



18 April 2018

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 26 April 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:	S A Bagshaw	P Lally
	T P Brindley (Vice-Chair)	G Marshall
	S J Carr	P J Owen
	E Cubley	P D Simpson (Chair)
	S Easom	A W G A Stockwell

## AGENDA

1. APOLOGIES

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 15 February 2018.

## 4. REFERENCES

PAGES 9 - 12

### 4.1 Policy and Performance Committee 17 April 2018 Grant Aid Request

Members had previously discussed at Full Council that a local boy, Owen Jenkins drowned in 2017 in the River Trent, whilst saving some friends who had got into trouble having entered the water. This event has resulted in not just local water safety measures but initiatives throughout Nottinghamshire to improve water safety. Owen's family had set up a charity, called the OWEN network, which is now promoting open water safety amongst schools in Nottinghamshire.

The Committee considered recommending to the Finance and Resources Committee that the Council make a financial contribution towards a memorial for Owen Jenkins.

**RECOMMENDED to the Finance and Resources Committee that £1,500 be committed from the grants budget in 18/19 as a contribution towards a memorial for Owen Jenkins.**

The report that was received by Policy and Performance Committee is on page 9 of this agenda.

### 4.2 Policy and Performance Committee 17 April 2018 World War 1 Memorial Contribution

In order to honour and commemorate all those who gave their lives for King and Country a project had been devised to create a new memorial to be located in the Memorial Gardens on Victoria Embankment, for the entire County and City with a definitive roll of honour listing the names of all those from the County and City who lost their lives fighting throughout the First World War. The names listed on the Memorial would include those who died in the Chilwell shell filling factory disaster.

Funds had been committed by the City and County Councils while district councils were invited to commit £10,000 each. The remaining £30,000 would be raised through public subscription, from local businesses and military organisations.

**RECOMMENDED to the Finance and Resources Committee that £10,000 be committed to the Great War Memorial project funded from a carry-over of**

**underspend from the 2017/18 grants budget.**

The report that was received by Policy and Performance Committee is on page 10 of this agenda.

5. REVIEW OF COUNCIL FINANCES PAGES 13 - 16

To set out the findings of a recent desktop review of the Council's financial position, including areas identified for further potential examination, as a response to the Council's financial position.

6. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2018/19 PAGES 17 - 26

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

7. CAPITAL GRANTS TO VOLUNTARY ORGANISATIONS 2018/19 PAGES 27 - 30

To consider capital requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

8. GRANT AID REQUESTS FROM NUTHALL PARISH COUNCIL PAGES 31 - 36

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

9. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS PAGES 37 - 50

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for these areas.

10. PROPERTY MATTERS - CAVENDISH LODGE, BEESTON AND EASTWOOD CEMETERY CHAPEL PAGES 51 - 52
- To seek approval to dispose of Cavendish Lodge and to seek commercial tenants for Eastwood Cemetery Chapel.
11. TOUR OF BRITAIN UPDATE - NOTTINGHAMSHIRE LEG SEPTEMBER 2018 PAGES 53 - 54
- To update the Committee regarding the Broxtowe part of the Nottinghamshire leg of the 2018 Tour of Britain.
12. INTELLIGENT SCANNING - FINANCIAL EXEMPTION PAGES 55 - 56
- To seek approval for an exemption from Part VII (Section 31) of the Council's Standing Orders to allow the purchase of the intelligent scanning module offered by Civica without the requirement to obtain at least three quotations.
13. CAPITAL BUDGET VARIATIONS PAGES 57 - 60
- To seek approval for a number of capital budget variations in respect of the 2018/19 financial year.
14. WORK PROGRAMME PAGES 61 - 62
- To consider items for inclusion in the Work Programme for future meetings.

## FINANCE AND RESOURCES COMMITTEE

15 FEBRUARY 2018

Present: Councillor P D Simpson, Chair

Councillors: T P Brindley  
E Cubley  
S Easom  
D A Elliott (substitute)  
R I Jackson  
P Lally  
G Marshall  
P J Owen  
M Radulovic MBE  
K E Rigby (substitute)  
A W G A Stockwell

Apologies for absence were received from Councillors S A Bagshaw and S J Carr.

### 56. DECLARATIONS OF INTEREST

Councillor M Radulovic MBE declared a non-pecuniary interest in agenda item 14, minute number 68 refers, as he is a trustee of Eastwood People's Initiative. Councillor E Cubley declared a pecuniary interest in agenda item 20, minute number 74 refers, as he has business associations with some of the companies listed. Councillor R I Jackson declared a pecuniary interest in agenda item 20, minute number 74 refers, as one of the listed persons was previously a tenant of his.

### 57. MINUTES

The minutes of the meeting held on 8 January 2018 were confirmed and signed.

### 58. REFERENCES

#### 58.1 Jobs and Economy Committee 16 January 2018 Business Growth Plan

An additional £20,000 was requested to be allocated to the budgets for each of the next two years to assist in the work of the Greater Nottingham Joint Planning Advisory Board to review the Aligned Core Strategy which is due to commence in 2018.

**RESOLVED that a sum of £20,000 be included in the 2018/19 and 2019/2020 revenue budgets to meet the cost of contribution to the work of the Greater Nottingham Joint Planning Advisory Board on reviewing the Aligned Core Strategy.**

- 58.2 Leisure and Environment Committee  
24 January 2018  
Leyton Crescent Recreation Ground – Funding Award

The Committee was advised of the Council's success in securing additional funding for work at the Leyton Crescent Recreation Ground play area in Beeston Rylands. In partnership with the Beeston Rylands Community Action Team, an application was submitted to the Nottinghamshire County Council Supporting Local Communities fund for a contribution towards work at this site and £16,000 was awarded. Using the £16,000 as match funding a £50,000 bid was made in August 2017 to Waste Recycling Environmental (WREN). A condition of the £50,000 award from WREN is that the Council would be required to provide £5,312.87 as a contributing third party payment to WREN. United Living the Council's housing modernisation partner had agreed to provide funding for this.

**RESOLVED that a supplementary capital estimate of £50,000 for the provision of new play equipment in the play area at Leyton Crescent Recreation Ground, Beeston Rylands be approved with funding provided by WREN.**

- 58.3 Policy and Performance Committee  
6 February 2018  
Water Safety Review

Following two tragic incidents in which young men drowned the Committee considered a systematic programme of water safety risk assessments on Broxtowe-owned or maintained watercourses.

**RESOLVED that £33,700 be allocated in the 2018/19 capital programme for remedial measures to enhance the safety of watercourses for which the Council is responsible.**

59. REFERENCE: BUSINESS PLANS AND FINANCIAL ESTIMATES 2018/19 – 2020/21

It was recommended by the Leisure and Environment Committee that further consideration be given to the Financial Estimates 2018/19 – 2020/21.

**RECOMMENDED to Council that the following be approved:**

- a. **The detailed revenue budget estimates for 2018/19 (base) including any revenue development submissions.**
- b. **The capital programme for 2018/19 to 2020/21.**
- c. **The fees and charges for 2018/19.**

60. BUSINESS PLANS AND FINANCIAL ESTIMATES 2018/19 – 2020/21

The Committee considered the proposals for business plans, detailed revenue budget estimates for 2018/19, capital programme for 2018/29 to 2020/21 and proposed fees and charges for 2018/19 in respect of the Council's priority areas. The Committee noted that there were a number of projects where funding was actively being sought. It was stated that the projects that would be completed would be dictated by the success of the Council in generating capital receipts, including receipts from Tram compensation, the sale of the Eastwood Cash Office or indeed the sale of any Council asset which could reduce the shortfall of £1million in the capital programme.

Discussion progressed on to Broxtowe's allocation of funding from the New Homes Bonus Scheme. It was noted that the Authority became aware of the changes to funding shortly before Christmas and there had been disappointment with the settlement. There was also concern that there was no allowance in the 2018/19 budget for the on-going investigation. Updates on the cost of the investigation would be brought to the Committee as and when there were any further financial implications. It was noted that in the 2017/18 budget an allowance of £38,000 had been made for the investigation. The funding for the investigation had been taken from the General Fund and the Housing Revenue Account. It was stated that the final monies spent on the internal investigation would be subject to a value for money audit and review.

There followed a debate about the level of staff turnover, which had been included on the Strategic Risk Register. It was stated that specific technical posts were becoming increasingly difficult to recruit to, such as Planning Officers, Accountants and IT specialists. These professionals were in high demand in all areas and because of that there was a high turnover of these staff.

There were comments on Freedom of Information and it was noted that some requests were very complicated and the information took a long time to compile. The sickness figures were also noted. It was stated that levels of sickness were reducing and that the policy on absence had been refreshed.

**RESOLVED that the attached Business Plans be approved.**

**RECOMMENDED to Council that the following be approved:**

- a. **The detailed revenue estimates for 2018/19 (base) including any revenue development submissions.**
- b. **The capital programme for 2018/19 to 2020/21.**
- c. **The fees and charges for 2018/19.**

## 61. BUDGET PROPOSALS AND ASSOCIATED STRATEGIES

The Committee considered the budget proposals and associated strategies with particular reference to notional capital charges and the amounts being drawn from reserves.

It was noted that the impact of the drop in revenue support grant was explained in appendix 9 of the report and that financial sustainability was on the Strategic Risk Register.

### **RESOLVED that:**

- 1. The business plans for the Council's corporate priorities and support functions, subject to amendment as a result of any budget decisions, be approved.**

### **RECOMMENDED to Council that:**

- 2. The Housing Revenue Account budget as submitted be approved (appendix 3).**
- 3. The capital submissions and priorities within them be approved (appendix 4).**
- 4. The Interim Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary (appendix 4).**
- 5. The General Fund revenue budgets as submitted be approved (appendix 5).**
- 6. An amount of £25,000 be provided for a General Contingency in 2018/19 (appendix 5).**
- 7. The council tax requirement for 2018/19 including special expenses (but excluding local precepting requirements) be £5,438,606 (appendix 5).**
- 8. An amount of £1,172,342 be withdrawn from general non-earmarked reserves in 2018/19 (appendix 5).**
- 9. The prudential indicators as set out be approved (appendix 6).**
- 10. The Minimum Revenue Provision policy as set out be approved (appendix 7).**
- 11. The treasury management strategy statement be approved (appendix 7).**
- 12. The investments strategy be approved (appendix 8).**
- 13. The General Fund Medium Term Financial Strategy be approved (appendix 9).**

## 62. LOCAL LOTTERY

Consideration was given to the creation of a local lottery, which could be used as a funding source for local good causes whose funding would possibly otherwise have to be cut by the Council as budgets were reduced.

