



26 June 2018

Dear Sir/Madam

A meeting of the Policy and Performance Committee will be held on Wednesday, 4 July 2018 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	R I Jackson (Chair)	J C Goold
	M J Crow (Vice-Chair)	A Harper
	E Kerry	G Marshall
	S J Carr	J W McGrath
	D A Elliott	P D Simpson

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 8

The Committee is asked to confirm as a correct record the minutes of the meeting held on 17 April 2018.

4. REFERENCES

- 4.1 Local Joint Consultative Committee - 14 June 2018 PAGES 9 - 10
ALCOHOL AND DRUG MISUSE POLICY

The Joint Committee considered the amendments to the Alcohol and Drug Misuse Policy. The amendments to the policy are intended to introduce a more robust policy to ensure the Health and Safety of its employees. Guidance had been produced for managers in order to provide further support and clarity in dealing with alcohol and drug misuse.

RECOMMENDED to the Policy and Performance Committee the revisions to the Alcohol and Drug Misuse Policy within the Conditions of Service for employees.

- 4.2 Local Joint Consultative Committee - 14 June 2018 PAGES 11 - 16
AMENDMENTS TO CONTRACT OF EMPLOYMENT

The Joint Committee noted the amendments to the contract of employment. It was highlighted that the conditions of service had not changed. The contract of employment had been updated to include a statement on General Data Protection Regulations and Pay in Lieu of Notice.

RECOMMENDED to the Policy and Performance Committee the revisions to the Written Statement of Employment Particulars within the Conditions of Service for employees.

- 4.3 Local Joint Consultative Committee - 14 June 2018 PAGES 17 - 18
ATTENDANCE MANAGEMENT POLICY

The Joint Committee considered the amendments to Council's Attendance Management Policy. It was noted that attendance trigger points had been adjusted in line with wider, local government schemes. Additionally, the policy had been condensed to provide greater clarity and a more robust scheme for managers implementing the policy.

RECOMMENDED to the Policy and Performance Committee amendments to the Attendance Management Policy within the Conditions of Service for employees.

5. FUTURE OF THE TOWN HALL, BEESTON - PROPOSALS SUBMITTED PAGES 19 - 22
- To report to Committee the community proposals received for the Town Hall in Beeston and to recommend to Full Council accordingly.
6. BEESTON TOWN CENTRE REDEVELOPMENT PAGES 23 - 24
- To update members on progress on The Square Phase 2 in Beeston.
7. BUSINESS AND FINANCIAL PLANS OUTTURN 2017/18 PAGES 25 - 92
- To consider significant variances in the financial outturn against revised budgets for 2017/18 and progress against the Business Plans in respect of the Council's priority areas and key support functions.
8. ANNUAL REVIEW OF THE CORPORATE PLAN 2016-2020 PAGES 93 - 96
- To invite councillors to consider whether any adjustment is required to the Corporate Plan priorities, objectives and targets in the light of the experience of the second year of implementation in 2017/18.
9. CARE LEAVERS' COUNCIL TAX REDUCTION SCHEME PAGES 97 - 102
- To request approval to implement a Council Tax Reduction Scheme to assist care leavers, as set out in the appendix.
10. BROXTOWE LOTTO - DELEGATION OF AUTHORITY TO APPROVE GOOD CAUSES PAGES 103 - 106
- To ask the Committee to recommend to Council that delegated authority be given to the Commercial Manager to approve 'good causes' which wish to participate in the Broxtowe Lotto.
11. REVISION OF THE COUNCIL'S MAJOR EMERGENCY PLAN PAGES 107 - 108
- To revise the existing Major Emergency Plan in order for the Council to respond effectively to a civil emergency.

12. REVISION OF THE COUNCILLORS' EMERGENCY PLAN PAGES 109 - 110
- To revise the Councillors' Emergency Plan so that councillors are aware of the Council's responsibilities under the Civil Contingencies Act and the role they can play before, during, and after an incident/emergency.
13. REVISION OF THE HEALTH AND SAFETY POLICY PAGES 111 - 114
- To revise the existing Health and Safety Policy – the umbrella document that all other Council safety policies and codes of practice are underpinned to.
14. COMMUNICATIONS AND ENGAGEMENT STRATEGY PAGES 115 - 116
- To seek approval for the Council's new Communications and Engagement Strategy 2018-2021.
15. INDEPENDENT REVIEW OF RETIREMENT LIVING SERVICE PAGES 117 - 122
- To seek Committee approval to implement the recommendation of Housing Committee to develop a new approach to delivering the Retirement Living Service.
16. STAPLEFORD COMMUNITY CENTRE PAGES 123 - 124
- To provide an update on the current work towards creating a 'fit for purpose' community centre in Stapleford.
17. WORK PROGRAMME PAGES 125 - 126
- To consider items for inclusion in the Work Programme for future meetings.
18. EXCLUSION OF PUBLIC AND PRESS
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.**

19. FUTURE OF THE TOWN HALL, BEESTON - PROPOSALS
SUBMITTED APPENDIX PAGES 127 - 130
20. BEESTON TOWN CENTRE REDEVELOPMENT -
APPENDIX PAGES 131 - 132

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POLICY AND PERFORMANCE COMMITTEE

4 JULY 2018

Present: Councillor R I Jackson, Chair

Councillors: M J Crow
S J Carr
S Easom
J C Goold
A Harper
E Kerry
G Marshall
J W McGrath
J C Patrick (substitute)
M Radulovic MBE
P D Simpson
A W G A Stockwell (substitute)

An apology for absence was received from Councillor D A Elliott.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The minutes of the meeting held on 17 April 2018 were confirmed and signed.

3. REFERENCES

3.1 Local Joint Consultative Committee – 14 June 2018
ALCOHOL AND DRUG MISUSE POLICY

The Joint Committee had considered the amendments to the Alcohol and Drug Misuse Policy. The amendments to the policy were intended to introduce a more robust policy to ensure the health and safety of its employees. Guidance had been produced for managers in order to provide further support and clarity in dealing with alcohol and drug misuse.

RESOLVED that the revisions to the Alcohol and Drug Misuse Policy within the Conditions of Service for employees be approved.

3.2 Local Joint Consultative Committee – 14 June 2018
AMENDMENTS TO CONTRACT OF EMPLOYMENT

The Joint Committee had noted the amendments to the contract of employment. It was highlighted that the conditions of service had not changed. The contract of employment had been updated to include a statement on General Data Protection Regulations and Pay in Lieu of Notice.

RESOLVED that the revisions to the Written Statement of Employment Particulars within the Conditions of Service for employees be approved.

3.3 Local Joint Consultative Committee – 14 June 2018
AMENDMENTS TO CONTRACT OF EMPLOYMENT

The Joint Committee had considered the amendments to the Council's Attendance Management Policy. It was noted that attendance trigger points had been adjusted in line with wider, local government schemes. Additionally, the policy had been condensed to provide greater clarity and a more robust scheme for managers implementing the policy.

RESOLVED that the Attendance Management Policy within the Conditions of Service for employees be approved.

4. FUTURE OF THE TOWN HALL BEESTON – PROPOSALS SUBMITTED

In April 2018 the Committee resolved to invite four community groups to submit more detailed proposals for the future of the Town Hall and to use a framework approved by Committee to help assess those proposals. The Council launched an invitation to submit detailed proposals on 18 April 2018 and the closing date was 15 June 2018. One church subsequently declared it was no longer interested, and the student co-operative was not able to meet the deadline despite being given a modest time extension. The two bids received were from a proposed Charitable Incorporated Organisation based on a number of Beeston-based community groups and a Beeston-based church 'plant' from a major church elsewhere in Nottingham.

Members were informed that if sensitive matters contained within the exempt appendix were not discussed then the item could be considered in open session. Dismay was expressed that information contained within the exempt appendix had been published by external means prior to the meeting. Members described the leak as an alarming precedent which may stop the Council from achieving best value for the building.

It was suggested that the Council should work with the groups for an acceptable outcome that did not place a financial strain on the Council.

RESOLVED that Council officers continue to work with both remaining groups which have submitted bids with a view to enabling one or other of them (or through enabling them to work together) to provide an outcome which delivers good value to the Council and good community use of the Town Hall building. For the avoidance of doubt this means both groups will be enabled to further improve their bid.

(Having declared a pecuniary interest in the item Councillor J C Patrick left the meeting before discussion or voting thereon.)

5. BEESTON TOWN CENTRE REDEVELOPMENT

Members noted a report on progress on The Square Phase 2 in Beeston and its exempt appendix. The Council has agreed to act directly as developer for a cinema and food and beverage development at the top end of the site, with a residential development at the bottom end of the site, linked by public realm. It was stated that no risks could be taken with the Council's finances and it was important to undertake the project in the correct manner. It was likely that planning permission would be considered during October.

6. BUSINESS AND FINANCIAL PLANS OUTTURN 2017/18

Members noted the progress made in achieving the Corporate Plan priorities and with regard to the financial position for 2017/18. The following comments were amongst those made:

- There was concern over town centre units and high street jobs. The Secretary of State had been contacted and it was important for all parties to know rates long into the future. Reports on town centres would be submitted to the Jobs and Economy Committee in future.
- Tram compensation discussions were on-going.
- CCTV was being used to counter fly tipping and although incidents were reducing the scale of incidents had increased. A range of processes were being considered to address the issue.
- There had been a noticeable increase in weeds and litter in the borough. This was partly due to the malfunction of a mini sweeper and the next dispersal of weed killer being due in September.
- Levels of domestic violence were high. There was an action plan in place which would be considered by the Community Safety Committee which included points for young people and victims.
- Working days lost due to sickness absence was considered and it was stated that there had been a reduction in short term sickness. Peaks related to serious issues that skewed figures with regards to work related stress in the Housing department. As time progressed the figures showed a reduction. Referrals to PAM Assist had received positive feedback but it was possible that all avenues in this area had not been explored.
- Training for councillors on Universal Credit would be held in October in order to assist with helping the most vulnerable in the borough. Residents would be supported by an extra officer if the requirements demand such action.
- An explanation of Other Charges contained within the Hosing Revenue Account would be distributed to members.
- The cost of agency staff at Kimberley Depot was high but they were needed to cover sickness to provide fully staffed refuse collection teams. A

report on agency staff would be submitted to the relevant committee in due course.

- The Council had the lowest number of compulsory redundancies compared to any other authority in the area.

7. ANNUAL REVIEW OF THE CORPORATE PLAN 2016-2020

The Committee considered whether any adjustment was required to the Corporate Plan priorities, objectives and targets in the light of the experience of the second year of implementation in 2017/18.

RESOLVED that the current Corporate Plan 2016-20 Priorities and Objectives be maintained.

8. CARE LEAVERS' COUNCIL TAX REDUCTION SCHEME

The Council has the discretion to reduce the council tax liability for individuals or prescribed groups as it thinks fit. The proposed scheme is in addition to the Council's Local Council Tax Support Scheme (LCTSS) and would provide assistance to people living within the borough who have previously been in care and meet the appropriate qualifying criteria, as detailed in the appendix.

The proposed Care Leave Reduction Scheme would only be applied after all other relevant discounts and exemptions. It was anticipated that most care leavers would already be receiving assistance through the Council's LCTSS, which grants a reduction to council tax payers based on an assessment of their means to pay.

It was agreed that an appeal before members be added to the process following an unsuccessful application and an initial appeal to the Council's Revenues Team.

RESOLVED that:

1. **The implementation of the Care Leavers' Council Tax Reduction Scheme be adopted.**
2. **The Head of Revenues and Benefits be delegated the authority to decide upon the award of Care Leavers' Council Tax Reduction Scheme, with unsuccessful applicants having the right to appeal to a Member Panel following and appeal to the Council's Revenue Team.**

RECOMMENDED to the Finance and Resources Committee that a supplementary capital estimate of £5,700 for software to administer the Care Leavers' Council Tax Reduction Scheme be approved with funding from 2018/19 capital contingencies.

9. BROXTOWE LOTTO – DELEGATION OF AUTHORITY TO APPROVE GOOD CAUSES

On 15 February 2018 the Council's Finance and Resources Committee agreed to establish a local lottery, now known as the Broxtowe Lotto. Preparations were underway for a promotional launch on 18 July 2018 at which good causes would sign up to the Lotto. In other lotteries run by local authorities, good causes applied to participate in the Lotto via e-mail and once it was agreed that the criteria had been met, their details were passed to Gatherwell, the external Lottery Managers which then created a webpage for each individual good cause.

The Commercial Manager was the only person whom the Gambling Commission recognised as a qualified person within the Council and all contact with the Gambling Commission must go through the Commercial Manager. For that reason and for purposes of a quick turnaround, it was proposed that the Commercial Manager was responsible for identifying which good causes meet Broxtowe's criteria for inclusion in the Lotto.

RECOMMENDED to Council that authority be delegated to the Commercial Manager, in consultation with the three group leaders, to approve good causes which wish to participate in the Broxtowe Lotto.

10. REVISION OF THE COUNCIL'S MAJOR EMERGENCY PLAN

The Council's Major Emergency Plan is reviewed every three years to ensure it complies with organisational, technological and legislative changes. The plan supports the Council's ability to respond to emergency situations by providing clear guidance in respect of facilities, roles and responsibilities.

RESOLVED that the revised Major Emergency Plan be approved.

11. REVISION OF THE COUNCILLORS' EMERGENCY PLAN

Members considered revisions to the Councillors' Emergency Plan in order for them to be aware of the Council's responsibilities under the Civil Contingencies Act and the role they could play before, during, and after an incident or emergency.

RESOLVED that the revised Councillors' Emergency Plan be approved.

12. REVISION OF THE HEALTH AND SAFETY POLICY

The Health and Safety Policy Statement specifies the binding commitment of the Council in that health and safety ranks as a prominent and permanent feature of all activities conducted. The statement is signed annually by the

Chief Executive so that employees will recognise it as an authoritative document and will note the on-going commitment.

The position of the Council has been to continually develop its commitment to health and safety. By reviewing and revising the Health and Safety Policy the Council was demonstrating its continual commitment to ensuring the health, safety and welfare of its employees.

RESOLVED that the revised Health and Safety Policy be approved.

13. COMMUNICATIONS AND ENGAGEMENT STRATEGY

The Council's existing Communications, Consultation and Engagement Strategy had recently come to an end and was in need of a refresh. Following consultation with employees, members and other stakeholders, a new strategy had been drafted to address changing communications and engagement needs over the next three years.

RESOLVED that the Communications and Engagement Strategy 2018-21 be approved.

14. INDEPENDENT REVIEW OF RETIREMENT LIVING SERVICE

Following an independent review by Housing Quality Network three potential models for future delivery of the current retirement living service were considered and, following a Housing Committee decision in January 2018, subjected to consultation with residents. The Housing Committee considered the results of the consultation and unanimously supported the recommended option put forward in a report to the Committee on 6 June 2018.

Figures were circulated in respect of three voluntary redundancy requests with end dates of 31 July 2018, although only one was ready for consideration by the Committee.

RESOLVED that:

- 1. The proposed new Independent living structure set out in appendix 2 of the report be approved.**
- 2. The voluntary redundancy request of the relevant Retirement Living Officer be approved.**

15. STAPLEFORD COMMUNITY CENTRE

Members noted a report which stated that various options continued to be explored for Cliffe Hill Community Centre in order to ensure that suitable community facilities could be provided in Stapleford in addition to existing Council assets being fully utilised.

16. WORK PROGRAMME

RESOLVED that the Work Programme be approved.

17. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press 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 paragraph 3 of Schedule 12A of the Act.

18. FUTURE OF THE TOWN HALL BEESTON – PROPOSALS SUBMITTED APPENDIX

Members noted a report on the future of the Town Hall Beeston.

(Councillor J C Patrick, having declared a pecuniary interest, left the meeting before discussion thereon. Councillor G Marshall left the meeting before discussion thereon on an unrelated matter.)

19. BEESTON TOWN CENTRE REDEVELOPMENT – APPENDIX

Members noted a report on Beeston Town Centre Redevelopment.

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Report of the HR Manager

ALCOHOL AND DRUG MISUSE POLICY1. Purpose of report

To consider amendments to the Alcohol and Drug Misuse policy within the Conditions of Service. A copy of the policy is circulated separately with this agenda.

2. Detail

The proposed amendments are intended to introduce a more robust policy to ensure the Health and Safety of its employees and those affected by its activities. In addition, guidance for managers has been produced in order to provide further support and appropriate guidance when dealing with alcohol and drug misuse issues.

The proposed framework clearly outlines a robust procedure, reasons for testing and potential implications and will enable the Council to protect its employees, residents and reputation.

The amendments to the policy indicate a pro-active approach to alcohol and drug misuse demonstrating reasonable measures put in place by the Council to avoid incidents such as the bin lorry tragedy in Glasgow in 2014.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee the revisions to the Alcohol and Drug Misuse within the Conditions of Service for employees.

Background papers

Nil

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Report of the HR Manager

AMENDMENTS TO CONTRACT OF EMPLOYMENT1. Purpose of report

To consider amendments to the Written Statement of Employment Particulars/Conditions of Service.

2. Detail

The Employee's contract of employment has been revised and reorganised. The main changes include the insertion of a Pay in Lieu of Notice (PILON) clause in-line with recent legislative changes from 6 April 2018.

The order of the particulars has been changed to flow and is easier to understand.

A General Data Protection Regulations (GDPR) statement has also been included.

Space for bank details have been removed as this is now completed on a separate Payroll Information sheet.

A copy of the amended contract of employment has been included at the appendix.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee the revisions to the Written Statement of Employment Particulars within the Conditions of Service for employees.

Background papers

Nil

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APPOINTMENT:

Name: Department: :

Post title: Pay number:

Date issued: Usual place of work/Base:

TERMS AND CONDITIONS OF EMPLOYMENT

This written statement sets out the terms under which you will be employed by Broxtowe Borough Council. Your terms and conditions of employment are subject to collective agreements negotiated with the trade unions recognised by this Council. Agreements reached nationally may be superseded by Local Agreements and the full scope of the relevant National and Local Agreements applicable to this Council are set out in the A-Z Policies available on the Council's intranet or from the HR Division.

