



Monday, 17 July 2023

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 25 July 2023 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 6.00 pm.

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

Yours faithfully

Chief Executive

To Councillors: M Radulovic MBE (Chair)
G Marshall (Vice-Chair)
S A Bagshaw
R E Bofinger
C Carr

H J Faccio
J W McGrath
H E Skinner
P A Smith
V C Smith

A G E N D A

1. APOLOGIES

To receive apologies and to be notified of the attendance of substitutes.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

(Pages 7 - 12)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 4 July 2023.

4. SCRUTINY REVIEWS (Pages 13 - 14)

The purpose of this report is to make Members aware of matters proposed for and undergoing scrutiny.

5. REFERENCES

5.1 Local Joint Consultative Committee (Pages 15 - 44)

Leave Scheme
29 June 2023

The Joint Committee debated the Leave Scheme, with particular reference to the additional day that had been granted to employees as part of the pay award agree with the National Joint Council for Local Government Services.

RECOMMENDED to Cabinet that the amendments to the Leave Scheme be approved.

5.2 Local Joint Consultative Committee

29 June 2023
Long Term Sickness Absence

There followed a discussion about the lack of facilities for disabled employees and Councillors, with particular reference to the emptying of stoma bags, wheelchair access and Kimberley Depot. There was concern that facilities across the Council's estate lacked accessibility.

The debate progressed on to child care and the difficulties this posed to employees and Councillors with young children.

It was proposed by Councillor M Radulovic MBE and seconded by Kim Dawson that a recommendation be made to Cabinet to establish a Working Group of five Members and five employees to survey the accessibility of the Council's work spaces and report back to the 16 November meeting of the Joint Committee. On being put to the meeting the recommendation was carried unanimously.

RECOMMENDED to Cabinet that a Working Group of five Members and five employees to survey the accessibility of the Council's work spaces and report back to the 16 November meeting of the Joint Committee.

6. LEISURE AND HEALTH
- 6.1 CULTURAL STRATEGY (Pages 45 - 54)
To outline the Council's Cultural Strategy for 2023-2026.
- 6.2 FOOD SAFETY SERVICE PLAN 2023/24 (Pages 55 - 72)
To advise Members of, and seek approval for, a revised Food Service Plan.
- 6.3 CHRISTMAS LIGHTS 2023 (Pages 73 - 74)
The purpose of this report is to outline the provision of Christmas decorations for Christmas 2023
7. ENVIRONMENT AND CLIMATE CHANGE
- 7.1 AIR QUALITY STATUS REPORT 2023 (Pages 75 - 78)
To advise Members of the latest Air Quality Status Report which has been submitted to the Department of Food Environment and Rural Affairs (DEFRA).
8. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT
- 8.1 INFRASTRUCTURE FUNDING STATEMENT (Pages 79 - 96)
To note the annual Infrastructure Funding Statement (IFS).
- 8.2 S106 AGREEMENT (PLANNING OBLIGATIONS) MONITORING PROCESS (Pages 97 - 102)
To note the s106 (Planning Obligations) monitoring process.
- 8.3 BEESTON STATION - ENABLING ACCESS FOR ALL (Pages 103 - 106)
To recommend that Broxtowe Borough Council agree in principal to the disposal of 165 sq m of land held by long-leasehold to Network Rail in order to facilitate works to improve the access for all at Beeston Station.

9. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT,
AND RESOURCES AND PERSONNEL POLICY

9.1 HRA BUDGETS 2023/24 (Pages 107 - 110)

To consider proposals for variations to the Councils HRA Capital Budgets for 2023/24 relating primarily to health and safety compliance issues.

10. RESOURCES AND PERSONNEL POLICY

10.1 EQUALITY AND DIVERSITY ANNUAL REPORT 2022/23 (Pages 111 - 140)

To provide Members with an annual review of activity and outcomes in respect of the Council's equality and diversity work

10.2 JOB EVALUATION-RESOURCES FACTOR THRESHOLD INCREASE (Pages 141 - 144)

To seek Cabinet approval to update the thresholds for the Resources factor within the Council's Job Evaluation scheme.

10.3 GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS (Pages 145 - 152)

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to Parish and Town Councils.