It was noted that a local lottery had existed in Broxtowe before, but had folded when the national lottery was introduced. It was argued that the local lottery would appeal to a different market to the national lottery, with a greater chance of winning smaller prizes.

**RESOLVED that the establishment of a local lottery for Broxtowe, including the funding for its set up and launch, be approved.**

63. NEW HOMES BONUS PROVISIONAL ALLOCATIONS 2018/19

The Committee noted the provisional New Homes Bonus allocation for 2018/19. The final allocation will be confirmed later in the new financial year. It was noted that the Secretary of State for Housing, Communities and Local Government, had been lobbied about the comparatively low grant allocated to Broxtowe and the changes made to the scheme after it commenced. It was noted that of the seven districts in Nottinghamshire, Broxtowe was the smallest, meaning that there were significant challenges in finding a five year land supply. It was requested that a report on the calculation used to set the allocation be submitted to the Jobs and Economy Committee.

64. CAPITAL PROGRAMME 2017/18 UPDATE

The expenditure on the 2017/18 capital programme to 31 December 2017 and the planned financing of the 2017/18 capital programme in appendices 1 and 2 was noted.

It was reported that by 31 March 2018 it was expected that the budget would be 90% spent and that this was in line with other years.

**RESOLVED that the capital budget variations for 2017/18 as set out in appendix 3 be approved.**

65. SECTION 106 ITPS ALLCOATIONS

The Committee considered the progress on outstanding Interim Transport Planning Statement funded schemes as well as a proposed additional scheme to introduce real time bus information at stops across the borough.

**RESOLVED that the additional scheme be approved.**

66. RENT ARREARS 2017/18

The Committee noted the report on rent arrears, which had seen a significant increase in recent years. It was noted that the figures presented in the appendix referred to the net amount of arrears, whereas the gross figure was around £343,000. The meeting was informed that the level of rent arrears

was decreasing and that a Financial Inclusion Officer and a Tenancy Sustainability Officer had been added to the establishment to help tenants manage their finances. There was also a new policy in place.

Discussion progressed on the potential impact of Universal Credit on rent arrears. It was noted that there were 24 cases where Council tenants were on Universal Credit and between them they had arrears of £19,000, largely because of the time lag between the benefit being applied for and then administered. It was noted that the system had been changed to take out the period of six weeks before the first payment was made, meaning that there would be a reduced impact on rent arrears.

67. UNIVERSAL CREDIT

The Committee noted the current position of the Council with regard to Universal Credit, which is due to be fully implemented in Broxtowe in June 2018.

68. GRANTS TO VOLUNTRARY AND COMMUNITY ORGANSIATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORT, THE ARTS AND DISABILITY MATTERS

The Committee considered eight requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

It was proposed that all of the grants be made as requested. On being put to the meeting the motion was carried.

**RESOLVED that the applications be dealt with as follows:**

	£
Age Concern Eastwood	9,000
Broxtowe Women's Project	6,000
Eastwood People's Initiative	2,500
Chilwell Community Association	3,150
Stapleford Community Association	3,000
Toton Coronation Hall Community Association	7,000
Beeston Shopmobility	14,500
2 <sup>nd</sup> Beeston Sea Scouts	1,750
5th Stapleford Scout Group	4,500
Bramcote Cricket Club	865
Broxtowe Play Forum	5,500

69. COMPLAINTS REPORT

The Committee noted the position regarding the complaints received by the Council and expressed disappointment that there had been nine complaints that were not acknowledged within three working days. It was stated that performance continued to improve and that it was expected that at the time of the next report the target would be being met.

70. PAY AWARD AND REVIEW OF ALLOWANCES

The Committee considered the recommendation of the Independent Remuneration Panel to adopt a 2% pay award for 2018/19 on allowances to be paid to members. It was proposed that no increase to members' allowances be made. On being put to the meeting the motion was carried.

**RECOMMENDED to Council that there be no increase in allowances for members.**

71. MEMBERS ALLOWANCES

The Committee considered the level of allowance to be recommended for the Ad Hoc and Investigatory and Disciplinary Committee. The Committee also considered whether roles within the new governance structure were being paid at the correct level.

It was proposed that no change to the existing remuneration policy or remuneration levels be made and that allowances to members of the Ad Hoc and the Investigatory and Disciplinary Committees be reviewed when the investigation had concluded. On being put to the meeting the motion was carried.

**RESOLVED that:**

1. **Option 4 be recommended to Council.**
2. **Allowances to members of the Ad Hoc and the Investigatory and Disciplinary Committees be reviewed when all processes relating to the investigation have been concluded.**

72. WORK PROGRAMME

The Committee considered the Work Programme.

**RESOLVED that the Work Programme be approved.**

73. 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 item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

74. IRRECOVERABLE ARREARS

**RESOLVED** that the arrears in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax, benefit overpayment and sundry debtors as set out in the report be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9 be noted.

Having declared a pecuniary interest, Councillors R I Jackson and E Cubley left the meeting for this item and did not vote thereon.

75. EMPLOYEE SAVINGS – GENERAL FUND REVENUE BUDGET 2018/19

**RESOLVED** that:

1. Consultation be undertaken with employees and unions on the programme of employee savings as outlined in the report.
2. All vacant posts be subject to review before a decision is taken to commence recruitment.

## Report of the Chief Executive

**GRANT AID REQUEST**1. Purpose of report

To invite Councillors to consider recommending to the Finance and Resources Committee that the Council make a financial contribution towards a memorial for Owen Jenkins.

2. Background

Councillors will know from previous discussions at Full Council that a local boy, Owen Jenkins drowned in 2017 in the River Trent, whilst saving some friends who had got into trouble having entered the water. This event has resulted in not just local water safety measures but initiatives throughout Nottinghamshire to improve water safety. Owen's family have set up a charity, called the OWEN network, which is now promoting open water safety amongst schools in Nottinghamshire.

Owen's family and the local community have raised £2,000 towards the £3,500 cost of a memorial for Owen near the location where he died. The Committee is asked to consider a recommendation to Finance and Resources Committee that the Council make a contribution of £1,500 towards this cause.

3. Financial implications

Finance and Resources administer the grants budget within which a provision of £1,500 could be made to support the memorial for Owen Jenkins.

**Recommendation**

**The Committee is asked to CONSIDER a recommendation to Finance and Resources Committee that £1,500 be committed from the grants budget in 18/19 as a contribution towards a memorial for Owen Jenkins and RESOLVE accordingly.**

Background papers

Nil

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## Report of the Chief Executive

**WORLD WAR 1 MEMORIAL CONTRIBUTION**1. Purpose of report

To invite Councillors to recommend to the Finance and Resources Committee that the Council make a financial contribution to a new First World War memorial to ensure the remembrance of those who died in the Great War.

2. Background

In order to honour and commemorate all those who gave their lives for King and Country a project has been devised to create a new memorial to be located in the Memorial Gardens on Victoria Embankment, for the entire County and City with a definitive roll of honour listing the names (approximately 14,000 in all) of all those people from the County and City who lost their lives fighting throughout the First World War. The names listed on the Memorial will include those who died in the Chilwell shell filling factory disaster.

Funds have been committed by the City and County Councils (£100,000 each); Districts are invited to commit £10,000 each, and the remaining £30,000 is to be raised through public subscription, from local business and Military Organisations.

3. Financial implications

There was an underspend of £10,000 in the 17/18 grants budget which has been carried over to support the war memorial project should Councillors be minded to support the scheme.

**Recommendation**

**The Committee is asked to CONSIDER a recommendation to Finance and Resources Committee that £10,000 be committed to the Great War Memorial project funded from a carry-over of underspend from the 17/18 grants budget and RESOLVE accordingly.**

Background papers

General information <http://www.nottinghamshire.gov.uk/culture-leisure/heritage/the-great-war-memorial>

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**Report of the Interim Deputy Chief Executive**

**REVIEW OF COUNCIL FINANCES**

1. Purpose of report

To set out the findings of a recent desktop review of the Council’s financial position, including areas identified for further potential examination, as a response to the Council’s financial position.

2. Background

As part of the preparation of the Council’s 2018/19 budget, the Local Government Association were asked to undertake a brief desktop review of the Council’s financial position in order to assess the situation and suggest areas for further review to assist the Council in addressing the challenging financial environment that it faces. The review focused upon the General Fund as the Housing Revenue is considered to be in a reasonably healthy position.

The review was undertaken by Alan Gay OBE. Alan has almost 40 years of experience in local government and was the Finance Director (and Section 151 Officer) at Leeds City Council from 1999 to 2017. His responsibilities covered Human Resources, ICT, Procurement, Finance, Corporate Strategy and a range of other principally business support activities. From 2009 he also held the position of Deputy Chief Executive at the Council.

The review is shown in full in the appendix. It identifies seven specific areas that the Council could examine further in an attempt to strengthen its financial position. Members will already be aware of measures that have already been taken and continue to be progressed with regards to many of these areas. These will inform updates of the Council’s Business Strategy and Medium Term Financial Strategy that will be presented to Members on a regular basis.

The first suggested area for review in the appendix concerns minimum revenue provision (MRP). This is the means by which capital expenditure which is financed by borrowing is paid for by council tax payers. Local Authorities are required each year to set aside some of their revenues as provision for this debt. The MRP Policy is approved annually by this Committee and subsequently endorsed by full Council. The Council’s treasury management advisors (Arlingclose) have been commissioned to assess the current MRP Policy and determine whether there may be an advantage in adopting a different approach to that currently followed. The results of this exercise will be presented to Members in due course.

**Recommendation**

**The Committee is asked to CONSIDER the report and RESOLVE accordingly.**

Background papers

Nil

**APPENDIX****Review of the Council's Finances**

Broxtowe District Council requested that the Local Government Association undertake a brief desk-top review of the Council's financial position. This brief overview has been carried out with reference to the Council's annual accounts and budget reports. Discussions and meetings have been held with the Council's Chief Executive, Interim Deputy Chief Executive and Head of Finance, who have supplied relevant reports and documents in support of this review.

**Summary Comments**

Overall the Council has managed reductions in funding well over the past seven years. Like all councils Broxtowe has seen its Revenue Support grant reduce significantly over the period since 2010. In addition, Broxtowe has chosen not to increase its Council Tax over this period. Together this has meant a significant reduction in the Council's financial resources and has therefore required major savings and efficiencies to be implemented in order to compensate. It would appear that this has been achieved largely without reductions in the levels of service provided by the Council, and nor has it required large scale staff redundancies. Broxtowe at this time holds prudent levels of reserves, both general and earmarked, which in total represent around 30% of the Council's net annual general fund budget. However, the continued reduction in the Council's income and a further planned Council Tax freeze means that Broxtowe is now beginning to use reserves at a significant rate and must achieve recurring savings of £1m per annum by 2019/20 in order to remain financially stable. This is a big challenge for a Council of this scale, and it is hard to imagine how this can be achieved without a real impact on service delivery.

