL PROPERTY INVESTMENT		9,693,209	0	9,693,209	5,369,929	2,758,165	1,379,936	9,508,030	-185,179	
	AFFORDABLE HOUSING										
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	318,750	0	318,750	0	750	318,000	318,750	0	13.07.23 Church Circle, Ollerton and The Crescent Bilsthorpe - with Legal, doing ground works at the moment. 17.10.23 Reprofile remaining budget to 24/25
SA1033	Estate Regeneration	C Clarkson	169,764	0	169,764	22,583	147,181	0	169,764	0	17.10.23 going to planning on 7 December 2023, if approved, start on site expected in Q1 24/25 therefore reprofile budget to 2024/25 11.01.24 budget reprofiled due to delays in achieving planning consent
SA1047	New Build Contingency	K Shutt	107,228	0	107,228	0	0	107,228	107,228	1	
SA1048	Boughton Extra Care	K Shutt	295,347	0	295,347	5,781	10,951	278,615	295,347	0	13.07.23 retention challenge with administrators to NSDC favor counter claim has been submitted. 17.10.23 still waiting to hear back from the administrators
SA1060	Phase 3	K Shutt	0	0	0	-410	0	409	-0	-0	
SA1063	Phase 3 - Cluster 3	K Shutt	0	0	0	-28,759	0	28,759	0	0	01.06.23 cluster is completed but still owe retention to Woodheads 11.1.24 waiting on correspondence from administrators
SA1064	Phase 3 - Cluster 4	K Shutt	599,964	0	599,964	431,226	163,275	5,464	599,965	0	13.07.23 one site remaining - 17 Northgate. Starting back on site August 23, to be completed by January 24. 17.10.23 works continuing as planned. 11.1.24 view to handover at the end of January 24 subject to snagging
SA1070	Phase 4	K Shutt	42,023	0	42,023	0	0	42,023	42,023	0	
SA1071	Phase 4 Cluster 1	K Shutt	0	0	0	-56,537	0	56,537	-0	-0	01.06.23 cluster is completed but still owe retention to Woodheads - totals £56k
SA1072	Phase 4 Cluster 2	K Shutt	0	0	0	-19,440	0	19,440	0	0	01.06.23 completed but still owe retention to Woodheads - totals £19k
SA1073	Phase 4 Cluster 3	K Shutt	1,014,645	0	1,014,645	971,533	110,132	-67,020	1,014,645	-0	13.07.23 one site complete, others due to be complete between August and September. 17.10.23 completion date moved back to December 2023 due to ongoing negotiations with highways. 11.1.23 now due for completion in January 24
SA1074	Phase 4 Cluster 4	K Shutt	22,228	0	22,228	17,926	4,581	-280	22,227	-0	01.06.23 cluster is complete apart from retention £2k
SA1075	Phase 4 Cluster 5	K Shutt	1,135,362	0	1,135,362	861,702	228,842	44,818	1,135,362	0	13.07.23 cluster due for completion in December 23. 11.1.24 now due for completion in January 24
SA1080	Phase 5	K Shutt	2,395,799	0	2,395,799	117,068	54,191	2,224,539	2,395,798	-0	17.10.23 award letters sent out, once standstill period is over, budgets will be reallocated in line with agreed costs.
SA1087	Phase 5 Cluster 7	K Shutt	500,000	0	500,000	400,393	77,357	22,250	500,000	0	17.10.23 works started on site in June and is due to complete around December 2023. Increase budget by £100k in line with current estimated costs. 11.1.23 due to complete in January 24
SC2000	Careline Analogue to Digital	S Stewardson	71,955	0	71,955	25,361	1,256	45,338	71,955	0	
SC2002	New Housing Management System	S Stewardson	521,000	0	521,000	142,025	47,627	331,347	521,000	-0	14.07.23 chosen supplier received orders, on programme.
	SUB TOTAL AFFORDABLE HOUSING		7,194,064	0	7,194,064	2,890,454	846,144	3,457,467	7,194,065	0	

Project	Capital Description	Project Manager	Revised Budget Including Proposed Variations	Future Proposed Variations	Revised Budget Including Proposed Variations	Actuals to 31.12.23	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underspend	Comments - Spend to date
	GRAND TOTAL		16,887,274	0	16,887,274	8,260,383	3,604,309	4,837,403	16,702,095	-185,179	
TOTALS			16,887,274	0	16,887,274	8,260,383	3,604,309	4,837,403	16,702,095	-185,179	



Report to: Policy & Performance Improvement Committee – 4 March 2024

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

Lead Officer: Caroline Wagstaff, Business Manager - Housing Maintenance & Asset Management caroline.wagstaff@newark-sherwooddc.gov.uk

Report Summary	
Report Title	Quarter 3 2023-24 - Housing, Health & Wellbeing Housing Compliance Assurance Report
Purpose of Report	To provide the performance position as of 31 December 2023 (Quarter 3) with regard to compliance including actions to rectify identified issues and to advise the format will change for 2024 performance.
Recommendations	That the Policy & Performance Improvement Committee note: <ul style="list-style-type: none"> a) the exceptions to performance of the housing service compliance functions; b) the request to the Regulator to remove the regulatory notice; and c) that the presentation of performance will change from Quarter 1 2024.25 reporting cycle onwards.

1.0 Purpose of Report

- 1.1 This report provides Members with the performance of housing compliance services at the end of December 2023, focusing on exceptions performance, which is outside the Council’s target parameters.
- 1.2 The full performance summary is shared with the Portfolio Holder for Housing and discussed as a standard agenda item for the Tenant Engagement Board meetings ensuring that Health & Safety are at the heart of our conversations and actions. Performance is also discussed quarterly at Cabinet (Performance and Shareholders) to ensure there is oversight at Board level.
- 1.3 Members should note that the format of this report will change for Quarter 1 – 2024-25 to reflect the best practice recommendations of the external audit and the Regulator of Social Housing.

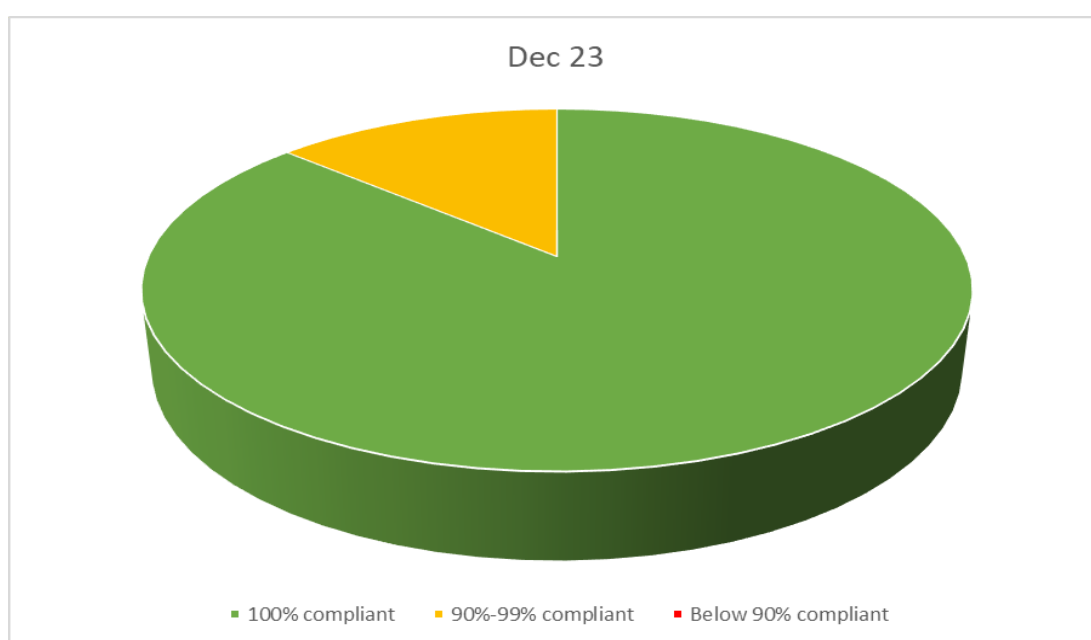
2.0 Background Information

2.1 This report sets out the Council’s performance against the Council’s legal and regulatory landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water as well as summarising details of the Council’s housing stock.

2.2 Full details of these performance indicators along with associated commentary are included at **Appendix 1** to this report. Compared to the same quarter last year, overall annual performance has improved across the 30 areas (note that we have included an additional 3 performance areas since the last quarterly report. these are on the Fire Door Inspection programme). Performance against the 30 indicators is “RAG” rated, as follows:

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

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
Sept 2023	23 (85%)	4 (15%)	0 (0%)	27
Dec 2023	26 (88%)	4 (12%)	0 (0%)	30



3.0 Performance Exceptions

3.1 Gas Servicing - AMBER

Gas servicing is 99.65% compliant. There are 18 properties without a current gas safety certificate, but all are in an enforcement process. Please see [Home Standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk) for further information on the Council's responsibilities.

3.2 The gas contractor is on year two of reprofiling the gas servicing programme to avoid the large peak of services that caused an issue in 2022.

3.3 Carbon monoxide alarms for all heating appliances in every home (with the exception of cookers) is a standard part of the annual service. There are 27 properties where the tenants have been identified through adaptations data as having hearing difficulties and alternative CO alarm are being fitted that have flashing lights and vibrating pillows to warn the occupier of any issues. These will also be linked into the smoke alarm system to overall protection.

3.4 Oil Servicing - AMBER

There are currently 8 homes where the oil service has not been completed, are all in an enforcement process. Our gas contractor is now carrying out the oil servicing as part of their servicing contract and are increasing the number of trained oil engineers on the contract. The number oil-based heating properties is reducing as the Council replace with air source heating systems as part of the WAVE 2.1 decarbonation project.

3.5 EICR certifications less than five years old – AMBER and HouseMark EICRs

We currently have 41 properties without a EICR electrical certification of less than five years old, of these 34 are in a legal process. The remaining properties are booked in with the tenants for January 2024. The directive to make 5-year EICR certification mandatory has not yet been confirmed by legislation.

4.0 Position with Housing Regulator

4.1 Current performance has significantly improved, and the Council have now completed the second Pennington's audit of our gas compliance and the final report has just been received with a rating of 'Reasonable Assurance' (which was a requirement from RSH).

4.2 The Council wrote to the Regulator for Social Housing on 5th February to request the removal of the regulatory notice with supporting evidence. This service will remain under close scrutiny and a report is scheduled for Audit and Governance in April 2024.

5.0 Implications

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

5.1 **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.

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

5.3 **Equalities and Diversity Implications**

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 team to achieve compliance.

6.0 **Community Plan – Alignment to Objectives**

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

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 Compliance Reporting

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

Prepared by Mark Plant

1) Asset Base

Total no. of individual dwellings / properties being managed	5535
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

2) Stock Type

Residential	Number of Units
Social & affordable housing	
Rented	5535
Leasehold/Shared Ownership	183
Non-Housing	
Community centres	32
TOTAL	5,750

3) How to Read This Report

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

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

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

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

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

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

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













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

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

4) Work Activity

Fire Safety

Fire				Outstanding	Compliance
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	Annual Target	Target for Month	Total for Month		Annual	Month
Type 3 Fire Risk Assessments	139	0	0	0	100% 	100% 
Fire Alarm Testing (including emergency lighting)	6780	540	540	0	100% 	100% 
Sprinkler system	6	5	5	0	100% 	100% 
Fire Door Inspections (4 Monthly)	156 (Running Total 78)	39	39	0	100% 	100% 
Fire Door Inspections (6 Monthly)	1034 (running total 517)	0	0	0	100% 	100% 
Fire Door Inspections (12 Monthly)	581	32	32	0	100% 	100% 
Comments: Newly added into this report are the Fire Door Inspections. All of which are as per the programme. The first 2 4 monthly checks have been completed as have the 6 monthly checks. The 12 monthly checks have also started.						

Type 3 Fire Risk Assessment (FRA) rectification

Below are the remedial actions highlighted during the Type 3 Fire Risk Assessment divided by in Table A 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
1255	0	40	1295
Action	Count	Progress	
Bin Stores	3 schemes with 127 flats	All Bin Store Consultations have taken place and plans finalised. Contractors are completing the remainder of the bin stores by end February 2024.	
Fire Door Renewals	16 (flats)	To be included in new contract as coming to end of their life cycle.	
Fire Stopping	19 (individual flats)	Completed 90% of the programme. Only minor fire stopping left. To be included in new contract and work commenced following inspection regime.	

