



Wednesday, 2 October 2019

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 10 October 2019 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 D Simpson
	S J Carr (Vice-Chair)	P M Roberts-Thomson
	E Cubley	P Lally
	S Easom	E Kerry
	D A Elliott	B C Carr
	G Marshall (Chair)	E Williamson
	P J Owen	

## AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. MINUTES

PAGES 1 - 6

To approve the minutes of the previous meeting held on 11 July 2019.

3. 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.

4. REFERENCES

4.1 JOBS AND ECONOMY COMMITTEE

PAGES 7 - 8

5 September 2019

Extending the Benefits of Economic Growth from HS2 to the North of Broxtowe

**RECOMMENDED to the Finance and Resources Committee that the projects set out in paragraph 1 (a) and (b) be funded using ITPS funding for the North of Broxtowe.**

4.2 HOUSING COMMITTEE

PAGES 95 - 98

18 September 2019

Rentsense Software - Contract Extension

The confidential report is included at item 17.

**RECOMMENDED to the Finance and Resources Committee that an exemption from Section 5.3 of the Council's Financial Regulations (Contracts) to allow the purchase of a License to use the Rentsense software from Mobysoft to March 2022 without the requirement to obtain at least three quotations be approved.**

4.3 COMMUNITY SAFETY

PAGES 9 - 14

19 September 2019

Dog Fouling

At its meeting on 6 June 2019, the Committee received a report on dog fouling and the relevant controls which are in place. A request was made to ascertain details of signage and further information in respect of dog fouling in parks and open spaces in addition to relevant signage was provided.

**RECOMMENDED to the Finance and Resources Committee that signage be provided in parks and open spaces where none currently exists and that signage be replaced as necessary.**

5. CAPITAL PROGRAMME UPDATE 2019/20 PAGES 15 - 26
- To report upon capital expenditure incurred in 2019/20 up to 31 August 2019 along with the planned financing of the 2019/20 capital programme and to seek approval for a number of capital budget variations in the current financial year.
6. GENERAL FUND REVENUE BUDGET AMENDMENTS 2019/20 PAGES 27 - 32
- To seek approval for a number of amendments to the General Fund revenue budget for 2019/20.
7. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS PAGES 33 - 38
- To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
8. GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS PAGES 39 - 46
- To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.
9. HOUSING DELIVERY PLAN - NEW BUILD HOUSING FEASIBILITY COSTS PAGES 47 - 48
- To seek approval to undertake feasibility work on the Housing Revenue Account owned sites being considered for new build housing.
10. SECTION 106 FUNDS PAGES 49 - 52
- To provide the Committee with details of section 106 funds that are presently available and their intended use.
11. MEDIUM TERM FINANCIAL STRATEGY AND BUSINESS STRATEGY PAGES 53 - 64
- To present an update on the Council's medium term financial strategy and to highlight progress with the delivery of the Business Strategy.

12. BUDGET CONSULTATION 2020/21 PAGES 65 - 74
- To advise the Committee on the budget consultation process for 2020/21 and to set out the proposed timetable and budget scrutiny process.
13. TRAM COMPENSATION PAGES 75 - 76
- To seek approval to appoint external specialist solicitors and counsel to help progress this Council's compensation claim against Nottingham City Council.
14. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS PAGES 77 - 92
- 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 therein.
15. WORK PROGRAMME PAGES 93 - 94
- To consider items for inclusion in the Work Programme for future meetings.
16. EXCLUSION OF PUBLIC AND PRESS
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 3, 5 and 7 of Schedule 12A of the Act.**
17. REFERENCE - RENTSENSE SOFTWARE - CONTRACT EXTENSION PAGES 95 - 98
18. TRAM COMPENSATION LEGAL ADVICE - APPENDIX PAGES 99 - 100
19. IRRECOVERABLE ARREARS PAGES 101 - 108

20. EXERCISE OF THE CHIEF EXECUTIVE'S URGENCY  
POWERS

PAGES 109 - 110

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## FINANCE AND RESOURCES COMMITTEE

THURSDAY, 11 JULY 2019

Present: Councillor S A Bagshaw, Vice-Chair in the Chair.

Councillors: S J Carr  
E Cubley  
R I Jackson  
H Land  
J M Owen (substitute)  
G Marshall  
P J Owen  
M Radulovic MBE (substitute)  
P D Simpson  
P M Roberts-Thomson  
P Lally

Apologies for absence were received from Councillors S Easom and D A Elliott (Chair).

### 1 MINUTES

The minutes of the meeting held on 14 February 2019 were confirmed and signed as a correct record.

### 2 DECLARATIONS OF INTEREST

Councillors J M Owen and P J Owen declared non-pecuniary interests in item 12 due to being members of Nuthall Parish Council. Minute number – refers.

Councillor S A Bagshaw declared pecuniary interests in items 9 and 11. Minute number refers.

Due to Councillor Bagshaw chairing the meeting but removing herself from the meeting for items 9 and 11, the Committee was asked for nominations for an acting Chair. Councillor G Marshall was nominated as stand-in Chair and on being put to the vote, the nomination was carried.

### 3 REFERENCES

#### 3.1 HOUSING COMMITTEE

5 March 2019

Housing Delivery Plan

In December 2018 the Housing Committee approved the recommendations of the Social and Affordable Housing Need report. The Committee considered the Housing Delivery Plan.

**RESOLVED to include £1,000,000 in the 2019/20 Capital Programme for the acquisition of properties for the Housing Revenue Account and that the Chief Executive be delegated the power to approve property acquisitions within the budget identified and land acquisitions up to £500,000 in consultation with the Chair of the Housing Committee.**

3.2 LEISURE AND ENVIRONMENT

12 June 2019

Bramcote Leisure Centre Condition Survey

The Leisure and Environment Committee had approved the commissioning of a condition survey of the Council's Bramcote Leisure Centre at the meeting on 12 July 2018. The Committee discussed the recently received survey.

**RESOLVED that £30,000 be allocated in the capital programme for the employment of external consultants to prepare a Leisure Facilities Strategy and that the Council continue to provide Leisure Services within the Borough.**

3.3 JOBS AND ECONOMY COMMITTEE

4 July 2019

Houses in Multiple Occupation in Beeston Update

The Committee considered the merits of additional policy restrictions regarding Houses in Multiple Occupation (HIMOs) as Councils can impose additional restrictions (by way of an Article 4 direction or indeed by other means) to remove permitted development rights. There has been a number of concerns raised with Councillors regarding an erosion of the character of parts of Beeston, as a result of what some consider too many HIMOs and a lack of control under the planning system for additional ones coming forward.

It was stressed that the work be undertaken across the whole of the Borough rather than solely in the Beeston area.

**RESOLVED that the work outlined in the appendix to the report be undertaken.**

4 STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2018/19

Members considered a report on the revenue and capital outturn position for 2018/19 and were provided with an update on progress with the preparation of the draft annual statement of accounts for 2018/19. The accounts for 2018/19 had been finalised, subject to audit, and showed an underspend on the General Fund revenue account of £430,219 and an overspending on the Housing Revenue Account of £88,005 when compared to the revised estimates.

**RESOLVED that:**

- 1. The accounts summary for the financial year ended 31 March 2019 subject to audit, be approved.**
- 2. The revenue carry forward requests outlined in section 2 of appendix 1 be approved and included as supplementary revenue estimates in the 2019/20 budget.**

3. **The capital carry forward requests outlined in appendix 2b be approved and included as supplementary capital estimates in the 2019/20 budget.**

5 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Committee was informed of treasury management activity and the actual prudential indicators for 2018/19 and noted the annual report for the year ended March 2019.

6 GENERAL FUND REVENUE BUDGET AMENDMENTS

Following the preparation of the 2019/20 budget and the production of the 2018/19 final accounts, a detailed review of all 2019/20 General Fund revenue budgets was undertaken to determine that they were in line with expectations. The Committee was asked to approve a number of amendments to the General Fund revenue budget for 2019/20 and for additional one-off budget allocations to address particular issues.

**RESOLVED that the amendments to the General Fund 2019/20 revenue budget be approved.**

7 CAPITAL BUDGET VARIATIONS

The Committee was asked to approve a number of capital budget variations in respect of the 2019/20 financial year. Examination of the approved capital programme for 2019/20 had resulted in a number of proposed amendments to the capital programme.

**RECOMMENDED to Council that the budget in the 2019/20 capital programme for the Beeston Town Centre Phase 2 Development be increased by £1,000,000 to £3,553,850.**

**RESOLVED that:**

1. **A delegation be made to the Deputy Chief Executive, following consultation with the Beeston Town Centre Project Board and the group leaders and their deputies, authority to award a building contract for the Beeston Town Centre Phase 2 based on qualitative and quantitative analysis of tenders.**
2. **That the other capital budget variations for 2019/20 be approved.**

8 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2019/20

The Committee considered requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy and noted the grants awarded under delegated authority in addition to the progress made relating to Broxtowe Lotto.

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

	£
<b>Nuthall Age Concern Day Centre</b>	<b>500</b>
<b>Hope Nottingham</b>	<b>10,000</b>
<b>The Helpful Bureau</b>	<b>5,000</b>
<b>New Stapleford Community Association</b>	<b>4,000</b>
<b>Voluntary Action Broxtowe</b>	<b>7,000</b>

(Having declared a pecuniary interest in the item Councillor S A Bagshaw left the room before discussion or voting thereon. As had been previously voted on, Councillor G Marshall took the Chair for the item.)

9 CITIZENS ADVICE BROXTOWE - GRANT AID 2019/20

This item was brought forward in the agenda with the authority of the Chair.

The Committee considered the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2018/19 in accordance with the provisions of the Council's Grant Aid Policy.

**RESOLVED to release the second year of the three-year funding settlement as agreed in 2018/19.**

(Having declared a pecuniary interest in the item Councillor S A Bagshaw left the room before discussion or voting thereon. As had been previously voted on, Councillor G Marshall took the Chair for the item.)

10 GRANT AID - BROXTOWE TWINNING ASSOCIATION 2019/20

The Committee was asked to consider a request for grant aid towards a twinning visit from Gütersloh as arranged by the Broxtowe Twinning Association for August 2019. The Council's Constitution stipulated that it was a duty of this Committee to make grants to individuals and bodies, including those undertaking twinning visits and exchanges, in accordance with the Council's approved policy.

**RESOLVED that the request be approved.**

11 GRANT AID REQUEST FROM NUTHALL PARISH COUNCIL

The Chair informed the Committee that the item would not be considered on this agenda as a wider report would be considered following a review of finances at the forthcoming Annual Borough Parish and Town Council meeting.

12 PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - SUPPORT SERVICE AREAS - OUTTURN REPORT

The Committee noted the progress made in achieving the Business Plans for Resources, Revenues, Benefits and Customer Services and ICT and Business Transformation, in addition to the current Key Performance Indicators for 2018/19.

13 WORK PROGRAMME

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

14 EXCLUSION OF PUBLIC AND PRESS

**RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 2 and 3 of Schedule 12A of the Act.**

15 BEESTON SQUARE PHASE 1 - ANNUAL REPORT 2018/19

The report was noted.

16 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 be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9.**

17 EXERCISE OF THE CHIEF EXECUTIVE'S URGENCY POWERS - CONTRACT FOR THE PROVISION OF CASH COLLECTION AND CASH IN TRANSIT SERVICES

The Committee noted the use of the Chief Executive's urgency powers.

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## Report of the Chief Executive

**EXTENDING THE BENEFITS OF ECONOMIC GROWTH FROM HS2 TO THE NORTH OF BROXTOWE**1. Purpose of Report

To invite members to consider recommending to the Finance and Resource Committee:

- a) The commissioning of an engineering study demonstrating how a tram extension from the Toton HS2 hub station to Langley Mill and Kimberley could be reliably delivered;
- b) The commissioning of a report to demonstrate the economic, social and environmental benefits of such a proposal, in order to produce a compelling case to justify the investment required.

2. Detail

It is a key objective of the current administration to work to secure the benefits of economic growth from the HS2 project for areas in the North of Broxtowe including Kimberley and Eastwood and the A610 corridor.

Stakeholder meetings have taken place with various partners including: Nottingham City Council, East Midlands Councils, Amber Valley District Council, the D2N2 local enterprise partnership, the Light rail transport association, and British Land in order to discuss how to advance the objective and build cross party consensus about the desirability of the project, which will require public funding to implement.

An initial feasibility study was conducted by Mott MacDonald into an extension of NET line 1. This assessment also investigated existing levels of local congestion and the wider implications on highway capacity. The cost of the work was £55,000. What is now required is to build on this work with further layers of technical engineering detail, and to identify the full range of economic, social and environmental benefits that would result from the increased connectivity that would result.

A diagram showing the potential strategic connectivity of the Langley Mill superhub in relation to Kimberley, Eastwood and the HS2 hub at Toton is set out in plan A and B appendix 2. Financial, legal and Equality implications are set out in appendix 1.

**Recommendation**

**The Committee is asked to RECOMMEND to the Finance and Resources Committee that the projects set out in paragraph 1 (a) and (b) be funded using ITPS funding for the North of Broxtowe.**

Background papers

Nil

**APPENDIX 1**

Financial implications

The estimated cost of the projects (including the cost of drafting specifications for the work) are estimated to be at least £100,000. The costs of the work will be paid for from section 106 ITPS funding received from the Mushroom Farm development. It is also proposed to seek financial support from Amber Valley District Council.

Legal implications

The comments from the Monitoring Officer/Head of Legal Services were as follows:

The work would be tendered in accordance with the Council's procurement strategy and standing orders.

Equality Impact Assessment

The proposal will advance the prospects for economic inclusion as a result of improving the connectivity of areas of higher unemployment and skills with economic growth opportunities in the South of the Borough as a result of the HS2 project.

## Report of the Chief Executive

**DOG FOULING**1. Purpose of report

To provide members with further information in respect of dog fouling in parks and open spaces and to seek a decision on relevant signage.

2. Detail

At its meeting on 6 June 2019, the Committee received a report on dog fouling and the relevant controls which are in place. A request was made to ascertain details of signage and numbers of bins, along with exploring the possibility of offering free “poo bags”.