**Suggested Areas for review:**

Below is a list of potential areas where net expenditure reductions could be achieved, either short term or long term, through savings or income. In all cases the Council should satisfy itself of the legality of these actions and seek agreement with their external auditor where appropriate.

**1. Minimum Revenue Provision (MRP)**

The Council has opted for a 4% MRP charge in respect of pre 2007/08 debt. This was implemented in 2008/09. The Council could now consider reviewing their MRP policy and adopt an asset life based annuity approach which whilst not affecting the total amount of MRP charged over the life of the assets, should generate annual savings for a number of years to come. One of the main arguments in favour of an annuity based approach is that the annual charge to the accounts takes account of inflation and may be considered therefore to be more appropriate.

Furthermore, the Council could consider backdating this approach to commence in 2008/09. By calculating what would have been charged from 2008/09 compared to what the actual charge has been, an overprovision can be established. This overprovision can then be brought back into the accounts over a period of time to be determined, and may be a material amount. It should be noted however that Government have issued new guidelines which prevents this backdating approach from the 2018/19 financial year and therefore should the Council wish to consider it, it would need to be effected in the 2017/18 accounts.

The Council has already taken steps to consult with their external advisers in order to look at different options, to evaluate the impact and consider a way forward. As referred to above, it is also recommended that the Council consults with their external auditor on this matter.

## **2. HRA/ General Fund review**

It is good practice to regularly review the split of costs between the Housing Revenue Account and General Fund, making sure that apportionments are at an appropriate level and recover full costs. In addition, there are some activities which may be suitable to charge to the HRA, e.g. anti-social behaviour services, housing advice, environmental cleaning and grass cutting, etc. It is recommended that the Council undertakes a full review of the split of costs between HRA and the General Fund. Any changes could be effected from 2018/19.

## **3. Review of charges/ new charges**

The Council should be reviewing fees and charges on a regular basis, at least annually. Broxtowe should satisfy itself that fees and charges are set at levels which recover full cost, unless there are good reasons not to do so, in which case the Council should look to ensure that publicly funded subsidies are transparently set at an appropriate level to reflect the outcomes which the Council is seeking.

In this review the Council should also consider any areas where it may be appropriate to introduce a charge for services where one does not exist currently. As a matter of principle Council Tax should fund services which are provided to the community as a whole rather than confer individual benefit. Where services give individual benefit these may be suitable for charging.

## **4. Capital Receipts**

The Council has little opportunity to generate significant capital receipts, but where receipts are generated the Council could consider a more flexible use of receipts than simply using to fund new capital expenditure. There are two main ways in which capital receipts can be used more flexibly. Firstly, Government have given authorities the discretion to use capital receipts to fund "transformation" expenditure which lead to savings; and secondly there is a legitimate way in which capital receipts may be used to fund MRP. In either case these are only short term measures and do not remove the need for longer term sustainable savings.

## 5. Council Tax

The Council has chosen to freeze its Council Tax for the past eight years; this is a political decision which the Council is entitled to make. However, the Council should be aware that the continuation of this approach has a detrimental effect on the Council's income base which is now falling well behind its spending needs. In 2018/19 Shire Districts in England as a whole increased their Council Tax by an average of 2.8% and Broxtowe is one of only 13 district councils out of 201 who did not increase their Council Tax at all. A 2.8% increase for Broxtowe would generate income annually of approximately £150,000 for the Council.

The Council are planning to freeze their Council Tax once again in 2019/20. Given the difficult financial position that Broxtowe faces in that year it may be appropriate for the Council to review this decision.

## 6. Collaboration

The Council has shown a willingness to collaborate with other councils in the area with a number of good examples already in place, for example sharing ICT services and Revenues and Benefits. This should be encouraged and where possible further opportunities should be identified and explored. In particular Broxtowe should consider services which are largely regulatory and/or administrative which might reasonably be undertaken by one authority on behalf of others.

## 7. Benchmarking

In order to ensure that it is operating efficiently there would be merit in the Council undertaking some benchmarking making comparisons with other district councils to satisfy itself that it is not missing opportunities. For example, the Council might look at income from fees and charges as a percentage of gross expenditure, or look at full time equivalent staff numbers per £100k of net or gross expenditure. This benchmarking work could be done locally initially using existing county wide finance networks.

Alan T Gay OBE,  
April 2018

**Report of the Interim Deputy Chief Executive**

**GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS,  
CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS,  
THE ARTS AND DISABILITY MATTERS 2018/19**

1. Purpose of report

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

2. Applications and financial position

Details of the grant applications received are included in the appendix for consideration. The amount available for distribution in 2018/19 is as follows:

	£
Revenue Grant Aid Budget	163,950
Less: Estimated requirements for:	
Citizen's Advice Broxtowe	73,750
Outstanding Rent Awards/Others (#)	50,000
Less: Grant Awards to Date	0
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>40,200</b>

(#) – 'Outstanding Rent Awards' includes provision for £4,000 in respect of the attached application from New Stapleford Community Association.

Members are reminded that they will need to suitably constrain grant awards in 2018/19 if the budget is not to be exceeded. The total amounts requested in this report for 2018/19 total £18,500. The additional sums requested in this report, when compared to the previous year, would amount to £13,500 if all applications are fully supported.

**Recommendation**

**The Committee is asked to CONSIDER the requests and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX

Applications

The first application is in lieu of the 2017/18 rent account, where the application was outstanding at the time of the Committee meeting in February 2018. Provision was made in the 2017/18 accounts in anticipation of this grant being approved:

<u>Applicant</u>	<u>App'n Ref</u>	<u>Rent Award 2016/17 £</u>	<u>Grant Request 2017/18 £</u>
2 <sup>nd</sup> Kimberley Scout Group	1	6,500	6,500

The following grant applications have been received for consideration in 2018/19:

<u>Applicant</u>	<u>App'n Ref</u>	<u>Grant Award 2017/18 £</u>	<u>Grant Request 2018/19 £</u>
The Helpful Bureau	2	No application	10,000
New Stapleford Community Association	3	4,000	4,000*
Beeston and District Local History Society	4	No application	3,000
Greasley Gathering, The	5	1,000	1,500
		<b>Total</b>	<b>18,500</b>

\* The estimated outstanding rent awards include provision of £4,000 in respect of the applications from New Stapleford Community Association.

2017/18 Rent Application**Miscellaneous Category**1. **2<sup>ND</sup> KIMBERLEY SCOUT GROUP**

Members will note that this application is in lieu of the 2017/18 rent account, with the application outstanding at the time of the Committee meeting in February 2018. A provision was made in the 2017/18 accounts in anticipation of this grant award.

The 2<sup>nd</sup> Kimberley Scout Group was established in 1955 and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The Group has over 200 members (both junior members and voluntary helpers) generated from Kimberley and the surrounding areas.

The aim of the Group is to provide activities within the Scout Association organisation. The Group is responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are currently utilised by the Scouts and Guides organisation, a pre-school playgroup, as a blood donor centre and for other events and functions. It is estimated that over 4,000 people use the facilities every year.

The latest accounts for the year ended 31 March 2017 showed receipts of £23,843 being generated from subscriptions (less capitation), donations, grants, hire of hall, fundraising and other activities. Payments amounted to £25,414, which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and fundraising events and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2017 amounted to £10,994.

The tenancy agreement for Kettlebrook Lodge replaced a previous arrangement of charging a peppercorn rent. As part of the Council's aim to secure market rental on its properties, the annual rent has been assessed at £6,500. The 2<sup>nd</sup> Kimberley Scout Group has suggested that it would be unable to sustain a rental charge of this size.

The Council has previously supported 2<sup>nd</sup> Kimberley Scout Group with grant aid towards its rental obligations. The grants awarded in the past four years were as follows:

2016/17	£6,500
2015/16	£6,500
2014/15	£6,500
2013/14	£6,500

For 2017/18 the 2<sup>nd</sup> Kimberley Scout Group has requested a grant of £6,500 to cover the market rental of Kettlebrook Lodge from 13 November 2017. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

## 2018/19 Applications

### Caring Organisation

#### 2. THE HELPFUL BUREAU

An application for grant aid has been received from The Helpful Bureau, a registered charity and not for profit organisation based on Church Street in Stapleford.

Established in 1977, The Helpful Bureau provides services that support and encourage people to live as independently as possible in their own homes. The charity has 2,475 clients, most being residents of Broxtowe. Over 80% of their clients describe themselves as having a disability or long term limiting illness.

The Helpful Bureau achieves its aims by providing three streams of work, namely practical services; social interaction events; and a volunteer transport scheme. These are considered separately below:

### Practical services

These services, including gardening, decorating, home support and a handyman service, help clients to feel less vulnerable in the community. In providing home security and maintaining gardens, the property is less likely to be targeted for crime and clients have more pride in their surroundings and maintain a sense of dignity.

The services provide value for money from a trusted and reliable workforce. The Helpful Bureau has been operating this for over 17 years and is experienced in dealing with the client group. Volunteers use their experience and life skills to help with the provision of practical services, keeping themselves active within the community and helping to provide a value for money service.

The gardening service maintained over 90 clients' gardens (64 on a regular rotation) with 471 jobs completed this year by the gardening team. The handyman service completed 209 jobs. Gardening is charged at £18 per hour, and for all odd jobs and decorating an estimate is given once the job has been assessed. The charity supplies its own vehicle, equipment, cleaning materials and will remove garden waste.

The Helpful Bureau also has four home support workers (three in the south of Broxtowe, one in the north), each having up to 15 regular clients. The charity has seen an increase in demand each year for this service. To keep up with demand a new home support worker has been employed each year since the service started in 2014. Home support is charged at £14.00 per hour.

### Social interaction events

The Helpful Bureau provides a variety of social groups on each day that it opens. These events include running a weekly resource centre providing a movement to music class, information and advice, a two-course hot lunch and social activities, social groups such as craft club, senior citizen's group and trivial pursuits group, and monthly day trips.

These activities help to prevent people becoming lonely and isolated and offer advice and information to enable them to make life choices appropriate to their current needs. They also keep older people active by providing physical activities to help prevent falls and loss of mobility, empowering positive health and emotional wellbeing. The charity helps to safeguard older adults by offering support and preventing them from becoming depressed, vulnerable and victims of crime. It regularly promotes the dangers of fraudsters and rogue traders.