PCFRA	2	Last few remaining blocks to complete (Actions from newer FRA's) (Yorke Drive, Strawberry Hall Lane)
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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	557	539	18 (With 18 in enforcement process)	99.65% 	96.77%  (Low % due to outstanding enforcement cases)
Solid Fuel	20	3	3	0	100% 	100% 
Oil Servicing	163	28	20	8 (all in an enforcement process)	95.09% 	71.43%  (Low % due to outstanding enforcement cases)
LPG Gas Servicing	2	0	0	0	100% 	100% 
Commercial Boilers	4	0	0	0	100% 	100% 
Heat Pumps	130	8	8	0	100% 	100% 
Electric	18	0	0	0	100% 	100% 

Comments:

Weekly meetings are being carried out to ensure the movement of legal cases is maintained. 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 enter a legal process.

There is a change in the numbers of oil heating as these are now being changed to Heat Source heating systems under the decarb programme





1st time access for servicing 82.66% as at end of December with a target of 75% for 2023

First time fix on Gas repairs 87% as at the end of December with a stretch target of 85% for 2023.








Turn on and test following voids 2.65 days target is 2 days.

This is higher than the 2 days SLA due to tenant requesting appointment outside the two-day time scale





Asbestos Works

Asbestos	Annual Target	Target for Month	Total to Month	Outstanding	Compliance	
					Annual	Month
Asbestos Surveys (Domestic)	333	37	37	0	100% 	100% 
Asbestos Surveys (Communal)	125 (per 1999 blocks)	0	0	0	100% 	100% 
Comment 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	905	102	61	41(with 34in the enforcement process)	95.47% 	59.80% 
Housemark - Domestic EICR certified up to 5 years old	5535	N/A	N/A	39	99.26% 	N/A
Non-domestic Testing	133	0	0	0	100% 	100% 
PAT Testing	37	8	8	0	100% 	100% 
Comments: The low performance is due to the number of cases that are in an enforcement process due to non-access. The team continue to seek access directly and in conjunction with Housing Services						

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% 
Comments: Monthly visits completed and minor repairs identified by our contractor have been ordered. All works are weekly testing are recorded on Zetasafe web-based Compliance software.						

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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	6	6	0	100% 	100% 
Hoist Servicing	30	4	4	0	100% 	100% 
Comments: All compliant						

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	Jordan 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 – 4 March 2024

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

Lead Officer: Carl Burns, Transformation and Service Improvement Manager
 Rowan Bo Rowan Bosworth-Brown, Transformation & Service Improvement Officer,
performance.team@newark-sherwooddc.gov.uk

Report Summary	
Report Title	Community Plan Performance for Quarter 3
Purpose of Report	To present the Quarter 3 Community Plan Performance Report (October – December 2023)
Recommendations	That the Policy & Performance Improvement Committee review the Community Plan Performance Report attached as Appendix 1 and the Compliance Report attached as Appendix 2 .

1.0 Background

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

The development of this report details the quarter 3 performance and includes activities delivered both within the quarter.

2.0 Proposal/Options Considered

That the Policy & Performance Improvement Committee review the Community Plan Performance Report (**Appendix 1**) and the Compliance Report (**Appendix 2**).

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.

None



Newark and Sherwood District Council Performance Report

2023-24 Q3

1 October to 31 December 2023



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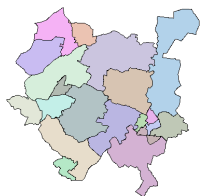
Introduction

We at Newark and Sherwood District Council aim to do everything we can to enable local residents and businesses to flourish and fulfil their potential, as well as encourage visitors to enjoy all that our area has to offer. How we intend to achieve this purpose is laid out in our Community Plan (2019-2023). This plan was informed by the views of residents and lays out the Council’s objectives over four years as well as the activities that will help achieve these objectives. Our new Community Plan is now in place and a performance framework has been drafted. As this is finalised, it will become the how we will measure the performance of our objectives as of Quarter 1 2024/25. It will continue to contain key performance indicators; a combination of qualitative and quantitative data and it will expand on the current measures around objectives.



This report examines how the Council has been performing against the Community Plan. It examines data to look at the performance of key services and delivery against the activities outlined in the plan. This report examines the Council’s performance and achievements from 1 October to 31 December 2023 (Quarter 3).

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



Our District

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

Page 3



Our Performance

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

Page 4



Our Customers

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

Page 25



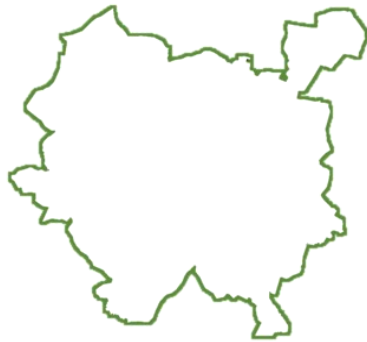
Our Workforce

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

Page 31

Our District

About Newark and Sherwood (2021 Census)...



A resident population of 122,956 (14.9% of Nottinghamshire's population).

There are 53,332 dwellings in the district, 38.5% are owned outright, 31.3% are owned with a mortgage or loan, 13.9% are socially rented with around 10% of those directly owned by the Council and 16.3% are private rented.

92.7% of the district population were born in the UK.

60.5% of the district's population are working age (16 to 64), 17% are 16 years or younger and 22.4% of the population are over the age of 65. For those over the age of 65, this percentage has increase by 3.5% when compared to the 2011 census demonstrating a growing older population when compared to the 2021 census.

In terms of socio-economic challenges, 16.2% of households do not own a car or van, 0.8% of households do not have a form of central heating and 19.1% of residents do not have any formal qualifications.

How is our district?

This data tells us something about our district in quarter 3 (1 October to 31 December 2023). Most of these indicators are not factors we can directly affect, only influence, but they add context to the work we undertake.



The number of planning applications we receive gives an indication of the level of construction planned in the district. When compared to the same period of last year, commercial applications have decreased by 11, residential applications have decreased by 20, non-major applications have decreased by 164 and major applications have decreased by 12.

- 9 commercial planning applications were validated
- 118 residential planning applications were validated
- 42 major planning applications were received
- 587 minor planning applications were received

As of September 2023, **2,100 people were unemployed** across the district and has seen an increase of 100 people since September 2022.



For quarter 3, the average Newark Town Centre footfall count was 3,264 visitors per day. This is a decrease of 10.3% compared to the Q2 figure of 3,638. On a national level footfall has also decreased by approximately 6.5%. The decrease could potentially be attributed to the escalating cost-of-living crisis. The rising cost of household bills has prompted people to make less trips into town. This quarter has also seen above average levels of rainfall which may have contributed to the decrease in footfall. Event days also proved to be among the busiest days in town, with The Big Draw, Scare-Fest and Christmas Lights Switch On attracting visitor numbers that surpassed the averages for their respective days of the week. Of these days the Christmas Lights Switch On saw the biggest increase in visitor numbers. 3,793 visitors were recorded in town, a 47% increase on the average Sunday.

Interactions with the Council

This information gives an indication of demand for council assistance **year to date**:

- **11,947 face to face contacts** were held at Castle House, a 28.2% increase when compared to the same period of last year.
- **81,755 calls** were received by the contact centre, a 6.3% decrease when compared to the same period of last year.
- **19,361 calls** were received by responsive repairs, a 0.03% increase when compared to the same period of last year.
- **31,162 digital web form transactions** were completed by our customers, a 35.2% increase when compared to the same period of last year.

How are we performing against our objective to...

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



What we have been doing this quarter;

⇒ Within the quarter, 4 Speedwatch sessions have been conducted, with 2 in Collingham, 1 in Southwell and 1 in Newark. A total of 182 vehicles were checked and 4 of those were driving over the speed limit.

⇒ The first quarterly edition of the digital newsletter, the Tenant Times was emailed out to all tenants with an email address on file. The first edition of the newsletter communicated some key messages to our tenants, such as how to report a repair online and how to report signs of damp and mould.

One of the ways we have engaged with tenants is by consulting on the provision of further digital courses facilitated by Inspire with almost 10% of tenants responding positively.

We continue to work with colleagues in order to broaden our digital offer to more community centres across the district.

⇒ Quarter 3 saw our residents and the county affected by Storm Babet, where a significant number of properties suffered internal flooding with many homes now empty. Support was given to all affected areas such as immediate aid in the form of aqua sacs, guidance and in the more extreme cases evacuation. This assistance continued through to the recovery phase in the form of providing grant funding to eligible properties and signposting to the Property Flooding Resilience Grants which have also been released. This will be managed by NCC.



⇒ Following Storm Babet, all areas holding flood stores undertook a full stock check which enabled us to see which stocks needed replenishing. Additionally, due to the scale of the recent flooding, an assessment of areas that didn't currently have stores was undertaken and discussions on what may be needed in the future were considered. This included continuing to build resilience within the local communities and how residents can access and contact their local flood warden to seek support when required. There were also several ongoing areas of concern raised by communities who had issues with Severn Trent and other response matters. These have been collated as part of the debrief with the aim of seeking answers using our influence where we can. Storm Babet was an early winter storm and therefore provisions were made to replenish stocks in case of further flooding.

Just days after quarter 3 came to an end, residents have yet again felt the impact of flooding as a result of Storm Henk, which has been more severe and widespread. Further updates will be shared in due course.

⇒ This quarter 21 requests were received into the HART inbox, not including the Storm Babet humanitarian response. The HART team was stood up in response to Storm Babet, in which the team provided a full range of humanitarian assistance which included:

- Safe and well checks
- Food and medicine deliveries
- Home verification visits
- Supporting households to access grants through application support
- Arranging waste collections
- Signposting to services

The team also carried out 97 home verification visits ensuring that households can access government grant funding to assist with damage caused as a result of the floods.

Agenda Page 88

How are we performing against our objective to...

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



⇒ In terms of wider tenant engagement during quarter 3, we know that 392 tenants interacted with us, with 138 of these being first time interactions. We added a further 22 new involved tenants on to our database through 24 different engagement events including the Local Influence Networks, Community Link Groups, Pop up events and seasonal events. We are seeing increased involvement with Pop up events and will use this platform to reach the more rural communities.



⇒ Throughout quarter 3, we have seen five 'good causes' joining the community lottery and two have left the scheme.

The quarterly draw was cancelled when NSDC became aware of a data breach affecting Gatherwell, the company who manage the community lottery on the council's behalf. Gatherwell informed customers of this breach and the action taken as a result to secure data, on the 8th of December 2023. There does not appear to have been a significant reduction in community lottery patrons/ ticket sales since the data breach notification with ticket sales at 14,081 for the quarter and we are on track to raise £35,006.40 for good causes within a 12-month (rolling) period.

⇒ A review of the community grant scheme criteria has been undertaken was subsequently presented and approved by Cabinet in October. The scheme was formally launched in November, and we have received 47 applications to date.

The timeline for assessment of the applications has been extended to the 31st March 2024. This is due to the impact of Storm Henk and subsequent additional support required from the community development team. All applicants have been made aware and the cross-party panel for decision making will meet the week commencing 11th March with all letters confirming allocations to successful/unsuccessful applicants by the extended deadline.

How are we performing against our objective to...

Deliver inclusive and sustainable growth



What we have been doing this quarter;

- ⇒ This quarter we are currently accepting retail and community applications for short term leases in the Buttermarket atrium space. Once the refurbishment work is completed to the building successful applicants will be appointed.
- ⇒ We continue to facilitate and nurture strong relationships with schools, colleges, universities and enterprise agencies through the Employment & Skills Board, Town Centre Partnership, Town Fund Board, and Land Management Group.



Our work is ongoing to deliver a number of initiatives through the UK Shared Prosperity Fund including the Premier League Primary Stars Programme, which is an education program for primary school children aged 5 to 11 in England and Wales. It uses football as a tool to inspire children to be active and develop essential skills such as teamwork, communication, and resilience. This is in addition to direct engagement with Colleges, the Future First Expo, and direct support.

We will continue to support Capital improvements such as the Air & Space Institute and Construction College. We are also in the process of developing a series of proposals with West College Nottingham to support adult education, community learning in Sherwood, and further develop a public service compact to support a route to employment for people to work in the public service.