EMPLOYMENT DATES

Your employment in this role starts from:

Your continuous service with Broxtowe Borough Council dates from:

Your local government continuous service dates from:

PLACE OF WORK

Your normal place of work is as stated above. However, from time to time and with appropriate notice, the Council may require you to work at any other Council location.

HOURS OF WORK

Your normal hours of work are * per week.

A flexible working hours system is available as detailed in the Flexible Working Guidelines. There is no contractual right to flexible working hours as this depends on operational requirements.

Overtime provisions are specified in the Overtime and Additional Payments Policy.

RATE OF PAY

Your commencing annual salary is £*, grade *, SCP * as per the Broxtowe Local Pay Scale (BLPS). You will be paid monthly on the 20th of each month into a bank or building society account of your choice.

Your next increment will be from * and any further increments will be awarded on 1st April each year thereafter. All increments are subject to satisfactory performance of your duties and responsibilities. Increments may be withheld when an employee is suspended or subject to disciplinary/capability proceedings.

Whilst a new local pay scale has been adopted, the Council will maintain links to the national pay award for local government employees, which are revised annually on 1 April each year.

FLEXIBLE DUTIES:

There may be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities. The Council reserves the right to vary your tasks, duties and responsibilities at any time according to the needs of the Council's business. There may also be times when you may be asked to transfer, either temporarily or permanently, to an alternative job within the Council. Where this is agreed with you, either on a temporary or a permanent basis, it will be confirmed to you in writing. The Acting Up and Honoraria Policy may apply in certain cases.

OTHER WORKING ARRANGEMENTS

Include other requirements eg Car User Status, Evening Working, On Call, Political Activity etc.

LEAVE ENTITLEMENT

Your paid annual leave entitlement on the commencement of your employment is:

Your annual leave year commences on

Further information about leave entitlement is covered in the Leave Policy.

If you work part-time and a Bank Holiday falls on your working day you will be required to book the hours off your leave entitlement.

The Council will not make payment in lieu of any undertaken leave at the end of the year or on termination of employment. Individuals are expected to take responsibility for ensuring that leave is taken appropriately throughout the leave year in accordance with management agreement and service delivery requirements. However special arrangements apply in respect of termination following long-term sickness as detailed in the Leave Policy. If annual leave and bank holidays in excess of entitlement has been taken before leaving, payment will be recovered by deduction from final salary.

PROBATIONARY SERVICE

Your appointment is subject to a probationary period in accordance with the Probationary Policy.

PERIOD OF NOTICE

This contract may be terminated by * months' notice in writing on either side except that your minimum entitlement to notice is extended by one week for each year of continuous service up to a maximum of 12 weeks.

In certain cases the Council may agree to you leaving without you working your full notice period and in this case you will be paid up to your last day of service.

However, If you leave without giving the proper period of notice or leave during your notice period without consent, you will not be paid for any unworked period of notice.

The Council reserves the right to make a payment in lieu of notice for all or any part of your notice period on the termination of your employment. This provision, which is at the Council's absolute discretion, applies whether notice to terminate the contract is given by you or by the Council and your contract can be terminated summarily at any time with immediate effect under the terms of this clause by notification of the termination of the contract being given to you in exercise of this clause. Any such payment will consist solely of basic salary (as at the date of termination) and shall be subject to such deductions of income tax and National Insurance contributions as the Council is required or authorised to make.

For the avoidance of doubt, the payment in lieu of notice shall not include any element relating to:

- a) any bonus or commission payments that might otherwise have been due during the period for which the payment in lieu is made
- b) any payment in respect of benefits which you would have been entitled to receive during the period for which the payment in lieu is made; and
- c) any payment in respect of any annual leave entitlement that would have accrued during the period for which the payment in lieu is made.

[The Council may pay any sums due under this clause in equal monthly instalments until the date end of the period for which the payment in lieu is made.]

You have no right to receive a payment in lieu of notice unless the Council exercises its discretion under this clause.

In addition, the payment in lieu of notice will not be payable, or can be recovered in full by the Council, if, following the termination of your employment, the Company subsequently discovers that you had committed an act of gross misconduct during your employment which would have entitled it to terminate your contract of employment without notice or payment in lieu of notice.

The Council reserves the right to terminate your employment without notice in cases of gross misconduct or gross negligence.

ATTENDANCE MANAGEMENT POLICY – If you are absent from work on account of illness you should ensure that you follow the instructions contained within the Council’s Attendance Management Policy and that the appropriate officer is notified of the reason for your absence at the earliest possible moment.

OCCUPATIONAL SICK PAY - The Council operates an Occupational Sick Pay scheme. Employees are entitled to receive occupational sick pay for the following periods:

- During first year of service (continuous local government), one month’s full pay and (after completing four months’ service), two months’ half pay.
- During second year of service, two months’ full pay and two months’ half pay.
- During third year of service, four months’ full pay and four months’ half pay.
- During fourth and fifth year of service, five months’ full pay and five months’ half pay.
- After five years’ service, six months’ full pay and six months’ half pay.

You may not be entitled to Occupational Sick Pay if you fail to comply with the employee’s responsibilities under the Attendance Management Policy.

PENSION – You will automatically be enrolled into the Local Government Pension scheme from the first day of employment.

TRADE UNION MEMBERSHIP – The Council accepts the right of employees to choose whether they wish to belong to a Trade Union. However the Council does recommend to employees that they join the appropriate Trade Union because it believes that fully representative Trade Unions are important for good industrial relations. The Council recognises Unison and Unite the Union for purposes of joint negotiation and consultation.

GRIEVANCE PROCEDURE – The Council has an agreed grievance procedure contained within the Conditions of Service. If you wish to raise a matter relating to your employment under the procedure you should apply in the first instance to your immediate supervisor.

DISCIPLINARY PROCEDURE – The Council has an agreed disciplinary procedure contained within the Conditions of Service in respect of matters of discipline, dismissals and rights of appeal. The Council also has an agreed Code of Conduct.

WHISTLEBLOWING POLICY – The Council operates a Whistleblowing Policy contained which addresses circumstances that arise when employees have concerns about what is happening at work.

GDPR STATEMENT - As your employer, Broxtowe Borough Council needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the council and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.

This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the council and protect our legal position in the event of legal proceedings. We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of the workforce. We do this for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid. All processing and storage of personal data complies with the General Data Protection Regulation and any other associated legislation.

We will not share information about you with third parties without your consent unless the law allows or requires us to.

ACKNOWLEDGMENT:

I acknowledge receipt of this statement and I confirm that I agree to be bound by the terms and conditions of the Council.

Signed:

Date:

Print name:

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Report of the HR Manager

ATTENDANCE MANAGEMENT POLICY1. Purpose of report

To consider amendments to the Council's Attendance Management Policy. A copy of the policy is circulated separately with this agenda.

2. Detail

The policy has been edited to be shorter, more readable and easier to implement.

Short-term (less than 28 calendar days) and Long-term (more than 28 calendar days) will be managed differently. Attendance Management meetings for short-term absences will be held following the employee's return to work rather than during their absence. Long-term absences will be managed in such a way that each individual case will be dealt with in accordance with their likelihood of recovery following occupational health medical information. This will ensure that longer-term absences are dealt with in a more robust manner where there is no likelihood of recovery or return to work.

Trigger points have been adjusted in line with wider, local government schemes and intended to be implemented fairer across all employees.

For example, a trigger point has been amended from "more than 10 consecutive working days" to "10 or more working days (separate or continuous)". In practice, this means that previously, an employee hit triggers if they had four separate instances of one day's sickness but did not if they had three separate instances of four days. This amendment now ensures that all employees are treated fairly in relation to sickness triggers.

The policy clearly outlines the roles and responsibilities of each individual involved in the process and the expectations on both sides.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Attendance Management Policy to the Conditions of Service for employees.

Background papers

Nil

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Report of the Interim Deputy Chief Executive

FUTURE OF THE TOWN HALL, BEESTON – PROPOSALS SUBMITTED1. Purpose of the report

To report to Committee the community proposals received for the Town Hall in Beeston and to recommend accordingly.

2. Background

Members will recall the reports and meetings of 3 October 2017, 6 February and 17 April 2018 relating to the future of the Town Hall in Beeston. In April Committee resolved to invite four community groups to submit more detailed proposals for the future of the Town Hall and to use a framework approved by Committee to help assess those proposals.

A summary of the scoring framework is given in appendix 1, along with the legal framework.

Members will also be aware that an application by the Beeston & District Civic Society to have the Town Hall listed was unsuccessful. More recently an application by the same group to have the Town Hall listed as an asset of community value was also unsuccessful.

3. Proposals submitted

The Council launched an invitation to submit detailed proposals on 18 April 2018 and the closing date was 15 June 2018. One church subsequently declared it was no longer interested, and the student co-operative was not able to meet the deadline despite being given a modest time extension. The exempt appendix 2 contains further details and recommendations, but the two bids received were as follows:

- A proposed CIO (Charitable Incorporated Organisation) based on a number of Beeston-based community groups.
- A Beeston-based church “plant” from a major church elsewhere in Nottingham.

4. Financial implications

These are given in appendix 2, which is exempt due its commercial sensitivity.

Recommendation

The Committee is asked to CONSIDER the proposals received and the recommendations in appendix 2 and to RESOLVE accordingly.

Background papers – 2 x bids received

APPENDIX 1

Summary of the scoring framework
(the full version was presented to Committee in April 2018)

Element	Weighting
Commercial (purchase price / rent)	35
Robustness of organisation	10
Financial standing	15
Proposed use – specific reference to retention of building or features, public access, contribution to vibrancy and vitality of town centre, strengthen community.	15
Business case	20
Statement of community benefit	5
TOTAL	100%

How we will score commercial element of applications (35%):

We will score rent or purchase offers using the following formula:

$$\frac{\text{Your bid}}{\text{Highest alternative bid}}$$

NOTE:

- Rental bids that are not straight line (i.e. they are stepped or similar) will be averaged over the first 5 years.
- If the highest alternative bid is less than the target figures set out in this ITT, then the latter will be used.

EXAMPLES:

- If your bid is a rent of £35,000 per annum and the highest alternative is £55,000, you will score 0.636 (35,000/55,000)
- If you offer £250,000 to buy the property and the highest alternative is £500,000, you will score 0.5 (250,000/500,000)

How we will score the quality element of applications (65%):

Score	Requirements to attain Score
0	Completely unsatisfactory/unacceptable response No response to the question or serious deficiencies in meeting the required standards. The risk to the Council is very high.
1	Poor response The proposals provide only limited evidence that the specified requirements will be met and / or demonstrate significant omissions and / or demonstrate only a limited level of quality. The risk to the Council is high.
2	Acceptable response in most areas The response is compliant in most areas, but in some areas falls short of the required standards. The proposals provide evidence that reasonable quality will be met where detailed, but with some material omissions. The risk to the Council is medium.
3	Good response The response is compliant and meets the contract standards. The proposals provide evidence that the specified requirements will be met, with no more than minor omissions and where any concerns are only of a minor nature, and demonstrate reasonable quality. The risk to the Council is low.
4	Outstanding response The response is fully compliant, with no omissions, and clearly indicates a full understanding of the contract. The proposals provide strong evidence that all of the specified requirements will be consistently delivered to a high level of quality. The risk to the Council is very low.

Legal Requirements when selling an Asset

(Fuller details were given in the Council's Land Disposals policy approved by this Committee on 21 November 2017.)

Section 123 - Local Government Act 1972

In general, the Council is required to achieve the 'best consideration reasonably obtainable' when it is disposing of land and properties.

General Consent

If a Council seeks to dispose of land or buildings at less than the market value it has to obtain the consent of the Secretary of State for Communities and Local Government. However, the Secretary of State has issued a number of 'general consents' i.e. a set of conditions which, if they apply to a particular transfer, means that the Council does not need to obtain specific permission to transfer at an 'undervalue'. However, the undervalue itself still needs to comply with 'normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer'.

The most important of these consents is the General Disposal Consent 2003 ('the General Consent' – Circular 06/2003) which permits the Council to dispose of land at less than its market value, without the need to seek specific permission from the Secretary of State, provided that:

- (a) The purpose for which the land is to be transferred is likely to contribute to the **'promotion or improvement' of the economic, social or environmental well-being of the area**; and
- (b) The difference between the market value of the land and the actual price paid for the disposal (if any) is not more than £2,000,000.

Commentary

The Town Hall has been independently valued by two external chartered surveyors and both valued it at significantly less than £2,000,000.

Because there is no prospect of the difference between offer price and market value exceeding £2,000,000 then Secretary of State consent for a sale or disposal at less than market value would *not* be required. This *would* allow the Council to consider a lower offer *if* it deemed it contributed sufficiently to the promotion or improvement of the economic, social or environmental well-being of the area.

Report of the Interim Deputy Chief Executive

BEESTON TOWN CENTRE REDEVELOPMENT1. Purpose of report

To update members on progress on The Square Phase 2 in Beeston.

2. Background

Committee will recall that the Council has agreed to act directly as developer for a cinema and food and beverage development at the top end of the site, with a residential development at the bottom end of the site, linked by public realm.

3. Key updates (further details are given in the exempt appendix)

- A planning application was submitted at the end of May.
- It is hoped this will be determined in the autumn.
- Work is underway on preparing the information pack for marketing and sale of the residential element of the site (subject to planning).
- Negotiations with prospective operators/occupiers continue.
- 'Beeston on Sands' will return to the site during the school summer holidays.

As part of the final preparation of the planning application, a further opportunity was given for the public to express their views on the design. A total of 183 people responded. A majority (57%) of those responding to the design welcomed the modern and imposing design, whilst a significant minority (43%) felt the design was too modern and imposing. Parking concerns were raised by 10% of overall respondents, a desire for more open space was raised by 9% of respondents, and a desire for the inclusion of public toilets was raised by 5% of respondents.

It is still recommended that no construction contract is let until such time as the following have been secured:

- Cinema conditional agreement for lease.
- Rent payable under the above (plus any other forward lease commitments) sufficient to cover estimated interest payable on the project capital borrowing.
- Planning permission for leisure element.
- Legally-binding sale agreement for residential site.

4. Financial implications

These were outlined to the April 2018 meeting of Committee.

Recommendation

The Committee is asked to NOTE this report and its exempt appendix.

Background papers

Nil

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Joint report of the Chief Executive, the Interim Deputy Chief Executive and the Interim Strategic Director

BUSINESS AND FINANCIAL PLANS – OUTTURN 2017/18

1. Purpose of report
To consider progress against the Business Plans in respect of the Council's priority areas and key support functions and to consider significant variances in the financial outturn against revised budgets for 2017/18.
2. Background
Detailed business and financial plans linked to the five Corporate Plan priority areas of Housing; Business Growth; Environment; Health; and Community Safety and the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by the respective Committees in early 2017 as part of the budget setting process.
3. Performance Management
As part of the Council's performance management framework and to meet the commitment to closely align financial and performance management, the Business Plans for the priority areas are considered alongside detailed revenue budget estimates, the capital programme and other financial information. The relevant Committees receive regular reports during the year which review progress against their respective Business Plans. This outturn report provides an overview of progress made towards Corporate Plan priorities and the latest data relating to Critical Success Indicators (CSI), identified as a means by which outcomes relating to priorities and objectives can be measured. This summary is at appendix 1.
4. Financial Outturn
A summary of the year-end financial position, together with variations against the budget, is provided in appendices 2A to 2H (one for each corporate priority area and the support services). In overall terms there is a net underspending/additional income of £2,158,870 on the General Fund and a net overspend/reduction in income of £283,950 on the Housing Revenue Account compared to the revised estimate. The Finance and Resources Committee on 12 July 2018 will consider the overall outturn position.

There has been a review of overspending/reduced income and underspending/additional income in excess of £5,000 and in excess of 1% of the budget with the reasons is brought forward for consideration by Members. This report provides the necessary explanations for the requisite budget headings.

Recommendation

The Committee is asked to NOTE the financial and performance outturn for 2017/18, including the reasons for the financial variations as listed at appendices 2A to 2H.

Background papers

Nil

APPENDIX 1

PERFORMANCE MANAGEMENT

1. Corporate Plan

The Corporate Plan 2016-20, approved by Cabinet on 9 February 2016, sets out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over this period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The current Business Plans (2017-20) linked to the five corporate priority areas were approved by the respective Committees in January and February 2017.

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken by the relevant Committee. This includes a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.

3. Performance management framework

As part of the Council's performance management framework, this Committee receives a high level report of progress against Corporate Plan priorities on a quarterly basis. The report provides a summary of the progress made to date towards achieving the corporate priorities and objectives. It also provides the latest data relating to Critical Success Indicators (CSI), which have been identified as a means by which outcomes relating to corporate priorities and objectives can be measured.






Further operational performance data, such as Key Performance Indicators (KPI) and Management Performance Indicators (MPI) are monitored by the respective Committee and/or General Management Team/Senior Management Team as appropriate.









The progress made towards achieving the Council's objectives by each of the five priorities, and support services are considered separately below. This report focuses on progress towards completing key tasks and actions during 2017/18 and the year end position of Critical Success Indicators (CSI).

The tables below provide a summary for each of the priority services and support services.






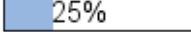

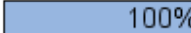


The Council monitors its performance using the Pentana Performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana Performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed

Key Performance Indicator and Trends Key			
	Alert		Improving
	Warning		No Change
	Satisfactory		Getting Worse
	Unknown		Data Only







Housing Business Plan – Key Tasks and Areas for Improvement 2017/18

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HS1520_03	Policies and procedures for housing management	Policies and procedures for housing management	 100%	31-Oct-2017	A centralised location and standard format for all policies and procedures established. New policies for Leasehold Management, Tenancy Management and Housing Repairs were approved by Housing Committee on 6 March 2018. A Tenant Loyalty Scheme to be launched in the Tenant and Leaseholder Matters (June).
	HS1520_04	Accreditations	Accreditations	 100%	31-Mar-2018	The Council has signed up to Charters for Anti-social Behaviour, Repairs and Complaints. Accreditations are subject to ongoing review to ensure continuous improvement.
	HS1520_13	Modernisation of Retirement Living facilities	Modernisation of Retirement Living facilities	 25%	31-Mar-2018	This action was superseded by the review of Retirement Living which is outlined in the 'Future of the Retirement Living Service' report.
	HS1520_18	Private Lettings Agency	Private Lettings Agency	 100%	31-Mar-2018	Private Sector Landlord Forum held on 5 October 2017. A Private Sector Liaison Officer has been appointed.
	HS1520_14	Health and Housing Partnership work	Health and Housing Partnership work	 100%	31-Mar-2018	Nottinghamshire Healthcare NHS Foundation Trust has secured funding for a pilot scheme to improve hospital discharge in South Nottinghamshire. Officers continue to attend Health and Housing Commissioning Group.



Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HS1520_19	Improved partnership working with registered providers	Improved partnership working with registered providers		31-Mar-2018	Partnership working with other social housing providers has been improved through the membership of the Nottinghamshire Social Housing Forum and the development of the Nottinghamshire Standard for Housing Management.
	HS1520_24	Value for money analysis	Value for money analysis		31-Mar-2018	Annual HouseMark report has been received and presented to the Housing Committee in January 2018. Further analysis of data has been completed.
	HS1520_28	Disabled Adaptions Policy and Disabled Facilities Grants Policy	Update policies on adaptations and Domestic Facilities Grants		30-Sep-2017	Disabled Facilities Grant Policy approved by Housing Committee on 30 March 2017. Disabled Aids and Adaptations Policy approved by Housing Committee on 17 January 2017.








Housing Business Plan - Critical Success Indicators 2017/18

Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	NI 154 Net additional homes provided	324	360			Year-on-year upturns in housing completion is expected to improve with the adoption of the Part 2 Local Plan.
	NI 159 Supply of ready to develop housing sites	78.0%	100%			Decision taken at Jobs and Economy Committee on 26 January 2017 to fully address the five-year Housing supply shortfall in the Part 2 Local Plan.


















Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	HSGlobal_11 Private sector vacant dwellings that are returned into occupation or demolished	54	25			The work remit has enabled the team to work with more empty home owners and has resulted in more dwellings being returned to use, in particular giving advice and guidance which increased the number of properties now in use in the private rented sector.
	HSTOP10_01 Overall Satisfaction	87.3%	87.0%			1,648 surveys completed during the year. Questions asked about Allocations, Caretaking, Capital Works, Tenancy and Estates, Retirement Living, Resident Involvement and Right to Buy. Analysis has shown that improving communication with our tenants is an area where the service can be improved.

Business Growth Business Plan – Key Tasks and Areas for Improvement 2017/18










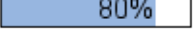
Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	PLACE1215_05	Secure best outcomes for the borough from tram works.	Work with all parties involved with NET Phase 2 in relation to compensation payments for land loss, land hand back and snagging. Secure best possible outcomes for the borough from the construction and operation of the tram.		31-Oct-2018	Compensation still to be agreed but recent significant progress has been made. Due date has been extended from 31 December 2017.

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	JBG1316_05	Improve facilities at Beeston train station	Improve facilities at Beeston train station	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%	31-Mar-2016	Improved cycle parking was installed in March 2016. Improved car parking is currently under construction due July 2018.
	CP1417_02	Stapleford Gateway site	Redevelopment of the Stapleford Gateway site	<div style="width: 33%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 33%	31-Mar-2020	Members of Stapleford Wards will be consulted on the future of community facilities.
	BG1620_07	CPO Moults Yard	Purchase Moults Yard	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 100%	31-Jul-2019	Development work began on site in March 2018. This action has been discontinued as a successful outcome was reached.
	BG1620_01	Bring forward the Part 2 Local Plan to adoption	Bring forward the Part 2 Local Plan to adoption	<div style="width: 45%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 45%	31-Mar-2018	Local Plan Part 2 was presented to Jobs and Economy Committee 28 June 2018 for submission. Due date revised from 30 November 2017.
	JBG1518_06	Neighbourhood Plans	Assist in the preparation of Neighbourhood Plans	<div style="width: 30%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 30%	31-Dec-2017	10 Neighbourhood Plans in preparation. Nuthall Neighbourhood Plan submitted for examination in Summer 2017.
	PLACE1013_08	Identify the important policies to use as basis for development control in the Broxtowe Part 2 Local Plan (publication version)	Adoption of policies to undertake effective development control	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 100%	30-Nov-2017	Local Plan Part 2 presented to Jobs and Economy Committee 28 June 2018 for submission.
	BG1620_09	Redevelopment of Beeston Square Phase 2	Redevelopment of Beeston Square Phase 2	<div style="width: 53%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 53%	31-Mar-2020	Planning application submitted in May 2018.





















Business Growth – Critical Success Indicators 2017/18

Icon	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	ERLocal_01 New Accounts on the web based Business Support Network	11	-			2016/17 = 41. The service was launched in 2016/17
	ERLocal_02 Employment Land Take Up	4,257	10,000		-	2016/17 = 11,390.92 (Baseline year)
	TCLocal_01a Town centre units occupied: Beeston	94%	92%			The occupancy rate remains above target.
	TCLocal_01b Town centre units occupied: Kimberley	95%	92%			Achieved target.
	TCLocal_01c Town centre units occupied: Eastwood	91%	92%			Achieved occupancy rate target and the rate of occupancy remains in line with the national occupancy rate.
	TCLocal_01d Town centre units occupied: Stapleford	83%	92%			Target was not achieved. Occupancy is not currently in line with National occupancy rates.











Environment Business Plan – Key Tasks and Areas for Improvement 2017/18








Status	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	ENV1316_06	Local measurable quality standard for parks and open spaces	Develop a new measurable quality standard for parks and open spaces in the Borough		31-Mar-2018	Consultation and site assessments are to be undertaken annually from 2017. Improvements will be made subject to funding.
	PLACE0912_11	Improve play areas and sports facilities at Parks and Open Spaces	Improve play areas and sports facilities at Parks and Open Spaces		31-Mar-2018	Site specific action plans and proposals have been developed. Progress on each site will be monitored against the action plan.
	GREEN0912_14	Further Develop sites with Local Nature Reserve status	Management Plans updated		31-Mar-2018	This action will no longer be reported. Actions for sites will be created to monitor progress.
	ENV1720_01	Apply a strategic approach to tree management and planting	Work with partners, land owners and other agencies		31-Dec-2017	Over 500 young trees have been planted throughout 2017/18.
	ENV1518_04	Approve Green Infrastructure Strategy and Implement Key Actions	Implement the key actions in the Green Infrastructure Strategy		31-Mar-2019	Annual review of primary and secondary sites has been completed and various works identified.
	ENV1620_04	Franchises and licensing within Parks and Open Spaces	Franchises and licensing within Parks and Open Spaces		31-Mar-2020	Sponsorship of floral bedding has been reviewed. Sponsorship opportunities for facilities within the parks continue to be explored.





Environment – Critical Success Indicators 2017/18

Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	CPLocal_03 Energy consumption across all operational sites - total kWh gas and electric ('000)	8,902	8,448			
	NI 192 Household waste sent for reuse, recycling and composting	41.75%	40.17%			Increase in the number of Garden Waste subscriptions has increased the amount of compostable waste.
	NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	5%	3%			The target has not been achieved which is attributable to mechanical breakdown. With the procurement of a new sweeper improvements in cleanliness levels will be reported in 2018/19.
	NI 196 Improved street and environmental cleanliness – fly tipping	-	2			National indicated measured in terms of incident/enforcements. 1 = very effective, 2 = effective, 3 = not effective, 4 = poor
	PSData_07 Local Nature Reserves	15	15			The number of local nature reserves has been sustained.
	PSData_09 % of Parks achieving Broxtowe Parks Standard	94%	95%			Survey being conducted in May 2018. Report will be compiled for Leisure & Environment Committee with results analysis.
	SSData_01 Number of fly tipping incidents investigated and removed	344	-			2015/16 = 479; 2016/17 = 399
















Community Safety Business Plan – Key Tasks and Areas for Improvement 2017/18











Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_05	Develop and deliver a domestic violence and abuse action plan (align with the 2016-18 Nottinghamshire Domestic and Sexual Abuse Strategic Framework)	Develop and deliver a domestic violence and abuse action plan (align with the 2016-18 Nottinghamshire Domestic and Sexual Abuse Strategic Framework)		09-Nov-2017	White Ribbon Action Plan approved by Community Safety Committee on 9 November 2017.
	COMS1620_09	Write and produce a Members guide on domestic violence and abuse	Increased understanding and knowledge, including appropriate signposting and referral pathways to assist Members if approached for help and support by a Member of their constituency		30-Apr-2017	Members Guide published October 2017.
	COMS1620_11	Develop and deliver 2017 Neighbourhood Action Plan for Eastwood South	Develop and deliver a Neighbourhood Action Plan for Eastwood South		31-Mar-2018	Completed.
	COMS1620_12	Develop Information @work for safe storage of Communities information and data	Develop Information @work for safe storage of Communities information and data		30-Apr-2017	Project completed.
	COMS1620_13	Review control provisions for control of dogs, drinking in public,	Review control provisions for control of dogs, drinking in public, etc		31-May-2017	New and revised Public Safety Protection Orders completed by September 2017.

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_16	Develop and deliver 2017 Action Plans for Broxtowe Strategic Partnership	Develop and deliver Action Plans for Broxtowe Strategic Partnership	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	31-Oct-2017	
	COMS1620_19	Review Alcohol Licensing Policy	Review Alcohol Licensing Policy	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 25%;"></div></div> 25%	31-Mar-2019	Review process commenced in March 2018 by a Countywide group.
	COMS1620_23	Review Contaminated Land Strategy	Review Contaminated Land Strategy	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	31-Dec-2017	Approved by Leisure and Environment Committee on 28 March 2018.
	COMS1620_25	Create a new Corporate Enforcement Protocol	Create a new Corporate Enforcement Protocol covering Environmental health, food safety and health and safety, taxi licensing, licensed premises, private sector housing, car parking and planning enforcement	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	31-May-2017	Approved by Community Safety Committee on 20 April 2017.
	COMS1720_01	ECINs case management for ASB cases	Implement the ECINs case management and data sharing system for all anti-social behaviour cases referred to Council departments.	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	30-Sep-2017	ECINS in use by Community Safety from 8 January 2018.
	COMS1720_02	Review Taxi Licensing Policy	Review Taxi Licensing Policy	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	30-Sep-2017	Approved by Licensing and Appeals Committee on 13 June 2017.
	COMS1720	Sex Establishment Policy	Sex Establishment Policy	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 0%;"></div></div> 0%	31-Mar-2019	Policy is being reviewed. Draft







Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	_03					amendments expected Autumn 2018.
	COMS1720_04	Anti-social Behaviour Action Plan	Create and deliver the cross Departmental ASB Action Plan		31-Mar-2018	Progress will be reported on delivery of this action plan as appropriate.
	COMS1720_05	Health Action Plan to incorporate Dementia and Alcohol Action Plans	Embed Dementia Action Plan and Alcohol Action Plan within the Health Action Plan		31-Mar-2018	Progress will be reported on delivery of this action plan as appropriate.


Community Safety – Critical Success Indicators 2017/18

Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	ComS_011 ASB Incidents	2,875	1,832			
	ComS_012 ASB cases received by Environmental Health	564	541			2015/16 = 566; 2016/17 = 569
	ComS_013 ASB cases received by Housing (gen Housing)	152	80			2015/16 = 86; 2016/17 = 84
	ComS_014 ASB cases received by Community Services	32	53			2015/16 = 17; 2016/17 = 56
	ComS_024 Repeat Broxtowe high risk DV cases reported to MARAC South	22%	19%			2015/16 = 21%; 2016/17 = 15%










Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	ComS_025 Domestic crimes in Broxtowe borough	516	550			2016/17 = 533 Figures represent Domestic Violence crime against the person
	ComS_085 Alcohol related referrals to Change-Grow-Live	93	-			Data updated in April 2018 by Change-Grow-Live. The data collection methodology was developed during 2017/18. The data provided is the total for 2017/18 which is the baseline year. 2016/17 = 88
	ComS_085a Successful Outcomes from referrals to Change-Grow-Live	61	-			Data updated in April 2018 by Change-Grow-Live. The data collection methodology was developed during 2017/18. The data provided is the total for 2017/18 which is the baseline year. 2016/17 = 50
	ComS_086 Hospital stays for alcohol related harm	-	-	-	-	Data not available until September 2018

Revenues, Benefits and Customer Services Key Tasks and Areas for Improvement 2017/18






Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_01	Manage the introduction of Universal Credit (UC)	Manage the introduction of Universal Credit (UC)	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%	31-Mar-2020	Progress continues with regard to the implementation of Universal Credit within Broxtowe. The Welfare Reform group continues to meet monthly.
	RBCS1620_03	Replace the current CRM system (Meritec)	Replace the current CRM system (Meritec)	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 25%;"></div></div> 25%	31-Mar-2019	Work continues on the new CRM implementation with a project group established and ongoing work with Meritec to ensure the system is correctly set up to maximise efficiencies. Due date revised from 30 April 2018
	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms	<div style="width: 66%;"><div style="background-color: #4F81BD; height: 10px; width: 66%;"></div></div> 66%	31-Mar-2019	This action will be linked with the CRM implementation and will form the overall view of the Customers access to the Council's services. Due date revised from 30 March 2018.
	RBCS1620_06	Update the council's face to face customer contact	Update the council's face to face customer contact	<div style="width: 5%;"><div style="background-color: #4F81BD; height: 10px; width: 5%;"></div></div> 5%	31-Dec-2018	Scheme discontinued following DWP withdrawal. Considerably more modest scheme currently underway..
	RBCS1620_07	Develop a counter-fraud strategy and function as part of shared service	Develop a counter-fraud strategy and function as part of shared service	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	30-Sep-2017	Counter Fraud Strategy approved.
	RBCS1620_08	Implement the pre-eviction protocol for rent areas and the actions	Implement the pre-eviction protocol for rent areas and the actions	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	30-Apr-2017	This action is deemed complete. This has now been replaced with the Rent Recovery Policy.



Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
		arising from the KPMG report	arising from the KPMG report			
	RBCS1720_01	Develop a greater integrated Revenues and Benefits Department with Erewash BC`	Integrated service where the Revenues and Benefits service, between the two Councils, is working together	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 80% </div>	31-May-2018	

Revenues and Benefits Critical Success Indicators 2017/18







Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	BV9 Council Tax collected %	98.54%	98.30%			Council Tax collection rates have continued to improve. Over the last two years an improvement from 98.40% (2015/16) to 98.54% (2017/18) This has been achieved during a period of significant change for the service.
	BV10 Non-Domestic Rates collected %	98.76%	98.60%			The collection of Non-Domestic Rates is currently at its highest rate ever of 98.76%.
	BV66a Rent Collection: Rent collected as a proportion of the rent owed	98.23%	99.00%			Collection rates are within target. Alongside this there has been a 13.64% reduction in arrears between April 2017 and April 2018.







Resources – Key Tasks and Areas for Improvement 2017/18

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	CP1620_01	Pursue tram compensation claim	Pursue tram compensation claim	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	31-Jan-2018	Compensation still to be agreed but recent significant progress has been made. Due date has been extended from 31 December 2017.
	H&S1620_02	Completion of Health and Safety Action Plan 2017/18	Completion of Health and Safety Action Plan	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	31-Mar-2018	A Business Continuity Exercise took to take place in April 2018.
	HR0912_01	Implementation Core Abilities Framework and Performance Appraisal (PA) system across workforce with Broxtowe Learning Zone (BLZ)	Ensure Council has highly developed employees who are competent to undertake their role and managers who can lead teams effectively in accordance with service/ corporate objectives	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	31-Dec-2017	Rolled out in full - all Performance Appraisal's must be completed by 31 March 2018.
	HR1417_03	Review of payroll processes to introduce electronic forms	Review of payroll processes to introduce electronic forms	<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 90%	31-Mar-2018	E-Forms for Car Mileage Claims planned to be live from 1 April 2018.
	HR1518_01a	Member learning and development programme through Broxtowe Learning Zone	Provide flexible development opportunities form members through BLZ	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	31-Mar-2018	Task complete.







Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HR1620_01	Review opportunities for shared HR working with other local authorities	Review opportunities for shared HR working with other local authorities	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #e0e0e0; position: relative;"> 5% </div>	31-Mar-2018	Opportunity identified and being pursued to partner with neighbouring authority to provide training in respect of Apprenticeship Levy.
	LA1620_02	Reduce backlog of Legal Services Sundry Debtors caseload (To a reasonable level or recoverable debt)	Reducing irrecoverable debts outstanding to enable focus on those with a realistic prospect of recovery.	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #0070c0; position: relative;"> 70% </div>	30-Apr-2019	The amount of sundry debt being addressed by Legal Services has reduced from £450,693 (April 2017) to £168,177 (April 2018). An exercise was undertaken to write off accrued debts, which were assessed as unrecoverable. The current figure is a working figure which will continue to be considered as being paid off by respective debtors or written off when this is unachievable. Legal are currently working closely with other departments in an effort to reduce the accrual of bad debts in the Council.


Resources - Critical Success Indicators 2017/18

Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	BV8 Invoices paid within 30 days of receipt %	98.5%	99.0%			Target achieved.
	BV12 Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	13.64	7.5			







Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	LALocal_07 Complaints determined by the Local Government / Housing Ombudsman against the Council	2	0			2015/16 = 7; 2016/17 = 6 The number of complaints determined by ombudsmen continues to decrease.
	LALocal_12 Freedom of Information requests dealt with within 20 working days %	95%	100%			The Council received 775 Freedom of Information Request in 2017/18. In line with ICO guidance a target of 85% of requests sent a response within the appropriate timescales would be acceptable. Currently exceeding the ICO target.

