



Tuesday, 31 December 2019

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 9 January 2020 in the Council Chamber, Council Offices, 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 Legal Services at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: S J Carr (Vice-Chair)
E Cubley
S Easom
D A Elliott
G Marshall (Chair)
P J Owen
P D Simpson

P Roberts-Thomson
M Radulovic MBE
P Lally
E Kerry
B C Carr
E Williamson

A G E N D A

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 10 October 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. CAPITAL PROGRAMME 2019/20 UPDATE PAGES 7 - 18
- To report upon capital expenditure incurred in 2019/20 up to 30 November 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.
5. GRANT AID REQUEST - TRENT VALE COMMUNITY SPORTS ASSOCIATION AND BEESTON FOOTBALL CLUB PAGES 19 - 22
- To consider a request for capital grant aid in accordance with the provisions of the Council's grant aid policy.
6. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2019/20 PAGES 23 - 38
- To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
7. TREASURY MANAGEMENT AND PRUDENTIAL 2019/20 - MID YEAR REPORT TO 30 NOVEMBER 2019 PAGES 39 - 54
- To inform the Committee of treasury management activity and the actual prudential indicators for 2019/20 up to 30 November 2019.
8. COUNCIL TAX BASE 2020/21 PAGES 55 - 58
- To approve the Council Tax Base for the year 2020/21.
9. LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21 PAGES 59 - 60
- To seek approval for arrangements to operate in 2020/21 in respect of the Local Council Tax Support Scheme.
10. BUDGET CONSULTATION PAGES 61 - 68
- To report the results of the 2020/21 budget consultation exercise that took place during October and November 2019.

11. BUSINESS STRATEGY PAGES 69 - 72
- To present for approval a Business Strategy 2020/21 to assist with meeting the financial challenge facing the Council by setting out initiatives to be pursued that are intended to reduce costs, generate additional income and/or improve services.
12. ONE HUNDRED EVENTS IN 2020 PAGES 73 - 74
- To request approval for £5,000 to produce and distribute an events guide to residents and businesses in the Borough.
13. BRAMCOTE AND STAPLEFORD COMMUNITY HUB PAGES 75 - 82
- To update members on the progress made on the proposal to create a community hub building with toilets and catering facilities in Bramcote Hills Park and grant in principal a 28 year lease to allow the group to further develop the project.
14. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS PAGES 83 - 96
- 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 97 - 98
- 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.**
17. IRRECOVERABLE ARREARS PAGES 99 - 104

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FINANCE AND RESOURCES COMMITTEE

THURSDAY, 10 OCTOBER 2019

Present: Councillor G Marshall, Chair

Councillors: S A Bagshaw
E Cubley
S Easom
E Kerry
P Lally
P J Owen
P D Simpson
P Roberts-Thomson
E Williamson
D Bagshaw (Substitute)

Apologies for absence were received from Councillors B C Carr, S J Carr and D A Elliott

18 **MINUTES**

The minutes were confirmed and signed as a correct record.

19 **DECLARATIONS OF INTEREST**

Councillors D Bagshaw, S Bagshaw, P J Owen, P D Simpson and E Williamson declared non-pecuniary interests in item 8 due to being members of a Parish Council, minute number 24 refers.

20 **REFERENCES**

20.1 **JOBS AND ECONOMY COMMITTEE**

5 September 2019

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

The Committee considered 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.

RESOLVED that the projects set out in paragraph 1 (a) and (b) be funded using ITPS funding for the North of Broxtowe, pending the outcome of the Oakley report.

20.2 HOUSING COMMITTEE

18 September 2019

Rentsense Software - Contract Extension

The Committee considered the contract extension for the Rentsense software.

RESOLVED 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.

20.3 COMMUNITY SAFETY

19 September 2019

Dog Fouling

The Committee considered the commissioning of additional signage in the Borough in relation to dog fouling.

RESOLVED that signage be provided in parks and open spaces where none currently exists and that signage be replaced as necessary.

21 CAPITAL PROGRAMME UPDATE 2019/20

The Committee received a report on the expenditure incurred in 2019/20. The 2019/20 capital programme includes schemes totalling £1,805,350 that were carried forward from 2018/19.

RESOLVED that the capital budget variations for 2019/20 as set out in appendix 3 be approved.

22 GENERAL FUND REVENUE BUDGET AMENDMENTS 2019/20

The Committee considered the amendments to the General Fund revenue budget for 2019/20.

RESOLVED 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.

23 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS

The Committee considered the requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy. The Committee expressed concern that the request of £3,000 made by the Beeston and District Local History Society was too large of an increase from the £1,000 requested in 2018/19.

RESOLVED that the applications be dealt with as follows:

	£
Beeston and District Local History Society	1,000
DIG-IN Community Allotment	495

24 GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS

The Committee considered the requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

RESOLVED that the grant aid requests be approved.

25 HOUSING DELIVERY PLAN - NEW BUILD HOUSING FEASIBILITY COSTS

The Committee received a report on the proposal to undertake feasibility work on sites being considered for new build housing funded by the Housing Revenue Account. It was 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.

RESOLVED that £200,000 be allocated in the 2019/20 Programme for new build housing feasibility costs to be funded from HRA capital receipts.

26 SECTION 106 FUNDS

The Committee noted the section 106 funds that are presently available and their intended use.

27 MEDIUM TERM FINANCIAL STRATEGY AND BUSINESS STRATEGY

The Committee were updated on the Council's Medium Term Financial Strategy and the progress with the delivery of the Business Strategy. It was noted that there was an underspend of £430,219 on the General Fund revenue budget in 2018/19.

RESOLVED that the updated Medium Term Financial Strategy in appendix 2 be approved.

28 BUDGET CONSULTATION 2020/21

The Committee were advised of the budget consultation process for 2020/21. For 2020/21, a similar budget consultation process was proposed to that adopted for 2019/20. This was a web-based survey, publicised through social media. The Committee raised concern that responses to the budget consultations have been historically low.

RESOLVED that:

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

29 TRAM COMPENSATION

The Committee considered the proposal to appoint an external specialist solicitor and counsel to help progress the Council's compensation claim against Nottingham City Council.

RESOLVED that the allocation of £25,000 from General Fund reserves to cover the cost of appointing specialist external solicitors and counsel be approved.

30 PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS

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. Concern was raised in relation to the increased number of sickness days and call abandonments.

31 WORK PROGRAMME

The Committee considered the Work Programme. It was agreed that a report on the GDPR statement issued over the telephone to customers be added to the work programme.

RESOLVED that the Work Programme, as amended, be approved.

32 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 involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

33 REFERENCE - RENTSENSE SOFTWARE - CONTRACT EXTENSION

The confidential information was noted.

34 TRAM COMPENSATION LEGAL ADVICE - APPENDIX

The confidential information was noted.

35 IRRECOVERABLE ARREARS

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

36 EXERCISE OF THE CHIEF EXECUTIVE'S URGENCY POWERS

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

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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 30 November 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 30 November 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 10 October 2019.

Appendix 1 shows that capital expenditure totalling £6,111,031 (or 35.00% of the planned 2019/20 capital programme) had been incurred by 30 November 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 30 November 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

	Total Budget 2019/20 £	Actual to 30 November £	Expenditure %
<u>CAPITAL EXPENDITURE SUMMARY</u>			
ENVIRONMENT AND CLIMATE CHANGE	1,592,850	1,033,775	64.90%
LEISURE AND HEALTH	214,750	38,090	17.74%
FINANCE AND RESOURCES	4,795,600	951,359	19.84%
HOUSING	8,131,550	3,987,808	49.04%
JOBS AND ECONOMY	291,000	0	0.00%
RESERVE LIST	2,438,400	0	0.00%
TOTAL	17,464,150	6,011,032	34.42%
<u>DETAILED SCHEMES</u>			
<u>ENVIRONMENT AND CLIMATE CHANGE</u>			
Awsorth P.C. - Play Area and Parks	16,450	13,593	82.63%
Brinsley P.C. - Play Area and Parks	22,000	-	
Greasley P.C. - Play Area and Parks	57,100	57,093	99.99%
Kimberley T.C. - Play Area and Parks	25,400	-	
Nuthall P.C. - Play Area and Parks	29,700	26060	87.74%
Trowell P.C. - Play Area and Parks	13,800	13,773	99.80%
King Georges Park (Bramcote) - Refurbishment	123,850	81768	66.02%
Sherman Drive (Chilwell) – New Equipment	32000	34196	106.86%
Hall Om Wong – Extended Provision	22000	2,000	9.09%
Hall Om Wong – Footpath Improvements	11,000	-	
Hickings Lane Recreation Ground - Play Area	161,500	169,693	105.07%
Real Time Bus Information (Stapleford)	5000	5000	100.00%
Community Transport (Stapleford)	5000	5000	100.00%
Attenborough Nature Reserve – Contrib'n to purchase	75000		0.00%
Redwood Crescent (Beeston) - Pocket Park	22,800	(234)	-1.03%
Bramcote Ridge – Access Improvements	17,700	15689	88.64%
Eastwood Town Council - Community Room Upgrade	5,000	-	
Purchase and Installation of CCTV Cameras	20,000	-	
Hall Park (Eastwood) - Access Improvements (S106 Parks & Open Spaces)	5,500	1806	32.84%
Pedestrian Crossing - Hickings Lane	40,000	7,400	18.50%
Town Centre Wi-Fi	60,000	25,351	42.25%
St Helen`s Church Gates (Stapleford)	15,000	3833	25.55%
Victoria Street Car Park-Eastwood-Resurface	15,650	15,649	99.99%
Bennerley Viaduct	20,000	-	

	Total Budget 2019/20 £	Actual to 30 November £	Expenditure %
Beeston Weir - Life Saving Equipment	6,400	-	
Replacement Vehicles & Plant	765,000	555,756	72.65%
St Catherines Churchyard/New construction	0	350	100.00%
Total for Environment and Climate Change	1,592,850	1,033,775	64.90%
<u>LEISURE AND HEALTH</u>			
Leisure Centres – Planned Maintenance	25,000	9,232	36.93%
Leisure Facilities Strategy	30,000	7,238	24.13%
Trent Vale Community Sports Association	2,500	-	
BLC – Combined Heat and Power Unit	140,000	13,698	9.78%
BLC - Property Condition Survey	17,250	5,614	32.54%
KLC - Replacement Water /New construction	0	2,308	100.00%
CO - Replacement of Flat Roof	0	0	
Total for Leisure and Health	214,750	38,090	17.74%
<u>FINANCE AND RESOURCES</u>			
<u>RESOURCES</u>			
Beeston Square – Phase 2/Other Capital Expenditure	-	424,898	100%
Beeston Square – Phase 2	3,554,450	(14,542)	-0.41%
Town Hall Sale – Legal Costs	5,150	47	0.91%
Town Hall Migration -New/New construction	0	3,316	100%
NWOW – New Civic Suite/Customer Services/Staff Accommodation	295,500	235,573	79.72%
NWOW – Data Server Room Re-Location	92,900	35,902	38.65%
NWOW – Civic Suite Audio Visual Equipment	100,000	104,889	104.89%
NWOW – Planning, Finance and Estates	200,000	20,841	10.42%
GF Contingency	8,500	5,000	58.82%
<u>ICT SERVICES</u>			
Replacement Development Programme	88,850	60,543	68.14%
E Facilities/Intangible Fixed Assets		7,346	
Replacement of MFD Photocopier Estate	63,000	50,871	80.75%
VoIP Telephony	50,000	-	
Technical Infrastructure Architecture	50,000	-	
Committee Administration System	11,650	10,125	86.91%
Technical Infrastructure Architecture	139,200	3,349	2.41%
E Facilities Initiatives	40,000	-	

	Total Budget 2019/20 £	Actual to 30 November £	Expenditure %
Replacement CRM System	6,400	3,203	50.05%
Replacement/Development Programme	90,000	-	
Total for Finance and ICT Services	4,795,600	951,361	19.84%
<u>HOUSING</u>			
Disabled Facilities Grants	802,550	486,132	60.57%
Dementia Friendly Bungalows – Willoughby St	270,850	2,206	0.81%
Central Heating Replacement	1,038,100	307,024	29.58%
Housing Modernisation Programme	1,563,000	1,258,012	80.49%
Major Relets	157,150	114,811	73.06%
Aids and Adaptations – Disabled Persons	420,000	214,059	50.97%
Window and Door Replacement	313,450	285,469	91.07%
External Pre-Paint Repairs and Decoration	735,350	539,879	73.42%
Electrical Periodic Improvement Works	298,550	100,801	33.76%
External Works-Paths Pavings & Hard Standings	94,850	23,627	24.91%
Fire Safety Assessment and Remedial Work	371,800	285,289	76.73%
Bexhill Court - Scooter Storage	15,550	-	
Garage Refurbishment	444,950	255,131	57.34%
Housing System & DMS Replacement	19,150	6,200	32.38%
HRA Stock Condition Survey	100,000	-	
NWOW – Housing Section	100,000	-	
Buy Back of Former HRA Properties	-	-	
HRA Acquisition of Properties	1,133,350	105,138	9.28%
HRA Contingency	27,900	900	3.23%
Notts Warm Homes on Pres/Grants	25,000	120	0.48%
New Build Housing Feasibility Costs	200,000	3,010	1.51%
Total for Housing	8,131,550	3,987,808	49.04%
<u>JOBS AND ECONOMY</u>			
Walker Street (Eastwood) - Transport Feasibility Study	20,000	-	0.00%
HS2 Potential Extension Studies	100,000	-	0.00%
Former Stapleford Police Station Redevelopment	171,000	-	0.00%
Total for Jobs and Economy	291,000	-	0.00%
<u>SCHEMES AWAITING 2019/20 FUNDING</u>			
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%

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

APPENDIX 2

Planned Financing of 2019/20 Capital Programme

Source of Financing			
	General Fund	HRA	Total
	£	£	£
Revenue Financing:			
Major Repairs Reserve		4,191,450	4,191,450
Direct Revenue Financing	17,250	1,508,350	1,525,600
Grants and Contributions:			
Better Care Fund	827,550	270,850	1,098,400
D2N2 LEP	592,150		592,150
WREN	143,500		143,500
Section 106 Receipts – Parks and Open Spaces	35,000		35,000
Section 106 Receipts – ITPS	164,450		164,450
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
Usable Capital Receipts:	1,808,050	1,333,350	3,141,400
Borrowing	4,052,450		4,052,450
Reserve List:			
Usable Capital Receipts – Awaited	1,687,400		1,687,400
Grants and Contributions	751,000		751,000
Total	10,160,150	7,304,000	17,464,150

Capital Receipts

(i) General Fund

General Fund capital receipts available at 30 November 2019 for the financing of capital expenditure were approximately £1,657,850. This includes receipts of £645,150 brought forward from 2018/19 plus £470,000 from the sale of Cavendish Lodge in April 2019 and £500,000 received from Nottingham City Council in May 2019 in respect of tram compensation. Sums of £20,450 and £22,250 have also been received from the sale of vehicles and the repayment of improvement grants respectively.

The planned financing of the 2019/20 capital programme shown in the table above assumes that General Fund capital receipts of £1,808,050 will be utilised. This includes £500,000 on the Beeston Square Phase 2 development, £388,400 on New Ways of Working initiatives, £320,950 on parks and open spaces (including those owned by parish and town councils under the Pride in Parks initiative) and £139,200 on technical architecture infrastructure.