- ⇒ The Council has created a series of initiatives with partners to support sustainable economic growth. This includes a package of support to businesses that provides;
 - Accelerator - specialist research and innovation and decarbonisation support, with 43 local businesses enrolled and receiving support to improve the sustainability of their operations. Delivered by East Midlands Chamber.
 - Start-up Scale-up programme- specialist 121 support and workshops for pre start up and early stage enterprises. 57 businesses have so far received 6 hours or more of support.
 - 121 established business support through NCC Business Advisors, with 20 businesses having received 6 hours or more of support.
 - Rural Business Investment grant fund and Business Growth and Sustainability fund, the next round is due to launch in February 2024
 - Grantfinder facilitated 59 searches in 2023
 - Bespoke workshops on business support, exporting and procurement. During 2023, 4 business support sessions held with Notts County Council and NBV Enterprise Solutions, which linked 22 businesses and pre-start-ups with advice and guidance. We also held a Sustainability Workshop in partnership with Leeds Associates, which linked 15 businesses with support on net zero practices and ESG.

⇒ The Newark Town Investment Plan 2020 programme of activities continues to flourish.

- The Construction College is delivering training in bricklaying, plumbing and heating.
- Construction of the Air & Space Institute is well underway and is due for practical completion in Spring 2024, opening to a new cohort of learners by Autumn 2024.
- In preparation for demolition to begin at the Stodman Street project, hoardings were in place by December 2023. The demolition works are due to start in early 2024. This project is on track for completion in Autumn 2025.
- The Shared Prosperity Fund is providing employment support for economically inactive residents, by providing job searches, training and





How are we performing against our objective to...

Deliver inclusive and sustainable growth

specialist support via the GROW programme which has supported 14 residents this quarter and Re-New which has supported 18 residents.

The Council is now working towards developing the Newark Investment Plan for 2024 – 2034 to secure the proposed additional £20m Long Term Plan for Towns Fund alongside the Newark Town Centre Masterplan and Design Code by August 2024.

⇒ We continue to support on key infrastructure projects around the district including:

- Construction work is commencing well on the Newark Southern Link Road and it is on schedule for completion by spring 2025.
- A1 over bridge: The feasibility study is ongoing. We continue to work with Amey, Nottinghamshire County Council Highways, and National Highways to identify the most appropriate design solution.
- Ollerton Roundabout and the A614: Nottinghamshire County Council is working towards submitting their full business case for the A614 scheme to the Department for Transport (DfT) by the end of March. Works are planned to commence in late summer 2024, subject to the Full Business Case being approved by DfT within 12 weeks. If the decision is delayed, the project commencement date will be delayed in turn.

⇒ This quarter we submitted the Amended Allocations & Development Management DPD for Examination on the 16 January 2024. It will now be subject to examination. Following this the timetable for adopting the DPD is as follows:

- Pre-Hearing Period January to March 2024
- Examination by Inspector (April 2024)
- Consultation on Main Modifications (June/July 2024)
- Receipt of Inspector's Report (September 2024)
- Adoption and Publication (October 2024)

⇒ As such, we are now undertaking a review of the scheme for updated design, cost and deliverability with a focus on securing planning permission for the Ollerton Town Centre scheme by the end of 2024. We are in the process of undertaking feasibility studies and work to develop the scheme and planning application, coupled with a review of land assets within the scheme and an options analysis for strategic site acquisition. We aim to develop this scheme with partners by Summer 2026.

⇒ We were informed that the 2022 Levelling Up Fund bid for Sherwood has been approved in principle. Focus now turns reviewing the delivery of the three component parts of the original bid, which include:

- Ollerton Town Centre Scheme
- Clipstone Employment Project
- Clipstone Development Project



How are we performing against our objective to...

Deliver inclusive and sustainable growth



⇒ This quarter we launched our Winter Wishes campaign. For some residents, the winter months can feel lonely and to support those who need it the most this winter, the Winter Wishes campaign was promoted. This campaign provided residents the opportunity to send warm messages of well wishes anonymously to isolated members of our community. Winter Wishes cards were provided to local schools and were available from local independent shops in Edwinstowe, Southwell, Ollerton and Newark ready for residents to pick up for free. We encouraged residents to get crafty and write or draw something that could make someone's day and then post their card in dedicated post boxes across the district. Community group The Shed, in Collingham played a key part in the campaign creating the dedicated green post boxes placed in a number of towns. Our teams reviewed all cards and were sent to community groups who tackle loneliness, some were also distributed to those living in some of our Housing with Care residential schemes.



⇒ As part of the Newark Heart Programme, we are continuing to develop a full business case which is aiming for completion in Spring 2024. The Capital Programme is focusing on the Market Place with initial concept designs for wayfinding, lighting, event infrastructure and seating developed by designers and architects, New Practise.

We have developed a draft Event Strategy with four highlight events due to take place throughout 2024. The events programme will be delivered in partnership with Newark Town Council. We will be starting off with the 'Love Newark' event, which is currently under development and is scheduled to take place in Spring 2024.

The Project Team continue to develop the studies on place identity, capital works and a sustainable programme legacy model. The team have also undertaken comprehensive engagement with stakeholders over the last 3 months to enable participation, inclusion and involvement in shaping and designing the future programme.

Measuring Success



Spotlight benchmarking

As of September 2023, the unemployment rate in Newark and Sherwood was 3.1% which is a 0.2% reduction since June 2022. Whilst the unemployment rate for England is 3.8% which is an increase of 0.1% when compared to the same period.

Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Total number of admissions - National Civil War Centre	5,932	9,821	12,253	9,000
Total number of admissions - Palace Theatre	20,840	38,365	41,102	38,000
% of visitors from schools – National Civil War Centre	New for Q1 23/24	New for Q1 23/24	22%	Trend (No benchmark)
% of visitors from schools – Palace Theatre	New for Q1 23/24	New for Q1 23/24	15%	Trend (No benchmark)
Number of people reached through direct participation and outreach	New for Q1 23/24	New for Q1 23/24	8,894	Trend (No benchmark)
Total footfall across all heritage and culture services and sites	New for Q1 23/24	New for Q1 23/24	76,641	Trend (No benchmark)
Car parking numbers across all council owned Newark car parks	New for Q1 23/24	New for Q1 23/24	294,538*	Trend (No benchmark)
All Other Indicator Types				
Newark town centre footfall count (average visitors per day)	7,386	3,894	3,264	3,750
Newark Beacon - % of occupied units	85.0%	92.8%	73.2%	95.0%
Sherwood Forest Arts and Crafts - % of occupied units	100.0%	100.0%	95%	95.0%
Commercial Property - % occupied units	94.0%	100.0%	97%	95.0%



Exploring our performance

The % of occupied units at the Newark Beacon has shown an improvement of almost 6% since the last quarter. This demonstrates the increase in occupancy rates following on from the relocation of one business in June 2023 who occupied 11 offices but had outgrown the space and has moved to another building within the district, as well as the loss of 6 other companies in 6 offices during Q2 & Q3. As a result of this, we have delivered marketing campaigns that produced a strong pipeline of enquiries to keep these occupancy levels steady over the past quarter. The majority of these enquiries will take occupancy within Q4, which should see occupancy increase to 82% by the end of March 2024. As of the end of September, we had 26 companies based at the Beacon within 32 offices. In December we had 24 companies within 30 offices. By the end of March 2024, we will have 29 companies in 35 offices if we have no new conversions of enquiries to new tenants.

Newark town centre footfall stood at an average of 3,264 which is below target by 13% for quarter 3 and is a decrease of 10.3% when compared to quarter 2. These figures are not dissimilar to the national picture, as footfall nationally has decreased this quarter. This decrease could potentially be attributed to the escalating cost-of-living crisis. The rising cost of household bills has prompted people to make less trips into town, particularly as days are getting colder and nights longer. However, it should be noted that the average dwell time in Newark increased from 243 in Q2 to 250 in Q3, suggesting that visitors are spending more time in town when they do visit. This could indicate a turn towards more 'experiential' uses of the town centre, such as meeting friends or family for a coffee or a meal.

*Car parking numbers this quarter cannot be accurately measured due to the free parking periods which were in place at all Council managed pay and display car parks in Newark town centre every weekend between Sunday 26th November until Sunday 31st December. The aim of this was to support businesses and to encourage visitors to visit the town during the festive period. The parking machines were closed during the free parking periods to avoid customers mistakenly paying for parking during this period and as such car parking numbers cannot be accurately quantified.

How are we performing against our objective to...

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



What we have been doing this quarter;

⇒ During quarter three, we have been making progress on the following social housing sites:

- 7 Bungalows and 2 flats are now complete at the Devon Road site
- 2 houses are complete at the Beech Devon corner site
- 2 flats are complete on Eton Avenue
- 7 houses are completed on Dale Lane
- 12 flats are 98% completed on Northgate

In October we secured approval for a bespoke 50 unit social housing development programme to bridge the gap in development, whilst we fully consider and model the impact of decarbonisation, stock condition and new building safety requirements.

⇒ In December 2023 our new temporary accommodation facility, Alexander Lodge was visited by our Senior Leadership Team and selected elected Members. The practical completion of the site is likely to be by January 2024, following on from this there will be site and process trials to ensure the facility is ready ahead of the first occupants. The virgin media line is also due to be installed in January 2024, after which time the site will be equipped with all the necessary ICT equipment within the Community Centre which will be there to support the service offer and touchdown for staff.

⇒ This quarter we have completed a full appraisal of temporary accommodation. The Alexander Lodge is nearing completion, this has led to consideration being given towards the decommissioning of some older temporary accommodation facilities. The temporary accommodation facility at Wellow Green is in the Corporate Services 2024/25 business plan carry out an options appraisal for this site.

⇒ Last quarter we shared more information about the new online repairs facility for tenants that was launched in September 2023. We are receiving an average of 100 requests logged and repairs subsequently scheduled each month via the online repairs service, 40% of those repairs are being reported outside of our opening hours. This service underwent a soft launch to begin with, as such we will begin further promotion over the coming months.

⇒ We continue to exceed national performance targets for determining planning applications. National targets are 60% determined in 13 weeks for major applications and 70% determined in 8 weeks for non-majors, and both of our indicators are 90% or above. During quarter 2, a customer satisfaction survey was launched where customers can share with us what we do well and what we can improve on, however the results have been reviewed and not many responses have been received. As a result, we are exploring alternative ways to gather this information from customers.

⇒ Our repairs service has recently benefited from £200k of additional funding, which was utilised successfully to reduce the number of outstanding repairs. However, increased demand has been observed in routine and planned works has been observed this quarter. The severe weather conditions that have been experienced around the district have been an influential factor in this increased demand. The number of damp and mould cases reported have increased from 7 outstanding jobs at the end of Quarter 2 to 26 outstanding jobs at the end of Quarter 3. This is a positive sign, as it means that our campaign to encourage tenants to report signs of damp and mould is working. As a result, we are increasing



How are we performing against our objective to...

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

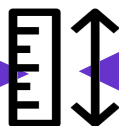


the number of external contractors to support our response to this spike in reported cases.

- ⇒ As part of the ongoing continuous improvement to the standard of empty homes, this quarter we have introduced 'fit to let' inspections, which are carried out by tenants from our Local Influence Network groups. The results of these inspections are fed back to the Voids team, who use this information to drive continued improvements.
- ⇒ During this quarter the Severe Weather Emergency Provision has been activated once and during this period 8 individuals were accommodated. 3 individuals went on to secure longer term temporary accommodation and the other 5 individuals were provided with housing advice.
- ⇒ We continue to progress the Amended Allocations & Development Management (DPD) and associated Gypsy & Traveller Strategy. Cabinet agreed that we should explore options to purchase land in order to deliver a Council run GRT site, which however would be subject to a maximum Council investment and the securing of appropriate grant funding. A Draft DPD is has been submitted and is due for examination in January 2024.
- ⇒ The focus on regeneration at Hallam Road/Stepnall Heights estates site is currently community led regeneration rather than physical housing led with two significant projects underway.

The area is currently one of four focus areas within an Asset Based Community Development Project. This project is identifying the current physical assets, which includes buildings and open spaces that can be used by residents. As well as people assets, such as community champions and groups within the community, with a view to investing in and supporting these to remain resilient.

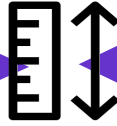
In addition, on the Stepnall Heights estate, the housing and estates team have developed plans for the 'Boughton Community Hub' within a previously void property on the estate. The hub, subject to approval, will provide onsite delivery in an area with recognised barriers to services and it is intended that the hub will be used by a wider range of partner agencies from which to collocate, coordinate, co-deliver services.