10.4 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2023/24 (Pages 153 - 158)

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

10.5 CAPITAL GRANT AID REQUEST- WATNALL ALLOTMENTS ASSOCIATION (Pages 159 - 162)

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

10.6 CITIZENS ADVICE BROXTOWE-GRANT AID 2023/24 (Pages 163 - 174)

To consider the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2021/22 in accordance with the provisions of the Council's Grant Aid Policy.

11. CABINET WORK PROGRAMME (Pages 175 - 176)

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

12. EXCLUSION OF PUBLIC AND PRESS

Cabinet is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of the Act.

13. LEISURE AND HEALTH

13.1 LEISURE FACILITIES UPDATE - DUE DILIGENCE REPORTS (Pages 177 - 180)

14. HOUSING, AND RESOURCES AND PERSONNEL POLICY

14.1 OPPORTUNITY TO PURCHASE ONE BLOCK OF FIVE FLATS (Pages 181 - 184)

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CABINET

TUESDAY, 4 JULY 2023

Present: Councillor M Radulovic MBE, Chair

Councillors: G Marshall
R E Bofinger
C Carr
H J Faccio
J W McGrath
H E Skinner
P A Smith
V C Smith

Apologies for absence were received from Councillors S A Bagshaw

12 DECLARATIONS OF INTEREST

Councillor J W McGrath declared a non-registerable interest in item 11.1 as a member of his family is employed by Liberty Leisure Ltd, minute number 23.1 refers.

Councillors M Radulovic MBE and G Marshall declared other registerable interests in agenda item 21.1 as they were Members on the Beeston Town Centre Board, minute number 24.1 refers.

13 MINUTES

The minutes of the meeting held on 6 June 2023 were confirmed as a correct record.

14 SCRUTINY REVIEWS

Members were informed of the matters proposed for and undergoing scrutiny. It was suggested that Building Control and Communication with Tenants could be added to the scrutiny work programme.

RESOLVED that the subjects of Building Control and Communication with Tenants be forwarded to the Overview and Scrutiny.

15 ENVIRONMENT AND CLIMATE CHANGE

15.1 CLIMATE CHANGE STRATEGY AND CLIMATE CHANGE COMMUNICATION BUDGET

Members were informed that in 2019 the Council made an ambitious commitment to become carbon neutral by 2027. The Council created its Climate Change Strategy

and Green Futures Programme in 2020 to provide strategic direction with regards working towards this target. Ninety-one percent of the actions identified in the original carbon management plan, which were part of the original Climate Change Strategy, had been completed or were in progress. The delivery of these actions had contributed to the Council reducing its carbon footprint to 3,099 tonnes of carbon dioxide emissions (tCO₂e) in 2021/22. This was a 17% reduction from the recalculated 2018/19 carbon emission baseline.

The revised Climate Change Strategy had been streamlined with ten key strategic themes identified as the priority areas. The ten themes are cross cutting and cover all the key topic areas which are necessary for addressing climate change. The key themes ensure climate change is embedded across all of the Council's own operations. The themes also ensure that the need to engage with residents and businesses in support of positive behaviour change is enhanced further.

Concerns were raised around the consultancy time, however, it was stated that the Strategy was a live document and as circumstances changed the Strategy would change accordingly. Further comments included queries around the garden waste service, composting, the management of grass areas and the use of weed killer. Officers responded that comments were always considered and members of the public were able to utilise the on-line consultation.

RESOLVED that:

- 1. The revised Climate Change Strategy and Carbon Management Plan be adopted and approved**
- 2. The creation of a £10,000 climate change communication budget be approved.**

Reasons

1. Climate change is a complex and changing dynamic. The Climate Change strategy therefore needs to be revised on a regular basis to reflect this and ensure it remains up to date
2. The budget will be used in support of engagement with key external stakeholders, as well as supporting the promotion and the delivery of actions within the new carbon management plan. This is to assist the Council's commitment and progression towards achieving carbon neutrality, as well as a wider target of net zero.

16 RESOURCES AND PERSONNEL POLICY

16.1 STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2022/23

Cabinet was updated on the revenue and capital outturn position for 2022/23, and provided with an update on progress with the preparation of the draft annual statement of accounts for 2022/23.

The accounts for 2022/23 had been finalised, subject to audit, and showed an underspending on the General Fund revenue account of £2.089m and an overspending on the Housing Revenue Account (HRA) of £0.395m when compared to the revised estimates.