ICT and Business Transformation – Key Tasks and Areas for Improvement 2017/18

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1718_01	Digital Strategy Implementation	Implementation of the technology and processes to enable effective integration between front and back office systems on a principle of Digital by Default.		31-Mar-2018	No further progress will be made on this as no web development officer is in post to undertake these duties.
	IT1718_14	ICT Security Compliance	PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments.		31-Dec-2017	The Council is compliant with the PSN and PCI-DSS requirements, and maintains a strong security posture.
	IT1718_17	E-Facilities	Purchase and implement necessary hardware and		31-Mar-2018	

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
			software to enable the development of the Mobile Working approach and facilities – to include the initiation of pilot projects to trial available mobile working facilities. In subsequent years to enable the continued development of the Council’s e-facilities.			
	IT1718_20	Open Housing System Upgrade	Provide the necessary resource to assist the upgrade of the Capita Open Housing system and implement the Total Mobile working solution	<div style="background-color: #4F81BD; color: white; padding: 2px;">100%</div>	31-Mar-2018	

ICT and Business Transformation Critical Success Indicators 2017/18

Status	Code & Short Name	2017/18 Outturn	2017/18 Target	Short Term Trend	Long Term Trend	Latest Note
	ITLocal_01 System Availability	99.6%	99.5%			Reduction in performance due to the effects of systems downtime not being verified in Q3. Impact not assessed and as such availability impact showing higher.
	ITLocal_05 Virus Protection	100%	100%			

HOUSING
GENERAL FUND SUMMARY

	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation £	%
Hostel Accommodation	(55,700)	(22,856)	32,844	(59.0)
Plowmans Court Hostel	4,600	0	(4,600)	(100.0)
Hostel Management	39,700	29,042	(10,658)	(26.8)
Housing Benefits & Welfare	178,450	0	(178,450)	(100.0)
Rent Allowances	203,950	0	(203,950)	(100.0)
Homelessness GF	208,400	126,970	(81,430)	(39.1)
Housing Strategy	87,300	17,594	(69,706)	(79.8)
Registered Social Landlords	3,200	15,338	12,138	379.3
Housing Advice	7,800	68,095	60,295	773.0
Miscellaneous Housing	500	(3,015)	(3,515)	(703.1)
Total Housing	678,200	231,169	(447,031)	(65.9)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

GENERAL FUND HOUSING

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Hostel Accommodation</u>				
<u>Electricity/Gas/Water Charges</u>	16,600	9,088	(7,512)	(45.3)
Hostel occupancy was less than anticipated which resulted in lower utility charges				
<u>Repairs and Maintenance/Materials</u>	11,700	6,711	(4,989)	(42.6)
Hostel occupancy was less than anticipated which resulted in reduced day to day repairs and maintenance charges				
<u>Income</u>	(89,000)	(47,599)	41,401	(46.5)
The lower than anticipated hostel occupancy levels meant that rent received was below expectations				
<u>Housing Benefits/Rent Allowances</u>				
<u>Net Cost of Administering Rent Rebates / Rent Allowances</u>	357,400	0	(357,400)	(100.0)
This variance is a result of changes to the mechanism of internal recharges. It does not reflect any change in activity or expenditure and will be matched with a corresponding overspend in the Resources corporate priority.				
<u>Homelessness (GF)</u>				
<u>B&B Invoices</u>	33,500	23,381	(10,119)	(30.2)
The use of bed and breakfast facilities to accommodate the homeless has been less than anticipated in 2017/18				

GENERAL FUND HOUSING

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Homelessness (GF) (cont'd)</u>				
<u>Grant Income</u> Homelessness grant income is now amalgamated into the main Revenue Support Grant. It is no longer recognised separately within the revenue budget. However additional grant for prevention of homelessness was received in the year	(86,350)	(100,939)	(14,589)	16.9
<u>Housing Strategy</u>				
<u>Consultants</u> The Housing Committee on 19 July 2016 approved that this sum be allocated for work to set up a Housing Delivery Company. This work did not progress as intended. Housing Committee agreed on 14 March 2018 to use this budget to produce a draft house building delivery plan. The Finance and Resources Committee will be asked on 12 July 2018 to carry this budget forward into 2018/19 to enable the work to be undertaken.	50,000	0	(50,000)	(100.0)
<u>Lifeline and Miscellaneous Housing</u>				
<u>Systems Service Maintenance</u> A review of internal charges has resulted in the cost of servicing being charged to Retirement Living	19,600	11,121	(8,479)	(43.3)
<u>Equipment</u> This budget allows for purchase of additional pendants and neck cords. The cost is demand led and fewer purchases were made in 2017/18 than anticipated	30,000	15,672	(14,328)	(47.8)
<u>Grounds Maintenance Charge</u> A review of the work carried out by the grounds maintenance team has resulted in more accurate charging and led to this underspend	15,000	0	(15,000)	(100.0)

GENERAL FUND HOUSING

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Central Support Recharges</u>				
Hostel Accommodation	41,300	29,923	(11,377)	(27.5)
Housing Benefits/Rent Allowances	25,000	0	(25,000)	(100.0)
Homelessness (GF)	236,000	178,117	(57,883)	(24.5)
Housing Strategy	37,300	17,594	(19,706)	(52.8)
Housing Advice	7,800	68,095	60,295	773.0
Registered Social Landlords	3,200	15,338	12,138	379.3
Lifeline and Miscellaneous Housing	91,700	135,260	43,560	47.5
<p>Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.</p>				

HOUSING REVENUE ACCOUNT SUMMARY

	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation £	%
<u>HOUSING REVENUE ACCOUNT</u>				
<u>Expenditure</u>				
Capital Charges:				
Depreciation	3,476,300	3,863,517	387,217	11.1
Repairs Expenditure	3,401,200	3,446,302	45,102	1.3
Management Expenditure:				
General	2,337,465	2,009,030	(328,435)	(14.1)
Special	1,605,300	2,420,656	815,356	50.8
Contingency	30,000	0	(30,000)	(100.0)
Other Charges	33,000	256,826	223,826	678.3
	10,883,265	11,996,331	1,113,066	10.2
<u>Income</u>				
Dwelling Rents	(15,362,900)	(15,321,289)	41,611	(0.3)
Non Dwelling Rents	(290,700)	(264,025)	26,675	(9.2)
Charges to Leaseholders for Services	(50,000)	(61,153)	(11,153)	22.3
Heating Charges	(800)	(834)	(34)	4.3
Other Charges for Services and Facilities	(25,000)	(115,062)	(90,062)	360.2
Management Charge - DWP	(390,850)	(390,850)	0	0.0
Management Charge – Subsidy from General Fund	(9,200)	0	9,200	(100.0)
Management Charge – Fees & Charges	(229,550)	(255,602)	(26,052)	11.3
	(16,359,000)	(16,408,815)	(49,815)	0.3
Net Cost of Services	(5,475,735)	(4,412,484)	1,063,251	(19.4)
Loan Charges	2,554,300	2,350,431	(203,869)	(8.0)
Interest Receivable	(40,050)	(78,778)	(38,728)	96.7
Net Operating Expenditure	(2,961,485)	(2,140,831)	820,654	(27.7)
Revenue Contribution to Capital	1,289,900	753,196	(536,704)	(41.6)
Overall Deficit/(Surplus) in year	(1,671,585)	(1,387,635)	283,950	(17.0)
Working Balance Brought Forward	(2,474,794)	(2,474,794)	0	0.0
Working Balance Carried Forward	(4,146,379)	(3,862,429)	283,950	(6.8)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2017/18	Actual 2017/18	Variation	
	£	£	£	%
<u>Directorate of Housing</u>				
<u>Salaries</u> An internal review of staff duties has resulted in Sheltered Housing staff now being allocated to Housing Management - Special Expenses	2,155,865	2,107,041	(48,824)	(2.3)
<u>Postages</u> Postage costs for all of the housing services are now charged to this account	10,800	19,481	8,681	80.4
<u>Insurance</u> A review of the charging methodology for insurance premiums has resulted in a more appropriate allocation of costs.	227,100	186,735	(40,365)	(17.8)
<u>Housing Management - General</u>				
<u>Audit Fees</u> The audit fee for HRA has been included within the Corporate and Democratic Core charge for 2017/18	8,900	0	(8,900)	(100.0)
<u>Choice Based Lettings</u> The budgets for choice based lettings service were previously split over various other housing service areas. The costs have now been brought together and the budget will reflect this in 2018/19	10,000	(22,800)	(32,800)	(328.0)
<u>Subscriptions</u> Membership of benchmarking and performance clubs and forums has increased	10,000	15,900	5,900	59.0
<u>Tenant Participation</u> Expenditure has remained in line with previous years	19,100	9,895	(9,205)	(48.2)

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Housing Management - General (cont'd)</u>				
<u>Capital Charges</u> The replacement of Repairs vehicles has resulted in an increase in the depreciation charge	16,100	36,367	20,267	125.9
<u>Housing Management - Special Expenses</u>				
<u>Salaries</u> An internal review of staff duties has resulted in some Retirement Living staff now being allocated to Housing Management - Special Expenses. This, together with an additional post within Tenancy services, has resulted in an overspend	164,900	276,256	111,356	67.5
<u>Access Lighting to Flats</u> Repair and maintenance costs of flat lighting systems has been less than anticipated	54,000	47,403	(6,597)	(12.2)
<u>Repairs and Maintenance and Cleaning</u> Contractors have been providing additional cleaning services to Retirement Living properties	170,100	184,677	14,577	8.6
<u>Grounds Maintenance Charge</u> A review of the work carried out by the grounds maintenance team has resulted in a more appropriate charge to this area	377,450	500,857	123,407	32.7
<u>System Service Maintenance</u> A review of internal charges has resulted some servicing costs being charged to Retirement Living.	78,700	68,896	(9,804)	(12.5)
<u>Fuel and Light</u> Heating and lighting costs in communal areas have been greater than anticipated	129,300	139,404	10,104	7.8

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Housing Management - Special Expenses (cont'd)</u>				
<u>Water and Sewerage</u> Water usage has been significantly less than anticipated	26,000	17,594	(8,406)	(32.3)
<u>Equipment Tools and Materials</u> General Retirement Living repair and maintenance has been less than anticipated	45,150	30,268	(14,882)	(33.0)
<u>Older Persons Week</u> The costs of the planned week's activities were significantly less than expected	9,000	1,338	(7,662)	(85.1)
<u>Telephone/Mobile costs</u> Additional telephony charges were incurred during the year	32,000	44,065	12,065	37.7
<u>Consultancy Fees</u> The Finance and Resources Committee agreed on 12 October 2017 to allocate £20,000 from HRA reserves to fund an options study for the future of the Retirement Living service. This was in progress at 31 March 2018 and the Finance and Resources Committee will be asked on 12 July 2018 to approve the carry forward of £9,800 into 2018/19 to meet costs in the new year	20,000	10,174	(9,826)	(49.1)
<u>Depreciation</u> The depreciation charge for 2017/18 exceeded the budget following upward revaluation of the housing stock at 31 March 2017 arising from the change in the Social Housing Factor from 34% to 42%.	3,476,300	3,863,517	387,217	11.1
<u>Loan Charges</u> A statutory amendment to the calculation of the loan charge to the HRA has resulted in the charge being lower than anticipated	2,554,300	2,350,431	(203,869)	(8.0)

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Housing Management - Special Expenses (cont'd)</u>				
<u>Interest on HRA Balance</u> A higher than anticipated HRA balance during the year resulted in additional interest being earned.	(40,050)	(78,778)	(38,728)	96.7
<u>Revenue Contribution to Capital</u> Lower than expected expenditure on the HRA capital programme in 2017/18 meant that a reduced revenue contribution was required to finance the 2017/18 HRA capital expenditure. The Finance and Resources Committee will be asked on 12 July 2018 to carry forward £172,050 into 2018/19 to meet the cost of work in the 2017/18 capital programme that will now be undertaken in 2018/19.	1,289,900	753,196	(536,704)	(41.6)
<u>Housing Repairs</u>				
<u>Salaries</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	907,100	865,901	(41,199)	(4.5)
<u>Subcontractors</u> Subcontractor costs in 2017/18 were higher than budgeted but were partially offset by the salaries underspends as shown above.	1,157,800	1,233,349	75,549	6.5
<u>Internal Redecoration Scheme</u> There was a lower take up in 2017/18 of redecoration vouchers than anticipated	15,100	5,027	(10,073)	(66.7)
<u>Compensation</u> There have been a high number of claims in respect of disrepair during the year	0	17,909	17,909	
<u>Vandalism - Housing repairs</u> There has been a reduction in vandalism at council properties compared with previous years	30,000	15,811	(14,189)	(47.3)

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Housing Repairs (cont'd)</u>				
<u>Bad Debt Provision and Write Off</u> A substantial number of repairs invoices deemed unrecoverable, dating back over a number of years, were written off in 2017/18	21,800	103,420	81,620	374.4
<u>Retirement Living Safety Improvements</u> This budget has been split in 2018/19 to better reflect the scheme improvements and communal facility enhancements which are charged here. The 2018/19 budget has been reduced to reflect this underspend	231,000	168,843	(62,157)	(26.9)
<u>Charges to Leaseholders</u>				
<u>Management and Insurance</u> Changes in the apportionment method for Central Support Recharges and review of insurance premium charge to reflect insurance requirements more accurately have increased the charge to leaseholders for these services	(30,100)	(46,053)	(15,953)	53.0
<u>Other Charges for Services and Facilities</u>				
<u>Housing Relets</u> Invoices were raised to tenants to recover costs incurred following breach of tenancy	0	(10,200)	(10,200)	
<u>Other Income</u> This relates to the recovery of additional costs incurred in the external painting of leasehold flats	(4,700)	(17,294)	(12,594)	268.0

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Central Support Recharges</u>				
Directorate of Housing	491,200	400,980	(90,220)	(18.4)
Housing Management - General	1,896,860	1,859,895	(36,965)	(1.9)
Housing Management - Special Expenses	237,100	825,572	588,472	248.2
Housing Repairs	721,400	740,463	19,063	2.6
<p>Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.</p>				

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BUSINESS GROWTH
SUMMARY

Cost Centre	Revised Estimate 2017/18	Actual 2017/18	Variation	
	£	£	£	%
Directorate of Planning & Development	0	0	0	0.0
Planning - Management	900	0	(900)	(100.0)
Planning - Central Support	14,450	0	(14,450)	(100.0)
Planning - Development/Policy	0	8,118	8,118	
Planning - Crime	1,400	0	(1,400)	100.0
Strategy Performance & Equality	100	0	(100)	(100.0)
Development Control	421,700	148,322	(273,378)	(64.8)
Building Control	105,400	46,804	(58,596)	(55.6)
Planning Policy	412,150	153,892	(258,258)	(62.7)
Planning Management	45,400	0	(45,400)	(100.0)
Industrial Development	(110,750)	(114,968)	(4,218)	3.8
Craft Centre Complex	(12,000)	6,694	18,694	(155.8)
Economic Development	360,500	317,786	(42,714)	(11.8)
Car Parks - Surface	55,250	(40,680)	(95,930)	(173.6)
Total Business Growth	1,294,500	525,968	(768,532)	(59.4)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

BUSINESS GROWTH

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Planning & Development Division</u>				
<u>Salaries</u> This underspend has been caused by time taken to fill newly created posts following the restructure agreed by Policy and Performance Committee on 4 July 2017 as well as a number of other vacancies	994,900	910,504	(84,396)	(8.5)
<u>Advertising</u> A greater than anticipated number of planning applications and the accompanying legal requirement to publish details in a local newspaper resulted in an overspend.	13,000	24,456	11,456	88.1
<u>Development Control</u>				
<u>Consultancy Fees</u> The need for consultants was lower than anticipated as the majority of the workload was able to be dealt with in house.	25,000	10,723	(14,277)	(57.1)
<u>Planning Fees</u> Due to the site allocations being finalised as part of Part 2 of the Local Plan, there have been a number of major applications which have contributed to a large overachievement of income against budget.	(440,000)	(498,927)	(58,927)	13.4
<u>Planning Policy</u>				
<u>LDF/Sustainability Officer</u> This budget relates to the use of a post at Nottingham City Council. This was not utilised during 2017/18 and has been removed from the 2018/19 budget	7,000	0	(7,000)	(100.0)
<u>Counsel Fees</u> The need for external counsel was lower than anticipated at the time of setting the budget as the majority of the workload was able to be dealt with in house.	8,200	0	(8,200)	(100.0)

BUSINESS GROWTH

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Planning Policy (cont'd)</u>				
<u>Neighbourhood Planning Support</u> This budget was established to support town and parish councils undertake work to produce Neighbourhood Plans. Due to work on the Core Strategy and Part 2 Local Plan, limited expenditure was incurred in 2017/18. The Finance and Resources Committee will be asked on 12 July 2018 to approve a carry forward request of £33,000 into 2018/19 to allow the work to continue as intended.	38,800	6,044	(32,756)	(84.4)
<u>Local Plan Examination</u> Due to delays the majority of this project has slipped into 2018/19. Therefore, the Finance and Resources Committee will be asked on 12 July 2018 to approve the carry forward of £79,700 into 2018/19 to meet the expected costs.	80,000	293	(79,707)	(99.6)
<u>Generic Part 2 of Local Plan</u> This project was scheduled for 2016/17, but some remaining work was completed in 2017/18. There is a corresponding income on Other Income (see below)	0	6,775	6,775	
<u>Other Income</u> The additional income is primarily due to income of £32,050 received in 2017/18 that related to work undertaken in the previous year for which no budget provision had been made.	(10,000)	(42,060)	(32,060)	320.6
<u>Government Grants</u> New Burden Payments were received in 2017/18 relating to custom and self-build housing and the preparation of a brownfield register that were not anticipated when the budget was set.	0	(65,130)	(65,130)	
<u>Industrial Development</u>				
<u>Rental Income</u> There was an over achievement of income due to a more favourable than budgeted vacancy factor.	(166,850)	(174,620)	(7,770)	(4.7)
<u>Repairs and Maintenance</u> Expenditure on repairs and maintenance was significantly lower than had been anticipated	19,350	8,740	(10,610)	54.8

BUSINESS GROWTH

Cost Centre	Revised Estimate 2017/18	Actual 2017/18	Variation	
	£	£	£	%
<p><u>Economic Development</u></p> <p><u>Assistance to Local Businesses</u> Expenditure incurred in 2017/18 was less than had been anticipated. Given the significance of this work, the Finance & Resources Committee will be asked on 12 July 2018 to approve the carry forward of the £16,000 underspend into 2018/19</p>	29,100	13,026	(16,074)	(55.2)
<p><u>Town Centre Management</u> This budget is the remaining sum from the £120,000 received from the Governments High Street Innovation Fund to encourage businesses back into town centres. The Finance & Resources Committee will be asked on 12 July 2018 to approve the carry forward of the underspend of £14,200 into 2018/19 allow the work to target new businesses into empty units who currently have a strong online presence and who would be supplemented by high street representation, to be undertaken in 2018/19</p>	25,750	11,481	(14,269)	(55.4)
<p><u>Partnership Development</u> As part of restructure to the Economic Development team in 2015/16, an annual budget was established to enable the Council to access external funding directed to joined up and partnership working. No expenditure was incurred in 2017/18. The Finance and Resources Committee will be asked on 12 July 2018 to approve the carry forward of this budget into 2018/19 to enable the planned work to be undertaken</p>	10,000	0	(10,000)	(100.0)
<p><u>Stapleford Town Centre</u> This relates to an initial sum of £20,000 originally allocated in 2013/14 to promote the setting up of a town centre group and other initiatives in Stapleford. A total of £16,600 has been spent up to 2017/18. The Finance and Resources Committee will be asked on 12 July 2018 to approve the carry forward of the remaining £3,400 into 2018/19 to allow further work to be undertaken</p>	3,450	45	(3,405)	(98.7)

BUSINESS GROWTH

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Car Parks</u>				
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure	18,150	5,810	(12,340)	(68.0)
<u>Pay and Display Income</u> Two additional car parks came into operation in 2017/18 and this, along with increased usage, has resulted in pay and display income being greater than anticipated	(145,000)	(176,450)	(31,450)	21.7
<u>Off Street Penalty Charge Notice Income</u> Similar to pay and display income, increased usage of the Council's car parks appears to have resulted in an increased in the number of fines issued.	(70,000)	(95,490)	(25,490)	36.4
<u>Central Support Charges</u>				
Development Control	402,950	246,246	(156,704)	(38.9)
Planning Policy	38,900	22,460	(16,440)	(42.3)
Industrial Development	10,900	26,720	15,820	(145.1)
Craft Complex Centre	4,000	18,810	14,810	(370.3)
Car Parks	18,700	23,720	5,020	26.8
Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.				