Whilst the planned financing of the 2019/20 capital programme assumes that General Fund capital receipts of £1,808,050 will be utilised and there is £1,657,850 presently available, General Fund capital receipts will be further supplemented by the £425,000 to be received from the Redeemer/Cornerstone Church for the sale of the Town Hall in Beeston as approved by Council on 17 October 2018.

(ii) Housing Revenue Account

Housing Revenue Account (HRA) capital receipts available at 30 November 2019 for the financing of capital expenditure were approximately £4,292,150. This was arrived at as follows:

	£
Balance at 1 April 2019 (brought forward from 2018/19)	3,831,250
Plus: Receipts from 1 April 2019 to 30 November 2019	656,150
Plus: Repayment of a Discount	13,250
Less: Payment to MHCLG	<u>(208,500)</u>
Balance at 30 November 2019	4,292,150

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

- Capital Receipts of £4,292,150
- 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:

- An assumed level of receipts under right to buy (RTB) based upon a baseline forecast in the self-financing settlement of March 2012
- 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 September 2019 the Council's cumulative new build expenditure of £2,558,150 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.

Cumulative New Build Expenditure Required (£)	Date New Build Expenditure Required By:
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
6,372,252.46	30 September 2022

Given that the Council's cumulative new build expenditure presently stands at £2,558,150 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. Kimberley Leisure Centre – Fire Alarm Smoke and Heat Detectors and Sounders

Policy and Performance Committee on 4 December 2019 noted the exercise of the Chief Executive's urgency powers to approve expenditure of £11,100 on replacement fire alarm smoke and heat detectors at Kimberley Leisure Centre. This was due to the fire alarm smoke and heat detectors failing and needing to be replaced urgently.

Provision for this expenditure now needs to be made within the 2019/20 capital programme. The cost can be met from the £8,500 presently available within capital contingencies with the remaining £2,600 from General Fund capital receipts.

2. Nuthall Parish Council - Pride in Parks

The 2019/20 capital programme includes £29,700 for parks and recreation grounds improvements at sites owned by Nuthall Parish Council under the Pride in Parks initiative.

It is anticipated that a sum of £2,900 will remain unallocated at the end of the 2019/20 financial year. Nuthall Parish Council would like to use this sum as match funding towards a bid that they are preparing for an outdoor basketball court at Basil Russell Playing Fields. The estimated total value of this scheme is £15,000 and a consultation process is presently underway.

As the proposed scheme would not take place until 2020/21, it is proposed that the sum of £2,900 is carried forward from 2019/20 to the following year as match funding in support of Nuthall Parish Council's bid for an outdoor basketball court at Basil Russell Playing Fields.

3. Attenborough Nature Reserve

Finance and Resources Committee on 10 October 2019 noted the exercise of the Chief Executive's urgency powers to provide a guarantee of £75,000 funding towards the purchase by the Nottinghamshire Wildlife Trust of Attenborough Nature Reserve should other funders not prove able to provide the resources required to enable the purchase to proceed. Provision for this was therefore made within the 2019/20 capital programme.

The Council subsequently paid the Nottinghamshire Wildlife Trust the sum of £75,000 on 6 December 2019.

4. Mushroom Farm – Section 106 Contribution

The Council received a Section 106 ITPS contribution of £676,000 in July 2018 from Turley Associates in respect of a development at Mushroom Farm near Eastwood.

Finance and Resources Committee on 10 October 2019 approved a recommendation from the Jobs and Economy Committee on 5 September 2019 that £100,000 from these funds be used to commission

- an engineering study demonstrating how a tram extension from the Toton HS2 hub station to Langley Mill and Kimberley could be reliably delivered and
- 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.

Further schemes will need to be brought forward to enable the Section 106 ITPS contribution to be utilised in full.

5. “Reserve List” Schemes

The 2019/20 capital programme includes General Fund schemes totalling £2,438,400 that are on a “reserve list” such that they will only be brought forward for approval to proceed once a source of funding has been identified.

Given that we are now in the final quarter of the 2019/20 financial year, it is proposed that these schemes be removed from the 2019/20 capital programme to allow further consideration by officers and, if these schemes are still considered necessary, bring them forward for examination by members as part of the 2020/21 budget setting process.

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>
KLC – Fire Alarm Smoke and Heat Detectors and Sounders	0	11,100	GF capital contingencies (£8,500) and GF capital receipts (£2,600)
Nuthall Parish Council - Pride in Parks	29,700	26,800	GF capital receipts
“Reserve List” Schemes	2,438,400	0	None at present
TOTAL	2,468,100	37,900	

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Report of the Deputy Chief Executive

GRANT AID REQUEST – TRENT VALE COMMUNITY SPORTS ASSOCIATION AND BEESTON FOOTBALL CLUB

1. Purpose of report

To consider a request for capital grant aid in accordance with the provisions of the Council's grant aid policy.

2. Grant aid application

An application for capital funding has been received from the Trent Vale Community Sports Association (TVCSA), in conjunction with Beeston Football Club (BFC). TVCSA is planning to undertake an ambitious project to renovate its site at the old Plessey Sports Ground on Trent Vale Road in Beeston Rylands. This redevelopment scheme will provide a multi-sport facility with full disabled access and community function room. Support and financial assistance has been provided by Sport England and the Football Foundation. The total cost is £571,686 and the Premier League and Football Facilities Fund have pledged £481,656 towards the scheme. TVCSA now has to raise the outstanding funds by 28 April 2020 in order to unlock this grant. With other monies already raised by TVCSA and BFC, the current total needed is just under £50,000.

The Council has previously supported TVCSA with grant aid of £2,500, awarded by this Committee on 13 December 2018, towards the cost of new perimeter fencing and secure access doors for the storage facility as part of this wider redevelopment scheme.

TVCSA has now requested grant aid from the Council of £10,000 towards the renovation. Details of the application are included in the appendix.

3. Financial position

No budgetary provision exists for capital grants to voluntary organisations. Furthermore, no funds are available from the Council's 2019/20 capital contingencies which have been fully committed.

Members would need to make an addition to the 2019/20 capital programme to meet the cost of any capital grant award to the TVCSA. This could be funded from General Fund capital receipts (an update on which is provided in another report on this agenda) or from General Fund reserves.

Recommendation

The Committee is asked to consider the request and RESOLVE accordingly.

Background papers

Nil

APPENDIX**TRENT VALE COMMUNITY SPORTS ASSOCIATION**

An application for grant aid has been received from Trent Vale Community Sports Association (TVCSA), in conjunction with Beeston Football Club (BFC), for funding towards a scheme to redevelop sports and community facilities at the old Plessey Sports Ground in Beeston Rylands.

TVCSA is a Charitable Incorporated Organisation (CIO) first registered with the Charity Commission on 19 August 2014. BFC and Trent Vale Squash Club each contributed £4,000 to meet the initial set-up costs including the forming of the CIO. The charity is managed by five Trustees from both founding clubs. TVCSA was established for the provision of community participation in healthy recreation, in particular facilities for the playing of ball and racquet sports. Current sporting activities include children's football (provided through BFC) and squash (via the squash club). BFC is a volunteer run club with around 220 children playing football every week. BFC was the runner-up in the Football Association community awards for its 16-week 'Wildcats' girls football course. The success of this course led to four girls' teams being established to play alongside the boys' teams and weekly soccer school for younger children. The BFC five-year plan includes substantial growth with more girls and boys teams, a ladies team, two disability teams and a second mens team. BFC also work with the Princes Trust and the local job centre to recruit young people as volunteer coaches, providing support and funding to obtain a coaching qualification and provide invaluable work experience, skills and confidence.

TVSCA holds a 99-year lease on the nine-acre sports site in Beeston Rylands. The site was formally a sports and social club for a large company and has been the home of BFC for many years. The site has overgrown tennis and netball courts and a dilapidated clubhouse with no electricity or hot water. TVSCA believe that there is a need for better community and sports facilities in the area. Improved facilities would enable BFC to greatly increase the number of children involved (improving their physical and mental health through regular exercise and being part of club), with an emphasis on girls football and increasing participation of disabled players. Residents would also benefit from using community facilities for toddler groups, exercise classes, senior citizens group etc. The local athletics and cycling clubs have expressed an interest in using the site as their base and have an outline plan to build a running track around the outside of the football pitches and to install indoor spinning bikes.

The ambitious scheme involves the renovation of the existing clubhouse to provide fully accessible changing rooms, toilets and showers and a community function room (capacity 200). The scheme also provides for pitch improvements including removal of the cricket square. The community room and pitches will be available for hire by other sports, social and community groups. As a registered charity, TVCSA is obliged to hire out facilities at not for profit rates making the space a real community asset and accessible to all. The scheme will help to achieve three of the four objectives defined by Active Notts. It also recognises that BFC were the highest priority in the Broxtowe Local Football Plan published in May 2019 for improved and increased facilities and pitches.

The tendered cost of the scheme is £571,656, including legal and professional fees and a contingency budget. Grant funding of £481,656 has been awarded by the Premier League and Football Facilities Fund. TVCSA has to raise the remaining funds by 28 April 2020 in order to unlock that grant. With the other monies already raised by TVCSA and BFC, the current total needed is less than £50,000. TVCSA has a fundraising plan and is applying for several other grants, including smaller grants which can be used towards furniture, fencing and equipment.

TVCSA has requested a capital grant of £10,000 from the Council towards this scheme. TVCSA state that this large scale, long-term project will be of direct benefit to the people of Broxtowe, provide a much needed facility and be a lasting legacy for generations to come.

A five-year income and expenditure plan (developed with the Football Foundation) demonstrates the commitment to hiring the facilities to other groups. This will significantly increase the number of people who will benefit from the site. TVCSA will advertise the space for a variety of groups. There is already interest in using the community facilities from Beeston Rylands Community Centre, Beeston and Chilwell Girl Guiding Division, Beeston Athletics Club and Beeston Cycling Club.

TVCSA is committed to keeping running costs low and is in the process of finalising a long-term agreement with the Community Payback Team to help with the initial site clear up and ongoing maintenance. It also provides skilled work experience for the unemployed. In the medium-term, TVCSA will need to recruit employees from the local area to act as caretaker, maintenance, event co-ordinator. A site development plan has been produced and a management committee established as part of its application to the Football Foundation.

TVCSA has provided its Charity Commission Annual Return for scrutiny. The financial statements as at 31 December 2017 show limited expenditure of £2,179 mainly relating to legal fees and insurance and no recognised income (the respective sports club's undertake ground maintenance, pay their own fees and collect income from their respective membership). As at 31 December 2017, TVCSA had £1,161 available in its bank account. TVCSA state that its 2018 accounts are still being finalised and will be forwarded as possible.

This is the second application that the Council has received from TVCSA. In 2018/19, a grant of £2,500 was awarded towards the cost of new perimeter fencing and a secure access door for a storage facility. For 2019/20, TVCSA has requested a capital grant of £10,000 towards the cost of the scheme to redevelop sports and community facilities in Beeston Rylands.

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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:

	£
Revenue Grant Aid Budget	172,800
Less: Estimated requirements for Rent Awards and Other Commitments #	45,350
Less: Grant Awards to Date	103,695
BALANCE AVAILABLE FOR DISTRIBUTION	<u>23,755</u>

(#) 'Outstanding Rent Awards' includes provisions in respect of the applications from 2nd Beeston Sea Scouts, 2nd Kimberley Scout Group, 5th Stapleford Scout Group, Chilwell Community Association, Eastwood People's Initiative and Toton Coronation Hall Community Association.

Separate grant aid reports in respect of the Canalside Heritage Centre, Trent ARCH Project and Trent Vale Community Sports Association/Beeston Football Club are considered elsewhere on this agenda.

A summary of the grants awarded under delegated authority since September 2019 is included for information at appendix 2. An update on the Broxtowe Lotto and the Community Fund is provided in appendix 3.

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 £32,760. The additional sums requested in this report, when compared to the previous year, would amount to £6,860 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 and the progress made relating to Broxtowe Lotto in appendix 3.

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>
		£	£
Eastwood People's Initiative	1	2,500	2,500 #
Chilwell Community Association	2	3,150	3,150 #
Toton Coronation Hall Community Association	3	7,000	7,000 #
Moorgreen Colts Football Club	4	Nil	500
2 nd Beeston Sea Scouts	5	1,750	1,750 #
2 nd Kimberley Scout Group	6	6,500	7,000 #
5 th Stapleford Scout Group	7	4,500	4,500 #
The Friends of Bennerley Viaduct	8	Nil	360
Trent ARCH Project	9	Nil	6,000
		Total	32,760

The total request is made up of £6,860 in 'cash' from the balance available with £25,900 being for rents and other commitments as covered by the provisions below.

Members should note that separate grant aid reports in respect of the Canalside Heritage Centre and the Trent Vale Community Sports Association/Beeston Football Club are considered elsewhere on this agenda.

The requests from Moorgreen Colts Football Club (£500) and The Friends of Bennerley Viaduct (£360) could be considered for an award from the Broxtowe Lotto Community Fund.

(#) Estimated outstanding rent awards includes provision for the requests from 2nd Beeston Sea Scouts (£1,750), 2nd Kimberley Scout Group (£7,000), 5th Stapleford Scout Group (£4,500), Chilwell Community Association (£3,150), Eastwood People's Initiative (£1,750) and Toton Coronation Hall Community Association (£7,000).

Caring Organisations**1. EASTWOOD PEOPLE'S INITIATIVE**

Eastwood People's Initiative is a registered charity that was formed in 1982 that serves Eastwood and the surrounding communities in north Broxtowe.

The objectives of the charity are for the relief of poverty, sickness and distress amongst the unemployed, those with low incomes, the homeless and individuals with a drugs dependency in the surrounding area. The charity also aims to advance the education and promote the benefit of local people.

Eastwood People's Initiative offers practical help and emotional support for any individual, with particular regard to people on low income or unemployed. The charity provides support aimed at improving self-confidence, developing social and practical skills and enhancing employment potential. To achieve this, the charity operates a community facility that provides computer and phone facilities, in addition to giving users with advice on welfare rights, finances and budgeting, employment and training.

The charity offers free weekly sessions for the community from its premises, which are attended by over 25 people. The core component of each session is the use of computer facilities for writing CV's and as an internet access point to online services, job, training and learning opportunities. The charity also has a free phone service for calls regarding jobs, benefits, housing and utilities. The sessions are supported by a team of volunteers, as the charity strives to develop as a community run facility. Over 3,000 people have visited the charity at its premises.

For the year ended 5 April 2019, Eastwood People's Initiative generated total receipts of £95,732. This included a capital receipt from the sale of the bungalow on Seymour Road (£92,315). Other revenue receipts included premises rental, room hire, grant aid and donations, including a £500 donation from the Nottinghamshire County Councillor's divisional fund. Annual expenditure of £14,188 related to costs linked to the lottery grant received in the previous year (£3,841), rent, ICT, telephone and utilities costs, professional/legal fees and other operating costs. The net receipts were added to investments, bank and cash balances which at 5 April 2019 amounted to £100,923. The charity has considered its options in terms of the capital receipt, with its Finance Committee agreeing to invest £80,000 in an ethical savings account that is estimated to provide a suitable rate of return that will sustain the charities balances for at least 11 years. The charity state that with this investment and the ongoing support of the Council, its future looks financial sustainable.

Eastwood People's Initiative continues to operate from Council owned premises on Scargill Walk in Eastwood. There is a tenancy agreement in place with the rent assessed at £1,750 per annum as part of the Council's aim to secure economic rents on its properties.