RESOLVED that:

- 1. The accounts summary for the financial year ended 31 March 2023, subject to audit, be approved.**
- 2. The revenue carry-forward requests outlined in section 1.4 of appendix 1 and section 2.2 of appendix 2 be approved and included as supplementary revenue estimates in the 2023/24 budget.**
- 3. The capital carry-forward requests outlined in appendix 3b be approved and included as supplementary capital estimates in the 2023/24 budget.**

Reason

To be accountable for all activities and actions and to ensure that the Council conforms to all financial regulations. The report summarises the Council's finances at the end of each financial year.

16.2 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

Cabinet noted the Treasury Management and Prudential Indicators Annual Report for the year ended 31 March 2023. The report met the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council was required to comply with both Codes through regulations issued under the Local Government Act 2003.

It was clarified that there were no commercial investments outside of the Borough and further discussion stated that further investigation would take place into ethical funding.

17 HOUSING

17.1 MANAGEMENT OF COMMUNAL AREAS POLICY

The Policy outlines the approach that the Council takes to manage enclosed communal areas and the areas that immediately surround blocks of flats. It applies to tenants and leaseholders, in both General Housing and in Independent Living. A clear policy is necessary, so that all areas are managed in a consistent way and so residents can be clear on what is allowed, and the approach that the Council will take to monitor areas and address any issues.

The management of communal areas can often be a contentious issue. Many residents see communal areas as an extension of their own home. As a landlord, the Council has a responsibility to ensure all communal areas are kept clear and accessible so that residents can exit the building as quickly and as safely as possible in the event of an emergency. This may include asking residents to remove items that they have placed in the communal area, either for convenience or with the aim of improving the appearance of the area.

Cabinet noted the amendments to the Policy suggested by the Policy Advisory Working Group, which were to add a section to the policy for Ring Door Cameras in addition to updating the Equality Impact Assessment with more information regarding the impact for people with disabilities.

RESOLVED that the updated Management of Communal Areas Policy be approved and reviewed after six months.

Reason

The updated Policy includes more details regarding two specific areas: Mobility Scooters and Surveillance Camera Systems. The original Policy included some reference to mobility scooters, however, since the original Policy was written a new Mobility Scooter Policy has been approved. The changes to this Policy ensures that the information in both policies is consistent.

18 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

19.1 DURBAN HOUSE, EASTWOOD MAINTENANCE WORKS

Durban House has had a number of uses over the last few years and has been vacant for around the last two years. Since December 2022, Broxtowe Borough Council has entered into a licence agreement with the Durban House Community Hub for use of the external area at Durban House. This has facilitated the community hub to use the outside space at the property for community uses. The inside of the property is currently not able to be used due to maintenance of a number of the internal service requiring inspection and maintenance works.

RESOLVED that the scheme to allow for essential maintenance works to the internal of Durban House to make the building compliant and facilitate a letting at the property be approved. A one-off revenue development of £12,000 will be required for this purpose to be funded from the General Fund Revenue Contingency budget in 2023/24.

Reason

The funding will allow for the works required at Durban House to be undertaken to bring the property back into use.

19.2 GOVERNMENT INQUIRY LAUNCHED INTO USE OF CRUMBLING CONCRETE IN PUBLIC BUILDINGS

Cabinet was informed that the Government had launched an inquiry into the use of deteriorating concrete in public buildings amid concerns of potential collapses. Each department within Whitehall has been instructed to assign a civil servant to identify the presence of reinforced autoclaved aerated concrete in the Government estate. This inquiry represented an expansion of a previous investigation that primarily focused on hospitals and schools.

RESOLVED that, as a result of the recent Government inquiry into deteriorating concrete in public buildings, a budget of £40,000 to fund structural

surveys on various Council assets be approved. A one-off budget allocation of £40,000 in 2023/24 will be required for this purpose to be funded from Housing Revenue Account (HRA) working balances.

Reason

This will allow the Council to investigate whether any of its assets are affected by the problems highlighted by the Government inquiry.

20 CABINET WORK PROGRAMME

RESOLVED that the Cabinet Work Programme be approved.

21 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 the Schedule 12A of the Act.

22 LEISURE AND HEALTH

22.1 KIMBERLEY SCHOOL LEISURE CENTRE

The Cabinet noted the report on Kimberley School Leisure Centre.