Measuring
Success

Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Number of all tenants who have been evicted for rent arrears	2	1	0	Trend (Decreasing)
Number of evictions (anti-social behaviour)	2	3	1	Trend (Decreasing)
Arkwood - number of units delivered	8	44	73	Trend (Increasing)
Arkwood - plots commenced	43	87	87	Trend (No change)
All Other Indicator Types				
Average time spent in temporary accommodation (weeks)	11.7	9.1	12.4	13.0
Average time (days) to re-let Council properties	26.9	28.0	29.4	28.0
% of rent collected from current tenants as a % of rent owed	98.4%	99.0%	98.2%	98.5%
Average "End to End" time for all reactive repairs (CALENDAR days)	11.7	17.6	12.8	16.0
% of repairs completed at first visit	92.0%	90.3%	89.9%	93.0%
% of planning applications (major) determined in time	95.0%	87.5%	93.0%	90.0%
% of planning applications (non major) determined in time	96.0%	93.4%	92.0%	90.0%
Average number of working days to process housing benefit change in circumstances	3.6	4.5	4.4	5.0
Average number of working days to process new housing benefit claims	19.3	19.0	14.5	17.0
Amount of current arrears as a % of annual rent debit	2.00%	1.66%	1.63%	2.20%
Amount of current arrears	£469,833	£412,077	£414,728	£554,400
% of housing complaints responded to within agreed timescales	84.0%	92.0%	96.0%	100.0%
% of homes with a valid gas certificate	New for Q4 21/22	99.5%	99.7%	100.0%
% of homes with Electrical Installation Condition Report (EICR) certificates up to five years old	New for Q4 21/22	98.9%	95.5%	100.0%

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Measuring Success



Exploring our performance

The percentage of homes with a valid gas certificate is below target by 0.3%, which equates to 18 properties. However, all properties that are out of compliance are in an enforcement process to gain access with 5 at injunction stage, we are awaiting the paperwork from the courts before initiating.

The % of homes with Electrical Installation Condition Report (EICR) certificates up to five years old is below target by 4.5%, this equates to 41 outstanding cases. Of those, 34 are in a legal process, 6 of these have appointments booked and 1 case pending contact with next of kin due to the tenant being in the hospital.

Agents quote following a planning application:



"We received the lawful development certificate for the property on Monday and I wanted to send a short line to thank you for all your help with this. The applicants were delighted this came through on time and are very excited to get cracking with their remodelling/extension works as soon as possible after the Christmas break."

Agents quote following a planning application:



"We have now received a copy of the approval documentation for the property. Just a short line to say thank you for processing this so straightforwardly and so quickly. The client is most relieved and has asked me to pass on her thanks too."



How are we performing against our objective to...

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

What we have been doing this quarter;

⇒ We have completed the £350,000 play area improvement works with 10 sites having been improved and refreshed over the last quarter. Highlights include the new fitness zone and castle play area at Sconce and Devon. At Vicar water, we have conducted a number of drainage and footpath improvements and are working with Nottinghamshire wildlife trust to improve the health and flow of Vicar Water stream as it runs through Vicar Water Country Park. These works commenced with coir matting being placed around the edge of the main pond which has been seeded with a variety of wetland plant species which will help improve and protect the biodiversity of the local ecosystem.



⇒ We've also started to refresh our management plans, ahead of the 2024 green flag judging. In partnership with Newark Town Council, we have continued to develop plans for Sherwood Avenue Park with the draft designs being well received by the community. We have also submitted a lottery bid for this site which, if successful, would enable us to further develop the MUGA area and provide new equipment such as table tennis tables.

⇒ Last quarter we opened the Green Champions system up to all NSDC employees due to the limited number of responses from volunteers not allowing a thorough test of the system to be conducted. The Green Champions scheme has been designed to help make the district a cleaner, greener place to live, work and visit. Upon signing up to the scheme, volunteers will be able to request any equipment needed to take part in litter picking in the community, including litter grabbers, litter bag hoops, hi-vis vests and blue refuse bags.



The number of responses received this quarter are lower than we had hoped, however we have now had enough responses and time to test it. We are planning to launch the system to the public in Spring 2024.

⇒ We have been working on an environmental protection presentation to be delivered into schools, which will be rolled out to schools in January. In December we offered a free bird box to all primary schools across Newark and Sherwood District and had 20 replies. These have been distributed ahead of the RSPB's big bird watch on 26th January.

⇒ In quarter 3 we have issued 37 fixed penalty notices for fly tipping and 4 for littering which mainly consisted of small fly tips, which based on DEFRA guidance the full penalty would not be appropriate.

- We issued 1 notice to a business for failure to produce waste transfer and waste carrier documentation.
- We have had 4 prosecutions pending in court for fly tipping and have outstanding arrest warrants for 4 individuals who failed to attend court.

The contract with our third-party littering enforcement officer, 'WISE', came to an end in this quarter with 'District' Enforcement due to take over in February 2024.

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How are we performing against our objective to...

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

⇒ This quarter has seen high levels of rainfall, which has impacted upon the performance outcomes of monitoring inspection scores. Our year-to-date accumulative scores are as follows:

Performance Outcomes of Monitoring Inspections for the Maintenance of Housing Land (HRA)		
Service Area	Q3 22/23	Q3 2023/24
Grass	1.13	1.65
Litter and Bins	1.03	1.17
Garage Site	1.00	1.70
Shrub Bed Maintenance	1.15	1.63
Weed Control	1.43	1.49
Hedge Cutting	1.17	1.67

To complete the growing season scoring well under a 2 across all areas shows a high team resilience. Additionally, the winter housing schedule is on track to be completed by the second week of February.

Customer quote following enhancements to a play park:



“Recently we have seen some new play equipment installed at Cleveland Square playground. The swing set in particular is to be commended. An absolutely great choice and really inclusive. I have never heard so much "noise" coming from the playground and it is wonderful to hear. How lovely to have such a neurodiverse and inclusive playground so close - a fabulous choice. Thank you.”


 Measuring
Success


Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Number of fly tipping incidents	1,202	1,129	1,189	1,350
Number of fly tipping enforcement actions	1,245	1,845	1,483	1,538
All Other Indicator Types				
% fly tipping incidents removed within 72 hours	72.0%	95.9%	93.4%	75.0%
% of household waste sent for re-use, recycling and composting	37.3%	37.4%	Waiting for External Data	40.0%
Number of missed bins (per 100,000 households)	New for Q1 22/23	43.1	32.9	45.0
Number of missed assisted collections	New for Q1 23/24	New for Q1 23/24	150	Trend (no benchmark)
Total number of garden waste subscriptions	16,694	19,188	20,949	19,344
Number of level 1 graffiti incidents not removed within 36 hours	New for Q1 23/24	New for Q1 23/24	0	0
Number of level 2 graffiti incidents not removed within 10 days	New for Q1 23/24	New for Q1 23/24	0	Trend (No change)
% of failing sites - street and environmental cleanliness - litter	0.9%	1.1%	0.0%	2.8%
% of failing sites - street and environmental cleanliness - detritus	0.7%	1.5%	0.6%	1.8%

Exploring our performance

The number of fly tipping enforcement actions is below target by 55; however, the number of fly tipping incidents outperformed the target by 161 incidents. As such, it could be expected that less actions have been necessary due to the lower number of fly tipping incidents.

How are we performing against our objective to...



Enhance and protect the district's natural environment

What we have been doing this quarter;

⇒ We are progressing with a number of projects to achieve our 2035 carbon net neutrality target and meet the actions outlined in our Greening Newark and Sherwood Action Plan.

- As laid out in the Council's Climate Emergency Strategy action plan, the Council is working to improve its energy efficiency and reduce its overall carbon footprint by installing solar panels across a selection of our Corporate and Leisure buildings. Works have completed at Newark Sports and Fitness Centre and installation at Newark Beacon has begun. This project will assist the Council in making carbon savings and generating renewable energy both of which will assist us with reaching our 2035 net carbon neutrality target.
- Work is continuing to develop a Decarbonisation Plan for our corporate and leisure buildings to help us understand the energy efficiency and carbon reduction measures we can put in place at each site.
- We are continuing to explore options for the future of Brunel Drive, our depot site, to meet the future needs of the service in relation to the collection of additional waste streams and the electrification of our fleet of vehicles.



⇒ We are part of the Nottinghamshire wide Green Rewards App which is an online platform designed to incentivise and encourage residents to undertake positive behaviour change by enabling users to log carbon reducing activities and gain points for these activities (which equate to prizes). The scheme has been live for almost 2 years and continues to be successful with over 567 users utilising the application. Work is ongoing to promote the app throughout the year in partnership with the other Nottinghamshire authorities, this has recently included digital advertisement in Newark Bus Station and we will continue to utilise the App throughout 2024.

⇒ Plans have been finalised to plant 800 trees in association with 'Trees for Climate' on Westbrook Drive in Rainworth in early January. In December we launched our annual free tree giveaway, we have received over 1000 trees requests from residents.




⇒ We recently commissioned an Active Travel Feasibility Study, which is still ongoing. Community engagement is going well, a Stakeholder workshop took place in December 2023 and Community Surveys are due to be undertaken in January/February 2024.

⇒ We held the first Biodiversity Opportunities Meeting with representatives from NSDC, Nottinghamshire Wildlife Trusts, Woodland Trust, RSPB and Notts BOM all coming together to investigate new ways of working together.

How are we performing against our objective to...



Enhance and protect the district's natural environment

- ⇒ Following comprehensive engagement on the Forest Corner Masterplan with key stakeholders, as well as assessment of traffic, planning review, options analysis and project review. We are now working towards completion of the Forest Corner Masterplan and developing the project plans for implementation over the next 5 years.
 - ⇒ This quarter we have continued our ongoing work on kerbside glass recycling. We've also designed and sent to print some new stickers for our growing number of communal recycling bins.
- 
- ⇒ As part of the move towards net zero carbon emissions, we secured a government grant of £1.3m, which we will match fund to deliver a £2.6m social housing decarbonisation programme over two years. The programme will target at least 102 eligible households with oil or LPG heating systems. The plan is to replace these costly, carbon intensive fossil fuel systems with carbon neutral alternatives, using air source heat pumps, solar panels and battery storage to reduce carbon emission and make them cheaper to run. Creating warm homes that are free from damp and mould.
 - ⇒ An additional 38 homes will benefit from greener heating or lower costs and energy usage from the installation of solar panels – keeping homes warm and cheaper to run. The additional £583,000 of funding to deliver this project was granted from the Department of Levelling Up, Housing and Communities as part of the preparation for the East Midlands Combined Authority.



How are we performing against our objective to...

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

What we have been doing this quarter;

- ⇒ This quarter we secured approval to operate the CCTV control room to in house, following the presentation of the full CCTV review report to Cabinet. Work is now ongoing to create the full feasibility and business case for the CCTV. Linked to this, approval was secured for the draft CCTV replacement scheme and that all the cameras will move under our control and ownership moving forward.
- ⇒ Re-deployable CCTV is currently deployed in Clipstone, 2 cameras in Newark, and Edwinstowe to act as deterrents in areas that have been ASB hotspots.
- ⇒ Youth related nuisance in Newark Town Centre has been an area of focus in previous quarters at the time of this report there has been a reduction in ASB in Castle Ward. Whilst incidents have significantly reduced, there is a continued drive to encourage people to report incidents, not solely in Newark but across the district, as under-reporting of ASB incidents remains a concern. We post regular content on social media channels encouraging the reporting of ASB and which agencies to report to.
- ⇒ Farnsfield has had an increased number of incidents of ASB being reported this quarter, with 3 reported incidents in October. We have liaised with the Parish Council, conducted high visibility patrols and carried out a community letter drop, with a focus on establishing the extent of the problems and to encourage residents to report incidents.
- ⇒ In response to complaints about dog fouling and anti-social behaviour at Sherwood Avenue Play Park, Blidworth, we have conducted hi-visibility patrols, engagement with dog walkers regarding appropriate disposal of dog waste.
- ⇒ This quarter we supported a range of events including Scarefest, which was hosted at Newark Castle. We engaged with members of the public, providing reassurance, as well as being on hand to address any issues. We also supported the Newark Christmas Lights Switch On; again, this provided a perfect opportunity to engage with local people and businesses as these events attracted above average numbers of visitors for their respective days of the week, with the Christmas Lights Switch On seeing the biggest increase in visitor numbers. Towards the end of this quarter, our team joined forces with Newark Police Neighbourhoods teams and Nottinghamshire Fire & Rescue Service to provide a community safety event at one of the Saturday markets in Newark Town Centre. Officers were on hand to give safety advice and provide free safety items such as purse bells and personal alarms. As well as to provide advice relating to domestic abuse and raise awareness of the White Ribbon Campaign.
- ⇒ We attended the second Anti-Social Behaviour Summit this quarter, which was attended by Nottinghamshire Police, the Nottinghamshire Police and Crime Commissioner and other partners from the district, to discuss the on-going work to combat ASB and the plans for the future. This event was attended by members of the public, who were able to raise ASB concerns within their local area and pose questions to the panel.
- ⇒ This quarter saw the commencement of Safer Streets 5. The area focuses on, in particular the Lakeside Shopping Centre, Balderton Lakes and Coronation Park. Projects to be delivered include Environmental Improvements at all locations with replacement bins, benches and the installation of a Youth Shelter, new lockable life buoys at the Lakes alongside the installation of CCTV and lighting at the Lakes car park. All of the environmental improvements have been ordered and have arrived and will be installed by Balderton Parish Council.
- ⇒ Due to the weather conditions often experienced during this quarter, we use this period to develop and plan





How are we performing against our objective to...