The Council has regularly supported Eastwood People's Initiative with grants towards its operating costs. The grants awarded in the past four years being as follows:

2018/19	£2,500
2017/18	£2,500
2016/17	£2,500
2015/16	No application

For 2019/20, Eastwood People's Initiative has requested a similar grant of £2,500 to cover the market rent and buildings insurance (£1,750) and other associated premises costs (£750). Any grant awarded in respect of the rental element would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget. Members should note that any additional award for the other operating costs will have to be funded from the grant aid budget.

Community Associations Category

2. CHILWELL COMMUNITY ASSOCIATION

The Chilwell Community Association was set up with its own Constitution in January 2002 and is responsible for the day-to-day management and development of the Council premises at Chilwell Community Centre on Inham Road in Chilwell.

The aim of the Association is to provide facilities at a competitive cost to enable local community groups and individuals to use the premises for a variety of purposes including parent and toddler groups, craft courses and educational classes run by the local college.

The main user of the facility is the Nottinghamshire County Council Library Service and this provides an important resource and meeting place for the community. The library is well used on the week days that it is open.

For the year ended 31 March 2019, the Chilwell Community Association generated receipts of £11,944 were generated from grant aid and fees. Payments amounted to £7,324 including rent, wages (£1,365), property maintenance, utilities, insurance and other miscellaneous costs. Cash and bank balances as at 31 March 2019 had increased to £37,844. These funds are earmarked towards the enhancement of facilities at the Community Centre, including the provision of additional facilities at the Centre, and to provide initial financial support to newly formed groups using the Centre in order for them to become established for long-term use.

The association has invested in improving the facilities and the interior of the Community Centre to make it even more attractive to users. It will continue with this programme in the coming year and has allocated a proportion of its reserves to do this.

As part of the Council's aim to secure economic rents on its properties, the annual rental of Chilwell Community Centre has been assessed at £3,150. The Chilwell Community Association has suggested that with limited financial resources it would be unable to sustain a rental charge of this size.

This is the eighth annual application of this type that the Council has received from the Chilwell Community Association and previously a grant of £3,150 was awarded. For 2019/20, the Association has requested a similar grant of £3,150 to cover the market rent of the Chilwell Community Centre. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

3. TOTON CORONATION HALL COMMUNITY ASSOCIATION

The Toton Coronation Hall Community Association is responsible for the management and operation of the Coronation Hall on Portland Road in Toton which opened in 1953.

The aim of the Association is to provide the best possible social meeting place for Toton and the surrounding area. A variety of groups utilise the facilities for educational, recreational, leisure and sporting activities, including playgroups, keep fit clubs, uniform groups, senior citizen's groups, dance classes, martial arts clubs, family groups and parties. It is estimated that 200 people of all ages use the facilities on a weekly basis, with the majority being residents of the borough.

A new Committee was formed in March 2017 to oversee the operation of the Community Association. Since that time, there has been continued refurbishment of the Coronation Hall including redecoration, health and safety improvements, new curtains and blinds, stage curtains, new cooker and fridge and replacement furniture. There are still areas that require attention, but these are considered to be minor. The refurbishment has attracted a theatrical group to use the facilities for rehearsal and to provide tuition.

The Toton Coronation Hall Community Association has provided its annual accounts for the year ended 31 July 2019 for scrutiny. Income in the year amounted to £24,451 from hall hire and grant aid. Expenditure of £18,540 included repairs and refurbishment works (£5,113), rent, utilities and cleaning. Cash and bank balances as at 31 July 2019 were £20,427. The Association indicated that reserves are earmarked towards the refurbishment and improvement of the premises.

The current tenancy agreement for the Coronation Hall replaced the earlier arrangement of charging a peppercorn rent. As part of the Council's aim to secure economic rents on its properties the annual rental is £7,000. The Toton Coronation Hall Community Association has suggested that it would be unable to sustain the tenancy with a rental charge of this size.

The Council has previously supported the Toton Coronation Hall Community Association with grant aid towards its premises rental with the grants awarded in the past four years being as follows:

2018/19	£7,000
2017/18	£7,000
2016/17	£7,000
2015/16	£7,000

For 2019/20, the Toton Coronation Hall Community Association has requested a grant of £7,000 to cover the market rental of the Coronation Hall. This grant award would be for a period of one year, with the potential award being matched by allowances within the premises income budget.

Sports Club Category

4. MOORGREEN COLTS FOOTBALL CLUB

Established in 1984, Moorgreen Colts Football Club has around 170 young players aged from 3 to 16 years, the majority being from Eastwood and the surrounding areas.

This thriving club is based at Birnam Park in Eastwood (adjacent to the A610) and provides grass football facilities all year round on both full-size and mini-sized soccer pitches. The club also funds winter training at local venues such as Eastwood Cricket Club, Greasley Sports Centre and Kimberley Leisure Centre during the winter months. The club also arranges fundraising event days, such as the World Cup day, for the local community to visit the club and engage in activities.

Earlier in the year, the club was unfortunate in experiencing a break-in at its tea bar on site. In order to mitigate the risk of further criminal activity, the club has arranged for the installation of an alarm system at a cost of £870 including VAT. The club has requested grant aid of at least 50% towards this cost, with any shortfall in funding being met by the club from its balances.

For the year ended 31 July 2019 (season 2018/19), total income amounted to £41,640 generated from subscriptions, sponsorship, sales, grants and fundraising. Annual expenditure of £43,183 including training costs, events, ground maintenance, rent, kit and league and match fees. The net financial position as at 1 August 2019 had fallen to £5,352.

This is the first grant aid application that the Council has received from Moorgreen Colts Football Club and for 2019/20 the club has requested a grant of £500 towards the installation of an intruder alarm at its site in Eastwood. This request could be considered for an award from the Broxtowe Lotto Community Fund.

Uniformed Groups Category**5. 2ND BEESTON SEA SCOUTS**

The 2nd Beeston Sea Scouts was established in 1928 and is based at Lilac Grove in Beeston. The group serves the South West Notts Scout District, including Attenborough, Beeston South, Beeston Rylands and Wollaton. It currently has 105 members (including 80 junior members) with the majority living in the Borough.

The aim of the 2nd Beeston Sea Scouts is to provide scouting activities, under the policy and rules of the Scout Association, with the speciality of water based activities such as canoeing, kayaking, rowing and sailing. The main activities of the group attempt to develop young people in life skills in many areas of physical, social and mental development. Water activities are held at the base on the River Trent at Barton Island.

For the year ended 31 December 2018, 2nd Beeston Sea Scouts generated receipts of £45,933 from subscriptions, grants, donations and fundraising activities. Total payments amounted to £41,025 and included premises expenses, such as heating and lighting and repairs and renewals, boat maintenance, youth programme activities (i.e. camps), purchase of equipment and capitation. The cash and bank balances at 31 December 2018 increased to £20,148, of which £11,768 is earmarked towards a headquarters new building fund.

As part of the Council's aim to secure economic rents on its properties, the rental of the Lilac Grove premises was assessed at £1,750 per annum. The 2nd Beeston Sea Scouts suggests that it has only limited financial resources and would be unable to sustain a rental charge of this size.

The Council has regularly supported the 2nd Beeston Sea Scouts with grant aid towards its rental obligations. The grants awarded in the past four years were as follows:

2018/19	£1,750
2017/18	£1,750
2016/17	£1,750
2015/16	£1,750

For 2019/20 the 2nd Beeston Sea Scouts has requested a similar grant of £1,750 to cover the market rental of the Lilac Grove premises. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the potential award being matched by allowances within the premises income budget.

6. 2ND KIMBERLEY SCOUT GROUP

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

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

The latest accounts for the year ended 31 March 2019 showed receipts of £32,799 being generated from subscriptions (less capitation), donations, grants, hire of hall, fundraising and other activities. Payments amounted to £24,019, which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and fundraising events and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2019 amounted to £19,576. This money is earmarked towards repairs and improvements to Kettlebrook Lodge, including development of land at the rear of the building.

The current tenancy agreement for Kettlebrook Lodge replaced a previous peppercorn rent arrangement. As part of the Council's aim to secure market rental on its properties, the annual rent was assessed at £6,500 (increased to £7,000 from 2019/20). The 2nd Kimberley Scout Group has suggested that it would be unable to sustain a rental charge of this size.

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

2018/19	£6,500
2017/18	£6,500
2016/17	£6,500
2015/16	£6,500

The Council also supported 2nd Kimberley Scout Group with £5,000 of capital funding in April 2018 for the full cost of replacing the boiler at Kettlebrook Lodge, with the Council's officers also providing technical support in the process of assessing the scheme and evaluating quotations.

For 2019/20 the 2nd Kimberley Scout Group has requested a grant of £7,000 to cover the slightly increased market rental of Kettlebrook Lodge. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

7. 5TH STAPLEFORD SCOUT GROUP

The 5th Stapleford Scout Group was established in 1964 and is based at Stapleford House, Wesley Place in Stapleford. The Group currently has 85 members of all ages (scouts, cubs, beavers, leaders and voluntary helpers), the majority of whom are residents of Stapleford and Bramcote.

The aim of the 5th Stapleford Scout Group is to provide activities within the scout association organisation. The Group provides an interest for local children aged between 6 and 14 years to experience new adventures, learn new team and individual skills required for scouting activities, play new games and meet new friends. The Group are also supported by the local community at regular fundraising events such as jumble sales and fairs.

For the year ended 28 February 2019, receipts of £18,970 were generated from subscriptions, grants, donations and fundraising and other activities. Annual payments amounted to £18,725 and included membership fees, equipment, premises expenses such as rent, heating, lighting, repairs and maintenance and the cost of activities and fundraising events. Cash and bank balances as at 28 February 2019 amounted to £12,023.

The 5th Stapleford Scout Group commenced their lease for first floor at Stapleford House from September 2014. The tenancy agreement reflects the Council's aim of securing economic rents on its properties, with the annual rent of the accommodation assessed at £4,500. The 5th Stapleford Scout Group only has limited financial resources and suggests that it would be unable to sustain a rental charge of this size.

The Council has regularly supported the 5th Stapleford Scout Group with grant aid towards its rental obligations. The grants awarded in the past four years were as follows:

2018/19	£4,500
2017/18	£4,500
2016/17	£4,500
2015/16	£4,500

For 2019/20 the 5th Stapleford Scout Group has requested a grant of £4,500 to cover the annual market rental of the accommodation at Stapleford House. This potential grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

Miscellaneous Category**8. THE FRIENDS OF BENNERLEY VIADUCT**

Bennerley Viaduct is a Grade 2 listed railway viaduct built in 1877 by the Great Northern Railway Company. At over quarter of a mile long, it is the longest wrought iron viaduct in the country. It straddles the River Erewash connecting Ilkeston with Awsworth.

The Friends of Bennerley Viaduct was established in 2015. The group is dedicated to giving the 'iron giant' a new lease of life after 50 years of closure. The group is working in partnership with the owners, Railway Paths Limited, to restore the viaduct and bring it back into public use as a walking and cycling trail. This exciting and innovative project has the potential to make a real difference to the Erewash Valley and its communities.

The Friends of Bennerley Viaduct has 190 members, of which 50 are Broxtowe residents. Whilst membership is generated from the immediate vicinity of the viaduct, some volunteers and participants do reside from further afield in Nottinghamshire and Derbyshire and the scope is widening.

Currently The Friends of Bennerley Viaduct provides guided access to the viaduct and illustrated talks about the history and heritage of the viaduct and its setting. These activities increase knowledge and appreciation of the local heritage and make visitors more likely to participate in other ways. The group organises volunteer workdays on site which increase skills and knowledge and promote social engagement. More broadly, the local community should also benefit from the rise in visitor numbers to the area.

In 2019, 24 volunteers attended nine full workdays (totalling 370 person hours). Eight guided walks have been held, attended by 210 people, and a further eight illustrated talks have been delivered to around 500 people. The group produces a newsletter, with 329 recipients (30%) having NG post codes. On Facebook, the group's followers include 704 individuals (33%) with NG postcodes.

The Friends of Bennerley Viaduct would like to increase its membership and is aiming to do this by creating easier ways for people to join and renew membership, make donations and purchase merchandise. An improved website will also improve the ability to disseminate updated information about the viaduct's history and heritage.

The group has requested grant aid towards this purpose. It would provide for a qualified professional to host and manage the website. With the Bennerley Viaduct Project to restore the viaduct due to commence, the group needs to build capacity to increase public engagement and to create a firm basis for taking on a wider role when the project is completed in 2020.

A known self-employed professional has agreed to build a new website for The Friends of Bennerley Viaduct and, as a supporter, he will do this work at no cost. In order to ensure that the website works efficiently and effectively in its first year, the provider has agreed to a reduced fee of £360 for hosting and managing the website for the first 12 months. During this period, the group will develop its own expertise to take on website management in due course.

For the six months ended 31 October 2019, receipts of £1,178 were generated from subscriptions, grants, donations and sales of merchandise. Payments in the period relating to general running costs amounted to £125. Bank balances as at 31 October 2019 amounted to £4,936. This money is mainly earmarked towards the group's expected £5,000 contribution towards the Bennerley Viaduct Project funds.

This is the first grant application that the Council has received from The Friends of Bennerley Viaduct and for 2019/20 the group has requested a grant of £360 towards the cost of developing, hosting and managing the improved website. This request could be considered for an award from the Broxtowe Lotto Community Fund.

9. TRENT ARCH

The Trent ARCH organisation ('Attenborough', 'Rylands', 'Clifton' and 'Heritage') was established in March 2019 to oversee and manage its Trent ARCH project. This project will seek to expose the uniquely rich history of the local Trent Valley to the public and to create a permanent home for the archaeological treasures that for the most part lie unseen in museum stores. The ambition is to put the Trent riverside on the map when it comes to the identification, exploration and exhibition of its historical and natural heritage.

A particular focus will be on the site of the bronze age 'pile settlement' that was discovered in the 1930's alongside the Trent towards Clifton. It is believed that more remains to be unearthed and this extraordinary site could rival the famous bronze age discoveries made in Cambridgeshire. At the least, the project can reveal the scale and nature of the artefacts previously recovered which have never been displayed in public, the most magnificent of which are two 30-foot-long hand-hewn log boats that have been hidden away in storage for the lack of suitable exhibition facilities.

Trent ARCH also want to make the riverside from the Attenborough Nature Reserve to Clifton Bridge, via the Canal Heritage Centre, a 'Riverside Experience' a 5km walking and cycling pathway encompassing the best in wildlife conservation, cultural and industrial history and archaeological heritage. The long term vision is to have a purpose built visitor attraction in the local area to showcase the artefacts which have been discovered along the River Trent and to tell the story of this fascinating and unique archaeological landscape.

Despite its links to the Trustees of the Canalside Heritage Centre, the applicant has stated that Trent ARCH is an organisation in its own right and the application should be considered separately to the application(s) from the Canalside Heritage Centre included elsewhere on this agenda.

The main benefits of the project to local residents will be engaging a diverse range of audiences in archaeology and heritage; boosting the visitor economy of the area; enhancing green infrastructure; promoting education; and providing skills development for local people. A key aim will be reconnecting the people of Broxtowe with the river to create a sense of pride towards this landscape. This will have enormous benefits in terms of more people visiting and engaging with the river which has been proven to improve health and wellbeing through the leading of a more active lifestyle.

There are three distinct phases of the project, that will allow detailed planning to ensure the archaeology is conserved and recorded correctly. Phase 1 (2020) will involve a desk based assessment of the project area by a certified archaeologist; a Freelance Project Officer to develop Trent ARCH further; and some initial community engagement activities to raise awareness of the archaeology. Phase 2 (2021) will see further non-invasive study of the Clifton Pile Settlement; option appraisal for a proposed Visitor Centre; and a full programme of activities and exhibitions to engage people with archaeology. Phase 3 (2023) will include fund raising for a proposed visitor attraction, established in the local area that will become self-sustaining to showcase and interpret the amazing archaeology of this stretch of the River Trent.