During the year The Helpful Bureau prepared and cooked 2,490 hot meals to an average of 54 clients per week. The Lunch Club is charged at £4.50 for a hot two-course lunch per person, which covers the cost of food, refreshments and hall hire. Social groups are charged at £1 per person per session, whilst the movement to music classes cost £3.50 per person per session.

### Volunteer transport scheme

The Helpful Bureau provides a volunteer transport scheme and wheelchair accessible vehicle for older and/or disabled people who have travelling difficulties in attending meetings. This scheme enables people to become less isolated and better able to access support groups or activities within the community. Clients receive a flexible and personalised door-to-door transport service, provided at low cost.

Volunteer drivers have the opportunity of using their spare time effectively by helping others in the community and can report any problems or difficulties they observe. This can then be acted upon accordingly to help stop a situation getting worse. The charity can take referrals from Social Services and health professionals to offer a more holistic service.

Almost 6,100 trips were provided for clients during the year, with a total of nearly 29,000 miles completed. The volunteer driver scheme is charged at 50p/mile plus a 50p booking fee per trip, of which 45p/mile is given to the drivers to cover expenses. The wheelchair accessible vehicle is charged at £1/mile plus a 50p booking fee per trip to cover the running costs of the vehicle.

The Helpful Bureau has submitted its Annual Report and Financial Statements for the year ended 31 March 2017 for scrutiny. The charity splits its accounts between restricted and unrestricted funds. Total income generated in the year amounted to £118,609, including £71,909 as unrestricted funds, generated from fees and room hire, grants and donations and fundraising. Total expenditure was £137,651, including £84,178 from the unrestricted fund, relating to wages (£84,341 split between restricted and unrestricted funds), rent and services and other running costs. Total bank balances as at 31 March 2017 had fallen to £61,009, with Total Funds declared at £59,547 (all unrestricted). The charity's policy on reserves is to retain three months' worth of operating reserves.

With falling balances available, The Helpful Bureau has requested grant aid of £10,000 to support its operations. The charity has also applied to the Nottinghamshire County Council Local Improvement Scheme with the outcome pending until June 2018. Further applications have been submitted to the following organisations with decisions currently pending - Beeston Consolidated Charity; The Screwfix Foundation; Thompson Family Charitable Trust; The 29th May 1961 Charitable Trust; Michael Cornish Charitable Trust; The Allen Lane Foundation; The Inman Charity; The Archer Trust; and the Paul Bush Foundation

This is the first application that the Council has received from The Helpful Bureau (although the Council did previously support Stapleford Volunteer Bureau) and in 2018/19 the charity has requested a grant of £10,000 towards its running costs.

### Community Associations

#### 3. NEW STAPLEFORD COMMUNITY ASSOCIATION

The New Stapleford Community Association is responsible for the management and operation of the Council owned community centre on Washington Drive in Stapleford that was first opened in 1972.

The aim of the Association is to provide a community meeting place for Stapleford and the surrounding area. A variety of groups utilise the facilities for educational, recreational and sporting activities, including senior citizen's groups, blood donor sessions, dance and fitness classes, community sessions, martial arts clubs and family groups. Around 350 people use the facilities every week, the majority of whom live in the borough.

For the year ended 31 December 2017, New Stapleford Community Association generated income of £21,420 from hall bookings, dances, grant aid, fund raising and membership subscriptions. Total expenditure amounted to £19,183, which included rent, utilities, fixtures, repairs and maintenance and caretaking repairs costs. Total bank balances as at 31 December 2017 had increased to £40,939. The Association has earmarked these reserves towards additional security measures (CCTV), repainting the hall and potentially adding a smaller room in the future (subject to planning).

The current tenancy agreement for the Washington Drive Community Centre replaced the previous arrangement of charging a peppercorn rent. The annual market rent for the premises was assessed at £4,000 as part of the Council's aim to secure economic rents on its properties. The Association has suggested that it would be unable to sustain an ongoing rental charge of this size.

The Council has supported New Stapleford Community Association for many years with grant aid towards its premises rental. The grants awarded in the past four years were as follows:

2017/18	£4,000
2016/17	£4,000
2015/16	£4,000
2014/15	£4,000

For 2018/19, New Stapleford Community Association has requested a grant of £4,000 to cover the market rent. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

**Miscellaneous Category**4. **BEESTON AND DISTRICT LOCAL HISTORY SOCIETY**

The Beeston and District Local History Society was formed in 1972 and currently has 54 members with the majority of members living in Attenborough, Beeston, Bramcote, Chilwell, Stapleford and Toton.

The main activities of the Society are related to the study and promotion of the history of the local area. The group organises regular meetings for people with an interest in the history of the area and encourages research into the past. These meetings typically include expert speakers on local history subjects. The Society also arranges local exhibitions of memorabilia (Heritage Open Day Displays, carnival displays, local library events etc.) relating to life in the area and occasionally produces a society magazine. The Society collects and preserves records, photographs and artefacts of the area and records changes to the environment, thus providing information for people carrying out local or family research.

The Society previously occupied storage rooms in Cavendish Lodge, which were rented from the Council with grant aid support. These rooms became unsuitable as there was not enough room for the Society to arrange displays or complete any work. In addition, access was difficult particularly when carrying heavy boxes. As a result, the Society moved to more suitable accommodation at Oban House on Chilwell Road in Beeston, which is rented from Voluntary Action Broxtowe. Unfortunately, the annual rental of £3,000 is becoming a heavy burden for the group, especially with dwindling membership and other constraints.

For the year ended 31 August 2017, income amounted to £5,790 which mainly related to grant aid, subscriptions and proceeds from the sale of books and magazines. Annual expenditure totalled £4,719 and was mainly in respect of premises rental, book printing, speakers' expenses and other running costs. The surplus was added to cash and bank balances, which at 31 August 2017 amounted to £1,270. The Society also holds a restricted Museum Account, which had balances of £7,361.

The Council has supported the Beeston and District Local History Society for many years with grant aid towards its premises costs. The grants awarded in the past four years were as follows:

2017/18	No application
2016/17	£1,000
2015/16	£1,000
2014/15	£1,000

For 2018/19, the Beeston and District Local History Society has requested an increased grant of £3,000 for the cost of utilising a storage room at Oban House, which is rented from Voluntary Action Broxtowe.

Members should note that the grant aid budget does not include any specific provision for Beeston and District Local History Society and any grant awarded in respect of this application will have a direct impact on the balances available.

#### 5. GREASLEY GATHERING

A grant application has been received from the organising committee of the Greasley Gathering for assistance towards the costs of a free family fun-day multi-venue event in the parish of Greasley to be held on Bank Holiday Monday, 28 May 2018.

The Greasley Gathering event has been taking place since 2013, having been born out of the Queen's Diamond Jubilee celebrations in Greasley the previous year. The event is popular and it is estimated that around 1,600 people attended last year's event, despite the weather. There were attractions all across the parish including local pubs, Colliers' Wood, Beauvale Priory, Greasley Church and craft fair, with the main hub being based at the Greasley Sports and Community Centre. The group organises transport (London buses) to enable everyone to get around the other venues.

The aim of the event is to strengthen local identity and mirror the wide cultural appeal of a community event, as successfully developed at the Hemlock Happening in Bramcote. The project is community driven giving voluntary organisations the perfect opportunity to showcase their work in the local community and hopefully recruit new members. It is also considered to be a platform for agencies to promote their services and plans for the future. The event has an organising committee, which includes the Chair, Secretary and Treasurer. All committee members reside in the Parish of Greasley.

The 2017 the programme offered a variety of activities, including rides around the parish in London buses, circus skills, magicians, dog agility displays, Nottingham Youth Jazz Combo, face painting, the Racing Room, creation stations, Glee Choir, Friends of Collier's Wood, classic cars, the Greasley Gambol (an early morning walk and breakfast), local musical talent, Beauvale Priory (entertainment and beer festival), Scarecrow Trail, Greasley Church and craft fair, barbeque and music at local public houses and charity stalls. There were also inflatables and numerous stalls selling products as well as catering facilities. Warburtons provided teacakes and crumpets, which were prepared and sold by the local Scout group.

The financial statements provided by the Greasley Gathering for scrutiny related to the event held on 29 May 2017. These show generated receipts of £3,671 relating to grants (including this Council and Greasley Parish Council, who provided their facilities for free), donations, stallholders and event day takings. The total spend was £4,409 for entertainment, transport hire, refreshments, printing and advertising and prizes. The deficit was taken from cash and bank balances which had reduced to £2,531.

Planning is well underway for 2018 to ensure another fun-filled event with plenty of new things to do and see, as well as some of the established popular events. The projected cost for 2017 is estimated at around £4,200. Funding is required to make sure the necessary infrastructure is in place to cover the increased cost of stewards and entertainers as well as matters such as publicity. It is hoped that the event will be funded as previously, with support from Greasley Parish Council.

The Greasley Gathering has requested financial backing of £1,500 to help with the running costs of the event. The group does raise money through raffles, refreshments sales and seeking sponsorship from local businesses as well as appealing for donations. However these do not cover the total expense for the day especially when entertainment is bought in to ensure that there is a variety of activities for families, especially children, to enjoy.

The initiative by the Greasley Gathering to organise and provide funding to a local event is commended. The value of these events, which are self-contained and do not require the direct involvement of this Council, is a sustainable way to develop new community initiatives.

This is the fifth application that the Council has received from the Greasley Gathering with grants of £1,000 being awarded on each occasion. For 2018/19 the group has requested an increased grant of £1,500 to contribute towards the cost of organising the 2018 event.

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## Report of the Interim Deputy Chief Executive

**CAPITAL GRANTS TO VOLUNTARY ORGANISATIONS 2018/19**1. Purpose of report

To consider capital requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

2. Grant aid applications

The Council has received two capital grant applications for 2018/19.

Firstly, a capital grant request has been received from the 2<sup>nd</sup> Kimberley Scout Group towards the replacement of the boiler at the Council owned Kettlebrook Lodge premises. The cost of the replacement programme is anticipated at £5,000 and the group has asked the Council to provide 100% funding towards this project.

A capital grant request has also been received from Chilwell Memorial Institute Tennis Club. The total cost of projects to renovate the tennis club veranda, create an access point to support wheelchair users and to purchase a 'rebwall' to encourage junior players is anticipated at £6,295. The Club has asked the Council to provide 100% funding towards these projects.

Details of these applications are included in the appendix. Given the nature of the respective schemes, any approved grant would normally be given on the basis of 25% of the actual costs incurred where relating to a non-Council owned asset (50% for a Council owned asset, such as Kettlebrook Lodge) with a maximum figure specified in appropriate circumstances.