The Business and Projects Manager in the Environment Division organised the survey work and the results of his findings, along with relevant proposals, are contained in the appendix.

In respect of the issue of free “poo bags”, officers have advised that this has been undertaken in the past with dispensers located in some of the parks and open spaces. However, at many locations, this resulted in vandals taking out large numbers of bags and throwing them about on the site, as well as the bags being removed and taken “in bulk” by some individuals. The Neighbourhood Wardens also issue free bags on appropriate occasions as part of their education and enforcement role.

3. Financial implications

The comments from the Head of Finance Services were as follows:

There is no provision within the 2019/20 General Fund revenue budget to meet the proposed cost of alternative signage arrangements as set out in the appendix. Finance and Resources Committee could be requested to allocate funding for the preferred alternatives from 2019/20 revenue contingencies of which there is presently £25,000 available.

**Recommendation**

**The Committee is asked to NOTE the report, and RESOLVE if the signage should:**

- a) Be renewed in a single style in all parks and open spaces**
- b) Be provided in parks and open spaces where none currently exists and replace signs as and when necessary**
- c) Remain unaltered**

Background papers

Nil

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## APPENDIX

### Assessment of dog bins and signage on the Borough parks and open spaces

In July 2019 officers of the Street Cleansing team undertook an assessment of all the Council's main parks and open spaces to identify:

- The number of advisory signs relating to dog fouling
- The number of bins on the sites that dog owners could use to dispose of dog waste
- An assessment of the level of dog fouling that was present

The dog fouling assessment was based on the following criteria:

Grade A – minimal fouling observed

Grade B – occasional fouling observed but not a major issue

Grade C – fouling observed more regularly and site improvements needed

Grade D – very often a problem with regular complaints and improvements needed

The results from the survey are shown in the table below

A)	<u>Parks and Recreation Grounds</u>	Area (Hectares)	Number of Dog Signs	Number of bins for both dog and general waste	Level of Dog Fouling Assessment
1	Archers Field Recreation Ground, Stapleford	6.9	1	7	B
2	Beeston Fields Recreation Ground, Beeston	3.8	1	6	B
3	Bramcote Hills Park, Ilkeston Road, Bramcote	26.8	1	30	B
4	Broadgate Park, Humber Road, Beeston	1.4	2	12	A
5	Cator Lane Recreation Ground, Chilwell	1.9	0	4	B
6	Central Avenue Recreation Ground, Stapleford	1	1	4	A
7	Chetwynd Road Recreation Ground, Chilwell	1.3	2	3	A
8	Coronation Park, Eastwood	7.4	1	19	B
9	Dovecote Lane Recreation Ground, Beeston	2.2	2	7	B
10	Hall Park Eastwood	11.2	0	7	A

	<b><u>Parks and Recreation Grounds</u></b>	<b>Area (Hectares)</b>	<b>Number of Dog Signs</b>	<b>Number of bins for both dog and general waste</b>	<b>Level of Dog Fouling Assessment</b>
11	Hetley Pearson Recreation Ground, Beeston	3	0	7	A
12	Hickings Lane Recreation Ground Stapleford	5.2	0	14	B
13	Ilkeston Road Recreation Ground, Stapleford	3.4	1	7	B
14	Inham Nook Recreation Ground, Chilwell	4.7	2	13	B
15	Jubilee Park, Eastwood	1.8	0	4	B
16	King George's Park, Bramcote	4.4	0	5	A
17	Leyton Crescent Recreation Ground, Beeston	3.4	1	6	A
18	Long Lane Recreation Ground, Attenborough	3	0	3	A
19	Manor Farm Recreation Ground, Toton	14.7	3	13	B
20	Mansfield Road Recreation Ground, Eastwood	2.1	0	7	B
21	Pasture Road Recreation Ground, Stapleford	3.4	1	7	A
22	Queen Elizabeth Park, Stapleford	3.1	2	9	B
23	Weirfields Recreation Ground, Beeston	5.2	2	11	B

<b>B)</b>	<b><u>Open Spaces</u></b>	<b>Area (Hectares)</b>	<b>Number of Dog Signs</b>	<b>Number of bins for both dog and general waste</b>	<b>Level of Dog Fouling Assessment</b>
1	Acorn Avenue, Giltbrook	0.2	0	2	A
2	Alexandrina Plantation , Bramcote	3.7	1	5	A
3	Banks Road Open Space, Toton	10.2	0	13	A
4	Brinsley Headstocks, Brinsley	6.1	1	8	A
5	Buckingham Way Open Space, Watnall	1.4	2	5	A
6	Castleton Court Open Space, Nuthall	0.1	1	1	A
7	College Way Open Space, Nuthall	0.8	1	2	A
8	Colliers Wood, Moorgreen	14.2	4	13	A
9	Corbierre Avenue, Watnall	0.6	1	4	A
10	Eastcote Avenue, Bramcote	0.5	1	2	A

<b>B)</b>	<b><u>Open Spaces</u></b>	<b>Area (Hectares)</b>	<b>Number of Dog Signs</b>	<b>Number of bins for both dog and general waste</b>	<b>Level of Dog Fouling Assessment</b>
11	Flixton Road Open Space, Kimberley	1.1	0	4	A
12	Hall Om Wong Open Space, Kimberley	3.6	0	7	B
13	Hemlock Stone Open Space, Stapleford	6.9	0	2	A
14	Judson Avenue Open Space, Stapleford	0.3	0	1	A
15	Millfield Road Open Space, Kimberley	0.4	2	3	A
16	Pit Lane Recreation Area, Trowell	7.4	1	5	B
17	Redbridge Drive Open Space, Nuthall	0.5	1	3	A
18	Sandby Court Open Space, Chilwell	0.9	0	2	B
19	Sandy Lane Open Space , Bramcote	8.6	2	4	B
20	Sherman Drive Open Space, Chilwell	2.6	3	10	A
21	Smithurst Road Open Space, Giltbrook	4.8	3	10	A
22	The Spinney Open Space, Watnall	0.7	0	1	A
23	Swiney Way Open Space, Toton	0.2	2	2	A
24	Trowell Park Open Space, Trowell	0.9	4	5	A
25	Watnall Green Open Space, Watnall	1.9	1	3	B
26	The Willows Open Space, Beeston	0.4	2	2	A

The survey has produced some very encouraging information with all sites identified in either the Grade A or B categories in the assessment of dog fouling. Whilst this is a snapshot at a particular time, the members of staff undertaking the survey do visit each site twice a week and have a very good feel for issues and liaise regularly with the public using the sites.

The survey also clearly demonstrates that the areas are well served with regards to bins with the bigger sites having the largest number of bins. The bins are emptied twice weekly and are always well used by dog owners.

The issue that the survey does identify however is the relatively limited number of signs relating to dog fouling. Many of the signs that are present are old and there is no consistent approach with 9 different types of sign, each with slightly different wording and images identified. However, the survey does show that there is no direct correlation between the number of signs and the level of fouling.

In recent years, since the original signs were installed, the Neighbourhood Wardens have had a policy of targeting problem areas with specific educational campaigns and posters advising on issues relating to dog fouling. This combined with their high profile presence on the sites and media campaigns relating to dog fouling has clearly had a positive effect with most dog owners now acting responsibly.

However, members may wish to reconsider the Council's arrangements relating to dog fouling signage and assess if a more consistent approach across all sites with new signs at strategic locations at the entrances to parks and open spaces is necessary.

The cost to supply a new A3 size sign with relevant logos and wording is £43.00

It is estimated that across the 49 sites assessed there will be an average of 4 signs per site required. This equates to approximately 200 new signs in total.

In terms of installation there are 2 options. Where possible signs could be erected on existing posts or on railings at park entrances. Where this is not achievable then new posts would need to be installed.

The cost to install a new sign on an existing post is estimated at £20.00.

The cost to install a new sign on a new post is estimated at £60.00 including the supply of the post.

Assuming a 50:50 split in the different types of installation methods, the total costs are estimated to be:

Supply 200 new A3 signs x £43.00 =	£8,600
Install 100 signs on existing posts/fences x £20.00 =	£2,000
Install 100 signs on new posts x £60.00 =	<u>£6,000</u>
Total =	<b><u>£16,600 (Option A)</u></b>

An alternative approach would be to provide signs in only the 16 parks and open spaces where none exist at present. The cost of this option would be:

$$16/49 \times 16,600 = \quad \quad \quad \mathbf{\underline{\underline{£5,420 (Option B)}}$$

If the decision to supply any new signs is taken, it is suggested that the final design is agreed between the Head of Public Protection, and the Communications and Marketing Officer, in consultation with the Chair of the Community Safety Committee.

## Report of the Deputy Chief Executive

**CAPITAL PROGRAMME 2019/20 UPDATE**1. Purpose of report

To report upon capital expenditure incurred in 2019/20 up to 31 August 2019 along with the planned financing of the 2019/20 capital programme and to seek approval for a number of capital budget variations in the current financial year.

2. Background

Appendix 1 sets out the 2019/20 capital programme on a scheme by scheme basis and shows expenditure incurred on all capital schemes up to 31 August 2019. The 2019/20 capital programme includes schemes totalling £1,805,350 that were carried forward from 2018/19. It also includes all the adjustments to the budgets that were approved by this Committee on 11 July 2019.

Appendix 1 shows that capital expenditure totalling £3,472,412 (or 20.33% of the planned 2019/20 capital programme) had been incurred by 31 August 2019.

Included in the 2019/20 capital programme are schemes totalling £2,438,400 that are on a “reserve list” and will be brought forward for formal approval to proceed once a source of funding is identified.

Appendix 2 sets out how it is anticipated that the 2019/20 capital programme is to be financed along with details of the capital receipts that are likely to be available for capital financing.

Examination of progress against the approved capital programme for 2019/20 along with the receipt of additional information has identified a number of schemes where the budget needs to be amended. Further details are set out in appendix 3.

**Recommendation**

The Committee is asked to:

1. **NOTE** the expenditure on the 2019/20 capital programme to 31 August 2019 and the planned financing of the 2019/20 capital programme in appendices 1 and 2.
2. **RESOLVE** that the capital budget variations for 2019/20 as set out in appendix 3 be approved.

Background papers

Nil

## APPENDIX 1

	<b>Total Budget 2019/20 £</b>	<b>Actual to 31 August £</b>	<b>Expenditure %</b>
<b><u>CAPITAL EXPENDITURE SUMMARY</u></b>			
ENVIRONMENT AND CLIMATE CHANGE	1,507,850	451,992	29.98%
LEISURE AND HEALTH	214,750	11,865	5.52%
FINANCE AND RESOURCES	4,795,600	540,077	11.26%
HOUSING	7,931,550	2,468,478	31.12%
JOBS AND ECONOMY	191,000	0	0.00%
RESERVE LIST	2,438,400	0	0.00%
<b>TOTAL</b>	<b>17,079,150</b>	<b>3,472,412</b>	<b>20.33%</b>
<b><u>DETAILED SCHEMES</u></b>			
<b><u>ENVIRONMENT AND CLIMATE CHANGE</u></b>			
Awsorth P.C. - Play Area and Parks	16,450	13,593	82.63%
Brinsley P.C. - Play Area and Parks	22,000	-	0.00%
Greasley P.C. - Play Area and Parks	57,100	57,093	99.99%
Kimberley T.C. - Play Area and Parks	25,400	-	0.00%
Nuthall P.C. - Play Area and Parks	29,700	18,174	61.19%
Trowell P.C. - Play Area and Parks	13,800	13,773	99.80%
King Georges Park (Bramcote) - Refurbishment	123,850	4,500	3.63%
Sherman Drive (Chilwell) – New Equipment	30,000	2,000	6.67%
Hall Om Wong – Extended Provision	20,000	2,000	10.00%
Hall Om Wong – Footpath Improvements	11,000	-	0.00%
Hickings Lane Recreation Ground - Play Area	165,500	169,693	102.53%
Redwood Crescent (Beeston) - Pocket Park	22,800	-	0.00%
Bramcote Ridge – Access Improvements	17,700	9,653	54.54%
Eastwood Town Council - Community Room Upgrade	5,000	-	0.00%
Purchase and Installation of CCTV Cameras	20,000	-	0.00%
Hall Park (Eastwood) - Access Improvements (S106 Parks & Open Spaces)	5,500	-	0.00%
Pedestrian Crossing - Hickings Lane	40,000	4,800	12.00%
Town Centre Wi-Fi	60,000	25,351	42.25%
St Helen`s Church Gates (Stapleford)	15,000	-	0.00%
Victoria Street Car Park-Eastwood-Resurface	15,650	15,649	99.99%
Bennerley Viaduct	20,000	-	0.00%
Beeston Weir - Life Saving Equipment	6,400	-	0.00%
Replacement Vehicles & Plant	765,000	114,622	14.98%
St Catherines Churchyard/New construction	0	350	0.00%
Broxtowe Country Trail (s106 ITPS)	0	742	0.00%
<b>Total for Environment and Climate Change</b>	<b>1,507,850</b>	<b>451,992</b>	<b>29.98%</b>