Trent ARCH has estimated the total number of beneficiaries during phase 1 to be over 15,000, as follows:

- Skills development by offering volunteering opportunities in research, marketing and community engagement roles.
- Promoting education by arranging events, school workshops and activities to discover the archaeology of the river, supplemented by online and physical temporary exhibitions to enhance understanding of the archaeological landscape.
- Awareness of archaeology through local media coverage, online and physical marketing to make people aware of the project and the rich archaeology of the River Trent.

Trent ARCH wants to reach the most disadvantaged groups in the local community, particularly those who have traditionally been under-represented when it comes to engaging with heritage and culture. The group has undertaken research in the form of an Audience Profile Report (conducted by the Audience Agency) which looked at demographics within the local postcodes and identified key groups who it will target with community outreach activities and volunteering opportunities.

Specific community outreach activities will seek to engage BAME audiences who traditionally have lower engagement levels with arts, culture and natural heritage. The project will also look to encourage more participation with the river and its heritage with groups who may find access difficult because of a disability. Research by the Canal and River Trust has shown that increased engagement with waterways significantly improves the health and wellbeing of all groups and the project aims to have an extremely positive impact for people living with disabilities in the local community.

Trent ARCH also want to help people to get involved by taking an active role in the project and develop their skills. The organisation will be offering ten volunteering roles in marketing, research and community engagement techniques which will be targeted at people who are looking to increase their employability.

A Project Development Officer appointed for phase 1 will oversee these activities and the appointed person will have extensive experience of effectively engaging under-represented groups. As Trent ARCH progresses through the three phases, the number of people from disadvantaged and underrepresented groups will increase dramatically with each phase.

Trent ARCH has requested £6,000 to support the cost of phase 1 of the project which includes:

- £2,000 for a freelance Project Development Officer to oversee the progression of the first phase of the project, co-ordinate community engagement activities and liaise with consultants and stakeholders.
- £2,500 for a certified archaeologist to undertake a desk based assessment of the archaeology within the research area which will provide analysis of what research is already available and recommendations for further study of the archaeology.
- £1,500 for marketing materials and community engagement activities to raise awareness of the project and archaeology during phase 1.

As the Trent ARCH Project is a new organisation it does not currently hold any cash reserves and has not provided any financial statements for scrutiny. The bank account details provided to receive any grant award relate to the Canalside Heritage Centre.

This is the first grant aid application that the Council has received from Trent ARCH and for 2019/20 the project has requested a grant of £6,000 towards phase 1 of its Trent ARCH project.

Members should note that the grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

APPENDIX 2

DELEGATED AWARDS

A summary of the grants awarded under delegated authority since September 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
Eastwood Parkinson's Exercise Group	13	9	Nil	£250	Rental costs to run classes
Hemlock Stone Probus Club	26	Majority	£100	£100	Audio equipment to enhance participation in meetings
Inner Wheel Club of Beeston	14	12	£100	£100	General running costs

APPENDIX 3

Broxtowe Lotto**Background**

The establishment of a local lottery for Broxtowe was agreed by this Committee on 15 February 2018. The Broxtowe Lotto was successfully launched in August 2018. Further details relating to its operation is available on the website at <https://www.broxtowe.gov.uk/for-you/community-living/broxtowe-lotto/> and on its own dedicated website at <https://www.broxtowelotto.co.uk/>.

Progress

There are currently 30 'good causes' participating in the scheme. These good causes receive 50p of every £1 ticket sold. The overall money raised since September 2018 is £21,268.

A further 10p of each ticket sold is returned to the Council for distribution through a 'Community Fund'. So far, the actual monies generated for the Community Fund is £6,740. These monies include those collected in 2018/19 and rolled forward into 2019/20 for this Committee to have opportunity to distribute sums in accordance with the principles of the grant aid policy.

Since September 2019, the Lotto has seen a further 134 winners, most of whom received free tickets. There were some lucky players winning cash prizes of £25 (11 winners), £250 (1) and £2,000 (1). Two people have now won £2,000 since the first Lotto draw in September 2018.

The Council continues to look for more good causes to support through the Lotto.

Community Fund Awards

A summary of the grant awarded from the Community Fund since October 2019 is included below. All requests under £250 are considered under delegated authority, in consultation with the Chair of this Committee. This Committee determines all requests for grants in excess of £250.

Name	Community Fund Award in 2019/20	Purpose of Grant Award
1st Chilwell and Attenborough Scouts	£234	Towards the planning costs associated with a scheme to provide a new storage building

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Report of the Deputy Chief Executive

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2019/20 – MID YEAR REPORT TO 30 NOVEMBER 2019

1. Purpose of report

To inform the Committee of treasury management activity and the actual prudential indicators for 2019/20 up to 30 November 2019.

2. Detail

Regulations issued under the Local Government Act 2003 require the Council to fulfil the requirements of the Chartered Institute of Finance and Accountancy (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities when undertaking its treasury management activities.

As well as the Treasury Management and Prudential Indicators annual report that is presented to this Committee in June each year, there is a regulatory requirement for Members to receive a mid-year review. This is intended to enhance the level of Member scrutiny in these areas.

Following consultation in 2017, CIPFA published new versions of the Code of Practice on Treasury Management and the Prudential Code for Capital Finance in Local Authorities. The local authority specific Guidance Notes to the former Code were issued in October 2018. The Ministry of Housing, Communities and Local Government (MHCLG) has also published its revised Investment Guidance and this came into effect from April 2018.

The CIPFA Code of Practice on Treasury Management requires the Deputy Chief Executive to operate the Treasury Management function in accordance with the Treasury Management Strategy approved at the Council meeting of 14 February 2019. Details of all borrowing and investment transactions undertaken in 2019/20 up to 30 November 2019, together with the balances at this date and treasury management limits on activity, are provided in appendix 1. There are no issues of non-compliance with these practices that need to be reported to the Committee.

Under the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare a number of prudential indicators against which treasury management performance should be measured. Performance against prudential indicators is given in appendix 2. The Council has complied with its 2019/20 prudential indicators to 30 November 2019.

Recommendation

The Committee is asked to NOTE the 2019/20 mid-year report to 30 November 2019.

Background papers

Nil

APPENDIX 1

1. Borrowinga) Debt activity during 2019/20

The loan debt outstanding as at 30 November 2019 compared to the opening position at 31 March 2019 is shown below:

	Amount Outstanding at 31/03/2019 £	Amount Outstanding at 30/11/2019 £
Short Term Loans		
Bramcote Crematorium	512,299	562,782
Money Market Loans	14,000,000	11,000,000
Public Works Loan Board	9,451	4,848
Long Term Loans:		
Money Market Loans	3,000,000	3,000,000
Public Works Loan Board	79,779,610	79,779,610
	97,301,360	94,347,240

b) Short Term Loans

The short term money market loans are loans from other local authorities and public sector bodies. Details of the movement in these during the period are set out in the table below:

Lender	Balance at 31 March 2019 (£)	Start Date	End Date	Rate (%)	Balance at 30 November 2019 (£)
Hyndburn Borough Council	1,000,000	18 May 2018	17 May 2019	0.87	-
West Yorkshire Police and Crime Commissioner	2,000,000	2 July 2018	17 May 2019	0.80	-
Tendring District Council	2,000,000	31 July 2018	30 July 2019	0.75	-
Rushcliffe Borough Council	1,000,000	28 August 2018	27 August 2019	0.75	-
Northern Ireland Housing Executive	2,000,000	19 November 2018	20 May 2019	0.90	-
Ryedale District Council	1,000,000	19 December 2018	19 December 2019	1.05	1,000,000
Tendring District Council	2,000,000	2 January 2019	2 July 2019	0.95	-

North West Leicestershire District Council	1,000,000	1 February 2019	1 August 2019	0.92	-
Fylde Borough Council	2,000,000	25 March 2019	25 September 2019	0.95	-
Tendring District Council	-	20 May 2019	20 November 2019	1.00	2,000,000
Guildford Borough Council	-	17 May 2019	15 May 2020	1.00	2,000,000
Notts Police and Crime Commissioner	-	5 July 2019	6 April 2020	0.90	2,000,000
West Yorkshire Police and Crime Commissioner	-	30 July 2019	30 January 2020	0.82	2,000,000
Rhondda Cynon Taff County Borough Council	-	3 July 2019	5 July 2019	0.65	-
East Suffolk Council	-	25 September 2019	23 September 2020	0.90	2,000,000
Lichfield District Council	-	8 November 2019	11 May 2020	0.72	-
Hyndburn Borough Council	-	6 December 2019	4 December 2020	0.90	-
North West Leicestershire District Council	-	30 January 2020	30 July 2020	0.85	-

Short term loans at 31 March 2019 included PWLB annuities of £9,451. A sum of £4,603 was repaid on 13 September 2019 and the remaining £4,848 is due for repayment on 13 March 2020.

Short term loans at 31 March 2019 also included £512,299 that had been invested with the Council by Bramcote Crematorium. At 30 November 2019 Bramcote Crematorium had invested £562,782 with the Council. A distribution of £250,000 was made to each of the constituent authorities on 1 October 2019.

The major element of the long-term loans from the PWLB is the loans totalling £66.446m taken out on 28 March 2012 to make the payment to the Department for Communities and Local Government (DCLG). This enabled the Council to exit the Housing Revenue Account (HRA) subsidy system and move to self-financing arrangements that allow local authorities to support their housing stock from their own HRA income. These loans were for maturity periods between 10 and 20 years and were at special one-off

preferential rates made available by the PWLB for this exercise of 13 basis points above the equivalent gilt yield at the date on which the loans were taken out.

Debt is kept under review in order to match the level of borrowing with the financing requirement for assets, based on analysis of the Council's balance sheet, with the aim of maintaining borrowing at the most efficient level in line with the prudential framework for capital finance.

The planned financing of the 2019/20 capital programme as at 30 November 2019 indicates that further borrowing of £4,052,450 would be required to help fund the General Fund part of the programme. This borrowing has not, as yet, been undertaken as the availability of large investment balances has meant that there has been no specific need to undertake this borrowing thus far.

The Council will continue to adopt a cautious and considered approach to any borrowing that it may undertake. The Council's treasury advisors, Arlingclose, actively consult with investors, investment banks, and capital markets to establish the attraction of different sources of borrowing and their related trade-off between risk and reward. The Council will liaise with their advisors before making any borrowing decisions and then report these to Members.

Arlingclose expects short-dated borrowing from the money markets to remain cheaper than long-term borrowing from the PWLB over the next 12-month period.

b) Debt rescheduling

In conjunction with the treasury management advisors, the Council continues to seek opportunities for the rescheduling of debt that could reduce its overall borrowing costs. No debt rescheduling has taken place from April to November 2019.

Whilst the possibility of achieving savings by repaying a loan may initially appear attractive, if a replacement loan is taken out to facilitate this then the replacement loan will have to be replaced at some stage. There is a risk that, as interest rates rise, future loans could be more expensive and the initial decision to pursue the repayment of the original loan could turn out to be costly in the long term.

There may be opportunities in the future to achieve discounts by repaying loans using funds that are currently invested but the Council's primary concern will be to ensure that it has sufficient liquidity available to meet its liabilities and this represents a significant barrier to debt repayment activity.

Currently all of the Council's PWLB loans would attract a premium, i.e. a penalty, on premature repayment of between 5% and 99%. Those which have a higher probability of attracting a discount in the future were interest

rates to rise (i.e. where the current premium is between 0% and 10%) are some loans that were taken out on 28 March 2012 at preferential rates as part of the move to exit the HRA subsidy system as referred to in 1(a) above.

The Council and its treasury management advisors will continue to monitor the situation and evaluate potential opportunities where appropriate. Debt rescheduling activity will only be undertaken when annual revenue savings can be achieved and both a stable debt maturity profile and suitable interest rate structure can be maintained.

c) Cost of borrowing and debt profile

i. Long term debt

The Council's long term debt had an average of 8.93 years to maturity at 30 November 2019 (31 March 2019 was 9.22 years). The average interest payable at that date was 3.06% (31 March 2019 was 3.00%).

ii. Short term borrowing

Short-term borrowing comprises the continuing loan from the Bramcote Crematorium Joint Committee and the loans outlined in 1(a) above.

The Council has taken advantage of exceptionally low interest rates for short term loans that have been available from other local authorities and public sector bodies.

iii. PWLB Rate Increase and Future Borrowing

Most of the Council's long term debt is borrowed from the PWLB. On 9 October 2019 PWLB borrowing rates were increase by 1% for new loans borrowed on or after this date. This means that PWLB borrowing rates are now 180 basis points above gilt rates (i.e. the government cost of borrowing). PWLB borrowing rates were previously 80 basis points above gilt rates.

This increase in PWLB borrowing rates means that the PWLB is widely regarded as a relatively expensive source of borrowing. The Council will now look to other sources for long term borrowing including banks, pension funds and other local authorities in order to lower interest costs and reduce the over-reliance on one source of borrowing.

2. Investments

a) Investment Policy

The Council's investment policy is governed by CLG guidance, which was implemented in the annual investment strategy approved at the Council meeting on 14 February 2019. This gives priority to security and liquidity

and the Council's aim is to achieve a yield commensurate with these principles.

The Council only places investments with banks and building societies which are UK domiciled and have, as a minimum, the following rating from the Fitch, Moody's and Standard and Poors credit rating agencies:

- (i) Long Term A– (or equivalent)

The Council is also able to invest in Money Market Funds (MMF) that are AAA rated and with the UK government, as well as with other local authorities. The maximum permitted duration of investments is two years.

The investment activity during the first nine months of 2019/20 conformed to the approved strategy and the Council had no security or liquidity difficulties.

b) Interest Received

The total interest receivable for the period to 30 November 2019 amounted to £247,759 (2018/19 to 30 September was £104,064). The increase in interest receivable is largely attributable to the greater use of long term investments.

The Council now has a total four long term investment totalling £7.0m and details of these along with the average interest income received per quarter are as follows:

- CCLA Local Authority Property Fund (LAPF) - £2.0m (£22,000)
- CCLA Diversified Income Fund (DIF) - £2.0m (£17,000).
- Royal London Enhanced Cash Plus Fund - £2.0m (£7,000)
- Investec Diversified Income Fund – £1.0m (£15,000)

The average interest rate earned for the period up to 30 November 2019 was 1.73%, compared to 1.15% for the period up to 30 September in 2018/19. This increase is mainly attributable to the £2.0m and £1.0m investments in the CCLA and Investec Diversified Income Funds whose dividend yields generally average around 3.20% and 4.25% respectively.

The £2.0m invested in the CCLA Local Authorities' Property Fund (LAPF) had a dividend yield of 4.38% at 30 November 2019 whilst the £2.0m invested in the Royal London Enhanced Cash Plus Fund had a dividend yield of 1.26% at that date.

Our treasury advisor Arlingclose expects Bank Rate to remain at 0.75% for the foreseeable future but there remain substantial risks to this forecast, dependant on Brexit outcomes, global growth and trade concerns. Arlingclose also expects gilt yields to remain at low levels for the foreseeable future and judge the risks to be weighted to the downside with the resulting volatility continuing to offer longer-term borrowing opportunities.