3. Financial position

No budgetary provision exists for capital grants to voluntary organisations. If members were minded to approve these requests, an allocation from capital contingencies would be required within which £55,000 remains uncommitted in 2018/19. Alternatively, some limited revenue financing of these schemes could be provided from the Revenue Grants budget, details of which are provided elsewhere on this agenda.

**Recommendation**

**The Committee is asked to CONSIDER the requests and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX

1. 2<sup>ND</sup> KIMBERLEY SCOUT GROUP

The 2<sup>nd</sup> Kimberley Scout Group was established in 1955 and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The group has over 200 members (both junior members and voluntary helpers) generated from Kimberley and the surrounding areas.

The aim of the group is to provide activities within the Scout Association organisation. The group is also responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are currently utilised by the Scouts and Guides organisation, a pre-school playgroup, the local Women's Institute, as a blood donor centre and for other events and functions. It is estimated that over 4,000 people use the facilities every year.

The boiler at Kettlebrook Lodge has been in situ since 1986 and is regularly breaking down. Unfortunately, when the unit is out-of-service the hall cannot be used without hot water and heating. The boiler needs to be replaced at an anticipated cost of £5,000 (although formal quotations have yet to be sought). The group has asked the Council to provide full funding towards this project, although any shortfall will be met by group funds.

The latest accounts for the year ended 31 March 2017 showed receipts of £23,843 being generated from subscriptions (less capitation), donations, grants, hire of hall, fundraising and other activities. Payments amounted to £25,414, which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and fundraising events and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2017 amounted to £10,994.

This is the first capital grant request that the Council has received from the 2<sup>nd</sup> Kimberley Scout Group, although the Council does regularly support the group with revenue grants towards its rental obligations.

In 2018/19, the 2<sup>nd</sup> Kimberley Scout Group has requested a capital grant of £5,000 to cover the anticipated full cost of replacing the boiler at Kettlebrook Lodge. Given the nature of this scheme, any approved grant would normally be given on the basis of 50% of the actual costs incurred (given that it relates to a Council owned asset) with a maximum figure specified in appropriate circumstances.

2. CHILWELL MEMORIAL INSTITUTE TENNIS CLUB

The Chilwell Memorial Institute Tennis Club was formed in 1925 and provides its members with facilities to play grass court tennis, both socially and competitively. The club has 35 full and 10 junior members, with the large majority being Broxtowe residents. Over 60% of the members are retired.

The club welcomes players of all ages and abilities. It currently runs a successful children's programme in conjunction with local schools. Over 300 children have used the facilities to learn tennis in the past year.

The club is hoping to encourage more children to take up tennis; encourage partners to become involved with club; increase family members; and to convert school children to juniors members. In order to achieve these aims the club is proposing two schemes, namely to:

- Renovate the club veranda and create a suitable ramp to enable wheelchair users to access to the hall and toilets.
- Invest in a 'rebowall' to encourage junior players and parents to use the facilities outside of coaching sessions and support the LTA campaign called 'Miss Hits' to introduce girls aged 5-8 to tennis.

The total cost is anticipated at £6,295 (£1,000 for the veranda improvements; £4,000 for the ramp construction and £1,925 for the 'rebowall'). The club has asked the Council to provide full funding towards these projects.

These schemes are part of a larger project to build an all-weather tennis/multi-sport court with flood lights to enable all year round play and coaching. There is also a bid to build a new vehicle access point from Meadow Lane to enable the club to build the all-weather court and resurface the grass courts more cost efficiently. The wider scheme is subject to the outcome of a funding bid to Sport England totalling £46,000 for the artificial multi-sport surface and to Nottinghamshire County Council for improved access.

The latest accounts for the year ended 31 August 2017 showed receipts of £7,356 generated from membership fees, court fees, coaching and other activities. Payments amounted to £6,358, which included membership subscriptions, coaching, grounds maintenance and other expenses. The cash and bank balances as at 31 August 2017 had increased to £4,532.

The Council has previously supported the club with a small revenue grant towards the cost of coaching fees for local school children.

In 2018/19, the Chilwell Memorial Institute Tennis Club has requested a capital grant of £6,295 to cover the full cost of the schemes to renovate the tennis club veranda, create an access point to support wheelchair users and to purchase a 'rebowall' to encourage junior players. Given the nature of these schemes, any approved grant would normally be given on the basis of 25% of the actual costs (given that it would relate to a non-Council owned asset) with a maximum figure specified in appropriate circumstances.

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## Report of the Interim Deputy Chief Executive

**GRANT AID REQUESTS FROM NUTHALL PARISH COUNCIL**1. Purpose of report

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

2. Grant aid applications

Two grant funding requests have been received from Nuthall Parish Council for 2018/19. Details of both of these applications are included in appendix 1.

Firstly, the Parish Council has requested financial support for the upkeep of the New Farm Lane cemetery, in particular towards a project to replace the roadway and pathway surfaces. The anticipated cost is £24,000 and Nuthall has asked the Council to provide 50% capital funding towards this work.

Nuthall has also requested revenue grant funding towards the cost of running a summer youth club on the Basil Russell Playing Field. The Parish Council has set aside £2,000 for this scheme and is looking for the Council to provide some match funding.

The agreed protocol for assessing grant aid to parish and town councils is provided for information in appendix 2. Also provided for information is a list of grants awarded under this scheme.

3. Financial position

No budgetary provision exists for grants to parish councils. If members were minded to approve the grants, an allocation from capital and revenue contingencies would be required for which £55,000 and £25,000 respectively remains uncommitted in 2018/19 (subject to any further reports being considered by other committees during this cycle).

**Recommendation**

**The Committee is asked to CONSIDER the requests and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX 1

**Capital Grant****Nuthall Parish Council – Cemetery Maintenance – Roadway Surface**

Nuthall Parish Council has requested financial support in 2018/19 for the upkeep of the New Farm Lane cemetery in Nuthall.

Established during the 1930's, the cemetery has over 1,100 full graves, an increasing number of ashes plots and a garden of remembrance. Nuthall is the only parish council in the area to administer and maintain its own cemetery and if Nuthall was to cease operating the cemetery, Broxtowe would be obliged to take it over. Nuthall would prefer to manage the administration and maintenance of the site itself, so as to maintain the supportive link to local residents when they are at their most vulnerable. With long-serving staff and close community links, Nuthall consider themselves to be best place to offer a more personal service.

Nuthall has occasionally sought funding from the Council to assist in keeping the cemetery open and continuing its service to the local community. It has consulted with the Borough Council in the past to explore other funding options available. Previously, Broxtowe has provided revenue grant assistance to Nuthall in respect of the running costs of the cemetery (usually at 50%), although the latest award by this Committee on 12 October 2017 was for £3,395 being the full net running cost of the facility.

This latest request is in respect of the replacement of the roadway and footpaths around the site. The cemetery is well visited and kept in good order, part of which is the maintenance of the roadways and pathways around the central burial ground. Over recent years the increase in visitor numbers and vehicles has caused the condition of the packed stone ground to deteriorate.

As such, Nuthall has obtained quotations from local contractors to scrape off the top surface and to relay hard-core, tarmac surface and edging to three sides of the roadway and pathway at a cost of around £24,000. The Parish Council has requested grant aid of at least 50% of this cost.

Members will be aware that the Council currently has a provisional scheme for footpath and roadway improvements relating to its own cemeteries on the capital programme reserve list. With only limited capital resources available presently, Members may be minded to delay making any decision on this particular scheme until such time that further capital resources become available.

**Revenue Grants****Nuthall Parish Council – Summer Youth Club**

Nuthall Parish Council has requested £2,000 funding towards the cost of running a summer youth club on the Basil Russell Playing Field in 2018.

Nuthall has been working alongside Kimberley Youth Centre and Nottinghamshire County Council to host a youth facility for 11 to 18 year olds during the summer holidays. Whilst the Youth Centre provides an important role in the lives of young people during term time, it is unable to operate during the school holidays. With a large number of attendees (up to 70) this a void period when the facility is needed more than ever.

A local Parish Councillor, supported by Nuthall, did provide one-day events in 2016 and 2017 that were well received. The participants suggested that shorter events, over an extended period during the summer holidays, would be preferable.

The Parish Council would like to arrange two, three-hour sessions on Thursdays and Fridays. At the moment this would be a one-off event, but could be extended into future years if successful. The costs incurred would be for two qualified officers from Kimberley Youth Centre to attend supported by Parish Council employees, marketing, consumables and refreshments and specialist activities. Nuthall has some basic activities planned but further investment is required to provide more bespoke activities such as providing graffiti art for the pavilion and community areas.

Nuthall has set aside £2,000 towards the cost of the programme. It is looking for partners to provide match funding.

## APPENDIX 2

**Protocol for consideration of grant aid to parish and town councils**

The protocol for the consideration of grant aid requests from parish and town councils was agreed by Cabinet on 8 June 2010. The key provisions are:

1. Grant aid will only be given in support of specific projects or services and not as a general grant towards the services provided by a parish/town council.
2. Revenue grant aid will only be considered towards services which act as a replacement for services which otherwise Broxtowe Borough Council would have to provide or which supplement services which the borough council provides so as to reduce the costs that Broxtowe would otherwise incur.
3. In applying for grant assistance the parish/town council will need to demonstrate how the service or project in question contributes to Broxtowe's aims and objectives as laid out in the Corporate Plan and the Sustainable Community Strategy.
4. In applying for grant aid assistance the parish/town council will need to provide evidence as to why they do not have the financial resources to provide the services or project in question and what the consequences would be for local residents and businesses if the service was withdrawn or the project not completed. This will include a requirement for the parish/ town council to detail what other funding sources they have secured (or otherwise) and to provide a statement as to any reserves held and their planned use.
5. Preference will be given to support for the provision of mandatory services as compared with discretionary services.
6. Where grant aid is to cover the cost of a specified service, the parish/town council will be responsible at its own cost for providing an audited statement within six months of the end of the financial year concerned to confirm the amount of expenditure incurred and income received against which grant aid may be payable. Any grant payable would then be adjusted retrospectively if necessary following receipt of such an audited statement.
7. Grant aid will only be in respect of additional costs directly incurred by the parish/town council and will not cover the cost of any general overheads which the parish/town council would otherwise incur anyway as a result of their operations.
8. Grant aid will be cash limited in each year and the responsibility for costs increasing beyond the cash limit will normally rest with the parish/town council. Where such cost increases are considered to be unavoidable and beyond the parish/town council's control, then Broxtowe may be approached to seek a further grant award.
9. Where the parish/town council wishes to vary the service provided for which grant aid has been awarded, this should only take place after full consultation and with the agreement of Broxtowe.