	Total Budget 2019/20 £	Actual to 31 August £	Expenditure %
<b><u>LEISURE AND HEALTH</u></b>			
Leisure Centres – Planned Maintenance	25,000	9,232	36.93%
Leisure Facilities Strategy	30,000	-	0.00%
Trent Vale Community Sports Association	2,500	-	0.00%
BLC – Combined Heat and Power Unit	140,000	-	0.00%
BLC - Property Condition Survey	17,250	-	0.00%
KLC - Replacement Water /New construction	0	2,308	0.00%
CO - Replacement of Flat Roof	0	325	0.00%
<b>Total for Leisure and Health</b>	<b>214,750</b>	<b>11,865</b>	<b>5.52%</b>
<b><u>FINANCE AND RESOURCES</u></b>			
<b><u>RESOURCES</u></b>			
Beeston Square Redevelopment	3,554,450	241,742	6.80%
Town Hall Sale – Legal Costs	5,150	47	0.90%
Town Hall Migration -New/New construction	0	1,576	0.00%
NWOW – New Civic Suite/Customer Services/Staff Accommodation	295,500	119,642	40.49%
NWOW – Data Server Room Re-Location	92,900	4,547	4.89%
NWOW – Civic Suite Audio Visual Equipment	100,000	-	0.00%
NWOW – Planning, Finance and Estates	200,000	20,000	10.00%
Capital Contingency	8,500	5,000	58.82%
<b><u>ICT SERVICES</u></b>			
IT Replacement Programme	178,850	73,266	40.96%
Replacement of MFD Photocopier Estate	63,000	50,871	80.75%
VoIP Telephony	50,000	-	0.00%
Committee Administration System	11,650	10,125	86.91%
Technical Infrastructure Architecture	189,200	3,349	1.77%
E Facilities Initiatives	40,000	6,709	16.77%
Replacement CRM System	6,400	3,203	50.04%
<b>Total for Finance and ICT Services</b>	<b>4,795,600</b>	<b>540,077</b>	<b>11.26%</b>
<b><u>HOUSING</u></b>			
Disabled Facilities Grants	827,550	350,911	42.40%
Dementia Friendly Bungalows – Willoughby St	270,850	1,180	0.44%
Gas Heating Replacement	1,038,100	73,053	7.04%
Housing Modernisation Programme	1,563,000	938,248	60.03%
Major Relets	157,150	50,012	31.82%
Aids and Adaptations – Disabled Persons	420,000	142,203	33.86%
Window and Door Replacement	313,450	109,842	35.04%
External Pre-Paint Repairs and Decoration	735,350	340,393	46.29%
Electrical Periodic Improvement Works	298,550	56,387	18.89%

	<b>Total Budget 2019/20 £</b>	<b>Actual to 31 August £</b>	<b>Expenditure %</b>
External Works-Paths Pavings & Hard Standings	94,850	17,131	18.06%
Fire Safety Assessment and Remedial Work	371,800	189,468	50.96%
Bexhill Court - Scooter Storage	15,550	-	0.00%
Garage Refurbishment	444,950	14,275	3.21%
Housing System & DMS Replacement	19,150	5,087	-26.56%
HRA Stock Condition Survey	100,000	-	0.00%
NWOW – Housing Section	100,000	-	0.00%
Buy Back of Former HRA Properties	133,350	-	0.00%
HRA Acquisition of Properties	1,000,000	189,610	18.96%
HRA Contingency	27,900	900	3.23%
Notts Warm Homes on Pres/Grants	0	48	0.00%
<b>Total for Housing</b>	<b>7,931,550</b>	<b>2,468,478</b>	<b>31.12%</b>
<b><u>JOBS AND ECONOMY</u></b>			
Walker Street (Eastwood) - Transport Feasibility Study	20,000	-	0.00%
Former Stapleford Police Station Redevelopment	171,000	-	0.00%
<b>Total for Jobs and Economy</b>	<b>191,000</b>	<b>-</b>	<b>0.00%</b>
<b><u>SCHEMES AWAITING 2019/20 FUNDING</u></b>			
Car Park Resurfacing	25,000	-	0.00%
Mushroom Farm – New Industrial Units	246,400	-	0.00%
BLC – Main Pool Filter Replacement	13,000	-	0.00%
BLC - Refurbishment of Fitness Gym Changing Rooms	33,000	-	0.00%
BLC – Replacement of Teaching Pool Filter	22,000	-	0.00%
BLC – Condition Survey Remedial Work	50,000	-	0.00%
BLC - Replacement of Flat Roofs	154,000	-	0.00%
BLC - Replacement of Teaching Pool Windows	20,000	-	0.00%
BLC - Replacement of Main Pool Windows	80,000	-	0.00%
BLC - Replacement Intruder Alarm	25,000	-	0.00%
BLC - Replacement of Dance Studio Windows	10,000	-	0.00%
BLC - Refurbishment of Pool Surrounds	50,000	-	0.00%
BLC - Replacement of High Voltage Transformer	40,000	-	0.00%
KLC – Electrical, Roof, Window and Drainage Works	22,000	-	0.00%
KLC – New Full Size 3G Football Pitch and Car Park	1,050,000	-	0.00%
KLC – PRAMA Studio	80,000	-	0.00%
KLC – Replace Mobile Elevated Work Platform	8,000	-	0.00%
KLC – Reconfigure Gyms and Studios	70,000	-	0.00%
KLC - Replacement Pool Circulation & Shower Pumps	12,000	-	0.00%
KLC - Extension of Swim Changing Facilities	330,000	-	0.00%
KLC - Replacement of Suspended Ceilings & Floorings	18,000	-	0.00%
KLC - Re-Paint Car Park Lines and Customer Walkways	6,000	-	0.00%

	<b>Total Budget 2019/20 £</b>	<b>Actual to 31 August £</b>	<b>Expenditure %</b>
Cemeteries/Closed Churchyards-Footpath Impts	30,000	-	0.00%
Asset Management - Programmed Maintenance	44000	-	0.00%
<b>Total for Schemes Awaiting 2019/20 funding</b>	<b>2,438,400</b>	<b>-</b>	<b>0.00%</b>

## APPENDIX 2

Planned Financing of 2019/20 Capital Programme

<b>Source of Financing</b>			
	<b>General Fund</b>	<b>HRA</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Revenue Financing:</b>			
Major Repairs Reserve		3,885,700	3,885,700
Direct Revenue Financing	17,250	1,814,100	1,831,350
<b>Grants and Contributions:</b>			
Better Care Fund	827,550	270,850	1,098,400
D2N2 LEP	588,150		588,150
WREN	143,500		143,500
Section 106 Receipts – Parks and Open Spaces	35,000		35,000
Section 106 Receipts – ITPS	54,450		54,450
Ministry of Housing, Communities and Local Government (MHCLG)	33,000		33,000
Insurance Settlement	24,850		24,850
Homes England	20,000		20,000
United Living	2,500		2,500
Stapleford Town Council	1,000		1,000
<b>Usable Capital Receipts:</b>	<b>1,237,050</b>	<b>1,133,350</b>	<b>2,370,400</b>
<b>Borrowing</b>	<b>4,552,450</b>		<b>4,552,450</b>
<b>Reserve List:</b>			
Usable Capital Receipts – Awaited	1,687,400		1,687,400
Grants and Contributions	751,000		751,000
<b>Total</b>	<b>9,975,150</b>	<b>7,104,000</b>	<b>17,079,150</b>

Capital Receipts

## (i) General Fund

General Fund capital receipts available at 31 August 2019 for the financing of capital expenditure were approximately £1,640,350. This includes receipts of £645,150 brought forward from 2018/19 plus further receipts in 2019/20 such as £470,000 from the sale of Cavendish Lodge and £500,000 in further NET compensation.

The planned financing of the 2019/20 capital programme shown in the table above assumes that General Fund capital receipts of £1,237,050 will be utilised. This includes £388,400 on New Ways of Working initiatives, £164,450 on parish and town council parks and open spaces under the Pride in Parks initiative and £139,200 on technical architecture infrastructure.

The surplus capital receipts in addition to further anticipated receipts such as the £425,000 from the disposal of the Town Hall in Beeston to the Redeemer/Cornerstone Church as agreed by the Council on 17 October 2018 can be used to reduce the projected level of borrowing required or to finance some of the schemes that are presently on the reserve list awaiting funding.

(ii) Housing Revenue Account

Housing Revenue Account (HRA) capital receipts available at 31 August 2019 for the financing of capital expenditure were over £4,097,800. This was arrived at as follows:

	£
Balance at 1 April 2019 (brought forward from 2018/19)	3,831,200
Plus: Receipts from 1 April 2019 to 31 August 2019	370,850
Less: Payment to MHCLG	<u>(104,250)</u>
Balance at 31 August 2019	4,097,800

Overall, the HRA has the following resources available for capital investment, including the construction of new build properties:

- Capital Receipts of £4,097,800
- HRA revenue contributions (NB. Balance at 31 March 2019 was £4,002,950)

The payments that are required to be made to MHCLG are comprised of the following elements:

- (i) An assumed level of receipts under right to buy (RTB) based upon a baseline forecast in the self-financing settlement of March 2012
- (ii) Any receipts that are required to be returned in line with the agreement on the one for one replacement of the housing stock

Like most local authorities with their own housing stock, the Council entered into an agreement with the Government in 2012 to retain receipts from the sale of council houses in excess of those in (i) above to fund the replacement of stock that is sold. Under the terms of this agreement, local authorities are required to spend RTB receipts within three years and the receipts should fund no more than 30% of the cost of a replacement unit. Where a local authority is unable to spend receipts within three years they have to be returned to MHCLG, together with interest of 4% above base rate, to be spent on affordable housing through Homes England.

The table below confirms that the Council has spent a sufficient amount on new build expenditure to be at low risk in the short term of having to return capital receipts from the sale of council houses to MHCLG under the one for one replacement agreement. At 30 June 2019 the Council's cumulative new build expenditure of £2,555,943 comfortably exceeded the required new build sum of £1,983,193 at that date. The

Council's required new build expenditure over the next three years is as set out in the table below.

<b>Cumulative New Build Expenditure Required (£)</b>	<b>Date New Build Expenditure Required By:</b>
1,983,192.69	30 June 2019
1,983,192.69	30 September 2019
1,983,192.69	31 December 2019
1,983,192.69	31 March 2020
1,983,192.69	30 June 2020
2,265,536.26	30 September 2020
2,725,476.12	31 December 2020
3,801,825.21	31 March 2021
4,145,804.33	30 June 2021
4,667,359.76	30 September 2021
5,576,040.85	31 December 2021
5,931,251.26	31 March 2022
5,946,295.29	30 June 2022

Given that the Council's cumulative new build expenditure presently stands at £2,555,943 there is not presently a requirement to incur further new build expenditure until the third quarter of 2020/21. This expenditure needs to have been incurred on a scheme that has been completed rather than in progress at that date to fulfil the conditions of the agreement.

## APPENDIX 3

1. HRA Acquisition of Properties

The 2018/19 capital programme included £133,350 for the acquisition of a former right to buy property to be funded from housing capital receipts. The Finance and Resources Committee on 11 July 2019 agreed to carry this forward into 2019/20. Information has been received stating that the intended acquisition will not now proceed.

Finance and Resources Committee on 11 July 2019 also agreed to include £1,000,000 in the 2019/20 capital programme for the acquisition of properties for the Housing Revenue Account, again to be funded from housing capital receipts. It is proposed that this is supplemented with the £133,350 highlighted above to produce a budget of £1,133,350 in the 2019/20 capital programme for the acquisition of properties for the Housing Revenue Account.

2. Former Stapleford Police Station Redevelopment Project

The Finance and Resources Committee on 11 July 2019 agreed to include £171,000 in the 2019/20 capital programme for a scheme to redevelop the former Police Station in Stapleford for small business and office uses. The scheme was to be funded by a grant of £88,135 from the D2N2 Local Enterprise Partnership (LEP) with funding of £82,865 from the Council.

Conformation has now been received from the LEP that they are to provide funding of £92,135 towards the scheme. This will enable the Council's planned contribution to be reduced to £78,865.

3. Disabled Facilities Grants

The Ministry for Housing, Communities and Local Government (MHCLG) announced on 9 May 2019 that Broxtowe Borough Council are to receive a Disabled Facilities Grant (DFG) allocation for 2019/20 of £867,198 through the Better Care Fund to meet its statutory duty to provide home adaptations. The Council is permitted to spend part of this on wider social care projects (such as the Dementia Friendly Bungalows scheme at Willoughby Street in Beeston) should it wish to do so.

As in previous years, Broxtowe Borough Council's 2019/20 DFG allocation through the Better Care Fund includes £70,343 for a Handy Person Adaptation Service (HPAS) that is operated on a countywide basis by Nottinghamshire County Council (NCC). This funding is retained by NCC and reflected in their accounts as opposed to those of the Borough Council although the resulting expenditure is incurred in the Broxtowe area.

4. Community Transport Schemes

The Council received a Section 106 ITPS contribution of £10,993 in November 2018 in respect of a scheme at Pinfold Trading Estate in Stapleford to be used for community transport purposes.

Nottinghamshire County Council have requested £5,000 of this sum to provide real time information on the nearest bus stop in the southbound direction with a further £5,000 to support the work of the local community transport scheme operated by The Helpful Bureau. It is therefore proposed that £10,000 be included in the 2019/20 capital programme for community transport purposes with funding from Section 106 ITPS funds.

Summary of Proposed Changes in Appendix 3 to 2019/20 Capital Programme

<u>Scheme</u>	<u>Present Budget (£)</u>	<u>Proposed Budget (£)</u>	<u>Funding Source (£)</u>
Buy Back of Former Right to Buy Properties	133,350	0	Housing Capital Receipts
HRA Acquisition of Properties	1,000,000	1,133,350	Housing Capital Receipts
Community Transport Schemes	0	10,000	Section 106 ITPS Funds
<b>TOTAL</b>	<b>1,133,350</b>	<b>1,143,350</b>	

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## Report of the Deputy Chief Executive

**GENERAL FUND REVENUE BUDGET AMENDMENTS 2019/20**1. Purpose of report

To seek approval for a number of amendments to the General Fund revenue budget for 2019/20.

2. Background

Detailed monitoring has identified a number of General Fund 2019/20 revenue budgets that need to be amended. There are also a number of other service priorities that will require amendments to the General Fund 2019/20 revenue budget. Details are set out in appendix 1.

The effect of the amendments set out in appendix 1 are summarised in appendix 2 and will be to increase the anticipated withdrawal in 2019/20 from the Council's General Fund balance by £177,500.

**Recommendation**

**The Committee is asked to RESOLVE that:**

- 1. The amendments to the General Fund 2019/20 revenue budget as set out in appendices 1 and 2 be approved.**
- 2. Responsibility be delegated to the Deputy Chief Executive as the Council's Brexit Lead Officer to incur expenditure on Brexit related activities as appropriate after consulting with the Chair and Vice Chair of the Committee.**

Background papers

Nil

## APPENDIX 1

1. Town Hall Running Costs

Council on 17 October 2018 agreed to sell the Town Hall in Beeston to the Redeemer/Cornerstone Church for the sum of £425,000. In recent months a number of services have moved from the Town Hall to the Council Offices in anticipation of the conclusion of the sale.