The UK 1 month, 3 month and 12 month LIBID rates averaged 0.66%, 0.73% and 0.83% respectively over the period from 1 April to 30 November 2019.

c) Investments Placed

A summary of all investments (either short or long term) made and repaid from 1 April 2019 to 30 November 2019 is set out in the following table:

	Balance at 01/04/2019 £000s	Investments Made £000s	Investments Repaid £000s	Balance at 30/11/2019 £000s	Increase/ Decrease in Investments
UK Banks and Building Societies					
Barclays	130	-	-	-	-
Santander UK	-	9,000	(5,000)	4,000	4,000
Lloyds	2,000	5,000	(4,000)	3,000	1,000
Other					
Debt Management Office	-	250	(250)	-	-
Money Market Funds					
Insight MMF	-	30,825	(30,825)	-	-
LGIM MMF	-	17,855	(17,815)	40	40
Aberdeen MMF	2,730	23,696	(24,166)	2,260	(470)
Federated MMF	3,820	580	(4,170)	230	(3,590)
Long Term Funds					
LA Property Fund	2,000	-	-	2,000	-
Royal London Enhanced Cash Plus	2,000	-	-	2,000	-
CCLA Diversified Income Fund	2,000	-	-	2,000	-
Investec Diversified Income Fund	-	1,000	-	1,000	1,000
Total	14,680	88,206	(86,226)	16,530	1,980

The Money Market Funds (MMF) are set up as individual accounts where funds can be placed short-term, often overnight, and monies withdrawn as and when required. This has a major impact upon the number of investments made with these institutions during the period above.

Increasing use continues to be made of MMF due to their ability to provide a secure and highly liquid place in which to invest and the reduced number of other potential counterparties available as outlined in 2(g) below.

d) Credit Risk

Security of capital has remained the Council's main investment objective. Counterparty credit quality has been maintained at an appropriate level during 2019/20 as shown by the credit score analysis in the following table:

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
31/03/2019	4.64	A+	4.66	A+
30/06/2019	4.76	A+	4.77	A+
30/09/2019	4.85	A+	4.83	A+

The value weighted average reflects the credit quality of investments according to the size of the deposit. The time weighted average reflects the credit quality of investments according to the maturity of the deposit.

The table below shows how credit risk scores are related to credit ratings:

Long-Term Credit Rating	Score
AAA	1
AA+	2
AA	3
AA-	4
A+	5
A	6
A-	7
BBB+	8
BBB	9
BBB-	10

The Council aimed to achieve a score of 7 or lower in order to reflect its overriding priority of maintaining the security of any sums invested. This equates to the minimum credit rating threshold of A– for investment counterparties as set out in the 2019/20 investment strategy. The tables above show that the Council achieved the minimum credit risk scores and credit ratings from April to November 2019.

e) Risk Benchmarking

The Investment Strategy 2019/20 to 2021/22 contained a number of security, liquidity and risk benchmarks to allow officers to monitor the current and trend positions and incorporate these within investment decisions. The benchmarks have been met in full from April to November 2019 such that:

- the Council's maximum average credit risk score has been less than 8 (as set out in 2d above)
- a bank overdraft limit of £1m has been maintained
- liquid short-term deposits of at least £0.5m have been available within one week
- the average weighted life of investments has been below a maximum of six months
- returns on investment have been above the 7 day London Interbank Bid rate (LIBID).

f) Counterparty Update

The Deputy Chief Executive maintains a counterparty list based upon criteria set out in the Investment Strategy. Any proposed revisions to the criteria will be submitted to Finance and Resources Committee for formal approval as set out in 2(g) below.

The rating criteria use the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For example, if an institution is rated by two agencies and one meets the Council's criteria and the other does not, the institution will fall outside the lending criteria.

Creditworthiness information is provided by the treasury management advisors, Arlingclose, on all counterparties that comply with the criteria set out in the Investments Strategy. Any counterparty failing to meet the criteria is removed from the counterparty list.

g) Changes to the Investments Strategy

Due to the level of uncertainty in financial markets, it is important that there is sufficient flexibility to enable changes to be made to the Investments Strategy at short notice should they be considered necessary by the Deputy Chief Executive.

Any such changes to the Investments Strategy will be made by the Chief Executive exercising Standing Order 32 powers following consultation with the Chair of the Finance and Resources Committee. A report setting out the detail behind these changes would then be presented to this Committee at the next available opportunity.

h) Regulatory Update

The MHCLG consulted in July 2018 on statutory overrides relating to the

introduction of the IFRS 9 Financial Instruments accounting standard from 2018/19. It has now decided to introduce a statutory override for fair value movements in pooled funds for at least five years until 31 March 2023.

MHCLG accepted arguments made by many respondents to the consultation that the unamended adoption of IFRS 9 could result in unwarranted volatility for the General Fund and impact unnecessarily upon council tax or service expenditure. It will therefore a statutory override that, while requiring IFRS 9 to be adopted in full, requires fair value movements in pooled investment funds to be taken to a separate unusable reserve instead of to the General Fund.

MHCLG accepted that the three year statutory override suggested in the consultation was too short a period and committed to keeping the override in place for five years. It will keep under review whether permitting the override to lapse in March 2023 will have a detrimental impact on balanced budget calculations in subsequent years.

The override will apply to all collective investment schemes and not just to pooled property funds as suggested in the consultation. As set out above, in order to promote transparency MHCLG will require a separate unusable reserve to be used to hold the fair value movements rather than the Financial Instruments Adjustment Account.

i) Prudential and Treasury Management Code Changes

The new version of the Prudential Code requires the production of a new high-level Capital Strategy report to full Council which will cover the basics of the capital programme and treasury management. The prudential indicators for capital expenditure and the authorised borrowing limit would be included in this report but other indicators may be delegated to another committee. Certain other prudential indicators have been dropped. However, local indicators are recommended for ring fenced funds (including the HRA) and for group accounts.

The definition of investments in the new version of the Treasury Management Code now covers all of the Council's financial assets as well as other non-financial assets that are held primarily for a financial return. This is replicated in MHCLG's Investment Guidance in which the definition of investments is further broadened to include all such assets held partially for financial return. The Council has no such assets at present.

3. Treasury Management Limits on Activity

There are four treasury management indicators that were previously prudential indicators, being:

- Upper limits on fixed rate exposure – this indicator identifies a maximum limit for fixed interest rates based upon the debt position (net of investments)

- Upper limits on variable rate exposure – similar to the previous indicator, this covers a maximum limit on variable interest rates
- Maturity structures of fixed rate borrowing – these gross limits are set to reduce the Council's exposure to large fixed sums falling due for refinancing and are for upper and lower limits
- Total principal funds invested for periods longer than 364 days – These limits aim to reduce the risk of long-term investments needing to be realised before their natural maturity dates due to cash flow requirements, which could result in the investment being realised when market conditions are unfavourable.

The purpose of these indicators is to contain the activity of treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position.

a) Upper Limits on Fixed and Variable Rate Exposures

The upper limits on fixed and variable rate exposure based upon the debt position (net of investments) are set out in the table below:

Interest Rate Exposures	Actual 31/03/2019 %	2019/20 Approved %	Actual 30/11/2019 %	Compliance with Limits
Fixed				
Upper Limit for Fixed Interest Rate Exposure on Debt	85	100	88	Yes
Upper Limit for Fixed Interest Rate Exposure on Investments	(0)	(25)	(0)	Yes
Net Fixed Exposure	85	75	88	See below
Variable				
Upper Limit for Variable Interest Rate Exposure on Debt	15	40	12	Yes
Upper Limit for Variable Interest Rate Exposure on Investments	(100)	(100)	(100)	Yes
Net Variable Exposure	(85)	(60)	(88)	Yes

b) Maturity Structure of Fixed Rate Borrowing

This indicator is intended to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate Borrowing	Lower Limit %	Upper Limit %	Actual Fixed Rate Borrowing at 30/09/2019 (£000s)	Fixed Rate Borrowing at 30/11/2019 (%)	Compliance with Set Limits
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Under 12 months	0	50	11,005	12	Yes
12 months to 2 years	0	50	10	0	Yes
2 years to 5 years	0	50	17,539	19	Yes
5 years to 10 years	0	75	41,549	44	Yes
10 years to 20 years	0	100	17,681	19	Yes
20 years to 30 years	0	100	0	0	Yes
30 years to 40 years	0	100	3,000	3	Yes
40 years to 50 years	0	100	0	0	Yes
50 years and above	0	100	3,000	3	Yes

Investments are limited to a maximum of two years as set out earlier. As suggested in the CIPFA Code, fixed rate investments of less than 12 months and fixed rate borrowing with less than 12 months to maturity are regarded as variable rather than fixed rate investments and borrowings as their replacement could be subject to movements in interest rates. This principle has been applied in calculating the fixed and variable interest rate exposures on debt and investments. However, the borrowing with less than 12 months to maturity at 30 November 2019 is shown as fixed rate borrowing in the maturity structure.

c) Principal Sums Invested for Periods Longer than a year

The Council has £7.0m long term investments as at 30 November 2019 consisting of: -

- £2.0m invested in the CCLA Local Authorities' Property Fund (LAPF). Although the Council can theoretically redeem part or all of its holding in the fund on the last working day of each month, this is intended to be a long-term investment.
- £2.0m invested in the CCLA Diversified Income Fund. Two days' notice is required should this investment need to be repaid to the Council.
- £2.0m invested in the Royal London Enhanced Cash Plus Fund. Whilst this is intended to be a long term investment, should the Council require this to be repaid then it can be done with one day's notice.
- £1.0m invested in the Investec Diversified Fund. The minimum recommended period for such an investment is 3-5 years. However, should this need to be repaid to the Council then it can be done with three days' notice.

The upper limit for this Prudential Indicator has been set at 50% of the estimated in-year average of total investments of £16.0m. The Council has complied with the limit set.

APPENDIX 2

Prudential Indicators1. Introduction

The Local Government Act 2003 requires local authorities to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their capital budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. The indicators are based on the Council's planned and actual capital spending.

2. Capital Expenditure and Financing 2019/20

The Council undertakes capital expenditure on assets which have a long term value. These activities may either be:

- financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc), which has no resulting impact upon the Council's borrowing need; or
- if insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

Actual capital expenditure forms one of the required prudential indicators. The following table shows the 2019/20 capital programme as at 30 November 2019 (as opposed to 30 September 2019) compared with the original estimate for the year across each committee:

	2019/20 Original Estimate £000s	2019/20 Estimate at 30/11/2019 £000s
Housing	6,250	8,132
Community Safety	0	0
Jobs & Economy	0	291
Leisure & Health	140	215
Environment & Climate Change	1,195	1,593
Finance & Resources	2,972	4,796
Total	10,557	15,026

The change to the original estimate is largely accounted for by the carry forward of unspent capital budgets totalling £1,805,350 from 2018/19 plus £1,000,000 added for the acquisition of properties by the Housing Revenue Account in accordance with the Housing Delivery Plan as well as an additional £1,000,000 added to the Beeston Town Centre Phase 2 Development scheme. Excluded from the 2019/20 capital programme at 30 November 2019 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.

The table below shows the planned capital expenditure up to 30 November 2019 and how this will be financed.

	2019/20 Original Estimate £000s	2019/20 Estimate at 30/11/2019 £000s
General Fund	5,054	7,722
HRA	5,503	7,304
Total Capital Expenditure	10,557	15,026
Financed by:		
Capital Receipts	320	3,141
Capital Grants	1,163	2,115
Revenue	5,502	5,717
Unfinanced Capital Expenditure	3,572	4,053

The increase in the estimated use of capital receipts in 2019/20 is primarily due to schemes carried forward from 2018/19 and to the use of HRA capital receipts of £1,333,350 for the acquisition of properties and feasibility studies intended to result in further housing developments that were approved after the original budget for 2019/20 had been set.

It is anticipated that the schemes on the “reserve list” will be financed from capital receipts received at a future date. Unfinanced capital expenditure will be met from additional borrowing as set out above.

2. The Council's Overall Borrowing Need

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position and represents net capital expenditure that has not yet been paid for by revenue or other resources.

Part of the treasury management activity seeks to address this borrowing need, either through borrowing from external bodies or utilising temporary cash resources within the Council.

As set out in 1(a) in appendix 1, the Council has not as yet taken out the anticipated borrowing of £4,052,450 in respect of the planned capital expenditure for 2019/20 shown as unfinanced above. It is likely that some of this borrowing will be delayed until 2020/21 if there is significant slippage in the capital programme from 2019/20 into the following year. Any additional borrowing to be undertaken will seek to align the Council's overall borrowing level with the CFR. The Council at 30 November 2019 has six short term loans totalling £11.0 million with other local authorities that are due to mature before 30 November 2020 as set out in 1(a) in appendix 1. Three of these short-term loans will mature before 31 March 2020. It is presently anticipated that all six short term loans will be replaced with similar loans upon maturity.

The Council's CFR will next be calculated as at 31 March 2020 when the financing of actual capital expenditure incurred in 2019/20 will be undertaken. This will be reported to this Committee in July 2020.

3. Prudential Indicators and Compliance Issues

Some of the prudential indicators provide either an overview or specific limits on treasury management activity. These are as follows:

i) Gross Borrowing Compared to the Capital Financing Requirement (CFR)

In order to ensure that borrowing levels are prudent over the medium term, the Council's external borrowing must only be for a capital purpose. Gross borrowing should not therefore, except in the short term, exceed the CFR. This indicator will be calculated at the end of 2019/20 and the result reported to this Committee in July 2020. It is presently anticipated that the Council will comply with this indicator.

ii) The Authorised Limit

This is the statutory limit determined under section 3(1) of the Local Government Act 2003 and represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which could be afforded in the short term to maximise treasury management opportunities and cover temporary cash flow shortfalls, but is unlikely to be sustainable over the longer term. The table below demonstrates up to 30 November 2019, the Council has maintained gross borrowing within its authorised limit.

iii) The Operational Boundary

This indicator is based on the probable external debt during the course of the year. The operational boundary is not a limit and actual borrowing can vary around the levels shown for short times. The operational boundary should act as an indicator to ensure the authorised limit is not breached and is a key management tool for in year monitoring of treasury management activities by the Deputy Chief Executive.

	Amount £000's
Authorised Limit 2019/20	124,700
Operational Boundary 2019/20	99,750
Maximum Gross Borrowing (April – November 2019)	97,337

The maximum external debt in the period from April to November 2019 represents the gross borrowing figures as set out in 1(a) and includes the maximum amount received from Bramcote Crematorium during this period. The table above demonstrates up to 30 November 2019, the Council has maintained gross borrowing within its operational boundary.

iv) Ratio of Financing Costs to Net Revenue Stream

This indicator compares net financing costs (borrowing costs less investment income) to net revenue income from revenue support grant, business rates, housing revenue account subsidy, council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time. The indicator will be calculated for 2019/20 at the end of the financial year and reported to this Committee in July 2020.

Report of the Deputy Chief Executive

COUNCIL TAX BASE 2020/21

1. Purpose of report

To approve the Council Tax Base for the year 2020/21.

2. Detail

The 2020/21 Council Tax Base has now been calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. Details are given in the appendices.