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ENVIRONMENT
SUMMARY

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
Environmental Improvements	183,750	208,036	24,286	13.2
Property Admin Services	172,300	0	(172,300)	(100.0)
Environment Services - Management	21,600	0	(21,600)	(100.0)
T&W - Parks & Environment	0	0	0	0.0
T&W - Environmental Maintenance (/Misc)	8,722	(71,778)	(80,500)	(922.9)
T&W - Capital Works	(91,050)	0	91,050	(100.0)
T&W - Estates	3,000	0	(3,000)	(100.0)
Vehicles Cost - Housing Repairs	(5,500)	0	5,500	(100.0)
Vehicles Cost - Gas Repairs	(1,000)	0	1,000	(100.0)
Vehicles Cost - Courier Service	0	0	0	0.0
Vehicles Cost - Car Parks	0	0	0	0.0
Vehicles Cost - Neighbourhood Wardens	0	0	0	0.0
Vehicles Cost - Estate Caretakers	(1,500)	0	1,500	(100.0)
Vehicles Cost - Mechanics Vans	0	0	0	0.0
Vehicles Cost - JCB	(2,000)	0	2,000	(100.0)
Vehicles Cost - Public Buildings	0	0	0	0.0
Refuse Collection	1,457,628	1,276,803	(180,825)	(12.4)
Recycling	180,400	158,364	(22,036)	(12.2)
Refuse Collection - Vehicles & Plant	1,400	0	(1,400)	(100.0)
Public Conveniences	118,800	89,897	(28,903)	(24.3)
Repairs & Maintenance - Kimberley	(21,350)	0	21,350	(100.0)
Grounds Maintenance - Kimberley	(66,400)	0	66,400	(100.0)
Grounds Maintenance - Kim - Vehicle Cost	1,400	0	(1,400)	(100.0)
Kimberley Admin Building	7,250	0	(7,250)	(100.0)
Stapleford - C.A.S.	(12,150)	(12,657)	(507)	4.2
Street Cleansing Vehicle Costs	900	0	(900)	(100.0)
Highways Sweeping	654,750	678,127	23,377	3.6
Abandoned Vehicles	1,800	2,184	384	21.3
Highways - Borough Services	79,150	144,282	65,132	82.3
Sign Shop	24,500	25,406	906	3.7
Hall Park	82,050	58,587	(23,463)	(28.6)
Cemeteries	162,800	98,633	(64,167)	(39.4)
Open Space	442,350	360,609	(81,741)	(18.5)
Tree Management	139,600	188,483	48,883	35.0
Nottingham Canal	45,850	111,485	65,635	143.2
Parks & Recreation Grounds Management	105,300	0	(105,300)	(100.0)
Allotments Management	0	(2,576)	(2,576)	
Beeston Allotments	2,900	(1,464)	(4,364)	(150.5)
Beeston Parks	402,400	240,640	(161,760)	(40.2)
Stapleford Parks	193,800	153,513	(40,287)	(20.8)
Eastwood Parks	87,650	46,023	(41,627)	(47.5)
Kimberley Depot	300	0	(300)	(100.0)
Kimberley Stores	450	14,587	14,137	3,141.5
Mechanics - Kimberley Depot	2,050	0	(2,050)	(100.0)
Total Environment	4,383,900	3,767,185	(616,715)	(14.1)

**VARIANCES BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

ENVIRONMENT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Environmental Improvements</u>				
<u>Drainage/Dykes & Ditches</u> There was a lower than anticipated requirement in 2017/18 for improvement works at these facilities	35,000	26,594	(8,406)	(24.0)
<u>Cookies Pond Works</u> Flooding at the Cookies Pond site required unexpected remedial works to be undertaken	0	12,018	12,018	100.0
<u>Environment Services - Management & Admin</u>				
<u>Salaries</u> A number of underspends arose on various posts	554,300	539,384	(14,916)	(2.7)
<u>Environment - Miscellaneous</u>				
<u>Verges</u> <u>Grounds Maintenance Year-End Recharges</u> Verges contract expenditure was included in the Grounds Maintenance year end recharges and was significantly lower than had been originally anticipated.	152,000 0	0 83,425	(152,000) 83,425	(100.0)
<u>Refuse Collection</u>				
<u>Salaries</u>	882,200	883,331	1,131	0.1
<u>Agency Staff</u> Additional agency staff were incurred primarily as a consequence of a need to cover for staff sickness absence. Some of these agency costs were incurred on Street Cleansing and Grounds Maintenance activities.	294,450	331,225	36,775	12.5
<u>Replacement Wheeled Bins</u> The demand for replacement wheeled bins in 2017/18 plus those required for new housing developments, has resulted in an overspend. This is almost entirely offset by the additional income from the sale of wheeled bins as shown below.	67,000	88,362	21,362	31.9
<u>Garden Waste Income</u> Greater demand for the garden waste collection service has resulted in additional income The budget for 2018/19 has been increased to reflect this.	(591,000)	(623,418)	(32,418)	5.5

ENVIRONMENT

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Refuse Collection (cont'd)</u>				
<u>Sale of Wheeled Bins</u> Income from the sale of wheeled bins in 2017/18, including those required for new housing developments, has significantly exceeded expectations.	(10,000)	(29,759)	(19,759)	197.6
<u>Recycling Credits - Glass</u> Greater than anticipated volumes of glass collected have resulted in additional recycling credits.	(90,000)	(98,015)	(8,015)	8.9
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure	393,650	234,200	(159,450)	(40.5)
<u>Trade Refuse Charges</u> Income from trade refuse collections in 2017/18 was higher anticipated due to an increase in the customer base.	(524,000)	(550,133)	(26,133)	5.0
<u>Recycling</u>				
<u>Miscellaneous Expenses</u> The requirement for miscellaneous expenses was significantly less than had been anticipated.	8,000	2,764	(5,236)	(65.5)
<u>Recycling Credits</u> Greater than anticipated volumes of recycling have resulted in additional recycling credits.	(10,000)	(17,195)	(7,195)	71.9
<u>Grounds Maintenance</u>				
<u>Salaries</u>	811,400	744,470	(66,930)	(8.2)
<u>Agency Staff</u>	50,000	96,288	46,288	92.6
<u>Subcontractors</u>	164,500	296,941	132,441	80.5
<u>Vehicles</u> Establishment vacancies and seasonal demands led to an underspend on salaries that required additional expenditure on agency staff and subcontractors. Effective vehicle maintenance resulted in an underspend on vehicle costs.	222,400	166,148	(56,252)	(25.3)
<u>Materials - Direct</u> The volume of work undertaken by the Grounds Maintenance team resulted in an increased requirement for materials.	26,500	41,670	15,170	57.2
<u>Waste Disposal</u> Waste disposal costs in 2017/18 were at a similar level to those in 2016/17. The 2018/19 budget will be reduced accordingly.	32,000	7,252	(24,748)	(77.3)

ENVIRONMENT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Grounds Maintenance (cont'd)</u>				
<u>Security Attendants</u> The demand for security attendants was lower than anticipated.	72,500	62,696	(9,804)	(13.5)
<u>Other Income</u> Extra income has been received in response to requests from customers for further works to be undertaken on their behalf. This partly accounts for the additional expenditure on sub-contractors.	(13,200)	(43,442)	(30,242)	229.1
<u>Street Cleansing</u>				
<u>Salaries</u>	462,500	398,215	(64,285)	(13.9)
<u>Agency Staff</u> There was a higher than anticipated demand for agency staff due to staff vacancies and the need to cover for sickness absences. This was more than offset by the underspend on salaries costs and helps to offset some of the overspend on Refuse Collection agency costs.	43,400	87,624	44,224	101.9
<u>Transport</u> Expenditure on the operation and maintenance of vehicles was greater than had been anticipated.	89,150	109,540	20,390	22.9
<u>Materials - Stores</u> Additional expenditure was incurred in 2017/18, primarily on bags and plastic sacks. The costs are expected to decrease from 2018/19 following recent procurement exercises.	13,000	25,559	12,559	96.6
<u>Other Income</u> Income has exceeded expectations, partly due to an additional £5,000 in respect of cleaning work at Kimberley Precinct	(1,500)	(13,899)	(12,399)	826.6
<u>Sign Shop</u>				
<u>Sub-Contractors</u> Expenditure in 2017/18 was greater than the expenditure of £8,550 in 2016/17 indicating the budget allocated was insufficient. The 2018/19 budget has been increased to £8,000 to reflect this.	3,000	11,281	8,281	276.0
<u>Open Spaces</u>				
<u>Grounds Maintenance - External</u> There was a reduced requirement in 2017/18 for external work to be completed on Open Spaces	38,700	31,754	(6,946)	(17.9)

ENVIRONMENT

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Beeston Allotments</u>				
<u>Premises Costs</u> The full cost of outstanding debt relating to 2010 works at the Borehole has been accounted for in 2017/18.	0	23,566	23,566	
<u>Parks</u>				
<u>Bailiff Charges</u> This relates to expenditure incurred on the removal of travellers from Bramcote Hills Park for which there was no budget provision.	0	6,675	6,675	
<u>Maintenance and Testing</u> These costs are now being charged to other areas where there is suitable budget provision. The budget on this particular heading has been removed in 2018/19.	19,600	0	(19,600)	(100.0)
<u>Third Party Payments</u> This expenditure relates to a payment to WREN required to access their £50,000 contribution towards a capital scheme at Leyton Crescent Recreation Ground.	0	5,313	5,313	
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure	53,050	41,082	(11,968)	(22.6)
<u>Kimberley Depot</u>				
<u>Premises Costs</u> This overspend was mainly due to work to install a new lamp column in the Depot yard.	10,000	15,815	5,815	58.1
<u>Mechanics</u>				
<u>Tools</u> Vehicle maintenance work undertaken in 2017/18 resulted in a requirement for additional expenditure on tools	13,000	18,902	5,902	45.4
<u>Capital Works</u>				
<u>Employee Expenses</u> This underspend is primarily the result of the move to the new structure approved at Policy and Performance Committee on 4 July 2017.	336,400	292,600	(43,800)	(13.0)
<u>Recharge Income</u> Reductions in salary and other expenditure resulted in less income being recharged to other areas than had been allowed for in the budget.	(487,000)	(372,520)	114,480	(23.5)

ENVIRONMENT

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Estates</u>				
<u>Employee Expenses</u> The requirement to cover a vacancy for part of the year with agency staff resulted in an overspend.	226,200	233,780	7,580	3.4
<u>Recharge Income</u> Changes to salary and other expenditure headings resulted in more income being recharged to other areas than had been allowed for in the budget.	(238,600)	(251,380)	(12,780)	5.4
<u>External Contributions Income</u> Additional income received from Ashfield DC to work undertaken for them by the Estates Manager and other members of the Estates team.	-20,000	-38,900	(18,900)	94.5
<u>Highways - Borough Services</u>				
<u>Christmas Decorations</u> Expenditure on the installation and maintenance of Christmas decorations was less than had been anticipated due to conversion to LED.	43,000	37,880	(5,120)	(11.9)
<u>Energy Efficiency</u> Activity undertaken has been less than planned due to the availability of limited staff resources. The Finance and Resources Committee on 12 July 2018 will be asked to approve a carry forward of £7,000 into 2018/19 to meet the cost of a new utilities monitoring database.	15,000	7,240	(7,760)	(51.7)
<u>Cemeteries</u>				
<u>Premises Costs / Repairs and Maintenance</u> This underspend has arisen due to delays in the extended monitoring of groundwater at Chilwell Cemetery. The Finance and Resources Committee on 12 July 2018 will be asked to approve a carry forward of £5,000 into 2018/19 to allow this work to be concluded.	66,950	61,930	(5,020)	(7.5)
<u>Closed Churchyards</u> No costs relating to closed churchyards were incurred in 2017/18.	5,300	0	(5,300)	(100.0)
<u>National Assistance Act</u> This is a reactive budget driven by circumstances of individuals. There has been no demand for this in 2017/18.	4,000	0	(4,000)	(100.0)

ENVIRONMENT

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Cemeteries (cont'd)</u>				
<u>Capital Charges</u>	41,550	9,470	(32,080)	(77.2)
The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure.				
<u>Income</u>	(182,550)	(188,270)	(5,720)	3.1
Whilst income from internment fees and grave purchases in 2017/18 was below the budget, this was more than offset by income from memorial fees and the burial of cremated remains being greater than had been anticipated.				
<u>Central Support Recharges</u>				
Refuse Collection	345,650	396,433	50,783	14.7
Public Conveniences	26,700	10,448	(16,252)	(60.9)
Street Cleansing	(38,000)	(12,331)	25,669	(67.6)
Open Spaces	317,050	135,372	(181,678)	(57.3)
Tree Management	77,900	123,521	45,621	58.6
Nottingham Canal	43,150	111,070	67,920	157.4
T&W - Capital Works	55,600	76,100	20,500	36.9
T&W - Estates	33,400	53,950	20,550	61.5
Highways - Borough Services	11,600	85,500	73,900	637.1
Cemeteries	27,400	20,670	(6,730)	(24.6)
Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.				

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COMMUNITY SAFETY
SUMMARY

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
Communities Team	(72,217)	293,935	366,152	(507.0)
CCTV	220,900	160,549	(60,351)	(27.3)
South Notts Crime Reduction Partnership	0	0	0	
Neighbourhood Wardens	161,550	117,781	(43,769)	(27.1)
Licensing	7,500	32,862	25,362	338.2
Private Sector Housing	(23,800)	0	23,800	(100.0)
Public Protection	75,200	98,257	23,057	0.0
Environmental Health	470,000	501,835	31,835	6.8
Pest Control	2,800	1,585	(1,215)	(43.4)
Private Sector Housing Renewal	708,650	656,287	(52,363)	(7.4)
Total Community Safety	1,550,583	1,863,091	312,508	20.2

**VARIATIONS BETWEEN ACTUAL AND ESIMATED INCOME
AND EXPENDITURE 2017/18**

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Communities Team</u>				
<u>Recharge Income</u> Due to the nature of the service, it was decided not to recharge out to other Council services. This change in approach has been reflected in the 2018/19 budget.	(311,800)	0	311,800	(100.0)
<u>Private Sector Housing</u>				
<u>Recharge Income</u> This under-recovery arose due to the budget not being amended to a staffing change during the year. This has been reflected in the 2018/19 budget.	(225,500)	(194,800)	30,700	(13.6)
<u>Private Sector Housing Renewal</u>				
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure	654,900	548,100	(106,800)	(16.3)
<u>HMO Licence</u> There was significant additional income due to a greater than anticipated increase in new applications.	(1,600)	(13,800)	(12,200)	762.5
<u>Handy Persons Service</u> The cost of this service is now charged to the Disabled Facilities Grants budget within the capital programme that is funded through the Better Care Fund. This will also be reflected in the 2018/19 budget.	14,300	0	(14,300)	(100.0)
<u>CCTV</u>				
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure	2,300	49,800	47,500	2,065.2
<u>Adhoc Recharges</u> A review of recharges made to the HRA in 2017/18 identified that CCTV costs in respect of council housing properties should be recharged to the HRA accordingly. This practice will now continue in future years.	0	(36,000)	(36,000)	

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>CCTV (cont'd)</u>				
<u>CCTV Monitoring</u> A reduction in CCTV monitoring hours resulted in an underspend. This was partly offset by additional costs associated with in the increase in the national living wage.	68,000	58,500	(9,500)	(14.0)
<u>CCTV Maintenance</u> Due to resourcing constraints, it was not possible to undertake certain projects that had been planned for 2017/18. The Finance and Resources Committee on 12 July 2018 will be asked to approve the carry forward of £8,000 into 2018/19 to undertake wireless transmission links works which should result in cost savings in future years.	64,700	56,300	(8,400)	(13.0)
<u>Environmental Health</u>				
<u>Employee Expenditure</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	421,200	405,300	(15,900)	(3.8)
<u>Recharge Income</u> The 2017/18 budget for the recharge of staffing costs to other service areas based on work undertaken was over-stated. This has been amended in the 2018/19 budget..	(93,100)	(29,800)	63,300	(68.0)
<u>Noise Monitoring Equipment</u> As no noise monitoring equipment was purchased in 2017/18, the Finance and Resources Committee on 12 July 2018 will be asked to approve the carry forward of £2,500 into 2018/19 to allow this to be combined with the 2018/19 budget to allow suitable noise monitoring equipment to be purchased.	2,500	0	(2,500)	(100.0)
<u>Neighbourhood Wardens</u>				
<u>Employee Expenditure</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	90,900	70,800	(20,100)	(22.1)
<u>Boarding Of Stray Dogs</u> Costs associated with the boarding of stray dogs in 2017/18 were less than had been anticipated.	14,000	6,400	(7,600)	(54.3)