10. Preference will normally be given towards one off capital projects rather than as a regular annual contribution towards the ongoing costs of providing services.
11. The parish/town council shall be required to provide such information as Broxtowe may reasonably request as to the actual outputs and outcomes arising from any service or project where Broxtowe makes a contribution.
12. Any grant contribution that may be awarded by Broxtowe need not be at the rate of 100% of net expenditure incurred but may be at a lesser rate to reflect such as its own corporate priorities, budgetary constraints or the availability of similar services or projects elsewhere.
13. Revenue grant aid will normally only be awarded for one year at a time although an indicative amount for the following year may be given at Broxtowe's discretion. Capital grant aid will be towards the cost of a specific one-off project.
14. Requests for grant aid in respect of a particular financial year should normally be submitted by the end of October of the preceding year at the latest to assist with forward budget planning for both Broxtowe and the parish/town council. Broxtowe will endeavour to make a decision on such requests by the end of December in the year preceding that for which grant aid is requested.

#### **Grant Aid to Parish/Town Councils**

The table below lists the grants awarded under this scheme since 2010/11.

Date	Council	Amount £	Purpose
07/09/10	Nuthall Parish Council	4,650	Cemetery maintenance
08/03/11	Stapleford Town Council	2,500	Allotment access (Capital)
29/11/11	Nuthall Parish Council	3,900	Cemetery maintenance
29/11/11	Kimberley Town Council	600	Play equipment insurance
19/02/13	Greasley Parish Council	1,000	Community event
15/10/13	Kimberley Town Council	7,000	War memorial renovation (Capital)
01/04/14	Nuthall Parish Council	2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	350	Memorial plaque
19/04/16	Eastwood Town Council	5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	4,000	Upgraded heating system (Capital)
19/09/16	Awsworth Parish Council	5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	4,000	Play facility repairs/replace (Capital)
03/10/17	Nuthall Parish Council	1,820	Remembrance parade
12/10/17	Greasley Parish Council	1,000	Christmas lights event
12/10/17	Nuthall Parish Council	3,395	Cemetery maintenance

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

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – SUPPORT SERVICE AREAS**

1. Purpose of report

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for these areas.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are reviewed and refreshed annually.

Updated Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by this Committee on 6 February 2017.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end.

This quarterly report is intended to provide members with an overview of progress towards Corporate Plan priorities from the perspective of the Business Plans for the support service areas. It provides a summary of the progress made to date on Critical Success Indicators (CSI), key tasks and priorities for improvement in 2017/18 and the latest data relating to Key Performance Indicators (KPI). A summary for each business plan is detailed in the appendix.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the respective Business Plans for Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation in addition to the current Key Performance Indicators for 2017/18.**

Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting 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 the next few years, 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

Business Plans linked to the five corporate priority areas and the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by this committee in February 2017. The support services provide support to the key services to assist them in achieving the priorities and objectives.

The respective Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include 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

As part of the Council's performance management framework, this Committee receives regular reports of progress against the Business Plans for the support service areas. This report provides the quarterly data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 (as extracted from the Pentana Performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).

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

## RESOURCES

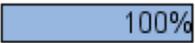
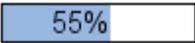
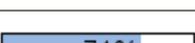
### Critical Success Indicators for Resources

Pentana Code	Indicator Description	Achieved 2016/17	Current Target	Q3 2017/18	Comments (incl. benchmarking)
BV8	Creditor invoices paid within 30 days of receipt (%)	99.1%	99.0%	99.6%	Target achieved.
BV12	Working Days Lost to Sickness Absence (Rolling Annual Figure)	9.73	7.50	13.18	
LALocal_07	Complaints determined by the Local Government/Housing Ombudsman against the Council	6	0	0	No complaints were determined against the Council in quarter 3.
PLocal_08	Freedom of Information requests dealt with within 20 working days	95.25%	100%	95%	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.

### Resources Key Tasks and Priorities for Improvement 2017/18

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Finance Services						
	FP1720_02	Participate in a countywide procurement exercise for card processing merchant services (card processing)	Research and source a low cost service for merchant services in accordance with the Council's requirements	<input type="text" value="0%"/>	31-Mar-2018	No progress anticipated until a Procurement and Contracts Officer is appointed.

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
<b>Council Property</b>						
	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-Mar-2018	The Council's advisors state that any claim is unlikely to be settled until late 2017/18. Recent significant progress has been made.
	CP1620_02	Restructure Council Offices reception arrangements at Foster Avenue	Restructure Council Offices reception arrangements at Foster Avenue	<div style="width: 5%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 5%	No timescale at present	This scheme was to have been undertaken in conjunction with the now abandoned co-location with the DWP. It may be undertaken as part of the New Ways of Working project but there is no budget or timescale as yet.
	CP1620_03	Implement the Asset Management Plan 2016-21	Implement the Asset Management Plan 2016-21	<div style="width: 23%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 23%	31-Mar-2020	A revised Asset Management Strategy is currently being considered.
<b>Health &amp; Safety</b>						
	H&S1620_02	Completion of 2017/18 Health and Safety Action Plan	Completion of Health and Safety Action Plan	<div style="width: 97%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 97%	31-Mar-2018	A Business Continuity Exercise is being prepared and is expected to be held in early 2018/19.
<b>Human Resources</b>						
	HR0912_01	Commence implementation of the competency framework	All managers required to undertake relevant and appropriate training in accordance with new programme	<div style="width: 84%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 84%	31-Dec-2017	Implementation of the competency framework completed by 31 December 2017. The Performance Appraisal process is being continually reviewed and future developments are in progress.
<b>Human Resources (Continued)</b>						
	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 go live in April 2018.

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HR1518_01	Member learning and development programme in Broxtowe Learning Zone	Provide comprehensive Member Learning and Development using the Broxtowe Learning Zone		30-Mar-2018	Members are advised of new e-learning modules as they are created in Broxtowe Learning Zone.
	HR1620_01	Review opportunities for shared HR working with other local authorities	Review opportunities for shared HR working with other local authorities		31-Mar-2018	Opportunity identified and being pursued to partner with neighbouring authority to provide training in respect of Apprenticeship Levy.
	HR1620_02	Review of People Strategy	Review of People Strategy		30-Jun-2018	A draft 'People Strategy' has been prepared and is being reviewed. Due date revised from 30 December 2017.
 Page 42	HR1620_03	Review of Council's apprenticeship programme	Review of Council's apprenticeship programme and the development of a new Apprentice Strategy in preparation of the introduction of Apprenticeship Levy in April 2017		30-Jun-2018	Review is ongoing. Meeting with external providers. Due date revised from 31 December 2017.
	HR1720_01	Introduce 20 new online Broxtowe Learning opportunities by 2020	Expand the range of opportunities to develop employee skills by adding a further 20 modules to Broxtowe Learning Zone by 2020		31-Mar-2020	In quarter 3 2017/18 eight new e-learning modules were introduced and three courses were reviewed and updated.
	HR1720_02	Review the Employee Induction Programme	Ensure staff are equipped with the knowledge they need to perform at a high level		31-Mar-2018	New induction process in place from April 2018.
Legal and Administrative Services						
	DEM1518_01	Implementation of committee management system	Implementation of committee management system		30-June-2018	Committee Management System ordered. Initial meeting held with supplier to discuss

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
						timescale for implementation. Due date revised from 31 May 2018.
	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry	<div style="width: 5%; background-color: #4f81bd; height: 15px;"></div> 5%	04-Jun-2019	It has been confirmed that the Council will not be included in Phase 1. Work is continuing to prepare for data migration.
	LA1620_02	Reduce sundry debtors backlog	Reduce sundry debtors backlog	<div style="width: 60%; background-color: #4f81bd; height: 15px;"></div> 60%	31-Mar-2018	The new post holder has further reduced the backlog. Legal Services are working with other teams to reduce the number of new sundry debt cases. Due date revised from 31 December 2017.

## Resources Key Performance Indicators 2017/18

Status Icon	PI Code & Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
Finance Services								
	FPLocal_01 Percentage of sundry creditors paid by BACS	87.6%	89.7%	90.4%	90%			
	FPLocal_02 Percentage of sundry debtors raised in any one financial year paid in that year	80.5%	80.5%	82.7%	90%			Comparable with previous years at this period.
Finance Services (Continued)								

Status Icon	PI Code & Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
	FPLocal_03 Percentage of planned internal audits completed in the year	91.0%	-	-	90%			Data collected annually.
	FPLocal_09 Percentage of invoices paid within 20 days	97.4%	98.2%	98.6%	95%			
Council Property								
	CPLocal_01 % Industrial units vacant for more than 3 months	0.5%	0	0	5%			
	CPLocal_02 Percentage of tenants of industrial units with rent arrears	0.12%	6.6%	5.0%	3%			
Human Resources Services								
	BV16a Percentage of Employees with a Disability	7.46%	7.62%	7.27%	10.0%			
	BV17a Ethnic Minority representation in the workforce - employees	7.04%	7.16%	6.81%	7.50%			
	HRLocal_06 Percentage of annual employee turnover	16.31%	6.68%	9.77%	10%			Figure based on leavers divided by total staff. Has been a reduction in recruitment resulting in more leavers than starters.
	HRLocal_07 Percentage of employees qualified to NVQ Level 2 and above	85%	86%	85%	87%			Slight decrease due to recent leavers having higher skill levels than starters.

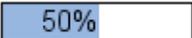
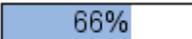
Status Icon	PI Code & Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
Legal and Administrative Services								
	LALocal_04 The percentage of complaints acknowledged within 3 working days	82.3%	82%	88%	100%			All complaints received electronically are now acknowledged automatically. An improvement has been seen in 2017/18 over 2016/17
	LALocal_06 Formal Complaints dealt with internally	10	5	2	15			2 Complaints were dealt with internally under the stage two procedure.
	LALocal_08 The number of individually registered electors in the borough	84,621	-	84,617	85,500			2018 register published on 1 December 2017.
	LALocal_13 The percentage of successful prosecutions in the Magistrates Court	87%	-	-	90%			Data collected annually.