Recommendation

Committee is asked to **RESOLVE** that based on the number of band D equivalent properties and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, Broxtowe Borough Council calculates its Council Tax Base for the year 2020/21 as follows:

1. For the whole of its area 34,039.14.
2. In respect of Parish Precepts and Special Expenses for those parts of its area mentioned in the table below, the amounts specified therein –

<u>Part of Council's Area</u>	<u>Area Council Tax Base</u>
Awsworth	616.53
Brinsley	698.38
Cossall	208.36
Eastwood	2,850.82
Greasley	3,691.70
Kimberley	1,830.74
Nuthall	2,267.06
Stapleford	4,142.08
Strelley	175.25
Trowell	821.45

Special Expenses Area

Beeston Area	16,736.77
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Background papers

Nil

APPENDIX 1

The Council Tax Base is calculated on the estimated full year equivalent number of chargeable dwellings expressed as the equivalent number of band D dwellings in the Council's area after allowing for dwelling demolitions and completions during the year, Council Tax exemptions, discounts, disabled reliefs and premiums, and the estimated collection rate.

Under the Local Council Tax Support Scheme (LCTSS), the Council Tax Base is affected by whether persons living in a dwelling within an authority area are in receipt of a Council Tax reduction awarded under the Scheme, as the billing authority foregoes Council Tax income from those dwellings. These local Council Tax reductions are reflected in the calculation of the Council Tax Base, in order to calculate the correct amount of band D Council Tax for the billing and precepting authorities in the area.

The calculated Council Tax Base for the Borough for the full year commencing 1 April 2020, assuming a 98.5% collection rate, is **34,039.14**. Separate calculations are required to be made for the parishes and special expenses areas. The table below gives a comparison of the Council Tax Base for 2019/20 with the proposed figures for 2020/21 so that Members can see the growth between years.

<u>Part of Council's area</u>	<u>Council Tax Base 2019/20</u>	<u>Proposed Council Tax Base 2020/21</u>	<u>% change</u>
Awsworth	615.03	616.53	0.24%
Brinsley	698.95	698.38	-0.08%
Cossall	208.48	208.36	-0.06%
Eastwood	2,791.97	2,850.82	2.11%
Greasley	3,663.94	3,691.70	0.76%
Kimberley	1,804.75	1,830.74	1.44%
Nuthall	2,268.75	2,267.06	-0.07%
Stapleford	4,051.19	4,142.08	2.24%
Strelley	181.27	175.25	-3.32%
Trowell	821.17	821.45	0.03%
Beeston Special Expenses Area	16,569.21	16,736.77	1.01%
TOTAL	33,674.71	34,039.14	1.08%

The Council Tax Base figures will be notified to the parish and town councils in order that they may calculate their precepts. The overall summary for the Borough Council area broken down by band of property is shown in appendix 2.

APPENDIX 2

CALCULATION OF COUNCIL TAX BASE 2019/20

Band	No of Dwellings	% of Total	Chargeable Dwellings	Equivalent no of Discounts at 25%	Empty Homes Premium	Equivalent no of Dwellings	Ratio to Band D	Chargeable Band D Equivalent Properties		LCTSS Adjustment Band D Equivalent	No of Dwellings Relevant to Band D
1	2	3	4	5	6	7	8	9		10	11
A DPR	0	0	34	11	0	31.25	0.56	17.36	8.03	4.46	12.90
A	16574	32.82%	16063	8352.6	31.5	14009.75	0.67	9339.83	3198.69	2132.46	7205.10
B	13115	25.97%	12868.5	4446	12.5	11769.5	0.78	9154.06	974.77	758.15	8395.90
C	10895	21.57%	10742	3153	13	9966.75	0.89	8859.33	440.67	391.71	8467.63
D	5995	11.87%	5935	1340	4.5	5604.5	1.00	5604.50	115.63	115.63	5488.87
E	2670	5.29%	2627.5	460	3	2515.5	1.22	3074.50	45.70	55.86	3018.64
F	760	1.50%	753	132	2	722	1.44	1042.89	10.60	15.31	1027.58
G	471	0.93%	469	96	1.5	446.5	1.67	744.17	0.99	1.65	742.52
H	27	0.05%	20.5	18	0	16	2.00	32.00	0.00	0.00	32.00
Totals	50507	100.00%	49512.5	18008.60	68	45081.75		37868.64	4795.08	3475.23	34391.14

COUNCIL TAX INCLUDING ESTIMATED COLLECTION RATE OF 98.5%

33,875.24

ADD BAND D EQUIVALENTS FOR CLASS O DWELLINGS

163.90

COUNCIL TAX BASE FOR BROXTOWE BOROUGH COUNCIL

34,039.14NOTES (Figures may not add up exactly due to rounding)

1. Column 4 equals column 2 less estimated exempt properties.
2. Column 7 equals column 4 less 25% of column 5 plus column 6.
3. Column 9 equals column 7 multiplied by column 8.
4. Column 11 equals column 9 less column 10.

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Report of the Deputy Chief Executive

LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21

1. Purpose of report

To seek approval for arrangements to operate in 2020/21 in respect of the Local Council Tax Support Scheme (LCTSS).

2. Background

Members will recall that council tax benefit ceased at the end of 2012/13 and was replaced by a Local Council Tax Support Scheme defined by each Authority. Cabinet considered the LCTSS on 27 November 2012 and the new scheme was approved by Council on 19 December 2012. The new scheme was effectively the government's default scheme with due allowance being made to allow the continuation of the discretionary policy relating to the treatment of war pensions.

The current scheme allows for up to 100% of the council tax liability to be paid in council tax support. The majority of councils have not adopted this approach. Most have passed some of the reduction in funding on to LCTSS recipients. The council had benefitted from the overall bill for LCTSS falling from 2013/14 to 2016/17 as the numbers of claimants requiring support has reduced. In 2017/18, there was a small increase that is attributed to the other precepting authorities increasing their share of the Council Tax and this increase has continued in to 2018/19

3. Financial implications

There are no direct financial implications arising from the proposals in respect of LCTSS. The 2020/21 budget will be set on the basis of existing estimates of take-up and collection.

Recommendation

The Committee is asked to RECOMMEND to Council that the current LCTSS remains in place for 2020/21.

Background papers

Nil

APPENDIX**1. Council Tax Support to Date**

The Council has maintained a consistent approach to the administration of LCTSS, which has been influential in the continued high level of Council Tax collection. Many council's adopted schemes which required all those Council Tax payers receiving support to pay a minimum of 8.5% up to 100% of their liability.

In doing this, they have seen a significant increase in the number of small levels of Council Tax required to collect, with the associated costs that come with this approach. At Broxtowe, the methodology of continuing with a scheme, almost identical to Council Tax Benefit, has ensured a greater understanding for the people of the borough, whilst also seeing an improvement in relation to collection.

The estimated charge for the LCTSS in 2019/20 is £6,853,984, which is a rise of 1.0%.

Year	LCTSS charge (£)
2018/19	6,786,378
2017/18	6,676,016
2016/17	6,661,822
2015/16	6,799,286
2014/15	6,909,373
2013/14	7,192,268

2. Proposals for 2019/20 Onwards

The current scheme has worked successfully with no administration issues. Financially the overall position is better than expected as the overall LCTSS spend has stabilised with no adverse effect being seen on the collection rates and no significant changes in arrears and collection costs.

From 2014/15 the LCTSS grant to local authorities has not been separately identified but has been subsumed within the overall funding assessment which sets figures for revenue support grant and business rates. The government has on several occasions indicated that it has made no moves to further reduce funding towards the LCTSS but this cannot be quantified due to the lack of a financial breakdown.

The issue to be resolved, therefore, is whether or not the Council wishes to change from the current arrangements to claw back some of the reduction in funding that the government is imposing. Any scheme changes would have to go through a formal consultation process and so a decision is required at the earliest stage, not only to complete the consultation, but to allow for the planning of any scheme changes within the system itself.

Report of the Deputy Chief Executive

BUDGET CONSULTATION 2020/21

1. Purpose of report

To report the results of the 2020/21 budget consultation exercise that took place during October and November 2019.

2. Background

As with the 2019/20 budget consultation exercise, a web-based survey, publicised through social media, has been used to consult on the 2020/21 budget. This included no reference to any specific policy options but sought views on all Council services and indications of satisfaction, or otherwise, with these as well as the way in which they are provided and with the local area generally.

Local people were asked for their preferred approach to balancing the Council's budget and to provide an indication as to which services they thought should have their funding increased, decreased or remain the same.

Residents were asked how frequently they access Council services and how satisfied they were with the way in which this can be done. They were also asked how they prefer to conduct business with the Council and if they would they would consider accessing services in another way. Finally, they were asked if they thought that the Council listened to them.

Respondents were also asked to provide demographic data, including which area of the borough they live in so that any correlation between location and satisfaction levels could be analysed.

A total of 407 responses were received. The amount of responses received compared with last years has reduced by 8 responses from 415 in 19/20, The results are summarised in Appendix 1 whilst Appendix 2 summarises the demographic data for the respondents.

Recommendation

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

Background papers

Nil

APPENDIX 1**Summary of Respondents**

The sample of respondents is representative of the local communities in Broxtowe, although the analysis of ethnicity indicates a bias towards White British respondents. 93% of respondents indicated they considered themselves to be White British, 1% White Irish and 3% White/Other. The remaining 3% were split between Asian, Black or Mixed race categories.

In terms of gender, 52% of the respondents were male and 44% were female whilst the other 4% of respondents preferred not to state their gender.

74% of respondents identified as over 45 years old, with 28% between 45-59, 13% between 60-64 and 33% over 65. The number of younger respondents was lower than in the previous year with 26% of under 45s responding compared to 28% in 2019/20. However, this still represents an improvement when compared to 2016/17 when only 12% of responses were from an age range under 45.

In terms of geographical location, Beeston residents responded the most (27%). However, this represents a decrease of 4% compared with last year. Chilwell accounted for 15% of respondents which was an increase on the 14% for 2019/20. Stapleford accounted for 11% of respondents which was 4% lower than the 15% for 2019/20. However, as last year, there was at least one respondent from every area.

A full breakdown of gender, age ranges, ethnicity, disability and location is included in Appendix 2. As a proportion of the total population of Broxtowe, the number of respondents means that the results cannot be taken as statistically significant. It is advisable therefore to only consider the results as indications of local views rather than attempt to draw strategic conclusions from the detailed responses.

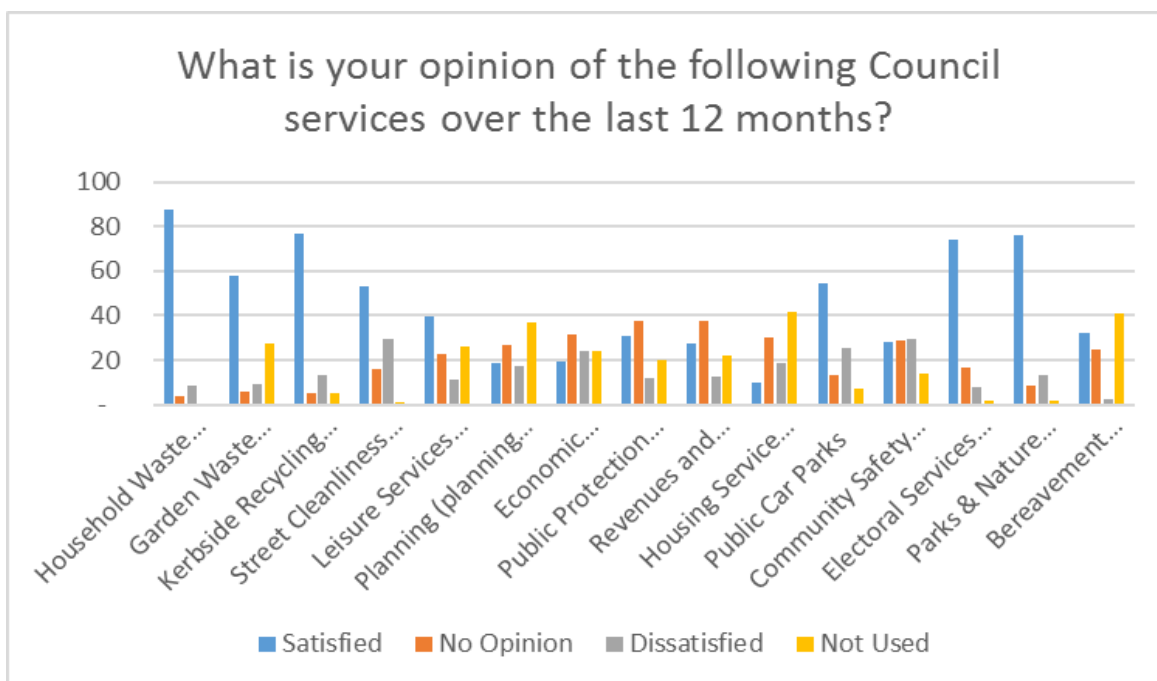
Satisfaction with Services

In overall terms, local people are satisfied with the borough of Broxtowe and the Council's management of it. 75% of people are either 'satisfied' or very 'satisfied' with the area in which they live which is an increase on the 74% figure in the 2019/20 consultation. 64% are either 'satisfied' or 'very satisfied' with the way that the Council delivers services which is a significant increase on 2019/20 when 59% responded positively. However, 3% of people are 'very dissatisfied' in both categories.

Figure 1 analyses the level of satisfaction with individual Council services over the last twelve months. The services with the highest satisfied responses were Household Waste Collection (black lidded bin) with 87% (down from 91% in the previous year) and Kerbside Recycling (green lidded bin, glass bag or red lidded glass bin, textiles) with 77% (down from 78% in the previous year). The services with the highest dissatisfied responses were Street Cleanliness with

30% (up from 29% in 2019/20 and Community Safety with 29% (up from 28% in 2019/20).

Figure 1

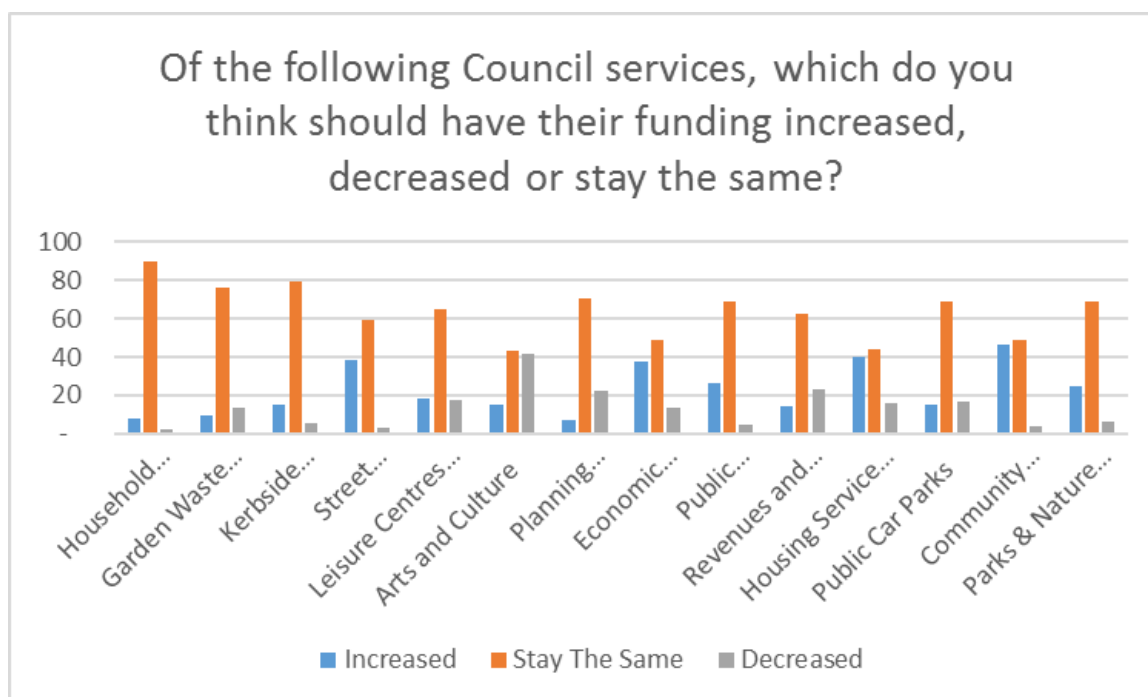


Spending on Services

When asked about whether spending on services should be increased, decreased or stay the same, Community Safety (47%) and the Housing Service (40%) scored the highest in terms of respondents thinking their funding should be increased. Arts and Culture (41%) and Revenues and Benefits (23%) scored the highest in terms of respondents thinking their funding should be decreased.