A planning application in respect of the future use of the building was due to be considered by the Planning Committee on 8 October 2019 and it was anticipated that this should result in greater clarity with regard to a date for the conclusion of the sale.

The 2019/20 General Fund revenue budget makes no provision for any running costs for the Town Hall. Expenditure incurred to 31 August 2019 amounted to £49,626 including £25,956 on business rates for the 2019/20 year.

It is proposed that a budget of £75,000 be established in 2019/20 to meet Town Hall running costs until the sale has been completed.

2. Beeston Square – Rent Income

The 2019/20 budget for rent income from the Council's ownership of properties in Beeston Square is £759,600. This is considered to be higher than the sum expected and it is currently projected that Beeston Square rent income will be £700,000 in 2019/20 after allowing for the difficult financial environment that some of the occupiers of units are presently facing. The projected 2019/20 rent income is still significantly higher than the rent income of £653,750 received in 2018/19.

3. Towns Fund (Stapleford) –Project Management

The Ministry of Housing, Communities and Local Government (MHCLG) announced on 6 September 2019 that Stapleford has been included among 100 places to potentially benefit from a "Town Deal". This could secure the area resources of up to £25m. However this investment is not secured and there will be a process to be gone through (yet to be announced) before any funding can be confirmed

It is essential that the Council devotes appropriate resources to this in order to achieve the best possible outcome. It is therefore proposed that a sum of £50,000 be allocated in the 2019/20 revenue budget for a Project Manager to lead on consulting as necessary with all relevant stakeholders to generate suitable proposals that can be taken forward for submission to MHCLG.

Regular progress reports concerning this bidding process will be presented to the Finance and Resources Committee in due course.

#### 4. Grants to Parish and Town Councils

The 2019/20 General Fund revenue budget includes £32,950 in respect of works provided by the Environment Department on parish and town council parks and recreation grounds. There is no specific budget provision for grants to parish and town councils for other purposes.

It is proposed that a further budget of £20,000 be established in 2019/20 for grants to parish and town councils. This will be a permanent budget and can be used to support parish and town councils in, for example, meeting the cost of events such as Remembrance Day and VE/VJ Day activities.

Following a request by the Leader, the Chief Executive exercised her urgency powers in August 2019 to approve a grant of £3,000 to Brinsley Parish Council for the purposes of a summer play day.

#### 5. Mental Health Initiatives

Following on from the important and well received work of the Mental Health Working Group, a revenue budget of £10,000 was established in 2019/20 to further develop initiatives to support improvements to the mental health of residents and staff. This was supplemented by £6,000 from an underspend in 2018/19 on the budget for Grants to Voluntary Organisations.

Two initiatives have been supported so far in 2019/20:

- Specialist Development Worker from Mind for the Changing Lives Project in Eastwood (£20,160)
- Early Intervention Worker to develop Mental Health Services in Eastwood (£4,670)

In order to allow further initiatives to proceed in 2019/20, it is proposed that £19,000 from the £25,000 presently in revenue contingencies is added to the Mental Health Initiatives budget to take it to £35,000.

#### 6. Finance Services – Final Accounts Work 2019/20

Finance and Resources Committee on 12 July 2018 agreed to include £28,000 in the 2018/19 budget for specialist interim accounts staff to assist with the production of the 2018/19 final accounts. This worked successfully with the Council achieving the 31 May 2019 deadline under the Accounts and Audit Regulations (2015) for the production of the draft Statement of Accounts 2018/19 and achieving an unqualified audit opinion and value for money conclusion from the external auditors by the statutory 31 July 2019 deadline.

The interim member of staff that was engaged led on the collation of the information required to produce the final accounts and was a lead contact in terms of engagement with the external auditors. This enabled other members of the team to conduct their final accounts tasks in conjunction with their other activities.

It is proposed that, given the successful outcome in 2018/19, an interim final accounts specialist is appointed to undertake a similar role with regards to the 2019/20 final accounts. As well as ensuring that all the required deadlines are met, this will also provide an opportunity to pass knowledge and skills on to existing members of staff that should allow them to undertake such a role in future. This support would be provided from mid February 2020 through to July 2020 with an anticipated cost of £10,500 in 2019/20 and £27,500 in 2020/21.

#### 7. Christmas Decorations

The 2019/20 budget for Christmas Decorations is £43,000 whilst expenditure in 2018/19 amounted to £47,550. A recent tender exercise was undertaken to determine the provider for Christmas 2019 and the cost for 2019/20 is expected to be £50,000. It is therefore proposed to increase the 2019/20 revenue budget by £7,000 to £50,000 to reflect the anticipated cost.

#### 8. Car Parks – Repairs and Maintenance

The 2019/20 revenue budget for repairs and maintenance of the Council's car park is £17,000. It has come to light that a supplier has failed to invoice the Council for communication charges since 2017! This has resulted in the Council having to pay the supplier £10,000 in 2019/20 instead of the usual £3,350 per annum.

It is proposed that a further £6,650 be added to the 2019/20 revenue budget (for the current year only) in order to meet this additional cost.

#### 9. Finance Services – System Consultancy

As reported to Finance and Resources Committee on 12 July 2018, the Council is implementing an intelligent scanning module to allow invoices to be scanned (or a digital copy placed on the Council's server) and the visual data to then be converted into the appropriate entries in the creditors system. This offers the potential to significantly reduce the administrative burden of processing creditor invoices.

The module has been installed and tested and is presently being rolled out to departments. In order to ensure that the module operates in accordance with the Council's requirements, it is proposed to use the services of a specialist from another local authority with experience of the implementation and operation of this module. This would require the purchase of 3 days of support at an anticipated cost of £400 per day. This cost would be significantly lower than having to engage an ICT software consultant to provide this support.

#### 10. Stapleford – Memorial Bench

Cllr Chris Rice sadly passed away in April 2019. It is proposed that £1,000 be allocated for a memorial bench in Stapleford town centre in commemoration of the life of Cllr Rice and his contribution to the local community with funding provided from revenue contingencies.

### 11. European Union Exit Funding Allocations

The Council has received three funding allocations of £17,484 each from the Ministry of Housing, Communities and Local Government to aid preparations from the Council's forthcoming exit from the European Union. The total funding of £52,452 is to be used to enhance capacity and capability within the Council to aid "Brexit" preparations. It is intended to help provide the Brexit Lead Officer (the Deputy Chief Executive) with the resources he requires to fulfil his role in respect of Brexit. Whilst the funding is not ring-fenced, it should not be used for matters unrelated to Brexit.

It is proposed that this funding be incorporated within the 2019/20 revenue budget and that authority be delegated to the Deputy Chief Executive, after liaising with the Chair and Vice Chair of the Committee, to incur expenditure on Brexit related activities as appropriate. Details of any expenditure incurred will be reported to the Finance and Resources Committee in due course.

## APPENDIX 2

<b>Budget Heading</b>	<b>Current Budget (£)</b>	<b>Proposed Budget (£)</b>	<b>GF Budget Change (£)</b>
Town Hall Running Costs	0	75,000	75,000
Beeston Square – Rent Income	(759,600)	(700,000)	59,600
Towns Fund (Stapleford) – Project Management	0	50,000	50,000
Grants to Parish and Town Councils	32,950	52,950	20,000
Mental Health Initiatives	16,000	35,000	19,000
Finance Services – Final Accounts Work 2019/20	0	10,500	10,500
Christmas Decorations	43,000	50,000	7,000
Car Parks – Repairs and Maintenance	17,000	23,650	6,650
Finance Services – System Consultancy	0	1,200	1,200
Stapleford – Memorial Bench	0	1,000	1,000
Revenue Contingencies	25,000	5,000	(20,000)
European Union Exit Funding Allocations	0	(52,450)	(52,450)
<b>Total</b>	<b>(625,650)</b>	<b>(448,150)</b>	<b>177,500</b>

**Report of the Deputy Chief Executive**

**GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS,  
CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS,  
THE ARTS AND DISABILITY MATTERS 2019/20**

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 application received are included in appendix 1 for consideration. The amount available for distribution in 2019/20 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	168,800
Less: Estimated requirements for: Rent Awards and Other Commitments	44,850
Less: Grant Awards to Date	101,910
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>22,040</b>

A summary of the grants awarded under delegated authority since June 2019 is included for information at appendix 2.

Members are reminded that they will need to suitably constrain grant awards in 2019/20 if the budget is not to be exceeded. The total amounts requested in this report total £3,495. The additional sums requested in this report, when compared to the previous year, would amount to £1,980 if all applications are fully supported.

**Recommendation**

**The Committee is asked to:**

- 1. CONSIDER the request in appendix 1 and RESOLVE accordingly.**
- 2. NOTE the grants awarded under delegated authority in appendix 2.**

Background papers

Nil

## APPENDIX 1

**APPLICATIONS**

The following grant applications have been received for consideration in 2019/20:

<u>Applicant</u>		<u>Grant Award 2018/19</u> £	<u>Grant Request 2019/20</u> £
Beeston and District Local History Society	1	1,000	3,000
DIG-IN Community Allotment	2	515	495
		<b>Total</b>	<b>3,495</b>

**Miscellaneous Category**1. **BEESTON AND DISTRICT LOCAL HISTORY SOCIETY**

The Beeston and District Local History Society was formed in 1972 and currently has around 50 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 encourage research into the past. These meetings typically include expert speakers on local history subjects. The Society also arranges local exhibitions of memorabilia (over 200 visitors to the Heritage Open Days, plus carnival displays, local library events etc.) relating to life in the area and occasionally produces a society magazine. The Society collects and preserves records, maps, newspaper cuttings, 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 2018, income amounted to £3,743 which mainly related to grant aid, subscriptions and proceeds from the sale of books and magazines. Annual expenditure totalled £4,048 and was mainly in respect of premises rental, book printing, speakers' expenses and other running costs. The deficit was taken from cash and bank balances, which at 31 August 2018 amounted to £953. The Society also holds a restricted Museum Account, which had balances of £7,372.

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:

2018/19	£1,000
2017/18	No application
2016/17	£1,000
2015/16	£1,000

For 2019/20, 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 earmarked for the Beeston and District Local History Society and any grant awarded in respect of this application will have a direct impact on the balances available.

## 2. DIG-IN COMMUNITY ALLOTMENT

The DIG-IN Community Allotment scheme was established in 2004 and is based at the Albany Allotments on Pasture Road, Stapleford. DIG-IN provides a facility for local groups and residents to grow fruit and vegetables and explore biodiversity and horticulture. It is the only community allotment of its kind in the area and through its development has built up trust with local people.

The aim of DIG-IN is operating a sustainable community allotment where people of different ages and backgrounds come together to share skills, knowledge and experience of organic food growing in a friendly supportive environment. The scheme encourages its users to learn and develop skills by providing an opportunity to merge arts and horticulture in creative projects, run accredited courses, link with similar projects and encourage an understanding of 'garden to plate' ethos with cooking sessions. The project also holds events to celebrate growing and associated activities to encourage wider involvement.

DIG-IN also aims to improve the health and wellbeing through its activities. It acts as a community hub for outdoor events and workshops which bring the local community together with a shared purpose. Combating social isolation, improving mental health and developing skills and knowledge are all integral to DIG IN and the reach it has into the communities around the Stapleford area

All activities are evaluated and this informs action planning for future events, workshops and sessions. The volunteers shape the DIG-IN activities and growing sessions are tailored around needs of the group.

DIG-IN is free and open to all (the project asks for donations at its events). Community groups and families use the site as a resource. Without this scheme many families would not access green spaces or be encouraged to growing healthy food on their own doorstep. The project welcomes volunteers from across the Borough as this not only strengthens the local community of Stapleford but offers a beneficial geographical diversity.

DIG-IN is managed by a voluntary management committee made up of local residents, voluntary groups and local agencies/authorities. In 2018 the scheme has delivered:

- 102 volunteer sessions with an average of nine volunteer attendees per session across the year.
- 13 produce distributions where surplus fruit and vegetables are given to local families at Albany Infants School, the food bank at the church on Montrose Court and Bramcote animal rescue (for expired produce).
- Two outreach sessions helping with weeding overgrown flower beds and planting a wheelbarrow which involved local schoolchildren.
- 20 gardening information sessions at Dig-In allotment with groups such as Albany Junior School, Wadsworth Fields Primary School, local Beavers, Rainbows and Brownies groups and college groups, with these visits including 104 adults and 6415 children.
- Delivered two annual events – the Summer Celebration and Harvest Festival which attracted over 100 local people
- Provided various community workshops attended by 36 people (of all ages) including family sessions, bird feeder, pond-dipping, sensory walk, painting and planting flower pots, general gardening and tasting produce.
- Four physical benefit sessions, where participants wore fitness trackers to monitor the health benefits of gardening tasks..

For the year ended 28 February 2019, income totalling £11,413 was derived from grants and donations. Expenditure of £9,019 related to wages (£6,525), activities and events, materials and other operating expenses. Stapleford Town Council supports the project by donating the three allotment plots for community use and as such no rental is charged. Cash and bank balances at 28 February 2019 had increased to £17,359 (the group state that this has reduced to £10,430 as at 4 August 2019). All external funding, including National Lottery Awards for All funding, is project specific.

The Council have supported the Dig-In Community Allotment for many years with grant aid towards its running costs. The grants awarded in the past four years were as follows:

2018/19	£515
2017/18	No application
2016/17	£515
2015/16	£337

For 2019/20 the Dig-In Community Allotment has requested a grant of £495 towards insurance premium (£285), water charges (£132), membership and affiliation fees (£38) and web domain renewal and hosting (£40).

## APPENDIX 2

**DELEGATED AWARDS**

A summary of the grants awarded under delegated authority since June 2019 is included below. The Council's policy in respect of grant aid to voluntary organisations is to award the amount requested by the organisation or the maximum specified whichever is the lower. Additional consideration is given to groups who can demonstrate that they are meeting the particular needs of disadvantaged sections of the community.