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Central Support Recharges</u>				
Communities Team	62,700	111,300	48,600	77.5
Private Sector Housing	28,400	22,900	(5,500)	(19.4)
Private Sector Housing Renewal	41,000	119,500	78,500	191.5
Public Protection	3,300	28,000	24,700	748.5
CCTV	64,500	16,200	(48,300)	(74.9)
Licensing	42,500	72,300	29,800	70.1
Environmental Health	124,900	116,200	(8,700)	(7.0)
Neighbourhood Wardens	33,200	18,200	(15,000)	(45.2)
<p>Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.</p>				

HEALTH
SUMMARY

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
Community Facilities	24,250	33,819	9,569	39.5
Chilwell Community Centre	2,300	6,627	4,327	188.1
Montrose Court	0	1,312	1,312	
Grants & Loans To Voluntary Organisation	209,350	157,887	(51,463)	(24.6)
Election Expenses	500	(11,141)	(11,641)	(2,328.1)
Register of Electors	216,500	76,758	(139,742)	(64.5)
Other Elections	29,800	30,090	290	1.0
Leisure & Culture	2,214,250	1,947,594	(266,656)	(12.0)
Total Health	2,696,950	2,242,946	(454,004)	(16.8)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

HEALTH

Cost Centre	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Grants and Loans to Voluntary Organisations</u>				
<u>Grants</u> There was a lower demand for grants to voluntary organisations in 2017/18 than had been anticipated. As agreed by Policy and Performance Committee on 17 April 2018, the Finance and Resources Committee will be asked on 12 July 2018 to approve the carry forward of £10,000 into 2018/19 to contribute to work on a World War 1 memorial on Victoria Embankment in Nottingham.	163,950	149,519	(14,431)	(8.8)
<u>Election Expenses</u> <u>Election Expenses</u> The reimbursement of election costs exceeded the amount of expenditure charged to this heading.	500	(11,141)	(11,641)	(2,328.2)
<u>Register of Electors</u> <u>Miscellaneous Expenses</u> Additional costs in respect of the 2017 Canvas were incurred for which no specific budget allocation was made.	0	13,156	13,156	
<u>Postages</u> Postage costs for 2017/18 were significantly lower than the £54,350 incurred in 2016/17.	45,800	17,457	(28,343)	(61.9)
<u>Govt Grant - Individual Electoral Reg</u> An IER grant of £87,850 was received in 2016/17 and carried forward into 2017/18 with an additional £19,600 was received in 2017/18. No budget was set up in respect of this income	0	(107,454)	(107,454)	
<u>Leisure & Culture</u> <u>Insurance Premium</u> These costs relate the to insurance of the Council's interest in the buildings and equipment operated by Liberty Leisure. The budget for this was within other headings in 2017/18 but has been aligned with the expenditure from 2018/19 onwards.	0	41,180	41,180	

HEALTH

Cost Centre	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Leisure & Culture (cont'd)</u>				
Third Party Payments The 2017/18 management fee paid to Liberty Leisure was lower than had been expected when the budget for the year was set.	1,212,350	1,160,500	(51,850)	(4.3)
<u>Central Support Recharges</u>				
Community Facilities	7,900	19,300	11,400	144.3
Register of Electors	100,050	76,666	(23,384)	(23.4)
Leisure & Culture	346,850	96,347	(250,503)	(72.2)
Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.				

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REVENUES, BENEFITS AND CUSTOMER SERVICES

SUMMARY

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
Customer First (CRM)	(33,900)	0	33,900	(100)
Cost of Collection	481,400	374,361	(107,039)	(22)
Benefits	16,500	484,459	467,959	2,836
Total Revenues, Benefits & Customer Services	464,000	858,820	394,820	85.1

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

REVENUES, BENEFITS AND CUSTOMER SERVICES

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Customer First</u>				
<u>Salaries</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	544,600	486,917	(57,683)	(10.6)
<u>Cost of Collection</u>				
<u>Salaries</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	256,350	220,729	(35,621)	(13.9)
<u>Printing and Stationery</u> Some additional stationery was purchased into 2017/18 that will be used in 2018/19 and should result in an underspend in that year.	20,000	26,103	6,103	30.5
<u>Court Costs</u> <u>Recovered Court Costs</u> The additional court costs incurred on the collection of council tax and NNDR were more than offset by extra income received in recovering such costs.	50,000 (200,000)	70,813 (226,114)	20,813 (26,114)	41.6 13.1
<u>Cash Collection</u> Cash collection costs fell significantly when the cash offices closed in March 2016 and this has been reflected in the 2018/19 budget.	11,000	4,981	(6,019)	(54.7)
<u>Insurance - Tenants - Mortgages</u> The insurance costs in 2017/18 were less than had been assumed when the budget was set but this was largely offset by a similar shortfall on income received.	46,000	40,116	(5,884)	(12.8)
<u>Council Tax Benefits</u> These costs are now included within Benefits. This has been reflected in the 2018/19 budget.	124,000	0	(124,000)	(100.0)
<u>Cost of Collection - Rents</u>				
<u>Salaries & Agency</u> Workload pressures in 2017/18 resulted in a requirement for additional agency staff.	164,200	176,275	12,075	7.4

REVENUES, BENEFITS AND CUSTOMER SERVICES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Benefits</u>				
<u>Redundancy Costs</u> These costs relate to two redundancies agreed at Policy and Performance Committee on 3 October 2017 and 17 April 2018. Both were initially approved under emergency powers by the Chief Executive.	0	9,644	9,644	
<u>Rent Allowance Benefits</u>	13,063,450	11,896,226	(1,167,224)	(8.9)
<u>Rent Rebates</u>	9,150,550	8,556,014	(594,536)	(6.5)
<u>Subsidies- Rent and Benefits</u>	(22,880,200)	(20,850,996)	2,029,204	(8.9)
<u>Total</u> The actual housing benefit and DHP subsidy receivable was less than had been anticipated when the budget was set and largely offsets the underspends on Rent Allowances and Rent Rebates.	(666,200)	(398,756)	267,444	
<u>Professional Fees</u> Policy and Performance Committee on 18 January 2017 agreed to allocate £10,000 in the 2017/18 budget towards project support costs for the proposal to integrate the revenues and benefits function with that of Erewash BC. This project has not proceeded as originally intended.	10,000	1,950	(8,050)	(80.5)
<u>Write offs in year</u> This expenditure refers to the write off of a number of invoices for housing benefit overpayments for which no budget provision was made.	0	9,923	9,923	
<u>Central Support Recharges</u>				
Customer First	(590,800)	(494,400)	96,400	(16.3)
Benefits	169,250	367,711	198,461	117.3
Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.				

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RESOURCES

SUMMARY

<u>Cost Centre</u>	Revised Estimate 2017/18	Actual 2017/18	Variation	
	£	£	£	%
Human Resources	4,450	0	(4,450)	(100.0)
Deputy Chief Executive	118,900	0	(118,900)	(100.0)
Director of Legal	90,400	0	(90,400)	(100.0)
Legal Services	(89,600)	0	89,600	(100.0)
Administrative Services	19,067	0	(19,067)	(100.0)
Print Room	15,250	0	(15,250)	(100.0)
Land Charges	(34,500)	(6,701)	27,799	(80.6)
Support Services	900	0	(900)	(100.0)
Post Room	10,350	0	(10,350)	(100.0)
Tea & Vending	8,600	2,100	(6,500)	(75.6)
Finance Department - Management	(116,250)	0	116,250	(100.0)
Finance Department - Audit	4,150	0	(4,150)	(100.0)
Finance Department - Accountancy	19,100	0	(19,100)	(100.0)
Commercial Finance	750	0	(750)	(100.0)
Finance Department - Creditors	300	0	(300)	(100.0)
Debtors	750	0	(750)	(100.0)
Mediation	55,650	69,055	13,405	24.1
Miscellaneous	(1,536,150)	(2,096,454)	(560,304)	36.5
Chief Executive's Office	1,900	0	(1,900)	(100.0)
Corporate Communications	5,400	0	(5,400)	(100.0)
Beeston Square	(317,150)	(266,155)	50,995	(16.1)
Beeston Square Service Charge Account	14,000	0	(14,000)	(100.0)
Bramcote Crematorium	(280,000)	(280,000)	0	0.0
Grant Aid to Parishes/Town Councils	40,600	46,836	6,236	15.4
Members Expenses	294,050	277,714	(16,336)	(5.6)
Civic Affairs	193,800	107,433	(86,367)	(44.6)
Departmental Representation & Management	525,800	438,982	(86,818)	(16.5)
DRM Recharge	(94,500)	(172,007)	(77,507)	82.0
External Audit & Best Value	60,000	96,092	36,092	60.2
Treasury Management & Banking	203,650	158,619	(45,031)	(22.1)
Corporate Management - Administration	282,100	792,479	510,379	180.9
Corporate Management - Housing Revenue A	(190,100)	(292,292)	(102,192)	53.8
Central Overheads	50,750	107,777	57,027	112.4
Security of Public Buildings	200	0	(200)	(100.0)
Council Offices	55,750	0	(55,750)	(100.0)
Town Hall	150	0	(150)	(100.0)
Cavendish Lodge Complex	(5,150)	(9,569)	(4,419)	85.8
14 Devonshire Avenue	0	0	0	
Stapleford Cash Office	150	0	(150)	(100.0)
Eastwood Cash Office	100	275	175	175.0
General Properties & Land	158,600	45,828	(112,772)	(71.1)
Stapleford House	(250)	8,287	8,537	(3,414.7)
Health & Safety	900	0	(900)	(100.0)
Total Resources	(427,133)	(971,699)	(544,566)	127.5

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

RESOURCES

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Human Resources</u>				
<u>Course and Examination Fees</u> Examination on course and examination fees in 2017/18 was significantly below the budget for the year and the expenditure of £55,600 incurred in 2016/17.	58,000	39,700	(18,300)	(31.6)
<u>Employee Occupational Health</u> The use of the Occupational Health service in 2017/18 was lower than had been anticipated.	28,800	21,900	(6,900)	(24.0)
<u>Mediation</u>				
<u>Redundancy costs</u> This cost relates to a voluntary redundancy approved at Policy and Performance Committee on 17 April 2018.	0	13,700	13,700	
<u>Director of Legal</u>				
<u>Salaries</u> This overspend is caused by the final settlement for and other costs associated the former Director of Legal and Planning Services as agreed at the Policy and Performance Committee on 6 February 2018.	90,400	143,144	52,744	58.3
<u>Legal Services</u>				
<u>Salaries</u> This arose due to a requirement for additional agency staff to cover for maternity absence and due to more staff being members of the Local Government Pension Scheme than had been anticipated.	183,550	210,362	26,812	14.6
<u>Counsel Fees</u> This underspend is due to the completion of work in house that otherwise would have required external counsel to be employed.	29,200	5,087	(24,113)	(82.6)
<u>Constitution Health Check</u> This budget for review of the Constitution was carried forward from 2016/17. However, after feedback from the external investigation, a more in depth review was required and this led to an overspend. A budget of £2,000 has been established for this in 2018/19 to meet further costs.	3,700	12,969	9,269	250.5

RESOURCES

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Legal (cont'd)</u>				
<u>Miscellaneous Expenses</u> Fewer miscellaneous costs were incurred in 2017/18 compared with previous years. This has been reflected in the 2018/19 budget.	17,000	5,543	(11,457)	(67.4)
<u>Income</u> Income received in 2017/18 was below both the budget and the sum received in the previous year.	(35,000)	(20,891)	14,109	(40.3)
<u>Land Charges</u>				
<u>Land Charges Income</u> Income received from land charges in 2017/18 was significantly lower than the £149,450 received in 2016/17 and reflects a decline in demand for the service.	(120,000)	(99,354)	20,646	(17.2)
<u>Finance Department - Audit</u>				
<u>Salaries</u> The primary factor for this underspend was the vacancy that arose after the departure of the Procurement Officer on 30 June 2017. The post remained vacant for the remainder of the financial year.	238,750	190,211	(48,539)	(20.3)
<u>Miscellaneous Resources</u>				
<u>Apprenticeship Levy</u> No budget was provided for the Apprenticeship Levy that came into effect on 1 April 2017. This has been reflected in the 2018/19 budget	0	36,874	36,874	
<u>Consultancy Fees</u> This expenditure relates to costs incurred in 2017/18 on the external investigation.	0	145,753	145,753	
<u>Miscellaneous Expenses</u> An unexpected one off credit of £14,300 from the Performing Rights Society has offset what would have been an overspend on this heading.	1,000	(4,737)	(5,737)	(573.7)
<u>Third Party Payments</u> These costs relate to payments made to Rushcliffe B.C. for the secondment of an Interim Strategic Director as reported to Policy and Performance Committee on 3 October 2017.	0	59,567	59,567	
<u>Capital Charges and Capital Charges Reversals</u> These variances reflect the actual level of capital expenditure incurred in 2017/18 on specific schemes as compared with the capital programme, Contra entries within the other priority areas result in no overall effect on the Council's net expenditure.	(2,773,150)	(2,507,589)	265,561	(9.6)

RESOURCES

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Miscellaneous Resources (cont'd)</u>				
<u>Minimum Revenue Provision (MRP)</u> A review of the Council's MRP arrangements identified an overprovision of £934,100 in respect of MRP charged from 2008/09 to 2016/17 in respect of capital expenditure incurred prior April 2008. This, in addition to a move to an annuity based as opposed to equal life approach to MRP in accordance with the Council's MRP Policy, has resulted in a significant underspend in 2017/18.	902,300	(182,793)	(1,085,093)	
<u>Other Income</u> Other income has been significantly more than was expected when the budget for 2017/18 was set. This includes a one-off £23,600 credit in respect of the charge made to Beeston Allotments in respect of the outstanding debt relating to the 2010 works at the Borehole.	(8,000)	(54,786)	(46,786)	
<u>Corporate Communications</u>				
<u>Employee costs</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend.	159,000	146,800	(12,200)	(7.7)
<u>Beeston Square</u>				
<u>Commercial Use Beeston Square</u> There has been more income in 2017/18 from commercial use of Beeston Square than had been anticipated. This has been reflected in the 2018/19 budget.	(4,000)	(10,116)	(6,116)	152.9
<u>Rent</u> Vacancies in some of the units during 2017/18 meant that the rent income budget for the year was not achieved.	(650,000)	(636,838)	13,162	(2.0)

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>Beeston Square (cont'd)</u>				
<u>Management Fee Recharge</u> The management fee recharge was smaller than anticipated due to a combination of vacant units for part of the year and adjustments to the accounting arrangements for the service charge payments from tenants following the purchase of the Beeston Square lease in May 2016. This has been reflected in the 2018/19 budget.	(65,000)	(23,610)	41,390	(63.7)
<u>Members Expenses</u>				
<u>Members Allowances</u> The budget for members allowances has been unchanged for a number of years and not adjusted to reflect the move to the committee system model of governance from May 2016. This will be reflected in the 2018/19 budget.	263,500	250,550	(12,950)	(4.9)
<u>Civic Affairs</u>				
<u>Chauffeur Services</u> The cost of chauffeur services in 2017/18 was significantly less than the costs of £18,200 and £19,400 incurred in 2016/17 and 2015/16 respectively.	25,000	14,610	(10,390)	(41.6)
<u>General Properties & Land</u>				
<u>Agency Staff</u> The Finance and Resources Committee on 13 July 2017 agreed to allocate £50,000 to procure project management support for the Beeston Square Phase 2 development. This was not utilised in full during 2017/18 and the Finance and Resources Committee on 12 July 2018 will be asked to carry forward the remaining £14,650 into 2018/19 to fund the continuation of this work.	50,000	35,357	(14,643)	(29.3)
<u>Repairs and Maintenance</u> The requirement for repairs and maintenance in 2017/18 was lower than anticipated and expenditure incurred was similar to that of £12,900 incurred in 2016/17.	25,300	10,163	(15,137)	(59.8)
<u>NNDR</u> No invoice was received for the 2017/18 NNDR charge for Durban House in Eastwood. It is anticipated that this will be received in 2018/19. The Finance and Resources Committee on 12 July 2018 will be asked to carry forward £17,850 into 2018/19 to meet the cost of any outstanding NNDR charges.	22,250	4,406	(17,844)	(80.2)

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
<u>General Properties & Land (cont'd)</u>				
<u>Professional Fees</u> The costs relate to valuations by specialist advisors of properties such as Beeston Town Hall and the former Stapleford Police Station for which no budget provision was made in 2017/18.	0	8,950	8,950	
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry elsewhere within the Resources portfolio results in no effect overall in the Council's net expenditure	59,550	46,871	(12,679)	(21.3)
<u>Rent</u> The additional income relates primarily to the £35,000 annual rent from the beautician occupying Durban House in Eastwood.	(92,850)	(124,289)	(31,439)	33.9
<u>Town Hall</u>				
<u>Electricity</u> Electricity charges were lower than anticipated in 2017/18 and reflect the reduced use of the building.	28,200	22,260	(5,940)	(21.1)
<u>Capital Charges</u> The variance in capital charges reflects the actual level of capital expenditure incurred in 2017/18 as compared with the capital programme. A contra entry elsewhere within the Resources portfolio results in no effect overall in the Council's net expenditure	12,550	7,343	(5,207)	(41.5)
<u>Health and Safety</u>				
<u>Employee Costs</u> Cabinet agreed on 5 January 2016 to introduce new arrangements for out of hours emergency response. It was not known at the time where the additional costs would be incurred. This has been reflected in the 2018/19 budget.	67,500	78,800	11,300	16.7

RESOURCES

<u>Cost Centre</u>	Revised Estimate 2017/18	Actual 2017/18	Variation	
	£	£	£	%
<u>Central Support Recharges</u>				
Director of Legal	0	(143,144)	(143,144)	
Legal Services	72,400	90,286	17,886	24.7
Civic Affairs	151,500	81,300	(70,200)	(46.3)
Democratic Representation & Management	525,800	438,982	(86,818)	(16.5)
Council Offices	(205,950)	(271,040)	(65,090)	31.6
Health and Safety	9,000	38,800	29,800	331.1
<p>Central Support Recharges represents the cost of employees directly providing the service (including overheads) who are recharged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.</p>				

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ICT & BUSINESS TRANSFORMATION

SUMMARY

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2017/18 £	2017/18 £	£	%
Information & Computer Technology	17,300	0	(17,300)	(100)
ICT Business Transformation	18,050	0	(18,050)	(100)
Total ICT Services	35,350	0	(35,350)	0

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2017/18**

ICT & BUSINESS TRANSFORMATION

<u>Cost Centre</u>	Revised Estimate 2017/18 £	Actual 2017/18 £	Variation	
			£	%
<u>Information & Computer Technology</u>				
<u>Employee Costs</u> A higher than anticipated number of vacancies during 2017/18 has resulted in this budget underspend. This includes expenditure of £54,250 on agency staff.	360,900	319,600	(41,300)	(11)
<u>Telephone / Broadband System</u> This overspend arose as a result of additional contracts and the payment of invoices relating to previous financial years that had been in dispute.	87,000	110,900	23,900	27
<u>Hardware Maintenance</u> Costs of £16,000 that will relate to future years were charged to 2018/19 to align with when these services will be required. There was also a significant reduction of approximately £14,000 in the requirement for responsive maintenance than had been initially anticipated.	98,000	67,800	(30,200)	(31)
<u>Software Maintenance</u> There was a reduction of approximately £20,000 in the requirement for responsive maintenance than had been initially anticipated. In addition, the 2017/18 budget included £20,000 for the increase in Microsoft Licencing fees that will not now come into effect until 2018/19 and for which has provision has already been made in the 2018/19 budget. Cabinet on 15 December 2015 approved the delivery of the Building Control Service through Erewash Borough Council. Whilst these arrangements have been live for some time, there is still a remaining requirement for the key ICT systems of each authority to exchange information electronically and a budget of £25,000 was allocated for this. This work was delayed for reasons outside the control of the Broxtowe ICT service but has now commenced. The Finance and Resources Committee on 12 July 2018 will be asked to approve the carry forward into 2018/19 of £25,000 to meet the cost of completing this work.	504,200	433,700	(70,500)	(14)

Report of the Chief Executive

ANNUAL REVIEW OF THE CORPORATE PLAN 2016-20201. Purpose of the report

To invite councillors to consider whether any adjustment is required to the Corporate Plan priorities, objectives and targets in the light of the experience of the second year of implementation in 2017/18.