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

a range of diversionary activities for the spring and summer months to ensure we meet our commitment to deliver 2 diversionary activities per annum.

⇒ Our wildflower and grass bunds continue to be a success with no illegal encampments on any of the sites they are protecting.

⇒ This quarter, we joined the Police Neighbourhoods team to complete a community letter drop/door knock to residents on the Yorke Drive estate following reports of youth related anti-social behaviour. Following this, Bridge Wards saw a 27% reduction in reported anti-social behaviour related incidents. Balderton Lakeside Shopping Centre has seen an increase in reported youth related anti-social behaviour. We have liaised with the shops and undertaken targeted patrols in this area, this has resulted in one first stage warning letter being issued.

⇒ Enforcement actions within this quarter include, seven first stage warning letters which have been issued to young people relating to nuisance behaviour. The locations in which these warning letters were issued are as follows:

- 4 in Newark Town Centre
- 1 in Balderton
- 1 in Hawtonville
- 1 in Winthorpe Road/Newark Town Centre

Two second stage warning letters have been issued to 2 young people for repeated nuisance behaviour:

- 1 in Blidworth
- 1 in Newark Town Centre
- 5 young people entered into Acceptable Behaviour Contracts; these were all in relation to nuisance behaviour in and around Newark Town Centre.

3 Enforcement Warnings were issued to 3 young people, Enforcement Warnings are the pre-legal action stage of enforcement. Additionally, 9 Community Protection Warnings have been issued:

- 3 related to incidents on Yorke Drive
- 3 related to incidents on North Gate, Newark
- 2 in Newark Town Centre
- 1 for an incident in Hawtonville

Measuring
Success

Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Fixed penalty notices (number issued)	848	2,289	1,910	Trend (Decreasing)
Community protection notices/warnings (number issued)	14	6	17	Trend (Increasing)
All other notices/warnings (number issued)	12	13	15	Trend (Increasing)
Number of notices issued relating to private rented properties	New for Q1 23/24	New for Q1 23/24	0	Trend (No benchmark)
All Other Indicator Types				
% reduction in anti-social behaviour - Newark & Sherwood District compared against County area	-23.0%	5.0%	19.0%	11.0%*
% reduction in all crime - Newark & Sherwood District compared against County area	18.0%	-15.0%	-5%	6.0%*
% of businesses in the District with a food hygiene rating of 3 or above	92.90%	92.50%	98.00%	94.00%
% of businesses in the District with a 0 star food rating (major improvement necessary)	0.09%	0.09%	0.09%	0.16%
% of food inspections undertaken in quarter	51.0%	83.0%	90.0%	Trend

*target is the County average and minus denotes an increase

Exploring our performance...

The levels of crime has seen an increase of 5% compared to a reduction across the county at 6%. However, the significant investment and range of interventions by the Council has assisted in a significant decrease in antisocial behaviour, of 19% in the district compared to 11% across the county. This is demonstrated through some of the narrative within this report, whereby various initiatives and projects are in place or being developed to help address the levels of anti-social behaviour in the district. The latest report by Bassetlaw, Newark and Sherwood Community Safety Partnership (BNCSPP) shows that anti-social behaviour (ASB) is down year on year in Newark and Sherwood. The report stated that ASB was down 10% in August and 9% in September, when compared to the same periods last year, including decreases in the Newark town centre wards of Castle, Beacon and Devon, where partners from the Council, Nottinghamshire Police and the Office of the Police and Crime Commissioner (OPCC) have been targeting a reduction through their work on the Safer Street project.

How are we performing against our objective to...

Improve the health and wellbeing of local residents



What we have been doing this quarter;

- ⇒ Tenant arrears performance continues to remain strong, with arrears less than target by £139,672 and this is comparable to quarter 3 2022/23. Although there are signs that arrears collection could be challenging in quarter 4. During quarter 3 we saw that there were points in which arrears exceeded the same point of last year, which is an indication of the cost-of-living pressures starting to have an impact on rent collection. We continue to support tenants through the Tenant Welfare Fund, in particular looking to target groups of tenants where less support has been available to them.
- ⇒ Under the Local Authority Delivery 3 (LAD3) scheme, we have worked in partnership with Nottinghamshire County Council, local charity Nottingham Energy Partnership and installer Everwarm. This scheme has helped to ensure that 57 lower income households, both owner occupiers and private sector tenants, who are living in poorly insulated homes, received sustainable energy efficiency improvement measures, including wall insulation, low energy lighting and smart heating controls.
- ⇒ We have officially launched our third Community Alcohol Partnership (CAP) that will cover Newark Town Centre and Hawtonville, creating a partnership to tackle underage drinking. An action plan will be created covering the following areas – Education, Enforcement, Diversionary activities, and changing public perception.
- ⇒ Community gardens which promote social food groups, are being created in a number of our communities supported by our cost-of-living funding, one of these gardens is being created alongside our food club in Bilsthorpe and will be directly linked to the link worker in that area, instigated by the green social prescriber. A Community Interest Company has been set up by one of our local Crop Drop growers 'Grow Incredible' who will help set up a number of these community gardens. A number of these community gardens will be utilising green space within our social housing areas, encouraging tenants to get involved.
- ⇒ This quarter we led on a survey which was supported by our partners, to understand the needs and wants of residents on Tolney Lane. A cross section of 53 people from various sites were asked about their health, support needs, interests and what changes they would like to see. This insight is allowing us to establish a baseline so we can work with the community to ensure they have access to services and to improve coordination and targeting of services to those who need it most.
- ⇒ We are proud to announce with the help and support of Nottinghamshire Carers Association, we have gained the Carer Friendly Employer Quality Award. To gain this we had to benchmark our understanding of unpaid carers in the workplace and develop an action plan to improve and support them to remain in work.
- ⇒ The YMCA has now officially opened its flagship cycling facilities which enables residents to access cycling provision in a safe and secure environment. We continue to explore options for joint working and maximising outcomes for communities through greater participation and engagement, in particular opportunities which help our residents to lead a more active lifestyle.

How are we performing against our objective to...

Improve the health and wellbeing of local residents



Measuring
Success



Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Number of user visits - Active 4 Today (All)	600,284	725,001	818,751	750,000
Number of events held in NSDC parks	105	181	273	Trend
Number of children on environmental education visits to NSDC parks	780	683	685	600
All Other Indicator Types				
Live Leisure Centre membership base (All)	9,855	11,148	11,102	11,500

Exploring our performance...

Most indicators across the health and wellbeing objective are in a strong position and above target and is testament to the continued efforts across the Council and key partners in what is an objective of vital importance to our residents.

The number of environmental education visits to our parks remains in a strong position and above target by 85 and in line with the same period of last year.

The number of visits to our leisure centres has exceeded the 750,000 target by 68,751. However, Active4Today have seen a reduction in live Leisure Centre memberships compared to the same period last year, the number of live memberships are also underperforming against target by 398. This is due to the closure of Southwell main pool and the closure of one area in the fitness suite for over a month due to essential maintenance.

Our Customers

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

Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Website – NSDC – sessions (total number of views)	215,747	569,503	1,236,743	300,000
Engagement rate with posts issued on NSDC Facebook and X combined	835,305	746,000	857,351	750,000
Number of digital web form transactions	28,957	23,054	31,162	25,500
% business rate collection	85.0%	81.1%	80.6%	73.7%
% council tax collection	79.9%	79.7%	79.9%	73.1%
Telephony - average length of time to answer call (seconds)	53.0	79.0	113.0	90.0
Responsive Repairs - telephony - average length of time to answer call (seconds)	New for Q1 22/23	60.3	121.0	60.0
All Other Indicator Types				
% invoices paid within 30 days - whole Council	97.3%	98.1%	98.2%	98.5%
% effective response to careline calls within 180 seconds (industry standard)	97.9%	99.0%	99.5%	99.9%
Average number of days to process new council tax support applications	18.4	20.0	14.9	18.0
Average number of days to process council tax support change in circumstances	11.3	8.0	9.6	6.0
Average number of working days to process new housing benefit claims	19.3	19.0	14.5	17.0
Average number of working days to process housing benefit change in circumstances	3.6	4.5	4.4	5.0
% of complaints responded to within agreed timescales	New for Q1 23/24	New for Q1 23/24	94.7%	100.0%

Our Customers

Exploring our performance...

The average time for our Customer Services Contact Centre to answer a call in Q3 was 67 seconds, compared to 108 seconds in Q2 and 163 seconds in Q1. The performance continues to improve which is pleasing considering an increase in face-to-face visitors of nearly 30% compared to last year and nearly 24,000 telephone calls received in this quarter. Demand is very much based on what is happening within the Council and nationally. Levels of demand this quarter reflect increased customer demand in relation to Storm Babet.

The average time for our repairs contact centre to answer a call continues to increase and has been above the expected target by 44 seconds since Quarter 2. This is also an increase of 61 seconds when compared to the same period of last year. The team have recently committed to spending more time with each caller to establish the full extent of their issue. Demand cannot always be predicted but the teams flex always focused on the quality of the provision 'right first time' which sometimes means that calls can take longer to resolve but give a much better outcome for the customer.

The days to process a change in circumstances for council tax support (CTS) is above target by 3.6 days due to the large number of Universal Credit changes that has generated a potential change in council tax support. To address this, we are managing our resources in order to target the processing of change in circumstances notifications. The impact of not meeting this target within a tolerance of 3 days will have no overall impact on the number of rescheduled council tax instalments a council taxpayer will have to pay the revised charge. We expect to see an improvement in quarter 4, which will bring the overall performance for the year closer to the targeted number of days.

Digital engagement with our customers continues to perform well. The number of digital webform transactions received in Quarter 3 is 9,136 and this indicator has already achieved the target set for the year 2023/24 which will be revised in 2024/25. This shows we are providing an easy to use digital system for routine interaction.

The continued increase in the engagement with our social media accounts demonstrates a range of posts which are engaging and informative and clearly of interest to our residents. The interest in the posts issued on NSDC Facebook and X combined continues to rise with 857,351 people engaging with our social media communications. This equates to an achievement of 114% of our target of 750,000 for this point in the year. We are reaching more people than we have ever done before. With additional funding being brought into the Council we are able to grow our reach into new audiences that may not have been interested in us before.

The total number of views on our website is also outperforming our target, we believe that this is due to a combination of additional funding being brought into the Council enabling us to grow our reach into new audiences, as well as huge spikes in the number of views when we are supporting residents with flooding recovery or new grants to administer.

Customer quote regarding our flooding response:



"As a tenant rehoused as a result of the recent flooding, I would like to express my sincere appreciation of the kindness, help and support shown by various departments within Newark and Sherwood District Council".