## REVENUES, BENEFITS AND CUSTOMER SERVICES

### Critical Success Indicators for Revenues and Benefits

Pentana Code	Indicator Description	Achieved 2016/17	Current Target	Q3 2017/18	Comments (incl. benchmarking)
BV9	Council Tax collected	98.5%	73.73%	86.1%	Performance in this area continues to be in line with the profile. The use of Direct Debit payment method continues to be encouraged.
BV10	Non-domestic Rates collected	98.7%	73.95%	81.8%	Above quarter 3 target. Overall performance is equivalent to previous years.
BV66a	Housing Rent collected as a proportion of the rent owed	98.3%	99.0%	97.4%	The Council has an Interim Head of Housing who will be working closely with the Head of Revenues and Benefits to target this area and improve rent collection performance.

## Revenues and Benefits and Customer Services Key Tasks and Priorities for Improvement 2017/18

Status Icon	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)		31-Mar-2020	Universal Credit is scheduled for roll out to Broxtowe residents in November 2018. The Revenues and Benefits and Housing teams will develop a joint welfare reform group that will engage with voluntary agencies that will be directly impacted by UC customers.
	RBCS1620_03	Replace the current CRM system (Meritec)	Replace the current CRM system (Meritec)		31-Oct-2018	Solution procured. Implementation plan being developed.
	RBCS1620_04	Introduce a new report scheduling system	Introduce a new report scheduling system		30-Jun-2016	Revenues and Benefits team have evaluated the potential purchase of PTC scheduler from Civica. However, it has decided to postpone the purchase of this until further information is known of the potential savings that can be made through a joint purchase between Broxtowe and Erewash.
	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms		31-May-2018	The roll out of further e-forms will fall in line with the closer working relationship with Erewash BC in respect of the Shared Services. Due date revised from 30 September 2017.
	RBCS1620_06	Update the Council's face to face customer contact	Update the Council's face to face customer contact		30-Jun-2018	Plans for the reception area are being reviewed following withdrawal of DWP.

Revenues and Benefits and Customer Services (Continued)

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_08	Implement the pre-eviction protocol for rent areas and the actions arising from the KPMG report	Implement the pre-eviction protocol for rent areas and the actions arising from the KPMG report	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	30-Nov-2018	This action is deemed complete. This has now been replaced with the Rent Recovery Policy. Due date revised from 30 April 2017.
	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="width: 80%;"><div style="width: 80%; background-color: #4f81bd; height: 10px;"></div></div> 80%	31-May-2018	Further investigation continues to identify further integrated working opportunities with Erewash Borough Council. Due date revised from 31 October 2017.

### Revenues and Benefits and Customer Services Key Performance Indicators 2017/18

Page 47	Status Icon	PI Code & Short Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
Revenues and Benefits and Customer Services									
		BV78a Average speed of processing new HB/CTB claims (calendar days)	14.1	14.2	12.0	17.0			Performance in this area remains above target.
		BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	5.9	7.3	4.8	6.0			Although slightly behind target, this is expected to achieve target by the end of the financial year.
		BV79b(ii) HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	27.82%	8.67%	13.02%	30.0%			Q3 target is 10.60% with an actual of 13.60% showing an overall improvement in performance.

Status Icon	PI Code & Short Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
Revenues and Benefits and Customer Services (Continued)								
	CSDData_02 Calls Handled	81,809	20,513	20,230	85,000			Data now recorded being quarterly from April 2017.
	CSDData_03a % of calls abandoned of those offered to the Council	21.8	19.1	15.1	15			Data recorded quarterly from April 2017.

## ICT AND BUSINESS TRANSFORMATION

### Critical Success Indicators for ICT and Business Transformation

Pentana Code	Indicator Description	Achieved 2016/17	Current Target	Q3 2017/18	Comments (incl. benchmarking)
ITLocal_01	System Availability	98.9%	99.5%	94.9%	
ITLocal_05	Virus Protection	100%	100%	96.7%	Virus protection was below target but all viruses were blocked with no business impact.

## ICT and Business Transformation Key Tasks and Priorities for Improvement 2017/18

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1718_01	Digital Strategy Implementation	Implementation of the technology and processes required to enable effective integration between front and back office systems on a principle of Digital by Default.		31-Mar-2018	This task has now completed been for 2017/18. The Digital Strategy will continue be implemented in future years.
	IT1718_14	ICT Security Compliance	PCI-DSS & Government Connect - maintain compliance with latest security standards and support annual assessments.		31-Mar-2018	Broxtowe Borough Council is compliant with the PSN and PCI-DSS requirements, and maintains a strong security posture.
 Page 49	IT1718_20	Open Housing System Upgrade	This project will provide the necessary resource to assist the upgrade of the Capita Open Housing system and implement the Total Mobile working solution		31-Dec-2018	Project management resources in place. Project delay due to supplier resourcing issues. These now appear to be resolved.
	IT1718_17	E-Facilities	Purchase and implement the necessary hardware and software to enable the development of the Council's mobile working approach and facilities. Will include the initiation of pilot projects to trial available mobile working facilities across a number of functions. In subsequent years to enable the continued development of the Council's e-facilities. This includes: 01) Civica Icon Upgrade 02) Civica EStore Mobile 03) Oracle Upgrade		31-Oct-2017	A new contract was tendered on a Central Government framework and signed end of September 2017.

## ICT and Business Transformation Key Performance Indicators 2017/18

Status Icon	PI Code & Short Name	2016/17	Q2 2017/18	Q3 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
	ITLocal_02 Service Desk Satisfaction	98%	100%	100%	99%			
	ITLocal_04 BBSi Programme Completion	86%	36%	49%	100%			BBSi Portfolio Project Achievement for Transformation Programmes is below target at quarter 3 due to vacant posts being unfilled.

**Report of the Interim Deputy Chief Executive**

**PROPERTY MATTERS – CAVENDISH LODGE, BEESTON AND EASTWOOD CEMETERY CHAPEL**

1. Purpose of report

To seek approval to dispose of Cavendish Lodge and to seek commercial tenants for Eastwood Cemetery Chapel.

2. Background and proposals

Cavendish Lodge (see plan at the appendix) was formerly used as Council offices, but its recent use has been as rented accommodation to Barnardo’s and Shopmobility. Shopmobility have recently moved into alternative premises and notice has been served on Barnardo’s to vacate the premises at the end of their lease in July 2018. This will leave the premises vacant and it is proposed to dispose of it as it is located in a high value residential area and is expected to generate a significant capital receipt for sale for conversion to a residential development.

Cavendish Lodge was granted a change to residential use by Planning Committee on 21 March 2018, which will help maximise the capital receipt when offered for sale.

Members will recall that Eastwood Cemetery Chapel was restored following a devastating fire in 2014. It is currently used for a small number of housing staff, but they could be re-located at minimal cost allowing the building to be commercially let, raising income for the Council. Any tenants would be required to help the Council ensure the future and integrity of the building inside and out. The Council would retain the freehold and hence the landlord responsibilities.

It is intended to use an external agent to market the properties to ensure maximum market exposure.

3. Financial implications

A significant capital receipt will be generated from Cavendish Lodge for the general fund. However, there will be a reduction in revenue income as the annual rent received from the tenant will no longer be collected. In the latter respect, however, Barnardo’s have scaled down their staffing such that they would have been looking for a significant reduction in space and associated rent.

Rental income from Eastwood Cemetery Chapel will also accrue to the general fund.

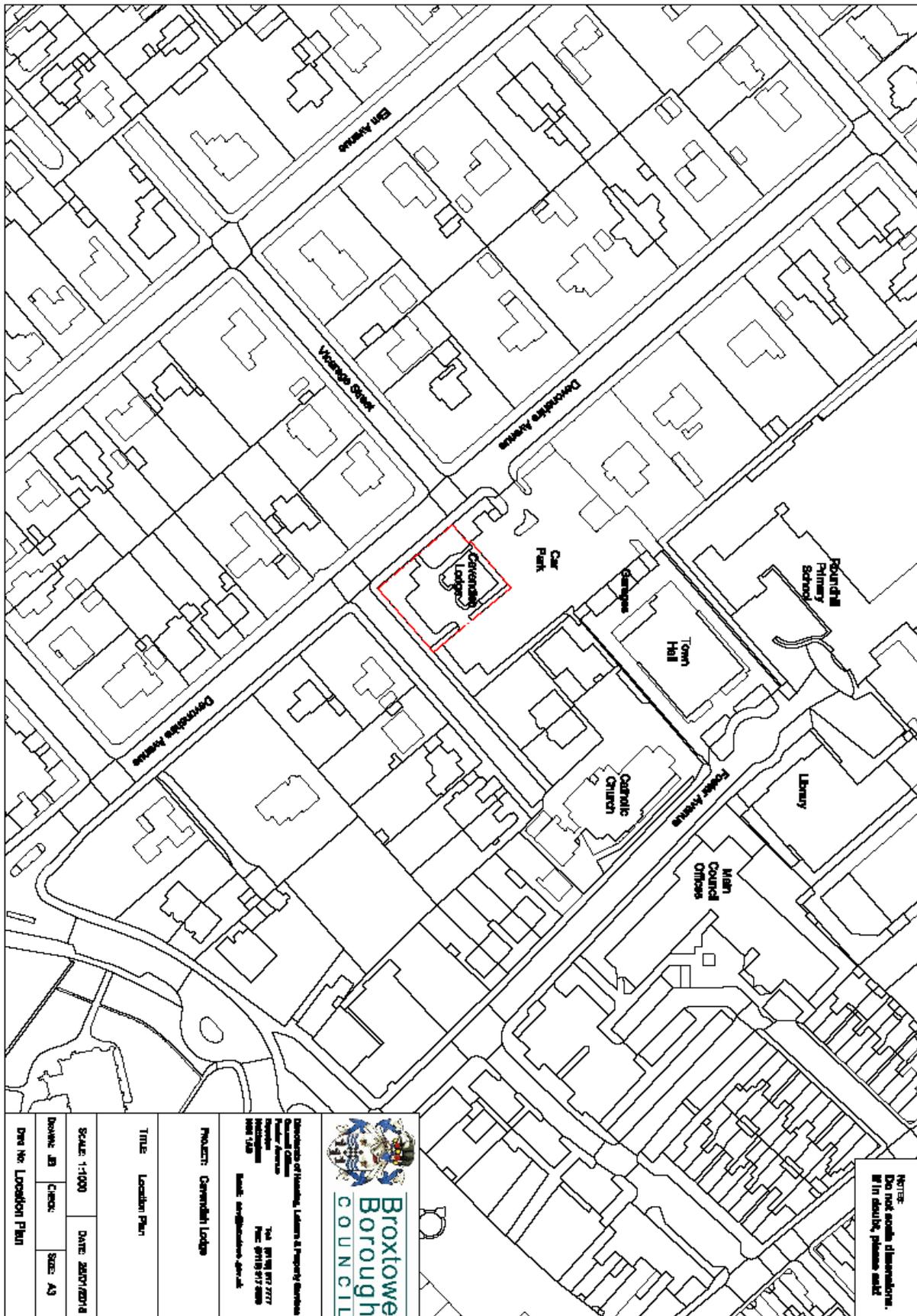
**Recommendation**

**Committee is asked to RESOLVE that the disposal of Cavendish Lodge, the rental of Eastwood Cemetery Chapel and the appointment of an external agent to market the properties be approved.**

Background papers

Nil

APPENDIX



NOTE:  
Do not scale dimensions.  
If in doubt, please ask!