It is not the intention of this report to repeat the performance reports which are presented quarterly to the Committee. The out turn of the previous years' business and financial plans are reported as a separate agenda item.

2. Details

Appendix 1 to the report sets out the Council's current priorities and objectives. Appendix 2 presents a summary of the main achievements in the 2017/18 year. Delivery of the priorities and objectives for 2018/19 through previously agreed business plans is well under way.

The Council has maintained as its priorities the issues which matter most to local people, as evidenced by a consultation exercise conducted at the outset of the plan period. The second year of the plan has seen progress in relation to all the priority areas, which continues to demonstrate that the setting of the priorities has been helpful in providing a focus of attention and impetus.

The advantage of maintaining stability in relation to the existing Priorities and Objectives is that there is still much work to be done to further increase housing growth, deliver on the Beeston town centre regeneration proposals, increase economic growth, deliver the aspirations of the Green Infrastructure Policy, and continue to reduce domestic violence and anti-social behaviour.

Recommendation

The Committee is invited to CONSIDER the report and RESOLVE that the Corporate Plan 2016-20 Priorities and Objectives be maintained or amend them accordingly.

Background papers

Nil

APPENDIX 1

Vision

Broxtowe, a great place where people enjoy living, working and spending leisure time.

Housing

Objectives

- Increase the rate of house building on brownfield sites
- Become an excellent housing provider
- Improve the quality and availability of the private sector stock to meet local housing need.

Community Safety

Objectives

- Reduce the amount of anti-social behaviour in Broxtowe Borough Council
- reduce domestic violence in Broxtowe.

Business Growth

Objectives

- Increase the number of new businesses starting in Broxtowe Borough Council help our town centres to compete and attract more visitors
- Complete the regeneration of Beeston town Centre and seek opportunities to regenerate town centres throughout Broxtowe.

Environment

Objectives

- Reduce litter and fly tipping to make Broxtowe cleaner
- Maintain and improve the green infrastructure of Broxtowe
- Increase recycling, composting and energy efficiency projects as resources allow.

Health

Objectives

- Increase the number of people who have active lifestyles
- Work with partners to improve the health of the local population
- Reduce alcohol related harm in Broxtowe.

APPENDIX 2

These are some of the main positive achievements in delivery of the 17/18 Corporate Plan:

Housing

- **1,098 new homes** have been given planning permission with a further 324 built in 2017 - 2018 - the highest number since 2008.
- **Council houses continued to be well maintained at above the decent homes level:** modernization works included: 120 new kitchens installed and 58 had new bathrooms, 246 properties had external wall insulation, 85 properties had new roof coverings, and 48 properties had new heating systems installed for Council tenants.
- An **extra £65,000** was allocated to help people with long term health conditions keep their homes warm and insulated.
- **333** people were prevented from becoming homeless or had their homelessness relieved in 2017/2018.
- Progress was made on **Neighbourhood Plans** with 10 designated and 1 submitted so far.
- **Satisfaction with the Council as landlord remained top quartile** – an 88% satisfaction rate with the Housing Service.
- **Rent arrears reduced** by 13.64% when comparing April 2017 and April 2018

Business Growth

- Work is progressing on provision of a **new car park** near Beeston Station.
- **Free Wi-Fi** was introduced in Stapleford Town Centre.
- **Over £645,000** rental income received in 2017/18 following the purchase of the Beeston Square lease, and significant progress made on the regeneration of the town centre.
- **Free health checks** were provided for businesses in the Borough, **job fairs** and a **jobs club** in Eastwood have supported numerous people and local businesses.

Environment

- A **13.57% reduction in fly tipping** was achieved (following a 16% reduction in the previous year) a result of our successful litter and fly tipping action plan.
- **Over £600,000** much needed income was generated from the increasingly successful garden waste service and 21.64 fewer kilos of waste per head of population were collected in 17/18 compared with the previous year. Recycling and composting increased by 1.5% to 41.75%
- **4 community litter picks took place** and **over 500 new trees were planted** across various parks and open spaces.
- **51%** of the Council's green space is Local Nature Reserve - the highest in Nottinghamshire.
- **Improvements to parks and open spaces** were made including new Play Areas at Smithurst Road Open Space, Giltbrook and Broadgate Park,

Beeston together with footpath surfacing and habitat improvements at Banks Road Open Space, Toton, and Hall om Wong Open Space, Kimberley and a £500,000 agreed for further improvements to parks and open spaces over the next two years.

Community Safety

- **44 drop in and information sessions** in Eastwood were provided
- **Better regulation of street trading** in Beeston was introduced
- **White Ribbon accreditation** was gained for work to prevent domestic violence
- **Public Spaces Protection Orders** to tackle anti-social behaviour including drinking alcohol in public places were confirmed in Beeston, Eastwood, Stapleford, Kimberley, and Manor Park in Toton, and measures taken to tackle car cruising at Chilwell Retail Park.
- **12 car parks** were awarded '**Park Mark**' status.

Health

- **New technology** was introduced to help leisure centre members track, log, and reach individual health and fitness goals and book classes.
- **A new Spa** was created at Bramcote Leisure Centre and in 2017/18 the Council's wholly owned company achieved a pre-tax surplus of £0.226m
- 3,372 children are booked onto weekly swim lessons and 29,247 more people attended leisure facilities during the year than in the previous year
- **A stop smoking clinic** at the Council Offices was set up and the Council delivered Alcohol and Neuro-Psychoactive Substance Brief Intervention Training workshops to partners.
- **A new Broxtowe Learning Disability Network** was created.
- A **breastfeeding scheme** was introduced in Broxtowe to improve the number breastfeeding friendly venues

In addition there were **improvements in corporate performance in 17/18**, including

- Council Tax collection rates have continued to improve. Over the last two years there was an improvement from 98.40% (2015/16) to 98.54% (2017/18)
- NNDR collection was, at the end of 17/18, at its highest rate ever of 98.76%
- Benefits processing times have significantly improved with a reduction from 21 days to 12.6 days over a three year period in New Claims. Change in Circumstances processing has also improved from 7 to 5 days in the same period.
- 100% of food safety inspections were completed in the year, a significant improvement on the previous year's performance

Report of the Deputy Chief Executive

CARE LEAVERS' COUNCIL TAX REDUCTION SCHEME1. Purpose of report

To request approval to implement a Council Tax Reduction Scheme to assist care leavers, as set out in the appendix.

2. Background

The Council has the discretion to reduce the council tax liability for individuals or prescribed groups as it thinks fit. This discretion is exercised in accordance with section 13A(1)(c) of the Local Government Finance Act 1992.

The proposed scheme is in addition to the Council's Local Council Tax Support Scheme (LCTSS) and will provide assistance to people living within the borough who have previously been in care and meet the appropriate qualifying criteria, as detailed in the appendix.

The proposed Care Leave Reduction Scheme will only be applied after all other relevant discounts and exemptions. It is anticipated that most care leavers will already be receiving assistance through the Council's LCTSS, which grants a reduction to council tax payers based on an assessment of their means to pay. Where the qualifying criteria is met and all discounts and exemptions, including LCTSS, do not cover the full Council Tax charge, then under the proposed scheme the Council Tax payer could receive assistance up to 100% of their charge. Guidelines are provided in the appendix of the report.

3. Financial implications

The financial implications of the Care Leavers' reduction scheme can be found in appendix 2 of the report.

Recommendations

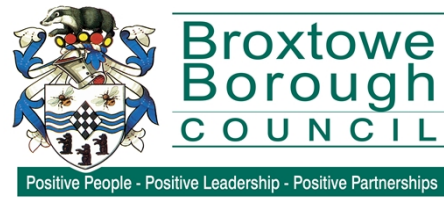
The Committee is asked to:

1. **RESOLVE** that the implementation of the Care Leavers Council Tax Reduction Scheme be adopted.
2. **RESOLVE** that the Head of Revenues and Benefits be delegated the authority to decide upon the award of Care Leavers' Council Tax Reduction Scheme.
3. **RECOMMEND** to the Finance and Resources Committee that a supplementary capital estimate of £5,700 for software to administer the Care Leavers' Council Tax Reduction Scheme be approved with funding from 2018/19 capital contingencies

Background papers

Nil

APPENDIX 1



**Policy Guidelines
Council Tax
Care Leavers' Reduction
Scheme**

Date:	May 2018
Prepared by:	Phil Sudlow - Head of Revenues and Benefits Managed Service

1. Introduction

Broxtowe Borough has the discretion to reduce the council tax of any such persons as it sees fit. This discretion is allowed by section 13A(1)(c) of the Local Government Finance Act 1992.

The Council has determined that it will provide a reduction in council tax to those persons liable to pay council tax within the Borough who are defined as care leavers. Providing this support will help care leavers manage the social and financial transition from local authority care to independent living.

2. Delegation

The authority to determine applications for council tax reduction for care leavers is delegated to the Head of Revenues and Benefits.

Each request for relief will be considered on its own merits.

3. Who is eligible for council tax reduction?

For the purposes of this guidance, a care leaver is defined as a person aged between 16 and 25, who is resident in the Borough with a council tax liability and:

- i. has been in the care of a local authority for a period, or cumulative periods equalling at least 13 weeks since the age of 14 and which ended on or after their 16th birthday, or;
- ii. is aged between 16 and 21 and with respect to whom a guardianship order is in force (or was in force on their 18th birthday) and was looked after immediately before the making of that order, or;
- iii. at any time after their 16th birthday but before their 18th birthday, was, but no longer is, looked after, accommodated or fostered.

This definition incorporates the statutory definitions of “former relevant child” and “qualifying care leaver” as defined in the Children Act 1989.

4. How will council tax reduction be applied?

The council tax reduction will take effect from 1st April 2018. Care leavers who become responsible for council tax after this date will be granted a reduction from the date their council tax liability begins.

Care leavers who are liable for council tax on 1st April 2018 will be granted a reduction from 1st April 2018.

The reduction will be awarded after all other relevant discounts, reductions and exemptions to the council tax liability have been awarded.

Where the reduction is awarded, it will remain in place until the care leaver reaches the age of 25 years (the care leaver's 25th birthday) or ceases to be liable for the council tax, whichever date occurs first. In these circumstances, the bill will be apportioned.

Where a reduction has been awarded, a council tax bill will be issued showing the detail of the reduction. If a request for reduction is refused, a letter will be issued detailing the reasons for the refusal.

5. How much council tax reduction will be applied?

Where a care leaver has a liability for council tax, the reduction in that liability will be up to 100%.

The amount of reduction awarded will be the relevant amount (after all other discounts, reductions and exemptions) required to reduce the care leaver's council tax liability amount to zero.

If, subsequent to an award, the care leaver's liability for council tax reduces during the period of the award, for example if the care leaver becomes entitled to a single person discount, the care leaver's reduction will be amended to ensure the award does not exceed the care leaver's council tax liability for the period.

Where there is a shared liability for council tax, the reduction will only be paid to cover the share for which the care leaver would be liable.

6. Right of appeal

Under section 16 of the Local Government Finance Act 1992, a person applying for a reduction in council tax but disagrees with the decision of the Council may appeal the decision.

This appeal in the first instance should be made to the Council's Revenues Team. If after this the person making the request for reduction is still not satisfied, they may then make an appeal to the Valuation Tribunal for England (VTE).

The VTE is an independent body which adjudicates between taxpayers and the Council. Appeals to the VTE must be made directly to the VTE.

APPENDIX 2

Financial Implications

The Council does not currently have the software to administer such a reduction in Council Tax. The additional software is £5,700 plus on-going maintenance of £1,100 per annum. The cost of the additional software can be met from 2018/19 capital contingencies of which £38,000 is presently available. The on-going maintenance costs will be met from the ICT software maintenance revenue budget.

Although the Council is aware that there are currently 43 care leavers living within the borough, it is not fully aware of the demographic of these individuals and how many of these are currently receiving Council Tax Support. Based on a situation where all 43 required additional support through the care leavers' reduction scheme, then there would be a reduction of approximately £50,000 per annum in collection of Council Tax. Based upon the 2018/19 precepts, the Broxtowe Borough Council share of this would be approximately £4,350 (or 8.7%) with the other precepting authorities (Nottinghamshire County Council, Nottinghamshire Police and Crime Commissioner and Nottinghamshire Fire Authority) meeting approximately £45,650 (or 91.3%)

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Report of the Interim Deputy Chief Executive

BROXTOWE LOTTO – DELEGATION OF AUTHORITY TO APPROVE GOOD CAUSES1. Purpose of report

To ask the Committee to recommend to Council that delegated authority be given to the Commercial Manager to approve 'good causes' which wish to participate in the Broxtowe Lotto.

2. Background information

On the 15 February 2018 the Council's Finance and Resources Committee agreed to establish a local lottery, now known as the Broxtowe Lotto. To date, the Broxtowe Lotto has:

- received its Licence number from the Gambling Commission
- had the criteria for participation by good causes agreed
- released a press release encouraging good causes to participate.

Currently, preparations are underway for a promotional launch on 18 July 2018 at which good causes will sign up to the Lotto. In other lotteries ran by local authorities, good causes apply to participate in the Lotto via e-mail and once they have proved that they meet the criteria, their details are passed onto Gatherwell, the external Lottery Managers who then create a webpage for each individual good cause.

The Commercial Manager is the only person whom the Gambling Commission recognises as a "qualified person" within the Council and all contact with the Gambling Commission must go through the Commercial Manager. For that reason and for purposes of a quick turnaround, it is proposed that the Commercial Manager is responsible for identifying which good causes meet Broxtowe's criteria for inclusion in the Lotto. Other options which have been considered are set out in appendix 1.

Good causes which wish to apply will express their interest to the Commercial Manager via e mail or telephone. They will then be sent a short note outlining what information they need to provide (as per appendix 2) and can submit their evidence via e mail or post. If they meet the criteria (as per appendix 3) for participation in Broxtowe's Lotto, their names will then be passed to Gatherwell (the external Lottery Manager) who will develop their individual webpage.

3. Financial implications

There are no costs associated with this strand of the Lotto, other than the Commercial Manager's time. Aylesbury Vale who were the first Council to launch a Lottery estimate that their officer spends 1 day per year on work for the Lotto.

Recommendation

That the Committee RECOMMENDS to Council that authority be delegated to the Commercial Manager, in consultation with the three group leaders, to approve good causes which wish to participate in the Broxtowe Lotto.

Background papers: Nil

APPENDIX 1

Alternative options considered

Do Nothing:

This is not an option as good causes needed to be authorised before their details can be forwarded to Gatherwell for inclusion in the Lotto.

Enable authorisation of good causes by other officers within the Council:

As the Council's Commercial Manager is a 'qualified person' registered with the Gambling Commission it will be for her to deal with the administration of the Lotto. However, the Commercial Manager does not currently have the required delegated authority to do this and will not be able to until authorised by Council at the next meeting on 18th July 2018. As there have already been several applications made by organisations which need to be processed/approved this will have to be authorised by the Chief Executive (under her emergency powers) until the 18 July 2018 (plus any subsequent applications made from now to then). After the 18th July 2018 (subject to full Council's approval) the Commercial Manager will be able to process/approve all such applications.

Application to participate in the Broxtowe Lotto

Organisation name:

Registered address:

Charity number (if applicable):

Tell us how your project benefits the residents of Broxtowe:

Please attach the organisation's constitution or set of rules:

Please attach the most recent annual financial statements OR an annual report:

Please return all documentation to:

Sandra.scott@broxtowe.gov.uk

or if via post to:

Sandra Scott
Commercial Manager
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston
NG9 1AB

APPENDIX 3

Criteria for Broxtowe Lotto's Good CausesCriteria

- Organisations should be:
 - non-profit making
 - have a constitution or set of rules
 - able to provide annual financial statements (audited where appropriate)
 - or an annual report (unless it is a new organisation in its first year of development when a budget statement would be required).
- Organisations must be open to all regardless of age, race, creed, sex or political affiliation as appropriate.
- Organisations must be able to demonstrate a link with the borough, either through the direct provision of services or other means, which benefit the people of the borough thereby enhancing the quality of life for the local community.
- Organisations which wish to have a dedicated webpage on Broxtowe Lotto's site must be promoting projects or services which are of benefit to the local community.
- Organisations that promote political, racial, religious, sexual or social intolerance will not be considered for participation as their services will not be of positive benefit to all within the local community.