Customer Feedback

Customer Feedback

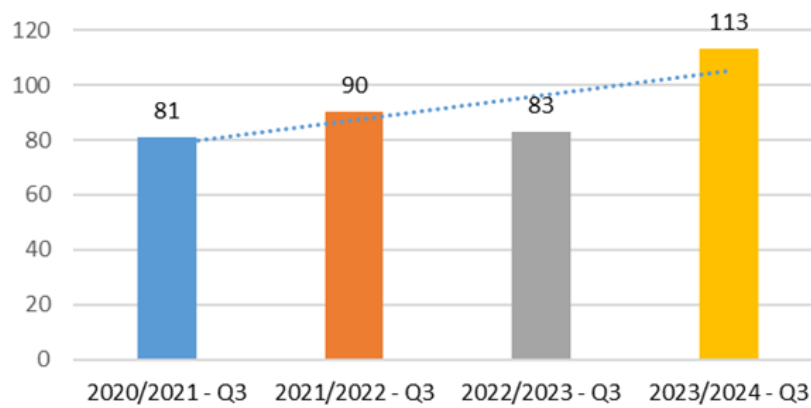
Both positive and negative feedback is important to us as it provides us with customer opinion, it allows us to recognise what areas need improvement and provides opportunity for us to learn. It can act as an early warning of problems that may otherwise stay unseen until they become a larger problem, which can then take up significant resource and time to remedy.

Feedback helps us find the root cause of problems and to recognise where specific systems or processes aren't working as they should, it enables us to create meaningful and effective changes in policies, procedures, or the training of staff.

Complaints Received

During Quarter 3 we received 113 Stage 1 complaints. The 4-year period outturn demonstrates an increasing trend overall as shown by the trendline in chart 1

This period has seen a 27% increase in the number of complaints received when compared to Q3 of 2022/23.



Figures shown include complaints which were subsequently withdrawn

Analysis of this customer feedback also enabled us to identify and tackle a specific issue:

Area of improvement...

The electricity and gas supply to a property was not connected in time for a new tenant moving in.

What we are doing to improve....

We are implementing a new process where all gas and electricity will be on turned on whilst a property is still empty, so all checks can be done before the new tenant takes on the property.

Response Times

Of the 113 complaints submitted in quarter 3, Six complaints were not responded to within the 10-working day timescale. One complaint regarding ongoing drainage issues was passed between departments before finally being resolved by Housing Maintenance and Asset Management after 21 working days. A new process is in place to ensure it doesn't happen again.

Business Unit	Complaints Received	Complaints Received %
Housing Maintenance & Asset Management	45	39.8%
Environmental Services	26	23.0%
Housing & Estates Management	20	17.7%
Revenues & Benefits	7	6.2%
Public Protection	6	5.3%
Planning & Development	3	2.7%
Economic Growth & Tourism	2	1.8%
Housing Development, Regeneration & Strategy	1	0.9%
Corporate Property	1	0.9%
Planning Policy	1	0.9%
Housing Income & Leasehold Management	1	0.9%
Total	113	100.0%

Complaints by Delivery Team

Due to the nature of their role the front facing services tend to attract the larger number of complaints. In Quarter 3 the majority of complaints received were for the following services:

Housing Maintenance & Asset Management received 40% (45) of all complaints submitted. Of the complaints received by the team, 14 were unsatisfied with delays or lack of action in service delivery, 8 complaints were regarding lack of service delivery and 7 further complaints were for the delay or lack of action in terms of responsiveness. (1 complaint was subsequently withdrawn)

Environmental Services received 26 complaints, of the 4 Delivery teams within the Business Unit, the majority of complaints (17) were for Waste & Transport, and Street Scene/Grounds Maintenance (6).

The categories which received the most complaints were as follows:

- 10 Service delivery, (missed action)
- 10 Officer (Conduct/Attitude)

Housing & Estate Management received 18% (20) of which, 6 were related to staff conduct or attitude, 6 were concerning the service or advice offered by officers and 4 were related to delays or lack of communication. (4 complaints were subsequently withdrawn)

Suggestions

In Quarter 3, two suggestions were received, which include:

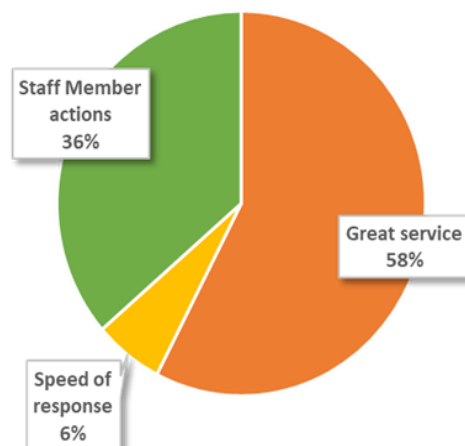
Suggestion	Business Unit	Outcome
How about having a litter action group with volunteers looking after roads near where they live. I appreciate council employees do a good job and this is just additional support with local residents taking more control over their area.	Regeneration & Housing Strategy	We will be getting in contact with the resident to see if there is support for a community litter pick.
Most cities or towns would promote the archaeological find near the Southern link road. Is it possible that the council could either show this find through a museum or at a shop not currently used. It might well attract visitors	Heritage & Culture	Works have revealed archaeological remains, which portray the occupation of parts of the site over around 10 thousand years. Senior Conservation officer comment: This is both a good idea and essential in the important cultural heritage of Newark. The challenge is where to display and for how long. Suggestions have been shared with the relevant colleagues.

Compliments

Thirty-four compliments were received during Quarter 3 with Waste & Transport and Customer Services both receiving 21% each, of all compliments. Housing Maintenance and Asset Management received 15% and Planning Development 12%

Themes

“Great Service” was the most received compliment where 19 customers thanked teams or the Council in general for their assistance or a service. Staff Member actions (where the customer recognised the help/support of staff members) received 12 men-



Customer Quote:



“My wife and I were in Newark recently, on a coach trip. What stood out to us was the cleanliness of the town centre. Your street cleaners do an amazing job. We found Newark a lovely vibrant place to visit”

Customer Feedback

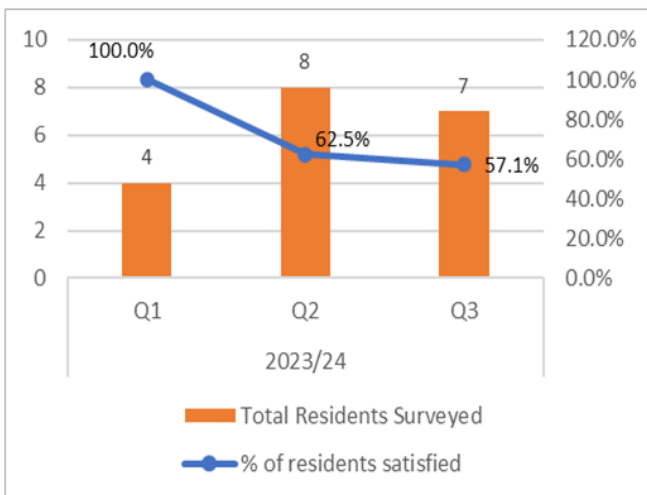
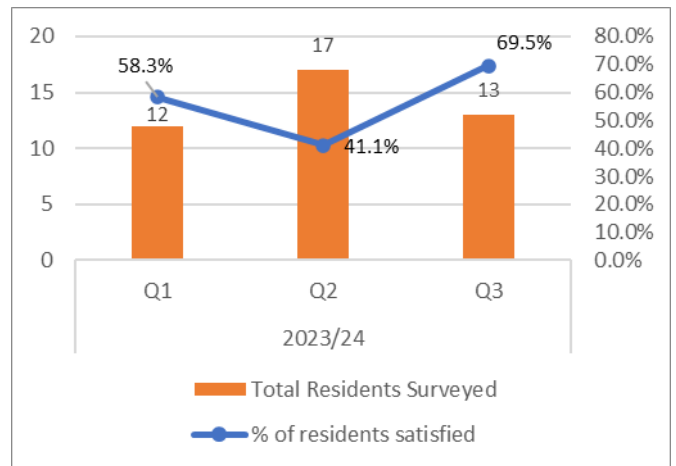
Tenant Satisfaction

Following tenants receiving a service, satisfaction surveys are undertaken by Viewpoint to understand if our service delivery met their expectations. In quarter three, 794 surveys were conducted over 12 service areas, and the average service satisfaction across the areas was 89% (satisfied or very satisfied). Four service area scored 100% satisfaction - Major adaptations, Minor Adaptations, Careline, and Lettings. All of the Service areas scored above 90% with the exception of Complaints, ASB and Repairs

Complaints

There was a reduction in the number of complaints received for Quarter with satisfaction up with, 69.5% of tenants satisfied/very satisfied with our response to their issue.

Five people were dissatisfied with the outcome of their complaint with 3 people feeling that they were not listened to/ignored, and 3 people who were unhappy with the length of time taken to deal with the issue. Another tenant was unhappy with a repair which was carried out without him being informed



ASB

Overall, there were 7 complaints received for our ASB service in Q3.

The area of most dissatisfaction was "Helpfulness of staff" with 4 people unhappy in this area

One person noted that staff do not listen to their concerns and another tenant stated that they had not received a response to their request.

Our Workforce

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

Staff Update

This quarter we were awarded accreditation as a carer-friendly employer. We have been working with the Nottinghamshire Carers Association to give employees the re-assurance and support they need if they find themselves in the position of providing unpaid care by looking after someone who is older, disabled or seriously ill. Through this accreditation, we have pledged to:

- Acknowledge and support informal Carers within its organisation.
- Nominate a Carers' Champion.
- Review their policies and procedures

Communicate the support available to Carers throughout its organisation.

To support this pledge, the Nottinghamshire Carers Association will provide training to colleagues who will form a team of carers champions and will provide the most up to date information and resources to help support carers within the organisation.



On Friday 1 December, the annual Serving People, Improving Lives Awards were held. A fantastic night was had by all, well-deserved after another year of hard work to benefit our residents. The work of all staff was praised with a select few having been shortlisted from colleagues' nominations. The awards winners were as follows: Stacey Carter won Colleague of the Year, Community Development won Team of the Year, Antony Whyton won Apprentice of the Year and Jill Baker won Manager of the Year. A special Chief Executive's Award was made this year, won by Brian Rawlinson. As well as one for Flooding Response colleagues and colleagues who have reached 25 years of service this year: Phil Ward, Vanessa Travers, Clare Walker, Andrew Kirk, Carolyn Pinder and Louise Hicks.



This quarter our Wellbeing Champions planned a variety of activities for colleagues to get involved in as part of Wellbeing week 2023. The week was designed to encourage staff to prioritise their wellbeing along with getting to know our wellbeing champions better. These events took place before the working day began, during lunch breaks and at the end of the working day. Events included:

- walk and talk sessions
- lunch and learn topics focusing on understanding and managing anxiety and mental health awareness
- mindful tea breaks
- kindness cards



Our Workforce

Finalists at the UK IT Industry Awards

Representatives from the Housing Repairs Online project attended the UK IT Industry Awards last week to celebrate their success of being shortlisted for the User Experience (UX) Project of the Year. The awards are



designed to celebrate and promote the organisations, projects, technologies and individuals who continue to help shape the future of IT, the technology industry and digital society.

As the only local authority, and one of only 3 organisations representing social housing providers nominated across the 34 categories, it is a huge achievement to reach the top 3 against significantly larger organisations. A positive and motivated workforce is more likely to be high performing. To understand how our staff are performing and how we are supporting them we look at key indicators and recent activity.

Quarterly Indicators	Quarter 3 21/22	Quarter 3 22/23	Quarter 3 23/24	Target 23/24
Year to Date Indicators				
Average number of sick days per employee (FTE) per year lost through sickness absence	5.8	5.5	4.8	5.3
% staff turnover	New for Q1 23/24	New for Q1 23/24	10.0%	9.8%

Exploring our performance...

The current rate of turnover is comparable to other local authorities. A healthy amount of movement within the organisation, provides opportunities to recruit new talent and growth of existing employees. The total this quarter has been impacted by a large number of retirements, which is typical in an organisation with a large proportion of older workers. In addition, there were 3 leavers due to the end of fixed term contracts and 6 dismissals due to failed probation, Conduct and ill health capability.

Newark & Sherwood District Council Compliance Report 2023/24 Quarter 3

Introduction

Compliance refers to the alignment of a built asset with the relevant rules, regulations, and codes. This includes the products and materials incorporated into the building, as well as the way in which they're assembled and constructed. It is important that we continuously review our compliance to identify and thus rectify any issues identified to keep the buildings users and occupiers safe. This report provides assurance that the Council is compliant in its three key areas of corporate compliance, housing (tenant) compliance and green space compliance.