Household Waste Collection (90%) and Kerbside Recycling (79%) scored highest in terms of respondents thinking their funding should stay the same. This could be interpreted as indicating a relationship with satisfaction levels as both services secured the highest satisfaction rating. This pattern is reflected in most services with respondents consistently voting more for the funding of services to stay the same.

Figure 2 provides detailed analysis on whether spending on services should be increased, decreased or stay the same across a range of Council activities.

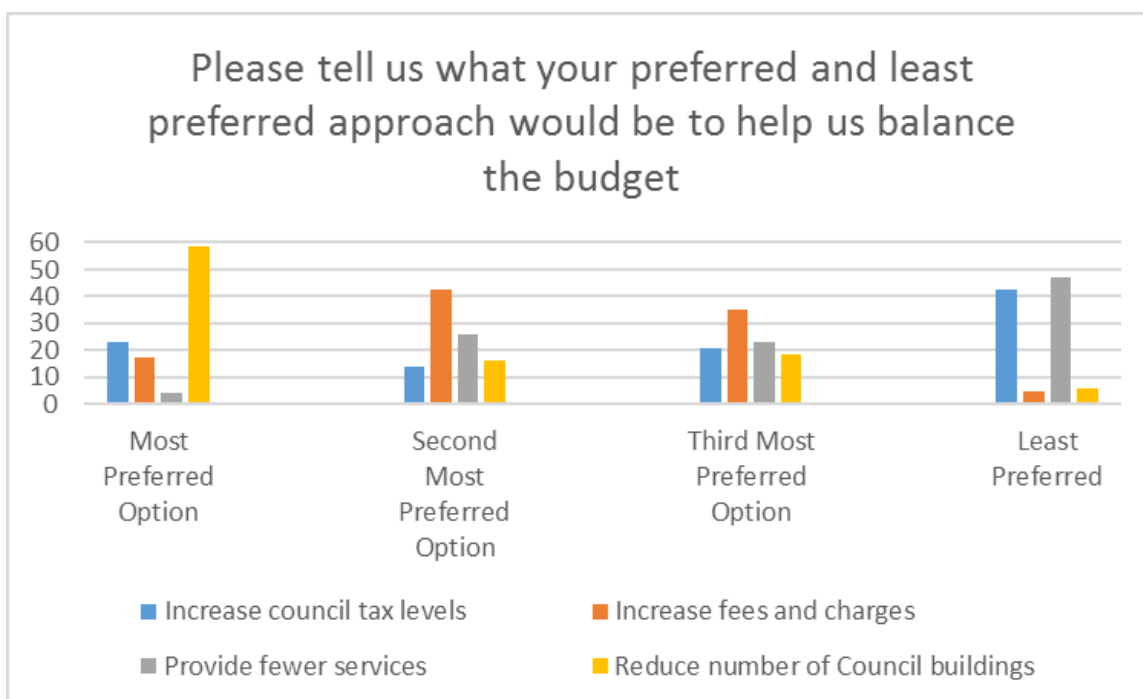
Figure 2

Balancing the Budget

Respondents were asked to state their preferred and least preferred approach to help the Council balance its budget.

Reducing the number of Council buildings was by far the most preferred option for balancing the budget with 59% of respondents indicating this followed by increasing council tax with 23% and increasing fees and charges with 17%.

The least preferred option for balancing the budget was to provide fewer services with 47% of respondents followed by increasing council tax levels with 42%.

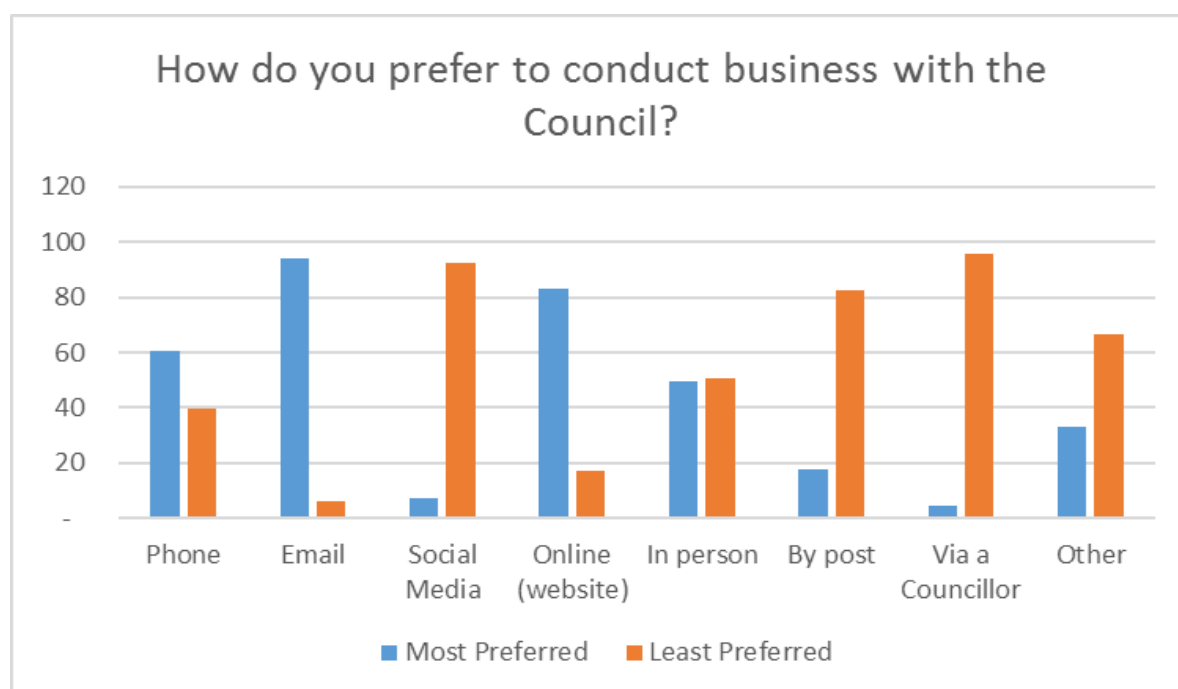
Figure 3

Communicating with the Council

As in 2019/20, respondents were asked a yes/no question as to whether they feel the Council listens to them. The results showed that 59% answered no with 41% answering yes in the 2020/21 budget consultation. This was exactly the same as in 2019/20.

To obtain further information on how to shape services in future, local people were asked about how satisfied they are with the ways they can access Council services and how they prefer to contact the Council to do business. 64% of respondents were either very satisfied or satisfied with the way they can access Council services which represents a reduction of 3% on the figure of 67% in 2019/20. 11% of respondents were either very dissatisfied or dissatisfied with the way in which they can access Council services which is an increase of 4% on the 7% figure for 2019/20. However, 25% were neither satisfied nor dissatisfied (i.e. neutral) which is broadly similar to the 26% in 2019/20.

In terms of what methods of communication local people prefer to use, there was clearly a preference in the 2020/21 budget consultation for online or email contact which reinforced the results from 2019/20. However, it must be remembered that all respondents were already able to access services online by virtue of them completing this survey. Via a Councillor was the least preferred method of conducting business with the Council followed by social media in second and by post in third place. Further details are set out in Figure 4 below.

Figure 4

APPENDIX 2

DEMOGRAPHIC DATA

	Number	% of Total
Gender		
Male	206	52%
Female	177	44%
Prefer not to say	15	4%
Age		
Under 18	1	0%
18-24	14	4%
25-29	18	5%
30-44	71	18%
45-59	111	28%
60-64	51	13%
65+	132	33%
Ethnic Origin		
White - British	363	93%
White - Irish	2	1%
White - Other Background	10	3%
Asian or Asian British - Indian	3	1%
Asian or Asian British - Pakistani	0	0%
Asian or Asian British - Bangladeshi	0	0%
Asian or Asian British - Other Background	0	0%
British or Black British - Caribbean	0	0%
British or Black British - African	1	0%
British or Black British - Other Background	0	0%
Mixed - White and Black Caribbean	0	0%
Mixed - White and Black African	0	0%
Mixed - White and Asian	3	1%
Mixed - Other Background	1	0%
Chinese	1	0%
Any Other Ethnic Group	5	1%
Disabled or with Long Term Health Problems Limiting Daily Activity		
Yes	69	17%
No	329	83%

Area		
Attenborough	10	3%
Awsworth	8	2%
Beeston	108	27%
Bramcote	37	9%
Brinsley	9	2%
Chilwell	61	15%
Cossall	2	1%
Eastwood	28	7%
Greasley	18	5%
Kimberley	11	3%
Newthorpe	18	5%
Nuthall	25	6%
Stapleford	44	11%
Toton	17	4%
Trowell	4	1%

Report of the Deputy Chief Executive

BUSINESS STRATEGY 2020/21

1. Purpose of report

To present for approval a Business Strategy 2020/21 to assist with meeting the financial challenge facing the Council by setting out initiatives to be pursued that are intended to reduce costs, generate additional income and/or improve services.

2. Background

In 2015 the Council first developed a Business Strategy. This is a key document for both performance and financial planning purposes and is intended to be a means by which the Council will 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 already 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 Business Strategy 2020/21 has been produced after consultation with the Leader of the Council, the Chair and Vice Chair of the Committee, Chief Officers, Heads of Service and other staff and this is set out in the appendix. It is intended that this is incorporated within the 2020/21 budget to be brought forward for consideration and subsequent approval by members.

Progress in achieving the initiatives set out in the Business strategy 2020/21 will be monitored and update reports will be brought back to this Committee.

Recommendation

The Committee is asked to RESOLVE that the Business Strategy 2020/21 as set out in the appendix be approved.

Background papers

Nil

APPENDIX

Business Strategy 2020/21 – Draft Long-List (11 December 2019)

PROPOSAL	RESPONSIBILITY	BUSINESS IMPACT	ADDITIONAL INCOME (2020/21)	SAVINGS (2020/21)
Business rates income growth	Deputy Chief Executive	Business rates income from three new large industrial units near A610 and utilising a property inspector to identify additional business rates income	£200,000	
Reduction in Liberty Leisure Ltd management fee	Deputy Chief Executive	Previous years surpluses, 17/18 £224k and 18/19 £228k, and retained surpluses £440k (as at 1/4/19)		£150,000
New Homes Bonus	Deputy Chief Executive	Our CTB1 show our taxbase increased by 200 properties, which is 34 greater than 0.4% deadweight of 166. If the same NHB scheme remains, we would receive NHB based on 34 properties. Based on our band D equivalent, gives us approx. £52k	£52,000 (<i>dependent on the same NHB scheme remaining</i>)	
Council Tax increase	Deputy Chief Executive	Council Tax increase of £5. Already assumed 2% already in the MTFS, if the Council agrees to increase Council Tax by £5 (ie 3.1%), rather than 2%, this will result in additional income .	£60,000 (<i>Increase of £5 Council Tax Full Council decision</i>)	

Car parking income	Deputy Chief Executive	Additional 20p per hour, and recommend free parking for electric vehicles.	£82,000	
Planning Income	Chief Executive	Following the approval of the Local Plan Part 2, additional income expected.	£50,000	
Garden Waste Income	Strategic Director	Price increases presented to Environment & Climate Change Committee	£25,000	
Trade Waste Income	Strategic Director	Additional income based on trends	£10,000	
Single persons council tax discount	Deputy Chief Executive	Use of NFI to help reduce fraud or errors (Joint procurement led by Gedling)	£5,000	
Fuel savings	Strategic Director	Rationalise green waste rounds		£5,000
Operations manager's post	Strategic Director	Voluntary redundancy of operations manager		£35,000
Lifeline income	Chief Executive	Increase in customers	£10,000	
Total income / additional savings			£494,000	£190,000

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Report of the Strategic Director

ONE HUNDRED EVENTS IN 2020

1. Purpose of report

To request approval for a budget allocation of £5,000 to meet the cost of producing and distributing an events guide to residents and businesses in the Borough.

2. Detail

As part of its commitment to providing quality events to the Borough and bringing the local community together, 100 events will take place in Broxtowe in 2020, organised by the Council, its Leisure company, LLeisure and Town and Parish Councils.

The programme will bring together existing events which regularly take place as part of the Borough's event programme such as Play Days, Remembrance Services and Christmas Lights Switch ons, as well as community information events and special events to mark the 75th anniversary of VE and VJ Day.

To help promote this initiative, it is proposed to send a leaflet to all residents and business in the Borough to supplement other communications channels such as press releases, email bulletins via the Email Me Service, social media and poster displays.

It is suggested that the leaflet would be delivered in early February.

3. Financial implications

The anticipated costs of this communication activity are £5,000 including design, printing and distribution to 52,000 homes and businesses in the Borough. There is presently no allocation for this with the 2019/20 General Fund revenue budget. The cost can be met from the Council's General Fund balances.

Recommendation

The Committee is asked to RESOLVE that a One Hundred Events in 2020 publicity programme be produced at an estimate cost of £5,000 to be funded from the Council's General Fund balances.

Background papers

Nil

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Report of the Strategic Director

BRAMCOTE AND STAPLEFORD COMMUNITY HUB

1. Purpose of report

To update members on the progress made on the proposal to create a community hub building with toilets and catering facilities in Bramcote Hills Park and grant in principle a 28 year lease to allow the group to further develop the project.

2. Update

At the Leisure and Environment Committee on 22 November 2016 members chose Bramcote Hills Park Community Interest Company as the preferred bidder to provide catering and toilet facilities in the park. In the subsequent 3 years progress has been made and the group is now a registered charity ready to take the project to the next stage.

However, to submit funding requests for the building external funding providers need to know the group has a long term lease for an area of land in the park as a pre requisite of any funding bid. A period of 28 years is the upper timescale required by funding organisations and gives the group maximum potential to submit different applications.

Appendix 1 is the group's project vision and Appendix 2 details the progress that has been made by the group and what the next steps are. Appendix 3 is the formal minute from the group requesting a lease together with an extract from the email from the Charities Commission.

3. Financial implications

There are no direct financial implications for the Council arising from this report. The estimated cost for the building based on a footprint of 160m² is around £480,000. The charity is looking to secure this from various funding bids, local donations and fund-raising activities. As the group are a charity the lease will include reference to a peppercorn rent of £1, if demanded, which is the standard clause used.

Recommendation

The Committee is asked to RESOLVE to grant the Bramcote and Stapleford Community Hub Charity a 28 year lease for an area of land on Bramcote Hills Park on which to build a community hub building subject to the detail of the lease and heads of terms being delegated to the Principal Solicitor and Estates Manager.

Background papers

Nil

APPENDIX 1**Groups Project Vision**

The Bramcote & Stapleford Community Hub (B&SCH) is committed to making the development of a neighbourhood community hub, with meeting facilities, basic food and drink provision and toilets, a true asset to Bramcote Hills Park for the improvement of social welfare.