All requests under £250 are considered under delegated authority, in consultation with the Chair of this Committee. This includes applications from individuals involved with sport and the arts.

This Committee determines all requests for grants in excess of the £250 maximum.

**Groups**

Group	Total No. of Members	No. of Broxtowe Residents	Grant Award in 2018/19	Grant Award in 2019/20	Purpose of Grant Award
Age Concern Chilwell	24	24	£250	£250	Premises, insurances and transport costs.
The Friendship Club	20	20	£100	£100	General running costs.
Play and Praise Toddler Group	40	Majority	£100	£100	General running costs.

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**Report of the Deputy Chief Executive**

**GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS**

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

Four grant aid requests have been received from parish and town councils for consideration:

- A request from Awsworth Parish Council to complete the extension of the sports pavilion. Awsworth has asked the Council to contribute £1,250 (50%) towards the cost of kitchen refurbishment.
- A request from Brinsley Parish Council towards funding of 21 native trees in a planting scheme for the new Commemorative Garden at Brinsley Recreation Ground costing around £2,300.
- A request from Nuthall Parish Council towards the cost of traffic management for its Remembrance Sunday Parade. Nuthall has asked for funding of £2,500 towards the traffic management costs of this event.
- A request from Stapleford Town Council towards the cost of the Remembrance Sunday event. Stapleford has asked the Council for grant aid of £2,500 towards the cost of the event.
- A request from Trowell Parish Council towards the cost of refurbishing the car park at the Parish Hall. Trowell has asked the Council to contribute up to £3,500 towards the quoted net cost of £12,368.

Details of the applications are included in appendix 1. The agreed protocol for assessing grant aid to parish and town councils is provided for information in appendix 2 along with a list of grants awarded under this scheme.

3. Financial position

No budgetary provision presently exists for such grants to parish councils. Any grants that Members may wish to approve could be met from the additional £20,000 proposed in the General Find Revenue Budget Amendment 2019/20 report on this agenda.

**Recommendation**

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

Background papers

Nil

## APPENDIX 1

**Revenue and Capital Grants**1. **Awsorth Parish Council – Kitchen Refurbishment**

A grant aid request has been received from Awsorth Parish Council for consideration relating to the refurbishment of kitchen facilities to satisfactorily complete the sports pavilion extension project.

There have been a number of sports pavilions on the recreation ground site over the years, which have been targeted by vandalism and arson. After the wooden pavilion was burnt down in 2007, Awsorth had a new sports pavilion built which is in the summer by Awsorth Village Cricket Club.

In 2018, the cricket club and the Parish Council met with the England and Wales Cricket Board (ECB) to consider any funds available to extend the pavilion and include showering and toilet facilities. Awsorth worked hard to secure funding from the ECB (£20,000) and Sport England (£20,000). The Broxtowe Borough Council 'Pride in Parks' initiative provided parish councils with funding to be used on recreation facilities. Awsorth opted to use some of this funding (£25,000), along with their own match funding (around £10,000) to ensure the project could be completed.

Due to unexpected costs (including amendments to building regulations, essential electrical upgrades and structural engineer fees), Awsorth has spent an additional £5,000 on the project. Available funds have diminished so the original kitchen cupboards and doors were reused in the pavilion. Unfortunately, on the opening day, a small fire in the kitchen saw the cupboards damaged. Awsorth is now seeking further funding to fully replace the kitchen, to include an oven with extractor, which will bring the kitchen up to the standard of the extension. The expected cost of this upgrade is around £2,500.

The extended sports pavilion now includes a large communal area, home and away changing rooms with toilet and showers, an officials changing room with a toilet and shower, and disabled toilet facilities. A refurbished kitchen would fully complete this project.

The sports pavilion is used during the summer months by Awsorth Village Cricket Club, including an 'all-stars programme' for children aged up to 8 years. The Parish Council is hoping that the new facilities will attract other organisations to use the facilities going forward.

Awsorth has requested grant aid of £1,250 (50%) towards the refurbishment of the kitchen to complete the sports pavilion extension project. The remaining cost would be allocated from its own budgets. If this bid is unsuccessful, Awsorth would have to look at other funding streams that may be available. Awsorth had balances totalling £33,884 as at 31 March 2019, of which £20,000 was grant funding received from ECB for the sports pavilion extension project. General reserves were therefore £13,884. The precept amount for 2019/20 was £79,995.

**2. Brinsley Parish Council – Commemorative Trees**

A grant aid funding request has been received from Brinsley Parish Council towards the cost of trees being planted in the Commemorative Garden at the Brinsley Recreation Ground.

Brinsley had previously determined that a tree planting scheme would be implemented onto the existing wildflower garden to the eastern aspect of the recreation ground. The 21 native trees would be dedicated to each of the 21 fallen local servicemen in the two World Wars. The scheme also includes the planting of poppies, wildflowers and spring bulbs. Brinsley does not currently have an open memorial in the village, other than within the St James' Church.

A local contractor has pledged to provide an oak lectern (c£600) with the Parish Council providing an inlay. Brinsley will further enhance the area with new bench seating subject to a grant application to Nottinghamshire County Council.

Brinsley Parish Council is organising a commemoration event on 11 November 2019. This event will be attended by the Mayor of Broxtowe, local borough and parish councillors, relatives of the fallen servicemen and the Brinsley Primary School (with pupils helping with the bulb planting) and other dignitaries. The Reverend Stevenson will bless the planting ceremony. A reception buffet is being held afterwards in the Parish Hall.

Broxtowe Borough Council had originally agreed to fund the tree purchases and planting from its grounds maintenance/tree planting budgets. However, with costs being higher than anticipated, it is now more appropriate to consider this as a grant application. Brinsley has therefore requested a grant of £2,300 to cover the cost of the trees and planting.

Brinsley had balances totalling £63,674 as at 31 March 2019. The annual precept amount for 2018/19 was £64,291.

**3. Nuthall Parish Council – Remembrance Sunday Parade**

A grant aid funding request has been received from Nuthall Parish Council towards the cost of traffic management at its Remembrance Sunday Parade.

Members will recall that this Council pledged to support parish councils with one-off grants towards Remembrance Day 2018 parade costs in commemoration of the 100<sup>th</sup> anniversary of the end of the First World War. A single year revenue development budget of £4,000 was established for this purpose (approved as part of the Budget Proposals and Associated Strategies report to this Committee on 15 February 2018) and Nuthall claimed grant aid of £1,820 from this budget to meet with the full cost of traffic management for the 2018 event.

Nuthall has now requested a grant of around £2,000 towards the full cost of traffic management for the 2019 Remembrance Parade. Nuthall is unique in that it has to control traffic flows on the major island ('Nuthall Island') meaning that it has a far greater risk level than other parishes. With the Police unable to offer any level of service, Nuthall has little alternative but to employ specialised contractors for the event. Also, since installing the new War Memorial at the Basil Russell Playing Fields in Maple Drive, the numbers attending the Remembrance events continue to increase. This has created additional risks and responsibilities.

Nuthall had balances totalling £46,853 as at 31 March 2019. The annual precept amount for 2019/20 was £120,447.

#### 4. Stapleford Town Council – Remembrance Sunday Event

Stapleford Town Council has requested grant aid of £2,500 towards the cost of the Remembrance Sunday event. This annual event is run by the Town Council and is one of the most important events in the town's calendar. This year marks the 80<sup>th</sup> anniversary of the commencement of the Second World War and the planned event will comprise of a procession through the town centre, followed by a service, two-minute silence and the laying of wreaths. The service will be led by the Reverend of St. Helen's Parish Church.

The Town Council is keen to attract new visitors into Stapleford to help local businesses and believe that the Remembrance event has achieved this in the past. Whilst clearly not its focus, the Council recognises the opportunity this event presents for businesses with the growing number of people that the event attracts.

In addition to inviting local veterans, Stapleford includes a number of local community organisations in its commemorations, which include Stapleford and Bramcote Combined Services; Equalized Club; Bramcote and Stapleford Conservative Club; and The Salvation Army. Youth groups are also involved including 1360 (Stapleford and Sandiacre) Squadron Air Cadets; local scouts and guides; boys brigade; and various sporting clubs.

The event is attended by the Nottinghamshire Fire and Rescue Service and Nottinghamshire Police wherever possible. Involving young people in Remembrance, is helping to foster a sense of belonging and pride in the community, through connecting younger generations with local history and engendering a sense of commonality with fellow residents.

As yet Stapleford has not been able to meet to discuss the full particulars of the event, so there is not currently a full project plan in place. The newly appointed Town Clerk will be working on the project plan imminently and the newly established Events Working Group is meeting in September. The main cost of the event will be incurred from the need for road closures and stewards to facilitate the procession through the town prior to the service.

The roads are closed for around four hours and the stewards are contracted for the full period of closures. Stapleford also hires a PA system for the service which requires the use of the electricity box in Walter Parker VC Square (kindly provided by Broxtowe Borough Council). The total cost is expected to be around £2,500. No further pledges of funding have been requested or received for the Remembrance event.

With the recent vacancy and changeover of Town Clerks, it is currently unclear how much money Stapleford holds in general reserves. There is £2,500 ring-fenced in the 2019/20 budget for Remembrance events this year, which would provide cover for any shortfalls. The Council is mindful of two additional commemorative events next year, VE and VJ Day, so may look to carry forward some of this allocation to meet the cost for those events.

#### 5. Trowell Parish Council – Car Park Refurbishment

A grant request has been received from Trowell Parish Council for consideration.

Trowell Parish Hall on Stapleford Road is a well-utilised facility in the village. Historically, Trowell was the 1951 Festival Village as part of the Festival of Britain Celebrations. In addition to being the Parish Council offices and hosting parish meetings and events, the Parish Hall is regularly used by sports clubs for all ages, luncheon club for the elderly, dance classes, social dances, local Women's Institute, Slimming World sessions, painting group as well as private hires for birthday celebrations and weddings receptions. The adjacent grounds and children's play park also used by the local community.

The car park sited to the front of the building is used on a daily basis by visitors. It currently has 30 marked parking spaces, including two disabled parking bays, and provides the main pedestrian access route to the Parish Hall and the play park. The local school is permitted to use the car park in term-time as a drop-off/pick-up point to alleviate the parking problems that would otherwise result on residential roads surrounding the school. It is also used with prior arrangement for other events e.g. firework displays, school summer fair. Council contractors use the car park as a base when carrying out works in the village such as grass cutting and highway repairs.

Whilst the car park has been routinely repaired over the years, the surface has deteriorated and is coming to the end of its life. A full resurfacing of the area is required to improve safety for visitors. The works will also improve the drainage of the car park, which has been a problem in recent years with large areas of standing water during periods of heavy rain.

Trowell has sought quotes from a number of contractors with its preferred contractor quoting £12,368 (net) to carry out the necessary works.

Trowell has requested grant aid of £3,500 to assist in the necessary refurbishment works of the car park at the Parish Hall. Trowell has allocated £2,000 in its own budget for 2019/20 towards the works and has been awarded up to £7,000 following a successful application to the Nottinghamshire County Council's Local Improvement Scheme. Trowell has also received grants totalling £1,500 from its local County Councillors towards these works. Updated quotations for the works range from £12,900 to £19,200 (net). Trowell had balances totalling £53,542 as at 31 March 2019, with net precept of £73,134 in 2019/20. It should be noted that at 31 August 2019 balances stood at £40,792 following completion of the majority of the Parish Hall refurbishment work.

Works would commence at the earliest opportunity. Trowell would be responsible for the continued maintenance of the site to ensure that it would be kept in good order. The outcome will benefit the whole community for many years to come. The Parish Hall has undergone extensive internal refurbishment during 2019, so a well-maintained car park is key to achieving the overall outcome that the Parish Council wishes to achieve for its residents and other users of the venue.

## 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 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 grants will normally only be awarded for one year 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.

<b>Date</b>	<b>Council</b>	<b>Amount</b>	<b>Purpose</b>
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	Awsorth 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
26/04/18	Nuthall Parish Council	£12,000	Cemetery roadway surface (Capital)
26/04/18	Nuthall Parish Council	£2,000	Summer Youth Club
11/10/18	Greasley Parish Council	£647	WW1 commemoration sculpture
15/08/19	Brinsley Parish Council	£3,000	Summer play day

## Report of the Deputy Chief Executive

**HOUSING DELIVERY PLAN – NEW BUILD HOUSING FEASIBILITY COSTS**1. Purpose of report

To seek approval to undertake feasibility work on sites being considered for new build housing funded by the Housing Revenue Account.

2. Background and detail

The Housing Delivery Plan was approved by Housing Committee on 5 June 2019. Providing new build housing on Council owned sites is a key component of the delivery plan to help ensure a minimum of 230 new social rented homes are provided over the next 10 years.

The new build housing programme requires external construction consultants to be appointed in order to progress the relevant feasibility work. A list of likely consultancy work required is provided in the appendix.

Due to a lack of internal resources and the specialist nature of these tasks, the Council will need to commission the work externally.

Work is already underway with the Interim Procurement and Contracts Officer to undertake the necessary procurement procedures for these contracts including the potential use of existing OJEU compliant Construction Frameworks. All appointments will be compliant with the Council's constitution and standing orders.

3. Financial Implications

It is proposed that an initial sum of £200,000 be allocated in the 2019/20 capital programme for feasibility costs to initiate new build housing schemes as set out in the Housing Delivery Plan. Once suitable schemes have been identified and the required preparatory work as set out in the appendix has been completed, these schemes will be presented to the Finance and Resources Committee for consideration of their formal incorporation within the capital programme.

The initial sum of £200,000 can be met from available receipts from the sale of Council houses which amounted to over £4,097,800 at 31 August 2019.