Derbyshire Lodge  
 1001 1420  
 Email: [enquiries@broxtowe.gov.uk](mailto:enquiries@broxtowe.gov.uk)

Project: Derbyshire Lodge

Time: Location Plan

Scale: 1:1000 Date: 28/01/2018

Drawn: AS  
 Checked: AS  
 Scale: A3

Draw No: Location Plan

## Report of the Interim Deputy Chief Executive

**TOUR OF BRITAIN UPDATE – NOTTINGHAMSHIRE LEG SEPTEMBER 2018**1. Purpose of report

To update the Committee regarding the Broxtowe part of the Nottinghamshire leg of the 2018 Tour of Britain.

2. Background and update

The Committee will recall the report of 8 January 2018 giving the background and benefits to the Tour of Britain. The Committee resolved to allocate £5,000 towards the total cost of the event, provided it came to Broxtowe. When the Committee made that decision it did so on the basis that it would most likely come through Eastwood and Brinsley, and so would draw the same crowds and economic benefit as in 2017.

However, officers have now been informed that the route will no longer visit any population centre in Broxtowe and will simply make a short loop in via rural roads before leaving the borough. The proposed route is completely rural and there will be few safe opportunities for spectators to appreciate the race or to spend money in adjacent commercial premises.

3. Options available to the Committee and financial implications

The Committee could decide to continue funding the event to the tune of £5,000, to reduce its proposed funding or to withdraw its proposed funding.

A verbal update will be given to the Committee on any further developments and negotiations with the race organisers.

**Recommendation**

**Committee is asked to CONSIDER whether or not to continue to fund the event in 2018 and RESOLVE accordingly.**

Background papers

Further general background <http://www.tourofbritain.co.uk/home.php>

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## Report of the Interim Deputy Chief Executive

**INTELLIGENT SCANNING – FINANCIAL EXEMPTION**1. Purpose of report

To seek approval for an exemption from Section 5.3 of the Council's Financial Regulations (contracts) to allow the purchase of the intelligent scanning module offered by Civica without the requirement to obtain at least three quotations.

2. Background

Civica currently provide the financial management software that underpins the Council's general ledger, creditor, debtor and purchasing functions. They also provide an intelligent scanning module that offers the potential to significantly reduce the administrative burden of processing creditor invoices. The module allows an invoice to be scanned (or a digital copy placed on the Council's server) and the visual data is then converted into the appropriate entries in the creditors system. This is then reviewed by the user with any changes entered using an interface identical to that used to enter the invoice manually.

Intelligent scanning offers a number of benefits as well as the reduced administrative burden including reduced paper and printing costs, improved accuracy of data, timely payments to suppliers and providing a platform for greater integration utilising available technology. It has already been successfully implemented in a number of other local authorities who are benefitting from the functionality that it provides. The costs associated with the acquisition of intelligent scanning are set out in financial implications below. Section 5.3 of the Council's Financial Regulations (contracts) requires that at least three quotations should be obtained for goods, materials or services with a contract value between £25,000 and £60,000.

Whilst there are other providers of intelligent scanning in addition to Civica, the use of one of these alternative suppliers would necessitate changing the provider of the entire creditors software and require major changes to existing procedures. This is not considered to be an effective use of resources in the present circumstances and an exemption from the requirement to obtain at least three quotations is requested.

3. Financial implications

Civica have quoted a one-off cost of between £35,720 and £40,220 for the purchase of the intelligent scanning software (dependant on invoice volumes) with on-going revenue costs between £4,238 and £5,408. The one off cost of the purchase would be met from the £40,000 included in the 2018/19 capital programme for E-Facilities Initiatives. The on-going revenue cost would be met from the ICT software maintenance budget.

**Recommendation**

**The Committee is asked to RESOLVE that an exemption from Section 5.3 of the Council's Financial Regulations (contracts) to allow the purchase of the intelligent scanning module from Civica without the requirement to obtain at least three quotations be approved.**

Background papers: Nil

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**Report of the Interim Deputy Chief Executive**

<b>CAPITAL BUDGET VARIATIONS 2018/19</b>
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1. Purpose of report

To seek approval for a number of capital budget variations in respect of the 2018/19 financial year.

2. Background

Examination of the approved capital programme for 2018/19 and available capital resources has identified an additional requirement as well as a scheme which is not likely to proceed as initially envisaged. In addition, there is now an opportunity to utilise the funding available from Section 106 ITPS funds on some specific schemes. The details are summarised in the following table:

<u>No</u>	<u>Scheme</u>	<u>Budget 2018/19 (£)</u>	<u>Revised Budget 2018/19 (£)</u>
1	Replacement Vehicles and Plant	193,000	223,000
2	Bennerley Viaduct	20,000	0
3	Additional Bus Shelters (Nuthall)	0	5,000
4	Pedestrian Crossing – Hickings Lane (Stapleford)	0	40,000
	<b>TOTAL</b>	<b>1,020,300</b>	<b>1,286,900</b>

Further details for each scheme are set out in appendix 1. The implications of these changes upon the planned financing of the 2018/19 capital programme are set out in appendix 2.

<b><u>Recommendation</u></b>
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<b>The Committee is asked to RESOLVE that the capital budget variations for 2018/19 as set out above and in appendices 1 and 2 be approved.</b>
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Background papers

Nil

## APPENDIX 1

1. Replacement Vehicles and Plant

The original capital programme 2018/19 approved by this committee on 15 February 2018 and Council on 7 March 2018 includes £193,000 for replacement vehicles and plant. This is intended to meet the cost of a replacement refuse collection vehicle at an estimated £168,000 as well as the refurbishment of an existing refuse vehicle with an anticipated cost of £25,000.

Nottinghamshire County Council have now indicated through their contractor (ViaEM) that the highway verge maintenance contract with Ashfield District Council, Mansfield District Council and Broxtowe Borough Council is to be extended for a minimum 2 years.

The contract utilises a wide range of grounds maintenance equipment including a Ransome triple mower incorporating traditional cylinder cutting technology. This machine is four years old and, due to its technological limitations and the increased period between cutting cycles, it is struggling with the increased density of the grass that it needs to handle. This is resulting in significant periods of downtime with an adverse impact upon productivity.

It is proposed that the machine be replaced whilst it still has a residual value. The cost of the replacement machine is estimated to be approximately £30,000 whilst the represent machine has an estimated value of around £7,500.

The planned financing of the 2018/19 capital programme assumes that the £193,000 for replacement vehicles and plant be met from prudential borrowing. It is proposed that the estimated £30,000 cost of the replacement triple mower also be met from prudential borrowing.

The level of financial reserves available to the Council indicates that the borrowing can potentially be financed from internal sources (subject to cash flow considerations). As returns on investments are currently lower than external borrowing rates, internal borrowing will be more cost effective than external borrowing at this point in time.

The anticipated capital receipt from the disposal of the existing triple mower will be used to assist with the overall financing of the 2018/19 capital programme.

2. Bennerley Viaduct

Finance and Resources Committee on 15 February 2018 agreed to carry forward from the 2017/18 capital programme to 2018/19 a contribution of £20,000 from Section 106 ITPS funds towards a larger scheme costing an estimated £1m to upgrade the grade II listed Bennerley Viaduct. The Council's contribution was intended to form part of a wider funding package involving a number of partners.

Sustrans have now withdrawn their support for the scheme and it is not now expected to proceed. This budget can now be removed and the Section 106 ITPS funds reallocated to other schemes that will be brought forward in due course.

3. Additional Bus Shelters (Nuthall)

Nottinghamshire County Council (NCC) have confirmed that they are prepared to fund the implementation of two additional bus shelters on the Rainbow 1 corridor in Nuthall. The shelters are at Edward Road and Maple Drive on Kimberley Road,

The total cost of the shelters is £10,000 and NCC have indicated that their proposal would be conditional upon Broxtowe Borough Council meeting 50% of the cost. The required sum of £5,000 could be met from available Section 106 ITPS funds.

4. Pedestrian Crossing – Hickings Lane (Stapleford)

A Section 106 ITPS contribution of £40,000 was received in March 2017 in respect of the McCarthy and Stone development in Stapleford. A condition of the Section 106 agreement was that this sum had to be used to meet the cost of a pedestrian crossing in the local area.

It is proposed that this sum be allocated towards a pedestrian crossing at the former Sinbad plant hire at Hickings Lane in Stapleford.

APPENDIX 2

Planned Financing 2018/19 of Schemes in Appendix 1

<u>Scheme</u>	<u>Revised Budget (£)</u>	<u>Borrowing (£)</u>	<u>Capital Receipts (£)</u>	<u>Section 106 (ITPS) (£)</u>	<u>External Grants (£)</u>
Replacement Vehicles and Plant	223,000	223,000			
Bennerley Viaduct	0				
Additional Bus Shelters (Nuthall)	5,000			5,000	
Pedestrian Crossing – Hickings Lane (Stapleford)	40,000			40,000	
<b>TOTAL</b>	<b>268,000</b>	<b>223,000</b>	<b>0</b>	<b>45,000</b>	<b>0</b>

**Report of the Interim Strategic Director**

<b>WORK PROGRAMME</b>
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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.

12 July 2018	<ul style="list-style-type: none"> <li>• ICT Shared Service Annual Report</li> <li>• Section 106 Update</li> <li>• Financial Outturn 2017/18</li> </ul>
11 October 2018	<ul style="list-style-type: none"> <li>• Universal Credit Update</li> <li>• Local Council Tax Support Scheme</li> <li>• Revenues and Benefits Shared Service Annual Report</li> <li>• Capital Programme Update 2018/19</li> <li>• Treasury Management/Prudential Indicators 2018/19 mid-year report</li> </ul>

3. Dates of future meetings

The dates for future meetings have been confirmed as follows:

- 12 July 2018
- 11 October 2018
- 13 December 2018
- 8 January 2019
- 14 February 2019

(All meetings to start at 7.00 pm)

<b><u>Recommendation</u></b>
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<b>The Committee is asked to consider the Work Programme and RESOLVE accordingly.</b>
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Background papers

Nil

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