As local residents and users of Bramcote Hills Park, B&SCH understand the importance of creating a building that is in keeping with the park and will benefit the local community. They are very aware of the sensitivity of creating a new building in a public open space, especially a space that is as popular and well-loved as Bramcote Hills Park.

Our vision for the community hub in Bramcote Hills Park is to provide a welcoming facility which increases access to the park and brings together members of the community, particularly those who are at risk of isolation or disadvantage. We will be a focal point for community events and provide volunteering and work experience opportunities for all sections of the community. The project will be undertaking working with local partners including Broxtowe Borough Council as landowners and other groups and organisations using the park.

It is important to us, as a family and community focused enterprise, that we provide a hub for the local community and a place where local groups can meet with plenty of room to accommodate buggies and wheelchair users inside and space to park mobility scooters outside. We also feel that it is important to have ample space so that the hub remains a pleasant open environment at all times of the year.

We envisage the internal space layout to be a single open space. The creation of flexible space within the hub will accommodate the needs of different charity and social groups and provide accessible seating for those wishing to have refreshments. Windows in the building will bring in daylight and sunshine and open up the panoramic views of Bramcote Hills Park. The toilets, both male and female, will also include specifically furnished disabled provision and baby changing facilities. The design and specification will follow passive and sustainable principles that will reduce the environmental impact of the building and will be energy efficient.

APPENDIX 2**Progress to date and next steps**

The need for toilets and catering facilities close to the children's play area has been identified for many years. In 2015 a group of enthusiastic local residents came together to set up a project with the aim of raising the required funds and obtaining planning permission to build a café with toilets.

In order to progress the project it was decided that it would be beneficial to establish a Charitable Interest Company (CIC). It was this team that the Council chose as the preferred bidders to take the project forward. Subsequently the project team:

- Identified a suitable site close to the existing children's play area.
- Obtained outline building design ideas from selected building contractors.
- Registered the business with companies' house.
- Developed further the café business plan.

While steady progress was being made the Council informed the CIC in 2018 that in order for them to potentially consider a lease for the land on which the cafe could be built the CIC would need to become a charitable group. Under any CIC agreement the Council would have been the landlord and the CIC the tenant. If the company were to cease to exist, the Council would then have a building on its land that was not theirs and with no authority to manage it. The building could only be managed by another CIC. As the Council cannot be a CIC there would have been the real potential for a vacant building that the Council had no powers to remove. However, as a charity if the company ceased trading the building would potentially revert to the Council. Safeguards to protect the Council and any liabilities around such an eventuality with a charitable group together with the role and responsibilities of the Charities Commission(CC) would be covered in the proposed lease.

While steady progress was being made the Council informed the CIC in 2018 that in order for them to potentially consider a lease for the land on which the café could be built the CIC would need to become a charitable group. Under any CIC agreement the Council would have been the landlord and the CIC the tenant. If the company were to cease to exist the Council would have to continue running the building and incur costs. However, as a charity if the company ceased trading the building would potentially revert to the Council but there would be no requirement on the Council to continue operating the building and incur a financial burden. Safeguards to protect the Council and any liabilities around such an eventuality with a charitable group together with the role and responsibilities of the Charities Commission(CC) would be covered in the proposed lease.

The process to obtain charity status was initially handled by a solicitor at a local practice working closely with the project team. In July 2018 an application for charity status was submitted to the CC by the solicitor on behalf of the project team. Unfortunately the application was rejected by the CC principally because the project was deemed as being too commercial and was not providing sufficient community support. The project team were extremely disappointed with this outcome but were given constructive feedback by the CC as to how to revise their application.

It was agreed that the project title needed to reflect the need to support local communities and should also recognise that the park was located close to a large residential area not previously mentioned in the project title. Hence the Bramcote & Stapleford Community Hub (BSCH) was adopted as the project title. The project constitution was rewritten to place greater emphasis on the need to provide facilities for local support groups. A board of five trustees were identified who along with other members of the project team developed and agreed the details of a second application for charity status. This application was submitted in February 2019. Over the following four months the CC requested additional information and clarification of various aspects of the application. In June 2019 the CC confirmed charity status for the project – registered charity number 1183832.

Over the last 6 months the group have critically reviewed the project to make it both realistic and achievable. They have downsized the building and reviewed its proposed location. They are now in a position to apply for funding but require a lease from the Council to do this.

Next steps:

- Secure a land lease agreement with the Council. It is anticipated that the lease arrangements will be completed by July 2020 subject to receipt of all the necessary information.
- Finalise the business plan.
- Identify potential funding organisations and fully understand what is needed for a successful funding bid.
- Engage with suitable construction companies for design ideas and budget estimates.
- Submit a full planning application.
- Prepare policy and governance documents.

APPENDIX 3

Minute from group meeting on Wednesday 27 November 2019

Item 6 Design and Build - The project team agreed that the group should apply to Broxtowe Borough Council for a 28 year lease for an area of land in the park close to both the children's play area and the car park to construct the building.

Action - Secretary to prepare a letter.

Extract from Charities Commission email granting charity status

Dear Applicant

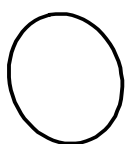
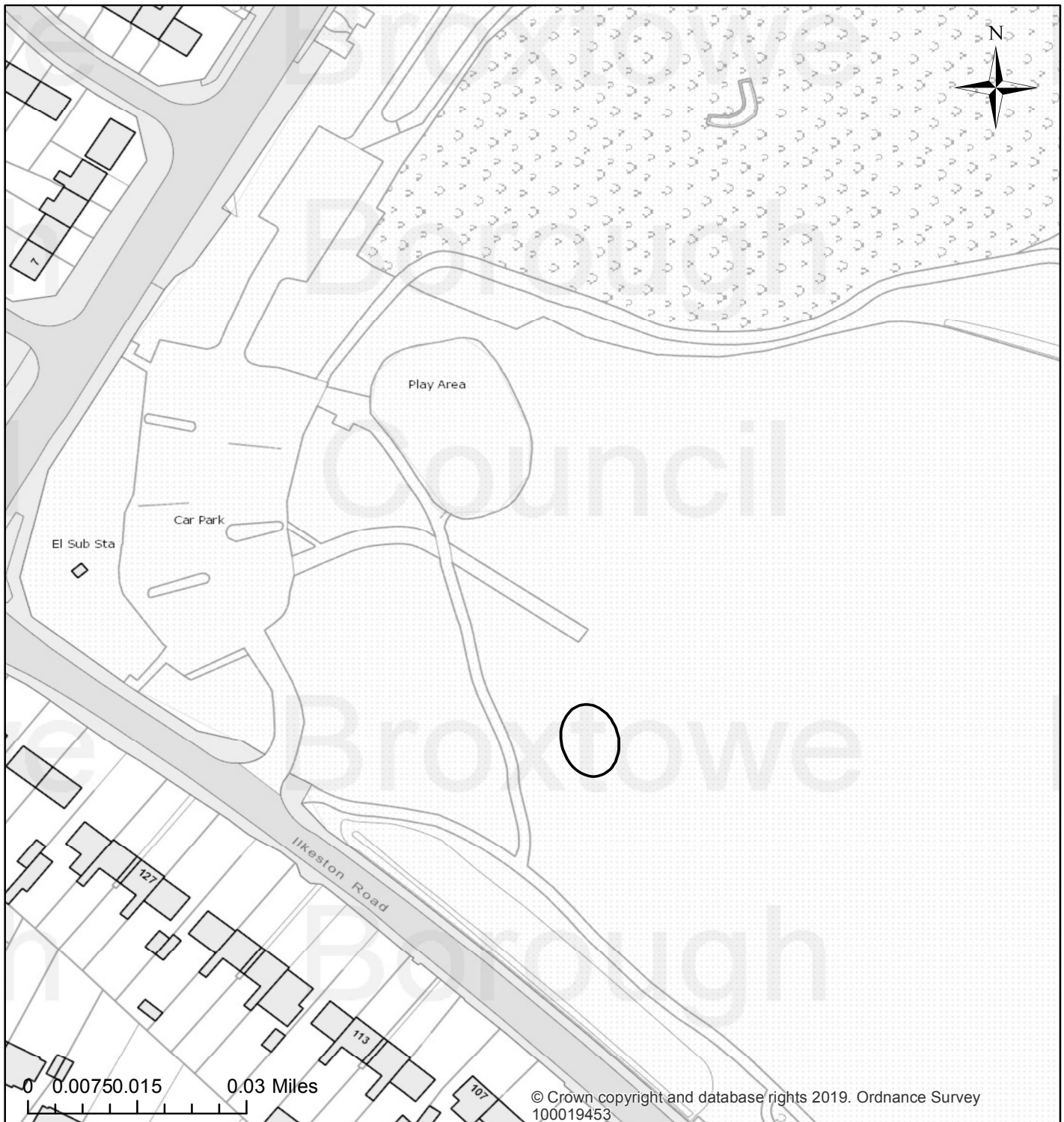
You have applied to register the above organisation as a charity.

We are satisfied that BRAMCOTE AND STAPLEFORD COMMUNITY HUB is a charity and it has been entered onto the Register of Charities with the Registered Charity Number 1183832.

Our decision

The decision to register was based on our assessment of the information supplied during the application process and the declarations given in the trustee declaration form and we are satisfied that BRAMCOTE AND STAPLEFORD COMMUNITY HUB is established for charitable purposes only for the public benefit.

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Approximate location for Community Hub Building.
Exact location to be agreed as part of planning application.
Proposed building size approximately 160m²

1:1,250

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Joint report of the Chief Executive, the Deputy Chief Executive and the 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 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	Q2 2019/20	Target 2019/20	Latest Note
Green 	BV8 Percentage of invoices paid within 30 days of receipt	99.5%	99.3%	98.55%	99%	October 2019 = 98.18%
Green 	LALocal_07 No. of complaints determined by the Local Government/ Housing Ombudsman against the Council	2	1	1	0	One complaint was determined against the Council in Q2.
Amber 	LALocal_12 Freedom of Information requests dealt with within 20 working days	95%	97%	97%	100%	
Red 	BV12 Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	13.6	8.7	9.9	7.5	October 2019 = 10.6





Resources Key Tasks and Priorities for Improvement 2019/20






Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Finance Services						
In Progress 	FP1922_02	Implement web based Financial Management Software	Introduction of web based accounts management to support New Ways of Working	95%	31-Dec-2019	Systems have been updated and testing is completed. Rollout took place in summer 2019. Finance Officers are providing ongoing support.
In Progress 	FP1922_03	Introduce Intelligent Scanning to all Departments	Reduction in time taken to process invoices received	55%	31-Dec-2019	Intelligent Scanning has been installed and being tested. Roll out to departments is expected to begin in the early 2020.
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.	50%	31-Mar-2020	The Council is presently employing an Interim Procurement and Contracts Officer. A further attempt to fill the post on a permanent basis is underway.


Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Legal Services						
In Progress 	LA1821_01.1	Implement and Manage the Case Management System	Improvement the management of cases and records. Production of case load reports.	33%	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	40%	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	42%	31-Dec-2019	Standing Orders Section has been updated.
Administrative Services						
In Progress 	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry	5%	Dec-2020	Due date revised from June 2019.
In Progress 	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	70%	Feb-2020	Phase 1 completed January 2018 resulting in improved efficiencies. Further development work on accessible documents ongoing. Programme in development to produce reports internally through the management system.

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Council Property						
Warning 	CP1620_03	Implement the Asset Management Plan 2016-21	Implement the Asset Management Plan 2016-21	60%	31-Mar-2021	Work is ongoing.

Resources Key Performance Indicators 2019/20



Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
Finance Services						
Green 	FPLocal_01 Percentage of sundry creditors paid by BACS	89.9%	90.8%	91.9%	90%	
Red 	FPLocal_02 Percentage of sundry debtors raised in any one financial year paid in that year	83.2%	83.5%	68.1%	90%	
Green 	FPLocal_03 Internal Audit: Percentage of planned audits completed in the year	89%	97%	33%	90%	November 2019 = 53%
Green 	FPLocal_09 Percentage of invoices paid within 20 days	98.5%	97.6%	93.9%	98%	

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
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.
Legal Services						
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.
Administrative Services						
Amber 	LALocal_04 The percentage of complaints acknowledged within 3 working days	91%	94%	95%	100%	
Council Property						
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%	3%	2%	There has been an slight increase in bad debtors.



Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
Green 	CPLocal_05 % Beeston Square Shops vacant for more than 3 months	15%	7.69%	0%	0%	No shops vacant during quarter 2.






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	Q2 2019/20	Target 2019/20	Latest Note
Green 	BV9 Council Tax collected %	98.5%	98.5%	57.5%	49.2%	Council Tax collection rate exceeds target. November 2019 = 76.1%
Green 	BV10 Non-Domestic Rates collected %	98.8%	99.1%	56.9%	49.4%	NNDR collection rate exceeds target. November 2019 = 73.2%

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	70%	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.	98%	Nov-2019	This system is expected to go live on 1 November 2019.



Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Warning 	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms	98%	Nov-2019	Implementation date delayed to November 2019 allowing further testing. E-forms are continuing to be developed.
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.	15%	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.	80%	Dec-2019	Installation of the Analyse Local System is being discussed with ICT.
In Progress 	RBCS1922_02	Property Inspector	Review the rateable value of Business premises within the area to ensure fair and accurate billing	95%	Mar-2020	The Council is currently in the process of contracting with Newark and Sherwood, Rushcliffe and Gedling to provide a shared property inspector. The position has been recruited with a commencement date of November 2019
In Progress 	RBCS1922_03	Single Person Discount Review	To review cases of SPD where it is considered the discount is no longer applicable	50%	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	Q2 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 on track to achieve target August 2019 = 8.3
Green 	BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	5.0	3.9	4.2	5.0	Performance on track to achieve target August 2019 = 6.8
Red 	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	16,402	80,000	The number of calls handled continues to decrease. 2019/20 = 34,259 (Apr-Sept) 2018/19 = 79,800
Data Only 	CSDData_03 Calls Abandoned	6,124	14,583	8,827	-	- 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.


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	Q2 2019/20	Target 2019/20	Latest Note
Green 	ITLocal_01 System Availability	99.6%	99.8%	99.9%	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	95%	31-Mar-2020	Legal Case Management system, Customer Relationship Management system and Committee Management system are all LIVE.
Overdue 	IT1920_02	New Ways Of Working	New Ways Of Working	75%	31-Mar-2020	Data Centre migration nearly complete, Council Chamber, Audio Visual Legal, Administration, Finance, Public Protection, ICT areas all complete. Housing under way.
In Progress 	IT1920_14	ICT Security Compliance	ICT Security Compliance	31%	31-Mar-2020	

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	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	

ICT and Business Transformation Key Performance Indicators 2019/20

Status / Icon	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q2 2019/20	Target 2019/20	Latest Note
Green 	ITLocal_02 Service Desk Satisfaction	100%	100%	-	99.5%	The satisfaction survey service has only been available to users since 1st September 2019. No figures were collected between April and August 2019.
Amber 	ITLocal_04 BBSi Programme Completion	100%	96.8%	46.4%	100%	The BBSi programme is slightly behind delivery schedule. This is mainly due to staff annual leave during Q2. It is expected this shortfall will be addressed during Q3 and progress will be kept under regular monthly review.

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.

13 February 2020	<ul style="list-style-type: none"> • Business Plans and Financial Estimates 2020/21 - 2022/23 • Budget Proposals and Associated Strategies • Grants to Voluntary and Community Organisations etc. • Capital Programme Update 19/20 • Irrecoverable Arrears
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Recommendation

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

Background papers

Nil

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