Report of the Interim Deputy Chief Executive

REVISION OF THE COUNCIL'S MAJOR EMERGENCY PLAN

1. Purpose of report

To revise the existing Major Emergency Plan in order for the Council to respond effectively to a civil emergency.

2. Detail

The Council's Major Emergency Plan is reviewed every three years to ensure it complies with organisational, technological and legislative changes. The plan supports the Council's ability to respond to emergency situations by providing clear guidance in respect of facilities, roles and responsibilities.

The plan supports other plans developed by the Nottingham and Nottinghamshire Local Resilience Forum (LRF), Nottinghamshire County Council and Nottingham City Council to assist in improving the resilience of the City and County.

3. Legal requirement

The Civil Contingencies Act 2004 has elevated the Council to a Category 1 responder, the same level as the blue light services. The Act places 7 duties on local authorities, one of these duties is to plan for emergencies.

4. Conclusion

The revised plan is circulated separately with the agenda. The position of the Council is to continually develop its commitment to emergency planning. This Major Emergency Plan has been revised with the main change resulting from organisational changes within the Council. It demonstrates the Council's continual commitment to protecting its employees and assisting residents and visitors to the borough during a major civil emergency.

Recommendation

The Committee is asked to RESOLVE that the revised Major Emergency Plan be approved.

Background papers

Nil

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Report of the Interim Deputy Chief Executive

REVISION OF THE COUNCILLORS' EMERGENCY PLAN

1. Purpose of report

To revise the Councillors' Emergency Plan so that councillors are aware of the Council's responsibilities under the Civil Contingencies Act and the role they can play before, during, and after an incident/emergency.

2. Detail

The Council has been involved in a number of emergency incidents/emergencies or has been made aware of, and placed on standby for them. On many of these events the Council have informed and on occasions sought active involvement from councillors. This was particularly useful during the Bramcote water main explosion in October 2010, by not only dealing with the hunger from the media, but providing a vital interface with the communities they serve and being well placed to pass information to and from local people affected by the event.

3. Legal requirement

The Civil Contingencies Act 2004 has elevated the Council to a Category 1 responder, the same level as the blue light services. The Act places 7 duties on local authorities, one of these duties is to plan a response to major civil emergencies.

4. Conclusion

The position of the Council is to continually develop its commitment to emergency planning. This Councillors' Emergency Plan has been revised to give support so that they can play a vital role in a civil emergency incident. The main changes from the previous plan were to update the terminology used for the command structure for a multi-agency response. The revised plan is circulated separately with the agenda.

Recommendation

The Committee is asked to RESOLVE that the revised Councillors' Emergency Plan be approved.

Background papers

Nil

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Report of the Interim Deputy Chief Executive

REVISION OF THE HEALTH AND SAFETY POLICY1. Purpose of report

To revise the existing Health and Safety Policy - the umbrella document that underpins all other Council safety policies and codes of practice.

2. Detail

The Health and Safety Policy “Statement” specifies the binding commitment of the Council in that health and safety will rank as a prominent and permanent feature of all activities conducted. The statement is signed annually by the Chief Executive so that employees will recognise it as an authoritative document and will note the ongoing commitment.

The “Organisation” section specifies responsibilities for implementing the policy, starting with the Chief Executive and cascading down through every level of management, Health and Safety Manager, safety representatives, medical advisor and employees.

The “Arrangements” section states the objectives to be achieved on a range of topics such as work equipment, fire, first aid, etc.

The policy states that it will be reviewed every three years to ascertain if it is fit for purpose. In addition it will be revised to encompass any technological changes, managerial restructuring, alterations to premises and sites, and the introduction of new or modified processes.

3. Legal requirement

Section 2(3) of the Health and Safety at Work, etc, Act 1974 states that “it shall be the duty of every employer to prepare (and as often as may be appropriate to revise) a written general policy statement with respect to the health and safety at work of employees. The policy should identify the organisation and arrangements for carrying out the policy, and the need to bring the statement to the notice of all employees”.

4. Conclusion

The position of the Council has been to continually develop its commitment to health and safety. By reviewing and revising the Health and Safety Policy the Council is demonstrating its continual commitment to ensuring the health, safety and welfare of its employees. The Policy Statement is attached in appendix 1 and the revised policy is circulated separately with the agenda.

Recommendation

The Committee is asked to RESOLVE that the revised Health and Safety Policy be approved.

Background papers

Nil

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HEALTH AND SAFETY POLICY STATEMENT

Broxtowe Borough Council, as an employer and landlord, is fully committed to the health, safety and welfare of all its Councillors, employees, visitors to its premises, occupiers and others who may be affected by its work activities. It is the Council's policy to endeavour to provide safe and healthy working conditions and to enlist the active support of all its Councillors and employees to achieve this end.

The objectives of the policy are to promote standards of health, safety, fire prevention, hygiene and welfare, which comply fully with the spirit and requirements of legislation. The Council undertakes, so far as is reasonably practicable, to:

- Maintain plant and systems of work that are safe and reduce the risk to health
- Ensure safe practices in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary to promote the health (including mental health) and safety of all Councillors and employees
- Maintain work places in a safe condition and provide a safe means of access to and egress from such work places
- Provide and maintain a safe working environment with minimal risks to health and with adequate facilities for employees' welfare at work
- Prevent accidents and causes of work related ill health

The Council's Health and Safety Policy, which includes the organisational responsibilities and arrangements is detailed in the Health and Safety Section on the Council's intranet. These will be reviewed regularly to take into consideration changes within the Council, legislation and technological advancement. The Safety Committee discusses workplace health and safety matters twice yearly.

Directors, Heads of Service, Managers and Supervisors will ensure compliance with all health and safety legislation including the Council's Health and Safety Policy and codes of practice.

Each Councillor and employee is reminded that they have a legal responsibility to take care of their own health and safety and also the health and safety of others who may be affected by actions or decisions made by them.

The Council gives its full backing to this policy and will support all those who endeavour to carry it out.

Signed:
Chief Executive

Date: 03 May 2018

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Report of the Interim Strategic Director

COMMUNICATIONS AND ENGAGEMENT STRATEGY

1. Purpose of the report

To seek approval for the Council's new Communications and Engagement Strategy 2018-2021.

2. Background

The Council's existing Communications, Consultation and Engagement Strategy has recently come to an end and was in need of a refresh. Following consultation with employees, members and other stakeholders, a new strategy has been drafted to address changing communications and engagement needs over the next three years.

The strategy outlines how communications and engagement activities will be managed so that the people in Broxtowe, our employees and our Members and other stakeholders are kept informed and have a clear understanding of what we do, why we do it and why we need to adapt to the changing context in which we are working.

A new set of objectives have been developed to support the strategy:

1. **Fit for the future** – ensure that our communications are fit for future by continually adapting to new challenges and technologies.
2. **The responsibility of all** – ensure that employees understand we all have a responsibility for communications and they have the tools to deliver it.
3. **One organisation, one voice** – develop a clear and consistent brand and tone across the whole authority, including a set of principles for all communications (see below), both internal and external. Ensure that employees are clear on our shared vision, goals and objectives.
4. **Communicating our vision** – ensure our stakeholders understand our vision, how we are going to achieve it and how we are going to serve the people in our borough.
5. **Two way communications** – ensure we offer opportunities for two-way communications with stakeholders
6. **Measuring success** – set out clear, outcomes based methods to benchmark and evaluate the success of the strategy.

The strategy is accompanied by an employee Communications Toolkit and help sheets and a rationalised Corporate Style Guide. These are circulated separately with the agenda.

3. Financial implications

Any costs will be met within existing budgets.

Recommendation

The Committee is asked to RESOLVE that the Communications and Engagement Strategy 2018-21 be approved.

Background papers: Equality Impact Assessment

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INDEPENDENT REVIEW OF RETIREMENT LIVING SERVICE1. Purpose of report

To seek Committee approval to implement the recommendation of Housing Committee to develop a new approach to delivering the Retirement Living Service (RLS).

2. Background

Following an independent review by HQN three potential models for future delivery of the current retirement living service were considered and following a Housing Committee decision in January 2018, subjected to consultation with residents. The Housing Committee considered the results of the consultation and unanimously supported the recommended option put forward in a report to the Committee on 6 June 2018. The link to the full report can be found here:

<https://www.broxtowe.gov.uk/media/4782/housing-committee-agenda-6-june-2018.pdf>

3. Detail

New service overview:

- Retain the existing number of 22 FTE employees in post, (subject to two VR requests to be approved when information has been received from the Pensions Authority.). This is 8 more FTEs than was recommended in Option 1 of the HQN report and 17 more FTEs than was recommended in Option 2)
- Reduce the number of team leaders from three to two (subject to one VR request in due course.)
- Introduce 4 new specialist roles; 2 Activity Co-ordinators, 1 Lifeline Co-ordinator and 1 Facilities Co-ordinator (who will be based within Housing Repairs). These additional roles will allow a more consistent provision of activities for residents and enable Independent coordinator to have a greater focus on the support needs of residents
- Small caseload of approx. 67 enabling a focus on personal contact
- A personalised needs assessment and action plan which is flexible and tailored to the individual resident.

The existing and proposed staffing structures can be found in appendix 2. Job descriptions for the new roles have been subjected to job evaluation and the financial implications are based on the results. Employees and Unions were consulted and involved with the development of the new job descriptions and are supportive of the proposed changes.

4. Financial implications

The financial implications are included at appendix 1.

Recommendation

The Committee is asked to RESOLVE that the proposed new Independent living structure set out in appendix 2 be approved.

Background papers

HQN report, Results of consultation.

APPENDIX 1

Financial implications

The pay and associated costs of the proposed ILS structure (at grade maximum) are estimated to be £710,816 per annum. When compared with the estimated costs of the present arrangements (again at grade maximum) of £915,067 this would produce a saving of £204,251 per annum.

These costs are based upon the grades shown and take no account of any one-off or other costs that may be necessary in the transition to the new structure.

Any agreed changes to the present Retirement Living Service structure would require appropriate changes to budgets.

HOUSING & PROPERTY SERVICES DEPARTMENT HOUSING DIVISION — NEIGHBOURHOOD SERVICES EXISTING

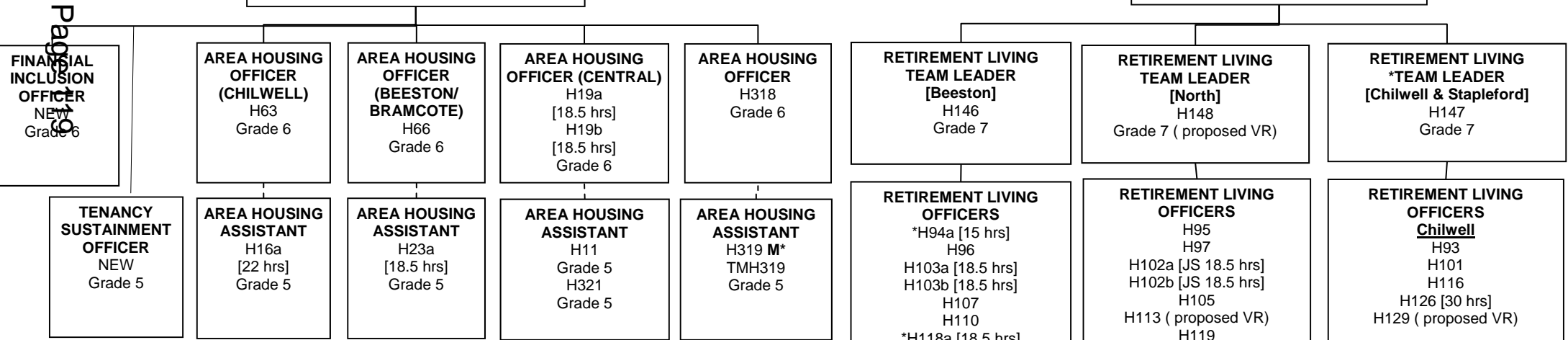
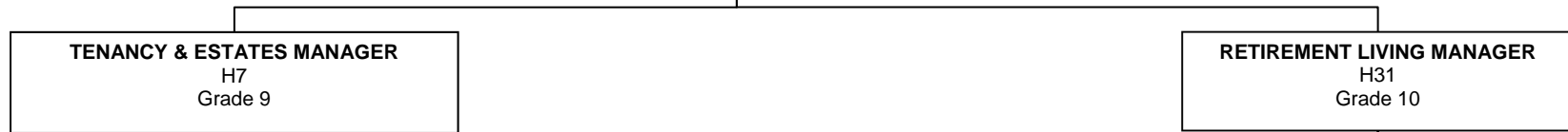
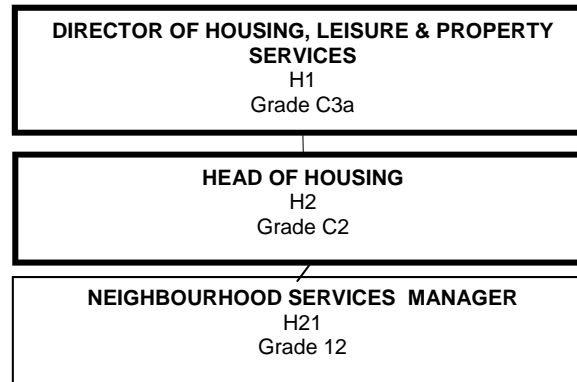


APPENDIX 2

Interim Management Arrangements

Posts H21 and H24 have been combined to create the post of Housing Operations Manager—Grade 14

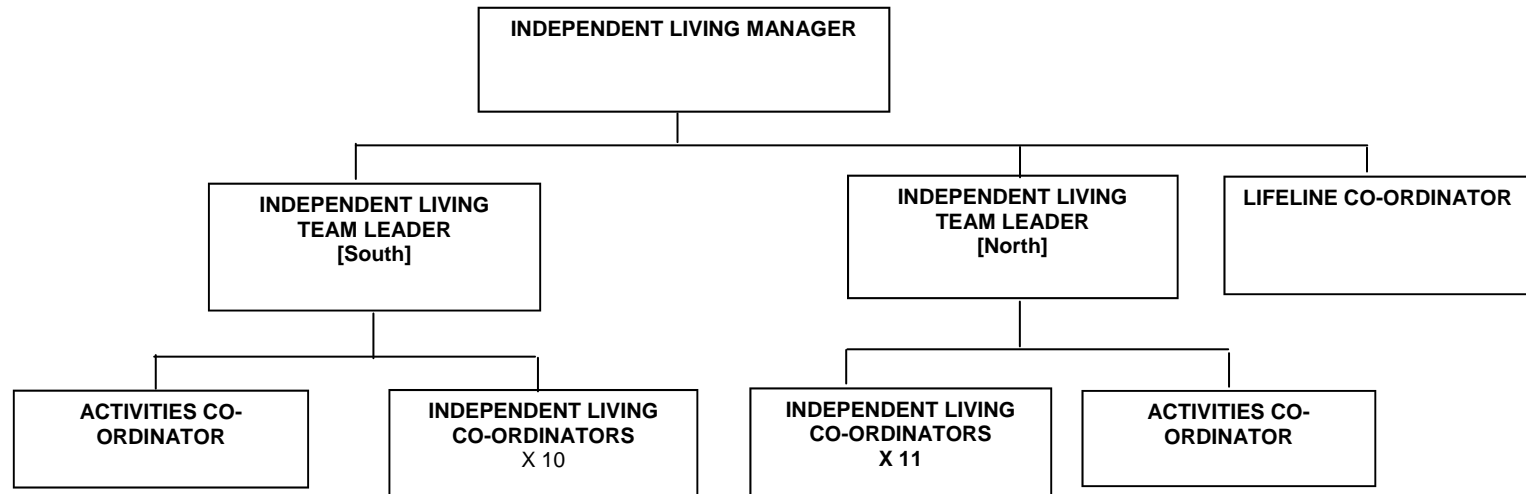
Retirement Living are managed by Interim Senior Housing Manager.



* Denotes vacant posts)

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HOUSING & PROPERTY SERVICES DEPARTMENT
HOUSING DIVISION — INDEPENDENT LIVING SERVICES
PROPOSED STRUCTURE



Page 121

**FACILITIES
CO-ORDINATOR ***

* This role will focus on managing the health and safety within the ILS schemes and will report within the Housing Repairs Team

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Report of the Chief Executive

STAPLEFORD COMMUNITY CENTRE1. Purpose of report

Further to the February 2018 report, to provide an update on the current work towards creating a 'fit for purpose' community centre in Stapleford.

2. Background

The current lease for Cliffe Hill Community Centre expires on 31 October 2018 and alternative options are being explored. This is due to the building having limited functionality, being of poor construction and uncertain longevity. Other existing community facilities in Stapleford at Ilkeston Road/Washington Drive are also underutilised and not fit for purpose in modern society.

3. Options

Various options continue to be explored in order to ensure both suitable community facilities are provided in Stapleford and existing Council assets can be fully utilised. The Deputy Chief Executive and other senior offices have visited relevant sites across Stapleford. The next step is to meet with members from Stapleford to consult about the viability of the various options. A full business case will be required to determine a suitable way forward.

Further updates on work in this area will be provided as work progresses.

Recommendations

The Committee is asked to NOTE the report.

Background papers

Nil

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Report of the Interim Strategic Director

WORK PROGRAMME

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

3 October 2018	<ul style="list-style-type: none"> • Budget Consultation 2019/20 • Business Rates Pool and Surplus Distribution • Procurement and Commissioning Strategy • Apprenticeship Strategy • Shared Services Annual Report
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3. Dates of future meetings

- 12 December 2018
- 6 February 2019

(All meetings to start at 7.00 pm)

<u>Recommendation</u>

The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.

Background papers

Nil

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