Corporate Compliance

Corporate compliance refers to the compliance of the 25 commercial sites owned by the Council. We provide this assurance on all buildings owned by the Council regardless of whether they are owned and run by the Council or leased to another body (such as the Gilstrap) as the maintenance of the built asset remains the responsibility of the owner.

Blidworth Leisure Centre	Newark Beacon Innovation Centre
Bridge Community Centre	Newark Castle
Buttermarket Shopping Centre	Newark Lorry Park & The Ranch Café
Castle House	Newark Palace Theatre
Church Farm Business Centre	Newark Sports And Fitness Centre
Brunel Drive Depot - 4 Buildings (A, B, C, D)	Ollerton Housing Office
Dukeries Leisure Centre	Queens Sconce Visitor Centre
Farrar Close	Sherwood Forest Arts & Crafts Centre
Gilstrap Centre Public Toilet	Southwell Leisure Centre
Hawtonville Community Centre	The Tom Mann Pavilion
National Civil War Centre	Vicar Water Visitor Centre

We provide assurance that the asset is compliant in 6 key areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lift inspections

Performance Indicators for Corporate Compliance for Quarter 3 2023/24

Indicator	Previous Quarter	Current Quarter	Target
% Completed Legionella tests (due this quarter)	100%	100%	100%
% Completed Legionella Risk Assessments (due this quarter)	100%	100%	100%
% Completed Asbestos Condition Surveys (annual)	100%	100%	100%
% Completed Asbestos Annual Reviews (due this quarter)	100%	100%	100%
% Completed Fire Risk Assessments (due this quarter)	100%	100%	100%
% Completed Gas Boiler Services (due this quarter)	100%	100%	100%
% Completed Electrical Inspection Reports (due this quarter)	100%	100%	100%
% Completed Lift Inspections (due this quarter)	100%	100%	100%

Exploring Our performance

Performance across our corporate compliance remains in a strong position with all indicators at 100%

Performance Housing Compliance

Corporate compliance refers to the compliance of our built assets owned by the HRA aka our social tenancy estate. There are 5,749 Residential/Domestic sites and we provide assurance that they are compliant in 6 key areas. As with our corporate estate, most of these sites are tenanted but the maintenance of the built asset remains the responsibility of the Council.

We provide assurance that the residential/domestic site is compliant in 6 areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lifts

Performance Indicators for Housing Compliance for Quarter 3 2023/24

Indicator	Previous Quarter	Current Quarter	Target
% Completed Legionella tests (due this quarter)	100%	100%	100%
% Completed Legionella Risk Assessments (due this quarter)	100%	100%	100%
% Completed Asbestos Condition Surveys (annual)	100%	100%	100%
% Completed Asbestos Annual Reviews (due this quarter)	100%	100%	100%
% Completed Fire Risk Assessments (due this quarter)	100%	100%	100%
Number of outstanding RED Fire Risk Assessment actions	0	0	Trend
Number of outstanding AMBER Fire Risk Assessment actions	38	24	Trend

% Completed Gas Boiler Services (due this quarter)	99.5%	99.7%	100%
% Completed Electrical Inspection Reports (due this quarter)	99.3%	99.7%	100%
% Completed Lift Inspections (due this quarter)	100%	100%	100%

Exploring Our performance

- The percentage of homes with a gas boiler service is below target by 0.3%, however, all properties that are out of compliance are in an enforcement process to gain access.
- The percentage of electrical inspection reports completed is below target by 0.3%, however, all properties that are out of compliance are in an enforcement process to gain access.

Green Space Compliance

Green space compliance refers to the compliance of our green spaces and play parks. We own several parks and play parks as does the HRA and we have a responsibility to ensure the safety of park user. Therefore, we inspect green spaces/parks and play parks to ensure they are safe to use.

Indicator	Previous Quarter	Current Quarter	Target
% Completed Play Park Inspections HRA Land (due this quarter)	100%	100%	100%
% Completed Play Park Inspections GF Land (due this quarter)	100%	100%	100%

Exploring Our performance

Performance across our green space compliance remains in a strong position with all indicators at 100%.

Risk

Alongside ensuring compliance we also monitor risk. This means we proactively identify potentially significant risks and implementing suitable control strategies help prevent these risks from being realised, or this is not possible, mitigate to a tolerable level. This is done in two ways.

1. **Operational Risks.** These are developed and managed by Business Managers and capture localised risks. These risks are reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis.
2. **Strategic Risks.** These are developed and managed by Directors and are significant risks faced by the Council which have the potential to prevent it from achieving its key/agreed objectives and/or have the potential to halt or significantly interfere with the ability of the Council to achieve its core objectives, priorities and/or ambitions. These risks are also reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis as well as Audit and Governance Committee on a bi-annual basis.



Report to: Policy & Performance Improvement Committee - 4 March 2024
 Director Lead: John Robinson – Chief Executive
 Lead Officer: Deborah Johnson, Director - Customer Services & Organisational Development, Ext. 5800

Report Summary	
Report Title	Local Government Association (LGA) Peer Challenge
Purpose of Report	To update the Policy & Performance Improvement Committee on the Council’s Peer Challenge, its approach and timeline.
Recommendations	That the Policy & Performance Improvement Committee: a) notes the rationale and practicalities for an LGA Peer Challenge; and b) welcomes the Peer Challenge and agrees to progress with the provisional arrangements.

1.0 Background

- 1.1 The Local Government Association has a membership which comprises 315 of the 317 councils in **England** and includes district, county, metropolitan and unitary authorities along with London boroughs and the City of London Corporation.
- 1.2 The LGA operate a peer challenge programme which supports continuous improvement by providing effective insight, guidance and challenge to enable continuous improvement, as well as assurance to local leaders and residents.
- 1.3 Newark & Sherwood District last took part in a Peer Challenge in 2016. It is considered good practice to undertake a peer challenge every 5 years.

2.0 Proposal/Options Considered

- 2.1 As our last peer challenge was 8 years ago, with the agreement of the Leader one has been provisionally schedule for June 2024.

What is a Peer Challenge?

- 2.2 A team of local authority peers look at our approach across five core elements detailed below as well any other specific challenge we may wish to highlight.

1. Local priorities and outcomes
 2. Organisational and place leadership
 3. Governance and culture
 4. Financial planning and management
 5. Capacity for improvement.
- 2.3 They hold up a mirror to the organisation, acting as critical friends and let us know how we are doing. A Peer Challenge celebrates what we are doing well so we can build on it as well as making recommendation where we could improve. The team are able to consider how we perform referencing a wide range of experience of what 'good' looks like in other local authorities.

Who Will Undertake the Peer Challenge?

- 2.4 The team will, as a minimum, consist of a Political Leader, Chief Executive Officer and one or two Directors. They are from a range of different councils who have some synergy with ourselves in terms of size, political make up and service provision. Each Peer Challenge Team will have a Peer Challenge Manager who works for the LGA and undertakes the co-ordination of the visit and the final reports and presentations.

What does a Peer Challenge look like?

- 2.5 We will be asked to provide a statement about who we are and what we stand for and any specific insights we would like to gain from the Peer Challenge. We will provide a number of documents in advance which enables the team to consider information prior to the in-person visit. The document pack will include things like our Community Plan, Medium Term Financial Plan, results of staff and resident consultation, performance reports etc.
- 2.6 The Peer Challenge Team are on site for 3-4 days and will speak to as many people as possible. This will include our partners to find out how we work as a leader of place, staff groups across and at all levels of the organisation and key officers. The team will also speak to elected members including the Cabinet, leaders of other groups and chairs of PPIC and Audit and Governance. They can ask to speak to anyone and where possible this would be accommodated.

What is the Outcome of a Peer Challenge?

- 2.7 The team will provide a presentation of key findings on the last day and follow this up with a full report within a few weeks. We would then examine those findings and produce an action plan on how we will use the recommendations to improve our performance. We will need to publish the report and the improvement plan on our website.

What are the benefits of a Peer Challenge?

- 2.8 It is a sector led way we can sense check how we are doing, it is undertaken by people who work in similar local government organisations and has been proven to be the catalyst for real and tangible improvements. It is a positive and constructive way to structure priorities for improvement.

3.0 Implications

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

Background Papers and Published Documents

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

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Mansfield & District Crematorium, Derby Road, Mansfield NG18 5BJ on Monday, 15 January 2024 at 10.10 am.

PRESENT: Councillor A Burgin (Chair)

Councillor C Huskinson, Councillor H Smith, Councillor S Richardson,
Councillor C Whitby and Councillor P Taylor

APOLOGIES FOR ABSENCE: Councillor T Hollis (Vice-Chair), Councillor L Brazier and Councillor P Peacock

14 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

15 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

16 MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2023

The Minutes of the Meeting held on 18 September 2023 were approved as a correct record and signed by the Chairman.

17 OPERATIONS REPORT

The report provided an update on staff and the current operation of the Crematorium.

The Crematorium and Cemeteries Manager and Registrar presented the report highlighting the staffing, cremator and ancillary equipment, metal recycling scheme, Christmas and cremation data.

Cllr Smith referred to the cremation data and if the newer sites also saw a decrease in cremation numbers, the Crematorium and Cemeteries Manager and Registrar to provide the relative data to the next meeting.

AGREED (unanimously) that:

- i) Members noted the report.

18 FINANCIAL MANAGEMENT REVIEW APRIL-SEPTEMBER 2023

The report showed the forecasted year end position for the 2023/2024 financial year for the Mansfield Crematorium as at 30 September 2023.

The Head of Finance for Mansfield District Council gave an overview of the report to the members of the Committee.

AGREED (unanimously) that:

- i) the financial information provided in Appendix 1, Table 1 and Table 2 is for noting only.
- ii) the budget for Capital Flue Ways/Repair/Maintenance is increased, as detailed in 1.1.6 of the report.

19 ANNUAL REVIEW OF FEES AND CHARGES FOR 2024/25

The report provided the proposed fees and charges to be introduced from 1 April 2024 to 31 March 2025.

The Committee discussed the trends and inflation for the cremation fees, wanting to be comparable with other crematoriums.

AGREED (unanimously) that:

- i) the proposed cremation fee as shown in Table 2 for the period 1 April 2024 to 31 March 2025 be approved. The fee proposed for 2024/2025 is £969, which is an increase of £46 (5%) on the 2023/2024 standard cremation fee. The medical referee fee £18.50 will be added to these proposed standard cremation fees.
- ii) the proposed standard cremation fees as shown in Table 2 for 2024/2025 and 2025/2026 be approved in principle. The standard cremation fees proposed are: 2024/2025 £969, 2025/2026 £1,017 and 2026/27 £1,068, being an increase of 5% in all three years. The medical referee fee £18.50 will be added to these proposed cremation fees.
- iii) the proposed fees and charges for 1 April 2024 to 31 March 2025, as set out in Appendix 1 be approved.

20 REVENUE AND CAPITAL BUDGET 2024/25 - 2026/27

The report provided the revenue and capital budgets for 2024/2025 and the proposals for 2025/2026 and 2026/2027.

Table 1 in the report summarised the revenue budget information provided in more detail at Appendix 1.

The Committee were concerned as to what Shirebrook Crematorium would be charging when opening in 2025 and therefore considering a possible 20% reduction in income for Mansfield Crematorium.

AGREED (unanimously) that:

- i) the proposed revenue and capital budgets for 2024/25 be approved, as per Appendix 1.
- ii) the proposed revenue and capital budgets for 2025/26 and 2026/27 be approved in principle, as per Appendix 1.
- iii) in 2024/25 an annual surplus of £875,000 be approved.
- iv) in 2025/26 and 2026/27 an annual surplus of £366,947 and £387,629 respectively be approved in principle.

21 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

22 DATE OF NEXT MEETING - MONDAY, 26 FEBRUARY 2024 AT NEWARK & SHERWOOD DISTRICT COUNCIL OFFICES

23 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in part 1 of Schedule 12A of the Act.

24 NEW CREMATORIUM UPDATE REPORT

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

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

Meeting closed at 10.56 am.