**Recommendation**

**The Committee is asked to RESOLVE that £200,000 be allocated in the 2019/20 Programme for new build housing feasibility costs to be funded from HRA capital receipts.**

Background papers

Nil

## APPENDIX

Feasibility consultancy work required

1) Architect/Principal Designer
2) Planning consultant
3) Employer's Agent/Project Manager
4) Quantity Surveyor/Cost Consultant
5) External Legal advice – due diligence
6) Legal Search fees
7) Utility Reports
8) Structural/Civil Engineering advice
9) Environmental consultants: Ground condition/site investigation work
10) Site Surveys – not all will be required on every site; <ul style="list-style-type: none"><li>• Asbestos survey,</li><li>• Tree survey,</li><li>• Ecology survey,</li><li>• Topographical survey,</li><li>• Utility CAT scans,</li><li>• f) Archaeological survey,</li></ul>

## Report of the Deputy Chief Executive

**SECTION 106 FUNDS**1. Purpose of report

To provide the Committee with details of section 106 funds that are presently available and their intended use.

2. Background

Section 106 of the Town and Country Planning Act 1990 provides a mechanism to enable development proposals that would not otherwise be acceptable in planning terms to proceed upon the receipt of contributions from developers in accordance with what are often referred to as section 106 agreements.

Section 106 agreements will vary depending upon the nature of the development and identified local needs. The most common types of developer contributions that the Council has received in recent years are:

- Interim Transport Planning Statement (ITPS)
- Affordable housing
- Open spaces
- Environment
- Education

The negotiation, signing and monitoring of section 106 agreements is frequently an activity that requires input from a number of sections within the Council including Legal Services, Planning Services, Housing, Environment and Finance Services.

The Council has utilised sums received from section 106 agreements to finance a number of mainly capital schemes in recent years. The balance available on each of the funds as at 1 April 2019, any additional sums received in 2019/20 and the anticipated use of these funds in 2019/20 are set out in the appendix. There are presently no conditions requiring funds received to be spent in 2019/20.

The ITPS sum available includes £676,000 received in 2018/19 in respect of land at Mushroom Farm in Eastwood. It is presently anticipated that the developer contributions received in respect of education will be passed on to Nottinghamshire County Council.

**Recommendation**

**The Committee is asked to NOTE the report.**

Background papers

Nil

## APPENDIX

<b>Interim Transport Planning Statement (ITPS)</b>		<b>£</b>
Balance Available at 1 April 2019		733,880
Add:		
Stones Sankee Developments – Mill Road, Eastwood	8,854	
Land to East of A610 Eastwood (Mushroom Farm)	54,000	62,854
Less: Anticipated Use 2019/20:		
Capital Programme 2019/20		
Bennerley Viaduct	(14,450)	
Hickings Lane Pedestrian Crossing (Stapleford)	<u>(40,000)</u>	(54,450)
Balance Presently Available		<u>742,284</u>
<b>Affordable Housing</b>		
Balance Available at 1 April 2019		NIL
<b>Open Spaces</b>		
Balance Available at 1 April 2019		45,911
Add:		
Stones Sankee Developments – Mill Road, Eastwood		33,300
Less: Anticipated Use 2019/20:		
Capital Programme 2019/20		
Hickings Lane Recreation Ground (Stapleford)	(18,500)	
Hall Park (Eastwood) – Access Improvements	(5,500)	
Hall on Wong Footpath Improvements	<u>(11,000)</u>	(35,000)
Balance Presently Available		<u>43,911</u>
<b>Environment</b>		<b>£</b>
Balance Available at 1 April 2019		NIL

**Education**

Balance Available at 1 April 2019	200,407
Add:	
Stones Sankee Developments – Mill Road, Eastwood	22,910
Less: Anticipated Use 2019/20:	0
Balance Presently Available	<u>223,317</u>

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## Report of the Deputy Chief Executive

**MEDIUM TERM FINANCIAL STRATEGY 2020/21 TO 2022/23 AND BUSINESS STRATEGY UPDATE**1. Purpose of report

To present an update on the Council's Medium Term Financial Strategy (MTFS) and to highlight progress with the delivery of the Business Strategy.

2. Background

As reported to this committee on 11 July 2019, there was an underspend of £430,219 on the General Fund revenue budget in 2018/19 resulting in a General Fund balance of £6,047,912 at 31 March 2019. This was predominantly due to various staffing and non-staffing underspends, additional income across departments, carry-forwards and effective financial management across the Council.

There are a number of significant issues concerning local government finances that will have a major impact upon the financial position of both this Council and other local authorities. Further details of these and how they may impact upon the General Fund revenue budget, the Housing Revenue Account and the capital programme are set out in appendix 1.

Given that Central Government's Spending Review and Fair Funding Review has not been completed, it is difficult at this stage to determine exactly how many of these issues will impact upon the Council's financial position. However, as the situation becomes clearer then further details will be provided to Members at the earliest opportunity.

The MTFS is the Council's key financial planning document. An updated MTFS based upon the latest information and assumptions and incorporating external advice from LG Futures is set out in appendix 2.

In order to address the financial challenge facing the Council, a Business Strategy is maintained that sets out initiatives that will be pursued to reduce costs, generate additional income, and / or improve services. A number of these initiatives have already been implemented and were taken account of in the production of the 2019/20 budget. Further details of progress with the Business Strategy are set out in appendix 3. An updated version of the Business Strategy will be produced covering the period from 2020/21 to 2022/23 to assist with the forthcoming budget process and presented to the Finance and Resources Committee on 12 December 2019.

**Recommendations**

**The Committee is asked to:**

- 1. RESOLVE that the updated Medium Term Financial Strategy in Appendix 2 be approved.**
- 2. NOTE the progress with the delivery of the Business Strategy 2019/20 as set out in Appendix 3.**

Background papers

Nil

## 1. General Fund Revenue Budget

### Spending Review 2019

The Government announced that a Spending Review would take place in 2019. This allocates central government funding to its priority areas over the medium term, eg Health, Housing, Environment, Defence, Local Government, Welfare Spending etc. The Spending Review 2019 has not been completed, and the Chancellor's recent announcement, only included spending plans for one year, 2020/21. Additional monies have already been allocated to health and it is anticipated that any additional funds for local government will be directed to adult social care and children's services.

### National Non Domestic Rates

National non-domestic rates (NNDR) is more commonly referred to as "business rates". The removal of RSG and the reduction in NHB, in association with the rules limiting increases in council tax mean that business rates will become an increasingly significant funding stream for the Council. The need to develop the business rates base across the borough will become more important for the Council.

The Nottinghamshire authorities are part of a business rates pool. This allows business rates income that would otherwise have been returned to Central Government to be retained within the county and provides a safety net for authorities whose income falls below a defined level.

The current business rates retention scheme sees 50% of the business rates collected retained by the precepting bodies and 50% returned to Central Government. The Government had announced plans to move towards 75% local retention of business rates from 2020/21, but this will not take place, as the Fair Funding Review has not yet been completed. It is therefore expected that the current business rates pool will continue in 2020/21.

### Fair Funding Review

The Government is undertaking a "fair funding" review to accompany the move towards 75% business rates retention. It is not possible at this stage to profile what, if any, impact this may have upon the Council. However, it would appear that priority in any redistribution exercise is likely to go to those authorities with social care responsibilities. The Fair Funding Review has not been completed, and the current business rates retention will continue in 2020/21.

### Revenue Support Grant

In order to aid financial planning for local authorities, in December 2015 the Secretary of State announced that 2016/17 would be the first year of a four-year funding settlement for local authorities. Councils were offered the opportunity to accept the four-year settlement and the Finance and Resources Committee agreed to accept this on 19 September 2016. This provided the Council with a clear funding path up to 31 March 2020 for Revenue Support Grant (RSG), with no RSG no longer being received in 2019/20 or in future years.

### New Homes Bonus

As reported to this committee on 14 February 2019, the Council's income from New Homes Bonus (NHB) has reduced considerably in recent years as set out below:

	£
2011/12	190,273
2012/13	402,385
2013/14	632,584
2014/15	661,309
2015/16	742,166
2016/17	828,562
2017/18	465,071
2018/19	210,348
2019/20	146,750

It is unclear whether future NHB allocations will be announced as part of the Provisional Local Government Settlement 2020/21 expected in early December 2019.

2019/20 will represent the final year of funding for NHB agreed through the Spending Review 2015. The Government intend to explore incentives to encourage housing growth more effectively by, for example, using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. The Government will consult on any changes prior to implementation.

### Council Tax Base

The council tax base for 2020/21 will be presented to the Finance and Resources Committee on 9 January 2020. In recent years the council tax base has increased by approximately 1.0% over that in the previous year.

## **2. Housing Revenue Account (HRA)**

The Chancellor's announcement in July 2015 of a 1% annual reduction in rents for four years will reduce income to the HRA by £749,000 per annum based on rents at July 2015. If the increases in rents that were allowable under the previous rent-setting regime has been applied over those four years (CPI plus 1 per cent each year), the income gap would amount to £1.728m per year after the fourth year.

The Government have announced that rents can be increased by CPI plus 1 per cent each year from 2020/21 for the following five years although the present arrangements will remain in place until that date. This will be reflected in the next annual update of the financial model that accompanies the 30 year HRA Business Plan.

In order to maintain a sufficient balance on the HRA it is necessary to reduce costs or increase income and alternative strategies have been developed, including changes in other sources of income, such as garage rents and leaseholder charges, reduction in management costs through, for example, returning to in-house provision of voids works and electrical testing, and re-phasing planned capital expenditure over the lifetime of the plan.

The previous borrowing cap has now been removed, allowing new-build housing to be funded, subject to viability and business case. There are numerous variables which will affect the financial model, including the level of Right to Buy properties and new builds achieved over the next 30 years as well as changes in the level of interests rates and inflation.

The financial model makes assumptions about the levels of housing stock but these have tended to assume a level of Right to Buys in single figures. The numbers of RTB sales increased to 26 in 2014/15 and 27 in 2015/16 before falling back to 20 in 2016/17 and then increasing to 39 in 2017/18 and 37 in 2018/19.

The Council has recently recruited an interim Housing Delivery Manager to accelerate the delivery of the approved housing delivery plan, which includes new-build, acquisitions and re-modelling of existing housing stock.

As stated above, the financial model which supports the 30 year HRA Business Plan will be modelled to assess the potential impact of these changes once clarity over the arrangements has been provided. An updated version of the model was presented to the Housing Committee on 11 September 2019 and was referred to the Full Council on 16 October 2019.

### **3. Capital Programme**

An update on the 2019/20 capital programme is on the agenda for this meeting. As set out in this report, the lack of capital resources in terms of receipts or grants is limiting progress with schemes totalling £2,438,400 in the General Fund 2019/20 capital programme that are unable to proceed at present due to the lack of a source of funds.

With the exception of the funding from the Better Care Fund for disabled facilities grants and related activities, the Council no longer receives capital grants to the extent that it once did. However, further NET compensation (in addition to the £500,000 received in 2019/20) is anticipated and a capital receipt should be forthcoming from the sale of Beeston Phase 2 residential site. The Council has received a capital receipt of £470,000 from the sale of Cavendish Lodge. These resources will assist with the financing of future capital expenditure.

There are also two sources of capital resources which will assist the financing of the Beeston Town Centre phase 2 re-development. These are the receipt from the sale of the Beeston Square site for residential development which is expected to result in a significant capital receipt and the bid for £750,000 from the D2N2 Local Enterprise Partnership towards meeting costs associated with the development of Beeston Town Centre which is progressing well and has passed the latest stage.

## APPENDIX 2

**GENERAL FUND FINANCIAL PROJECTIONS TO 2023/24**

	<b>REVISED ESTIMATE 2019/20 £'000</b>	<b>ESTIMATE 2020/21 £'000</b>	<b>ESTIMATE 2021/22 £'000</b>	<b>ESTIMATE 2022/23 £'000</b>	<b>ESTIMATE 2023/24 £'000</b>
<b>BASE EXPENDITURE</b> (Base already includes vacancy factor of £300k)	10,245	10,245	10,544	11,009	11,596
<b>Changes to the base</b> *One off changes within prior year not required going forward	Reflected in the Base Budget	(468)	0	0	0
* Core Strategy Review		80	(80)		
* Estimated reduction in Council Tax Administration Subsidy Grant		6	6	6	6
* Estimated change in New Homes Bonus		79	28	(8)	8
*Increased fees and charges		(40)	(40)	(40)	(10)
*Inflation allowance: Pay including pensions back-funding		209	213	217	221
*Inflation allowance: Prices		107	117	129	141
*Minimum Revenue Provision (Borrowing) and Interest		301	221	283	(29)
<b>BUDGET REQUIREMENT BEFORE SPECIAL EXPENSES</b>	<b>10,245</b>	<b>10,544</b>	<b>11,009</b>	<b>11,596</b>	<b>11,933</b>
Beeston Special Expenses net requirement	25	25	25	25	25
<b>GROSS BUDGET REQUIREMENT</b>	<b>10,270</b>	<b>10,569</b>	<b>11,034</b>	<b>11,621</b>	<b>11,958</b>
<b>FINANCED BY:</b>					
Beeston Special Expenses precept (council tax)	25	25	25	25	25
Non Domestic Rates (NDR - Business Rates)	3,172	3,235	3,300	3,366	3,433
NDR - Share of Previous Years					
Collection Fund Deficit	(231)	0	0	0	0
NDR - Section 31 Grants	1,151	1,174	1,198	1,221	1,246
Returned Levy from Nottinghamshire Business Rates Pool	20	20	20	20	20
Growth Levy/(Safety Net to/(from) Notts NNDR Pool	(613)	(625)	(638)	(651)	(664)
Council Tax	5,450	5,615	5,784	5,969	6,139
Council Tax Share of Previous Years					
Collection Fund Surplus	52	50	50	50	50
<b>TOTAL RESOURCES</b>	<b>9,026</b>	<b>9,494</b>	<b>9,739</b>	<b>10,001</b>	<b>10,250</b>
<b>SURPLUS (DEFICIT) TO BE MET BEFORE MOVEMENT IN RESERVES</b>	<b>(1,244)</b>	<b>(1,075)</b>	<b>(1,295)</b>	<b>(1,620)</b>	<b>(1,708)</b>

<b>MOVEMENT IN RESERVES</b>					
Planned Movement into Earmarked Reserves	0	(40)	(40)	(40)	0
Planned Movement (from) Earmarked Reserves	264	0	0	0	120
<b>PLANNED SURPLUS/DEFICIT AFTER MOVEMENT IN RESERVES TO BE FUNDED FROM GENERAL FUND BALANCE</b>	<b>(980)</b>	<b>(1,115)</b>	<b>(1,335)</b>	<b>(1,660)</b>	<b>(1,588)</b>
<b>FORECAST BALANCES AS AT 31ST MARCH</b>					
-General Fund Opening Balance	6,048	5,068	3,953	2,618	958
-In-year net movement in reserves	<b>(980)</b>	<b>(1,115)</b>	<b>(1,335)</b>	<b>(1,660)</b>	<b>(1,588)</b>
- General Fund Closing Balance	5,068	3,953	2,618	<b>958</b>	<b>(630)</b>
<b>Balance of Reserves</b>					
Minimum Balance	1,500	1,500	1,500	1,500	1,500
Available Reserves (Figures in bold - below minimum balance)	3,568	2,453	1,118	<b>(542)</b>	<b>(2,130)</b>
-Earmarked Reserves Opening Balance	333	69	109	149	189
-In year net movement in reserve	(264)	40	40	40	(120)
Earmarked Reserves Closing Balance	<b>69</b>	<b>109</b>	<b>149</b>	<b>189</b>	<b>69</b>
<b>Council Tax Base</b>	33,674.71	34,011.46	34,351.57	34,695.09	35,042.06
<b>Basic council tax</b>	<b>161.85</b>	<b>165.08</b>	<b>168.39</b>	<b>171.76</b>	<b>175.19</b>
<b>% change on previous year</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Business Strategy**

In 2015 the Council developed a Business Strategy which is designed to ensure that it will be:

- Lean and fit in its assets, systems and processes
- Customer focused in all its activities
- Commercially-minded and financially viable
- Making best use of technology.