Chairman

Forward Plan

For the Period February 2024 - May 2024



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
Final 2024/25 General Fund Revenue Budget	Cabinet	20 Feb 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Nick Wilson, Business Manager- Financial Services Nick.Wilson@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Capital Programme - General Fund and Housing Revenue Account 2024/25 to 2027/28	Cabinet	20 Feb 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Nick Wilson, Business Manager- Financial Services Nick.Wilson@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Medium Term Financial Plan 2024/25 to 2027/28	Cabinet	20 Feb 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Nick Wilson, Business Manager- Financial Services Nick.Wilson@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Cost of Living Support for 2024/25	Cabinet	20 Feb 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Cara Clarkson, Business Manager - Regeneration and Housing Strategy cara.clarkson@newark-sherwooddc.gov.uk	Open	26 Feb 2024

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
Customer Engagement Strategy	Cabinet	20 Feb 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Jill Baker, Business Manager - Customer Services Jill.baker@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Homelessness and Rough Sleeper Strategy 2024-2027	Cabinet	20 Feb 2024	Portfolio Holder - Housing	Maria Cook, Assistant Business Manager - Housing and Estates Management Maria.Cook@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Alexander Lodge Service Offer	Cabinet	20 Feb 2024	Portfolio Holder - Housing	Maria Cook, Assistant Business Manager - Housing and Estates Management Maria.Cook@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Draft Public Spaces Protection Orders	Cabinet	20 Feb 2024	Portfolio Holder - Public Protection and Community Relations	Jenny Walker, Business Manager- Public Protection jenny.walker@newark-sherwooddc.gov.uk	Open	26 Feb 2024

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
Playing Pitch Strategy	Cabinet	20 Feb 2024	Portfolio Holder - Health, Wellbeing & Leisure	Cara Clarkson, Business Manager - Regeneration and Housing Strategy cara.clarkson@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Recreation & Facilities Strategy	Cabinet	20 Feb 2024	Portfolio Holder - Health, Wellbeing & Leisure	Cara Clarkson, Business Manager - Regeneration and Housing Strategy cara.clarkson@newark-sherwooddc.gov.uk	Open	26 Feb 2024
Performance Framework	Cabinet	5 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Deborah K Johnson, Director of Customer Services and Organisational Development deborah.johnson@newark-sherwooddc.gov.uk	Open	11 Mar 2024
Mansfield and District Joint Crematorium Committee - New Crematorium	Cabinet	26 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance, Portfolio	Sue Bearman, Assistant Director of Legal and Democratic Services Sue.Bearman@newark-	Part exempt	2 Apr 2024

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
			Holder - Public Protection and Community Relations	sherwooddc.gov.uk		
Stodman Street Update	Cabinet	26 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Kevin Shutt, Housing Development Manager HRA kevin.shutt@newark-sherwooddc.gov.uk	Part exempt	2 Apr 2024
Jubilee Bridge Refurbishment	Cabinet	26 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Eric Dyche, Repairs and Maintenance Manager eric.dyche@newark-sherwooddc.gov.uk	Open	2 Apr 2024
14 Market Place, Newark - Refurbishment	Cabinet	26 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Jak Whitney, Project Surveyor jak.whitney@newark-sherwooddc.gov.uk	Open	2 Apr 2024
Crewe Lane, Southwell - Works	Cabinet	26 Mar 2024	Leader - Portfolio Holder Strategy, Performance & Finance	Dennis Roxburgh, Project Manager - Construction dennis.roxburgh@newark-sherwooddc.gov.uk	Open	2 Apr 2024

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
Newark and Sherwood District Council's Biodiversity Duty- First Consideration	Cabinet	26 Mar 2024	Portfolio Holder - Biodiversity & Environmental Services	Nick Law nick.law@newark-sherwooddc.gov.uk	Open	2 Apr 2024
Yorke Drive Regeneration Update	Cabinet	26 Mar 2024	Portfolio Holder - Housing	Cara Clarkson, Business Manager - Regeneration and Housing Strategy cara.clarkson@newark-sherwooddc.gov.uk	Part exempt	2 Apr 2024
A46 Northern Bypass, Newark Gateway and Lorry Park	Cabinet	26 Mar 2024	Portfolio Holder - Sustainable Economic Development	Matt Lamb, Director - Planning and Growth Matt.Lamb@newark-sherwooddc.gov.uk	Open	2 Apr 2024
Public consultation on the Draft Developer Contributions & Planning Obligations Supplementary Planning Document	Cabinet	26 Mar 2024	Portfolio Holder - Sustainable Economic Development	Matthew Norton, Business Manager - Planning Policy and Infrastructure matthew.norton@newark-sherwooddc.gov.uk	Open	2 Apr 2024
Public consultation on the Draft Affordable Housing SPD	Cabinet	26 Mar 2024	Portfolio Holder - Sustainable Economic	Matthew Norton, Business Manager -	Open	2 Apr 2024

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
			Development	Planning Policy and Infrastructure matthew.norton@newark-sherwooddc.gov.uk, Cara Clarkson, Business Manager - Regeneration and Housing Strategy cara.clarkson@newark-sherwooddc.gov.uk		
Public consultation on the Draft Newark & Sherwood Statement of Community Involvement	Cabinet	26 Mar 2024	Portfolio Holder - Sustainable Economic Development	Matthew Norton, Business Manager - Planning Policy and Infrastructure matthew.norton@newark-sherwooddc.gov.uk	Open	2 Apr 2024
Sherwood Levelling Up 3 update- Ollerton and Lipstone	Cabinet	26 Mar 2024	Portfolio Holder - Sustainable Economic Development	Matt Lamb, Director - Planning and Growth Matt.Lamb@newark-sherwooddc.gov.uk	Open	2 Apr 2024
House CCTV Monitoring Business Case	Cabinet	26 Mar 2024	Portfolio Holder - Public Protection and	Jenny Walker, Business Manager- Public	Part exempt	2 Apr 2024

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
			Community Relations	Protection jenny.walker@newark-sherwooddc.gov.uk		

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 23 January 2024 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

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

ALSO IN ATTENDANCE: Councillor S Michael, Councillor P Rainbow, Councillor N Ross and
Councillor T Wendels

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 MEETINGS HELD ON 5 DECEMBER 2023 AND 19 DECEMBER 2023

The minutes from the meetings held on 5 December and 19 December 2023 were agreed as a correct record and signed by the Chair.

4 CHAIR'S UPDATE

The Leader and Chair made a statement in relation to Southwell Leisure Centre as follows:

“At our last Cabinet meeting, we agreed to set aside £5.5m to provide a new swimming pool facility at Southwell Leisure Centre. We agreed that this presented better value for money than spending an estimated £645,000 on repairing the pool, given the risk of other repair items emerging in the 60-year-old building. We see the pool as the first step towards the development of a new leisure centre on the site.

I'm disappointed to report that we've not progressed things in the way we'd have hoped as some representatives of the Trust are clinging on to repair of the pool as their preferred option, either instead of, or as well as a replacement pool. I want to make it clear, yet again, that the Council will not use taxpayers money from across the District to repair a 60-year old pool and urge Southwell Leisure Centre Trust to focus on working with us on a replacement.”

5 COUNCIL TAX EMPTY HOMES PREMIUM (KEY DECISION)

The Business Manager – Financial Services presented a report on the current position relating to the Council Tax empty homes premium charges and collection. The proposal in the report was to change the date on which the Council tax long-term empty home premium becomes due from two years to one as had been enabled by the Levelling-Up & Regeneration Bill, which received Royal Assent in October 2023. This proposal would support the Council and Government policy in helping to reduce the number of empty homes by giving an incentive to owners to bring the properties back into use, by either selling or renting the property.

It was noted that the element of the total Council Tax liability which related to the District Council's income, would increase by £114,500 to £229,000.

AGREED (unanimously) that Cabinet recommends to Full Council the proposal to increase the long-term empty home premium as set out in paragraph 2.7 of the report, effective from 1 April 2024.

Reason for Decision

To enable Cabinet to consider changing the trigger date for charging empty home premium from two years to one year.

Options Considered

The alternative is to leave charging unchanged.

6 2024/25 HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING (KEY DECISION)

The Business Manager – Financial Services presented a report which examined the proposed income and expenditure on the Housing Revenue Account (HRA) for the 2024/25, in accordance with Section 76 of the Local Government and Housing Act 1989. The report also detailed indicative amounts of income and expenditure for the 2025/26 to 2027/28 financial years and proposed rent levels and service charges for 2024/25, with effect from the first Monday in April 2024.

The setting of the HRA budget and the approval of rent levels would be presented to the Full Council Meeting in February 2024, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 8 votes for and 1 against) that Cabinet recommend to Full Council at its meeting on 13 February 2024:

- a) the HRA budget for 2024/25, as set out in Appendix A1 to the report;
- b) an increase of 7.7% in the 2023/24 rents of all properties in the HRA as at 31 March 2024 be applied from 1 April 2024; and
- c) the 2024/25 service charges, as set out in Appendix C to the report.

Reason for Decision

To advise Members of the proposed HRA budget and charges in rent and service charge levels for 2024/25 and for these to be recommended to Ful Council at its meeting on 13 February 2024.

Options Considered

Various modelling was undertaken to assess the impact of different rent levels on the viability of the HRA 30-year business plan to arrive at the recommendation made to the Cabinet.

Consideration was also given to varying increases between general needs and supported (sheltered and extra care) accommodation but no rationale was found to support this, alongside the equitable nature of any decision to do so.

7 BIODIVERSITY NET GAIN - POLICY AND ACTIONS (KEY DECISION)

The Biodiversity & Ecology Lead officer presented a report which informed Cabinet of the four 'topics' relating to mandatory Biodiversity Net Gain (BNG) and proposed recommended actions that were considered necessary in the run up to implementation.

The Environment Act 2021 set the legislative background for the implementation of mandatory BNG of at least 10%, and two draft Statutory Instruments were laid before Parliament on 30 November 2023, and the Biodiversity & Ecology Lead officer confirmed that that mandatory BNG would come into force as from 12 February 2024. The Cabinet also noted that the report had also been considered by the Planning Policy Board who had recommended approval following a lengthy debate.

AGREED (unanimously) that Cabinet:

- a) adopt and publish definitions of what constitutes 'significant enhancement' within mandatory BNG calculations as set out in Section 2 and Appendix A to the report;
- b) adopt and publish interim definitions to be used for 'strategic significance' within mandatory BNG calculations as set out in Section 2 and Appendix B to the report;
- c) approve for a 'call for sites – expressions of interest' exercise to be undertaken; and
- d) approve for officers to make an application for Newark and Sherwood District Council (NSDC) to be considered for Responsible Body status.

Reason for Decision

1. 'Significant Enhancement' – to provide clarity for applicants, facilitate efficiency for the Planning Development Team, future-proof alignment with emerging Policy DM7, and maximise opportunities to enhance and restore biodiversity within the district as required by Core Strategy Policy 12.

2. 'Strategic Significance' – to provide clarity for applicants, in the interim period before the Nottinghamshire Local Nature Recovery Strategy (NLRS) is published, and to facilitate efficiency for the Development Management Team when considering applications required to provide a BNG calculation.

3. 'Call for sites – expressions of interest' – It is considered important for NSDC to be proactive regarding the potential provision of off-site biodiversity units within the district. This is to ensure that the biodiversity gains from development are provided close to development sites and at least within the district to avoid the district bearing the impacts on biodiversity with the benefits provided elsewhere. Also, to ensure that the district does not become an unfavourable area for developers due to an insufficient supply of off-site biodiversity units.

4. 'Responsible Body status' –

It is considered important that for NSDC to achieve full engagement of biodiversity net gain within the district, providers of off-site biodiversity units should not be constrained to a single option of entering into a Section 106 Agreement (s106) with NSDC. If their preference is to work with NSDC but via a Conservation Covenant rather than a s106, NSDC will only be able to do so if they have Responsible Body status.

DEFRA's timeline for deciding on Responsible Body applications is within 12 weeks. Therefore, it is recommended that NSDC is proactive and applies as soon as possible rather than be reactive in the future and potentially miss opportunities for engagement with landowners where the 12-week delay might be considered unacceptable.

This recommendation is made on the Lead Officer's understanding that, once awarded Responsible Body status, there is then no obligation to act as a Responsible Body if approached to do so.

All four proposals are considered to be consistent with, and provide an important contribution towards, Community Plan Objective 5 to Protect and enhance the District's natural environment and green spaces; specifically "To plan an active role in biodiversity net gain for the district,..."

Options Considered

For all four items, a 'do nothing' option has been considered.

For 'significant enhancement' and 'call for sites – expressions of interest' a further option involving a collaborative approach with other Nottinghamshire planning authorities has been considered.

Meeting closed at 6.37 pm.

Chair