A number of initiatives within the Business Strategy have been implemented and have resulted in either reduced costs or additional income, and / or improved services for the Council.

The Business Strategy is complemented by the Commercial Strategy approved by Policy and Performance Committee on 3 October 2017. This seeks to implement a more business-like approach to service analysis and delivery.

A number of initiatives within both the Business and Commercial Strategies have been implemented including the conversion of residential units within the Beeston Square development to office use intended to encourage the growth of new businesses.

The latest progress with the Business Strategy proposals are set out in appendix 3, and have been incorporated within the Medium Term Financial Strategy.

The Business Strategy will be refreshed and reported to the Finance and Resources Committee on the 12 December 2019. A number of these proposals will arise from discussions with officers and may require further detailed development.

## APPENDIX 3

**Business Strategy 2019/20 Update as at 1 October 2019**

<b>PROPOSAL</b>	<b>RESPONSIBILITY</b>	<b>BUSINESS IMPACT</b>	<b>PROGRESS</b>	<b>£ (2019/20 estimates)</b>
Nottinghamshire Business rates retention pilot bid	Deputy Chief Executive	Participation in the Notts business rates retention pilot bid, with 75% locally retained resulting in an additional £400,000. Half allocated to the EPC and half to Broxtowe.	The bid for 2019/20 Business Rates pilot was unsuccessful and MHCLG are not requesting bids for 2020/21.	Nil
Business rates income growth	Deputy Chief Executive	Utilising a property inspector to identify additional business rates income (working in collaboration with Bassetlaw)	Recruitment of property inspectors, jointly with Rushcliffe, Newark & Sherwood and Gedling has commenced.	£100,000
Commercial income	Deputy Chief Executive	Additional income from various sources including, incubation units, rent reviews, cemetery chapel	Continuing to maximise income from various commercial initiatives.	£20,000
Procurement	Deputy Chief Executive	Contract savings from re-procuring contracts with suppliers	Significant progress with the contracts register and tender savings, predominantly capital schemes.	£20,000
Property related savings	Deputy Chief Executive	Savings in running costs from the disposal of assets	Savings from the disposal of Cavendish Lodge.	£10,000
Single persons council tax discount	Deputy Chief Executive	Use of NFI to help reduce fraud or errors	Joint procurement led by Rushcliffe	£5,000
Savings in minimum revenue provision (MRP) arising from the Arlingclose review	Deputy Chief Executive	Savings expected from the revised accounting arrangements	Savings achieved and built into the MTFs, following move to the annuity approach.	£900,000 (one off already accounted for in 2017/18)

PROPOSAL	RESPONSIBILITY	BUSINESS IMPACT	PROGRESS	£ (2019/20 estimates)
and re-profiling of Beeston Square Phase 2 development				
Reduction in the Liberty Leisure Management fee	Deputy Chief Executive	Efficiencies and additional income	Agreed the management fee for 2019/20 of £995,000 from £1,030,000 in 2018/19.	£35,000 reduction
Revenues and Benefits Shared Services review	Deputy Chief Executive	The Shared Service with Erewash expires on the 31/3/19, this provides an opportunity to look review the management arrangements and improve capacity	Permanent head of service in place since April 2019.	£5,000 (plus full Head of Service now based at Broxtowe)
Planning - additional income above budget	Chief Executive	Review income budget based on current performance trends	Income received to 31 July 2019 reported to Policy and Performance Committee on 2 October 2019.	Projection for 2019/20 presently in line with budget.
Garden Waste – additional income above budget	Interim Strategic Director	Review income budget based on current performance trends	Income received to 31 July 2019 reported to Policy and Performance Committee on 2 October 2019.	Projection for 2019/20 presently in line with budget.
Car parking - additional income above budget	Deputy Chief Executive	Review income budget based on current performance trends	Income received to 31 July 2019 reported to Policy and Performance Committee on 2 October 2019.	Projection for 2019/20 presently in line with budget.
Security contract review	Deputy Chief Executive	Review the performance of the current contract	Will be considered as part of the 2020/21 budget strategy.	Not yet determined (2020/21 review)
Community facilities review	Deputy Chief Executive	Review the current arrangements	Will be considered as part of the 2020/21 budget strategy.	Not yet determined (2020/21 review)
Environmental	Interim Strategic	Working to implement the	A desktop review of Green	Financial benefit to

PROPOSAL	RESPONSIBILITY	BUSINESS IMPACT	PROGRESS	£ (2019/20 estimates)
Services reviews	Director	outcomes of reviews	waste rounds, has resulted in a proposed revised round structure, which will be more efficient and provide some savings.	be determined.
Review of “bring sites”	Interim Strategic Director	Review the current arrangements	A desktop review has confirmed that the appropriate level of income continues to be achieved.	Nil
Review of glass recycling reschedule	Interim Strategic Director	Review the current arrangements	A desktop review has confirmed that the appropriate level of income continues to be achieved from the County Council.	Nil
Hybrid mail	Interim Strategic Director	Savings from using hybrid mail	Implemented for bulk mailing eg elections, council tax, housing benefits, resulting in saving some officer time. Any further rollout will be dependent on the estimated payback.	Nil (savings in officer time)

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**Report of the Deputy Chief Executive**

**BUDGET TIMETABLE AND BUDGET CONSULTATION 2020/21**

1. Purpose of report

To advise the Committee on the budget consultation process for 2020/21 and to set out the proposed timetable and budget scrutiny process.

2. Background

Section 65 of the Local Government Finance Act 1992 places a duty upon local authorities to consult representatives of non-domestic ratepayers before setting the budget. There is no specific statutory requirement to consult residents. Local authorities were placed under a general duty to ‘inform, consult and involve’ representatives of local people when exercising their functions by the Local Democracy, Economic Development and Construction Act 2009 but this was repealed and replaced by more prescriptive forms of involvement by the Localism Act 2011.

For 2020/21 a similar budget consultation process is proposed similar to that adopted for 2019/20 using a web-based survey, publicised through social media.

As with the 2019/20 budget, it is proposed that elements of the budget are reported to the relevant Committees for detailed scrutiny. An overall budget report will then be presented to the Finance and Resources Committee on 13 February 2020 for recommendation to Full Council on 4 March 2020.

Appendix 1 denotes the budget timetable and consultation process. The consultation survey is attached at appendix 2. This includes questions relating to resident’s method of access of particular Council services and preferred means of interacting with the Council, to help inform the New Ways of Working project. Social media is ongoing throughout the consultation with specific activities on the following dates:

- Initial press release: 11 October 2019
- Posters distributed across buildings, town and parish councils etc.
- Email Bulletin via email me service: 11 October 2019
- Reminder press release: 4 November 2019
- Email Bulletin via email me service: 18 November 2019

**Recommendation**

**The Committee is asked to RESOLVE that:**

- 1. The budget-setting process for 2020/21 be approved.**
- 2. The Budget Consultation questionnaire be approved.**

Background papers

Nil

## APPENDIX

**Budget timetable and consultation process**

11 October 2019	Online questionnaire published
1 November 2019	Capital and revenue submissions received
29 November 2019	Online questionnaire closes
November 2019	Compilation of proposed three year Capital Programme
November-December 2019	Scrutiny of services business and financial plans by General Management Team
9 January 2020	Results of budget consultation exercise and draft budget proposals to Finance and Resources Committee. Council Tax base set.
January–February 2020	Scrutiny of service business and financial plans by service Committees
13 February 2020	Budget proposals presented to Finance and Resources Committee
4 March 2020	Budget approved by Council



## **Budget Consultation 2020/21**

### **Help us balance the books**

Each year, we ask residents for their views as we start to prepare the budget for the new financial year.

Your views are important to us so please take a few minutes to complete the survey below. Your answers will help inform the budget process.

#### **\*1. What is your opinion of the following Council services over the last 12 months?**

Service	Satisfied	No opinion	Dissatisfied	Not used
Household waste collection (black lidded bin)				
Garden waste collection (brown lidded bin)				
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)				
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)				
Leisure services (leisure centres, arts and culture, sports development)				
Planning (planning applications and planning policy)				
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)				
Public Protection (licensing, food hygiene inspections, nuisance complaints)				

Service	Satisfied	No opinion	Dissatisfied	Not used
Revenues and Benefits (housing benefit and council tax support payments, collection of council tax and business rates)				
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)				
Public car parks				
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)				
Electoral Services (elections, voting)				
Parks & Nature Conservation (parks, open spaces)				
Bereavement Services (crematorium, cemeteries)				

**2. Any other comments?**

**\*3. Please tell us what your preferred and least preferred approach would be to help us balance the budget.**

Approach	Most preferred option	Second most preferred option	Third most preferred option	Least preferred option
Increased council tax levels				
Increased fees and charges				
Provided fewer services				
Reduce the number of				

Approach	Most preferred option	Second most preferred option	Third most preferred option	Least preferred option
Council Office buildings				

**\*4. Of the following Council services, which do you think should have their funding increased, decreased or stay the same?**

Service	Increased	Stay the same	Decreased
Household waste collection (black lidded bin)			
Garden waste collection (brown lidded bin)			
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)			
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)			
Leisure services (leisure centres, arts and culture, sports development)			
Planning (planning applications and planning policy)			
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)			
Public Protection (licensing, food hygiene inspections, nuisance complaints)			
Revenues and Benefits (housing benefit and council tax support payments, collection of council tax and business rates)			
Housing service (housing options advice,			

Service	Increased	Stay the same	Decreased
---------	-----------	---------------	-----------

homelessness, provision of affordable housing, tenancies)

Public car parks

Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)

Electoral Services (elections, voting)

Parks & Nature Conservation (parks, open spaces)

Bereavement Services (crematorium, cemeteries)

**5. Any other comments?**

**\*6. Overall, how satisfied or dissatisfied are you with...**

Options	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
---------	----------------	-----------	---------	--------------	-------------------

The way in which the Council provides services

Your local area as a place to live

**7. Any other comments?**

**\*8. Do you feel that the Council listens to you?**

Yes

No

**9. Do you have any other suggestions on how the Council could increase income, reduce costs or make savings to support the budget?**

**\*10. How frequently do you access Council services?**

A few times a year

Monthly

Weekly

Daily

**\*11. Overall, how satisfied are you with the way you can access Council services?**

Very satisfied

Satisfied

Neutral

Unsatisfied

Very Unsatisfied

**\*12. How do you prefer to conduct business with the Council? Please select your most preferred option and least preferred option.**

Contact Method	Most preferred	Least preferred
Phone		
Email		
Social Media e.g. Facebook, Twitter		
Online through the website or online forms		
In person		
By Post		
Via a Councillor		
Other		

**\*13. Please explain why these are your most preferred and least preferred methods**

**\*14. Would you consider accessing services in another way? Please tick all which apply.**

Phone

Email

Social Media e.g. Facebook, Twitter

Online e.g. through the website or online form

In person

By post

Instant messaging e.g. text, what's app, we chat

Other

**15. If you answered 'other' please give details**

**Tell Us About You**

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our services, so will help us improve what we provide and reduce potential barriers to access.

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but the information we collect will be kept confidential and secure. The better the information is that we collect the more effective our monitoring will be.

**16. Which of the following areas do you live in?**

Attenborough

Awsworth

Beeston

Bramcote

Brinsley

Chilwell

Cossall

Eastwood

Greasley

Kimberley

Nuthall

Stapleford

Toton

Trowell

**17. Gender**

Male

Female

Transgender

**18. Which age group do you belong to?**

Under 18

18 – 24

25 – 29

30 – 44

45 – 59

60 – 64

65+

**19. Ethnicity**

White – British

White – Irish

White – other background

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Asian or Asian British – other background

Black or Black British – Caribbean

Black or Black British – African

Black or Black British – other background

Mixed – White and Black Caribbean

Mixed – White and Black African

Mixed – White and Asian

Mixed – Other background

Chinese

Any other ethnic group

**20. Do you consider yourself as disabled or have any long-term health problems that limit daily activity?**

Yes

No

**Thank you for completing this survey**

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Simply visit [www.broxtowe.gov.uk/emailme](http://www.broxtowe.gov.uk/emailme), type your email address in to the box and tick which services you'd like email updates on. Stay up to date!

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## Report of the Deputy Chief Executive

**TRAM COMPENSATION LEGAL ADVICE**1. Purpose of report

To seek approval to appoint external specialist solicitors and counsel to help progress this Council's compensation claim against Nottingham City Council.

2. Background

Committee may recall that in 2011/12 the City Council used a parliamentary Act to compulsorily acquire or temporarily use 127 plots of Broxtowe Borough Council-owned land to construct and operate the tram extension from Nottingham Station to Toton Lane. This Council subsequently appointed FHP as its advisors on the compensation claim associated with these losses.

The most significant land-take, and the biggest element of associated compensation claim, is at The Square in Beeston. However, there are other important elements of land-take from this Council such as car parks, retirement living schemes and public open space.

Policy and Performance Committee on 21 November 2017 granted delegated powers to make a reference to the Upper Tribunal (Lands Chamber) should that be necessary to progress this Council's compensation claim against Nottingham City Council.

3. Progress to date and suggested way forward

Progress to date is summarised in the exempt appendix to this report. Progress has slowed again and, as the City Council has already taken its own legal advice, FHP believe that the most appropriate way for this Council to further progress its compensation claim against Nottingham City Council is to appoint specialist external solicitors and counsel of its own.

4. Risks and Financial implications

These are set out in the exempt appendix.

**Recommendation**

**The Committee is asked to RESOLVE that the allocation of £25,000 from General Fund reserves to cover the cost of appointing specialist external solicitors and counsel be approved.**

Background papers

Nil

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

## PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – 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 therein.

### 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 subsequently approved by the respective Committees each year.

The updated Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by Council on 6 March 2019.

### 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 this Committee 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 2019/20 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 Business Plans for Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation and to in addition to the current Key Performance Indicators for 2019/20.**

### 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 respective Committees at meetings held in January/February 2019. 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 2019/20 (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 Risk 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 Risk performance reports is as follows:

#### Action Status Key

Icon	Status	Description
	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

#### Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only

## RESOURCES

### Critical Success Indicators for Resources 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	BV8 Percentage of invoices paid within 30 days of receipt	99.5%	99.3%	99.5%	99%	Target continues to be achieved.
Green 	LALocal_07 Number of complaints determined by the Local Government/ Housing Ombudsman against the Council	2	5	1	0	One complaints was determined against the Council in Q1.
Green 	LALocal_12 Percentage of Freedom of Information requests dealt with within 20 working days	95%	97%	95%	100%	
Red 	BV12 Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	13.6	8.7	9.3*	7.5	*July 2019 figure

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### Resources Key Tasks and Priorities for Improvement 2019/20

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
<b>Finance Services</b>						
Completed 	FP1922_01	Produce final accounts by end of May	Final Accounts to be produced for external auditors to scrutinise by end of May 2019	<b>100%</b>	31-May-2019	Financial Accounts 2018/19 completed by 31 May 2019 deadline.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Overdue 	FP1922_02	Implement web based Financial Management Software	Introduction of web based accounts management to support New Ways of Working	<b>90%</b>	30-Jun-2019	Systems have been updated and testing is completed. Rollout took place in summer 2019. Finance Officers are providing ongoing support.
Warning 	FP1922_03	Introduce Intelligent Scanning to all Departments	Reduction in time taken to process invoices received	<b>50%</b>	31-Dec-2019	Intelligent Scanning has been installed and being tested. A detailed project plan is being produced before roll out to departments commences.
Complete 	FP1922_04	Produce a refreshed Procurement Strategy for approval by Members	A new Procurement Strategy to be adopted by the Council.	<b>100%</b>	31-Jul-2019	Refreshed Procurement and Commissioning Strategy was approved by the Policy and Performance Committee on 3 July 2019. Adoption is delayed pending updates to the Constitution and Financial Regulations.
In Progress 	FP1922_05	Determine the approach to procurement to ensure that it meets needs and objectives	Review current procurement arrangements to ensure that the Council has sufficient expertise to maintain compliance with regulations.	<b>20%</b>	31-Dec-2019	The Council is presently employing an Interim Procurement and Contracts Officer. A further attempt to fill the post on a permanent basis will commence in September 2019.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
<b>Legal Services</b>						
In Progress 	LA1821_01.1	Implement and Manage the Case Management System	Improvement the management of cases and records. Production of case load reports.	<b>33%</b>	31-Dec-2019	Case Management System now used and all files have been imported. The Time Recording and Version Control elements are being developed. Internal task group created to review system use. Report function is being explored.
In Progress 	LA1922_01	Embed an effective joint Debt Recovery Service to continue to reduce levels of debt.	Maintain low levels of outstanding debt and focus on those with a realistic prospect of recovery	<b>20%</b>	31-Mar-2020	Ongoing cross departmental discussions to facilitate effective debt recovery operations.
In Progress 	LA1922_02	Rewrite the Council's Constitution	Update the Council's constitution to reflect the Council's day to day business	<b>42%</b>	31-Dec-2019	The Council's contract standing orders, Financial Regulations (Contracts) due for adoption at the October 2019 Council meeting following adoption of the new Procurement Strategy.
<b>Administrative Services</b>						
In Progress 	DEM1518_01	Community Governance Review	Community Governance Review - Revision of all Parish boundaries so that existing anomalies are removed wherever possible.	<b>0%</b>	30-Sept-2021	Work on this task will commence in September 2020, The review will focus on the Broxtowe Constituency area only and enable any changes to parish boundaries in the Ashfield Constituency area to be made in light of any parliamentary boundary changes.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry	5%	31-Dec-2020	Due date revised from June 2019.
Overdue 	DEM1922_01	Roll Out Phase 2 of the Committee Management System	More efficient and effective production and distribution of Agendas, Minutes and improved website information	50%	28-February-2020	Phase 1 completed January 2018 resulting in improved efficiencies. Development work on accessible documents complete. Programme in development to produce reports internally through the management system.
<b>Council Property</b>						
Warning 	CP1620_03	Implement the Asset Management Plan 2016-21	Implement the Asset Management Plan 2016-21	23%	31-Mar-2020	Work is ongoing.

### Resources Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
<b>Finance Services</b>						
Green 	FPLocal_01 Percentage of sundry creditors paid by BACS	89.9%	90.8%	92.7%	90%	August
Red 	FPLocal_02 Percentage of sundry debtors raised in any one financial year paid in that year	83.2%	83.5%	82.6%	90%	August

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	FPLocal_03 Internal Audit: Percentage of planned audits completed in the year	89%	97%	33%	100%	Updated position at 31 August 2019.
Green 	FPLocal_09 Percentage of invoices paid within 20 days	98.5%	97.6%	94.6%	98%	August
Green 	LALocal_13 The percentage of prosecutions where a sentence is imposed in the Magistrates Court	100%	-	-	-	Data is being recorded in the Case Management System. Development of reports is pending completion of officer training.
<b>Legal Services</b>						
Unknown 	LALocal_14 Statutory Notices issued as a result of requests from Council Services %	-	62.5%	-	-	5 Statutory Notices issued from 8 Council requests during 2018/19. Case Management System implemented and used daily. Development of reports is pending completion of officer training.
<b>Administrative Services</b>						
Amber 	LALocal_04 The percentage of complaints acknowledged within 3 working days	91%	94%	98%	100%	
Amber 	LALocal_08 The number of individually registered electors in the borough	84,617	84,788	-	87,000	As stated on Electoral Register at 1 December 2018.
<b>Council Property</b>						

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	CPLocal_01 % Industrial units vacant for more than 3 months	1.6%	1.6%	1.6%	5%	The industrial units remain close to 100% let with some tenant changes. Replacement tenants can usually be found within the 3 month period.
Red 	CPLocal_02 Percentage of tenants of industrial units with rent arrears	6.6%	1.6%	5%	3%	There has been an increase in bad debtors.
Green 	CPLocal_05 % Beeston Square Shops vacant for more than 3 months	15%	7.69%	0%	0%	No empty shops from March to July 2019.

## REVENUES, BENEFITS AND CUSTOMER SERVICES

### Critical Success Indicators for Revenues, Benefits and Customer Services 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	BV9 Council Tax collected %	98.5%	98.5%	29.7%	24.6%	The Council Tax collection rate currently exceeds target. August 2019 = 48.27%
Green 	BV10 Non-Domestic Rates collected %	98.8%	99.1%	30.7%	24.7%	The NNDR collection rate currently exceeds target. August 2019 = 47.17%

### Revenues and Benefits and Customer Services Key Tasks and Priorities for Improvement 2019/20

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	RBCS1620_01	Manage the introduction of Universal Credit (UC)	Transfer of working age HB claims will be administered by the DWP	<b>50%</b>	31-Mar-2020	The managed migration has commenced in the pilot area - anticipated to take several months to complete. Full evaluation will be conducted before a national rollout is commissioned. This remains in DWP control but the Council will continue to work proactively with DWP.
In Progress 	RBCS1620_03	Replace the current CRM system (Meritec)	More effective system to record and refer customer contact.	<b>90%</b>	30-Sept-2019	Work continues on the project and we will soon be entering the user acceptance testing period. Go live is currently expected for mid-September.
Warning 	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms	<b>90%</b>	30-Sept-2019	Implementation date delayed to September 2019 allowing further testing. E-forms are continuing to be developed.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	RBCS1620_06	Update the council's face to face customer contact	Devise appropriate ways to handle visitors to the new reception in the council offices.	<b>15%</b>	31-Mar-2020	Implementation is partly dependent on progress of the New Ways of Working Project and funding to make physical changes to reception.
In Progress 	RBCS1922_01	Implement Analyse Local	Allow the Council to estimate their NNDR appeals provision timely and consistently with Nottinghamshire Councils.	<b>70%</b>	30-Sep-2019	The Council has contracted with Analyse Local and will continue to develop the systems around NNDR, including greater analysis of the data.
In Progress 	RBCS1922_02	Property Inspector	Review the rateable value of Business premises within the area to ensure fair and accurate billing	<b>80%</b>	30-Mar-2020	The Council is currently in the process of contracting with Newark and Sherwood, Rushcliffe and Gedling to provide a shared property inspector. Recruitment commenced in August 2019.
In Progress 	RBCS1922_03	Single Person Discount Review	To review cases of SPD where it is considered the discount is no longer applicable	<b>20%</b>	30-Mar-2020	Further discussions taking place with other Nottinghamshire local authorities to establish a common approach.

## Revenues and Benefits and Customer Services Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	BV78a Average speed of processing new HB/CTB claims (calendar days)	12.6	11.4	9.2	14.0	Performance continues to exceed targets August 2019 = 8.3
Green 	BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	5.0	3.9	4.3	5.0	Performance continues to exceed targets August 2019 = 6.8
Green 	BV79b(ii) HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	29.3%	29.0%	8.9%	10.6%	Recovery of Housing Benefit overpayments remains difficult and work continues to improve this area.
Data Only 	CSDData_02 Calls Handled	90,192	79,800	17,857	80,000	The number of calls handled continues to decrease.
Data Only 	CSDData_03 Calls Abandoned	6,124	14,583	6,599	-	- During the summer of 2018 the Customer Services team improved the way that the calls are handled. This meant that more calls would be handled within the Contact Centre. This change means that the rate of abandonment will increase in the Contact centre but reduce in the back office. As this indicator records those abandoned in the contact centre only, it will look like an increase compared to previous years. During Q1 of 2019 the Council has reduced the abandonment rate in the back office by over 5,000 calls showing a net improvement when comparing both Contact centre and back office abandonment rates by 5.7%



## ICT AND BUSINESS TRANSFORMATION

### Critical Success Indicators for ICT and Business Transformation 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	ITLocal_01 System Availability	99.6%	99.8%	99.8%	99.5%	
Green 	ITLocal_05 Virus Protection	100%	100%	100%	99%	

### ICT and Business Transformation Key Tasks and Priorities for Improvement 2019/20

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Overdue 	IT1920_01	Digital Strategy Implementation	Digital Strategy Implementation	50%	31-Mar-2020	Implemented Committee Management System, Customer Relationship Manager Programme will go live in Q3. Implemented Iken case management system.
Overdue 	IT1920_02	New Ways Of Working	New Ways Of Working	60%	31-Apr-2020	Following the wider programme this is on target.
In Progress 	IT1920_14	ICT Security Compliance	ICT Security Compliance	28%	31-Mar-2020	Certification takes place in the final quarter.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Not Started 	IT1920_17	E-Facilities - Projects include Leisure Members access control; Housing Mobile Device Pilot; and PDA Replacement Plan	E-Facilities - Projects include Leisure Members access control; Housing Mobile Device Pilot; and PDA Replacement Plan	50%	31-Mar-2020	Research and Development completed, business plans have been accepted by the General Management Team subject to funding. Procurement and implementation remain.

### ICT and Business Transformation Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Latest Note
Green 	ITLocal_02 Service Desk Satisfaction	100%	100%	-	99.5%	Customer satisfaction feedback has not been collated for Q1. The new ICT Service Desk arrangement, delivered on an ICT Shared Service Partnership strategic outcome, will allow for a complete record to be captured from Q2.
Amber 	ITLocal_04 BBSi Programme Completion	100%	96.8%	14.37%	100%	The programme is slightly behind target in Q1. Additional resource has been appointed so it is expected that the programme will be on target by end of Q2.

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**Report of the Interim Strategic Director**

**WORK PROGRAMME**

1. Purpose of report

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

2. Background

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

12 December 2019	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress – Support Service Areas</li> <li>• Treasury Management/Prudential Indicators 2019/20 mid-year report</li> <li>• Capital Programme Update 2019/20</li> <li>• Revenue Budget Variations 2019/20</li> <li>• Spending Review/Fair Funding Review/Business Rates Retention</li> <li>• Irrecoverable Arrears</li> <li>• Budget Consultation Response</li> </ul>
9 January 2020	<ul style="list-style-type: none"> <li>• Council Tax Base 2020/21</li> <li>• Local Council Tax Support Scheme 2020/21</li> <li>• Irrecoverable Arrears</li> <li>• Procurement Update</li> <li>• Local Government Finance Settlement 20/21</li> </ul>
13 February 2020	<ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2020/21 - 2022/23</li> <li>• Budget Proposals and Associated Strategies</li> <li>• Grants to Voluntary and Community Organisations etc.</li> <li>• Capital Programme Update 19/20</li> <li>• Irrecoverable Arrears</li> </ul>

3. Dates of future meetings

9 January 2020  
13 February 2020

**Recommendation**

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

Background papers

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