(Having declared a non-registerable interest in the item Councillor J W McGrath left the meeting before discussion thereon.)

23 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

23.1 REGENERATING BEESTON TOWN CENTRE

RESOLVED that the budget allocation required be funded from General Fund Reserves.

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Report of the Monitoring Officer

SCRUTINY REVIEWS1. Purpose of report

The purpose of this report is to make Members aware of matters proposed for and undergoing scrutiny. This is in accordance with all of the Council's priorities.

2. Recommendation

Cabinet is asked to NOTE the report.

3. Background

Cabinet is asked to give consideration to the future programme and decision-making with knowledge of the forthcoming scrutiny agenda. It also enables Cabinet to suggest topics for future scrutiny.

4. Detail

The Overview and Scrutiny Committee met on 22 June 2023. At the meeting it was decided that the following items be reviewed:

- D H Lawrence Museum
- Markets in Broxtowe
- Scrutinising the Budget Setting Process

It was further resolved that the topics of Homes for Life and Building Control be reserved for future consideration.

During 2022/23 The Overview and Scrutiny Committee submitted reports to Cabinet on Telephone Answering & Customer Services, and Missed Bins. The Committee will receive updates on these reviews annually following their submission. A further review on Agile Working was partially completed, however, the Committee resolved not to submit the review to Cabinet as agile working had already been implemented across the Council.

Cabinet will receive updates at each future meeting as to the progress of the Overview and Scrutiny Committee's work programme.

5. Financial Implications

There are no direct financial implications arising from this report.

6. Legal Implications

There are no legal implications Arising from the report.

7. Human Resources Implications

There were no comments from the Human Resources Manager.

8. Union Comments

There were no Unison comments in relation to this report.

9. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

Report of the Chief Executive

LEAVE SCHEME

1. Purpose of Report

To note the amendments to the Leave Scheme made under urgency powers and to recommend the amendments to the Leave Scheme

2. Recommendation

The Committee is asked to NOTE the amendments to the Leave Scheme and to RECOMMEND to Cabinet the amendments to the Leave Scheme be approved.

3. Detail

The Local Government Annual Pay Award for 2022/23 was confirmed on 1 November 2022 by the National Joint Council for Local Government Services.

“The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC’s full expectation is that the additional day leave will be applied for all NJC staff, regardless of existing local arrangements.”

Therefore, the Council has applied the extra one day to all posts within the Broxtowe Local Pay Structure, excluding Heads of Service and Chief Officers.

The table of annual leave entitlements within the Leave Scheme have been updated accordingly.

In addition, following the Council’s application for a Silver Award with the Defence Employer’s Recognition Scheme, it was recommended by Deputy Regional Employer Engagement Director that the Council increases the entitlement for paid leave to attend annual training camp. This has already been agreed by the Chief Executive under urgency powers and supported by the Leader and Deputy Leader of the Council in March 2023.

Section 2.1 has been clarified to include legislation relating to employees who may have been elected as Members of other Local Authorities and the appropriate legislation has been referred to.

The Leave Scheme is attached at Appendix 1, The change table with the amendments to the scheme is attached at Appendix 2, The Equality Impact

Assessment is contained within Appendix 3 and a copy of the letter from National Joint Council for Local Government Services is Appendix 4.

4. Financial Implications

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

There are no additional financial implications, with any operational costs associated with absence cover being contained within existing budgets.

5. Legal Implications

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

Whilst there are no direct legal implications, the amendments will ensure that the Council continue to meet its legislative requirements as an Employer.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The increase of annual leave is as a result of changes to the Local Government Terms and Conditions of Service (Green Book) and have already been applied at Broxtowe and L Leisure from 1 April 2023.

7. Union Comments

The Union comments were as follows:

A verbal comment will be provided at the meeting.

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

Not applicable

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As this is a change to policy an equality impact assessment is included in the appendix to this report.

11. Background Papers

Nil



LEAVE SCHEME

Contents

- 1.0 Introduction
- 2.0 Purpose and Scope
- 3.0 Types of Reservist
- 4.0 Reserve Status Notification
- 5.0 Training commitments and Time off.....
- 6.0 Mobilisation.....
- 7.0 Applying for Exemption/Deferral/Revocation
- 8.0 Treatment of Terms and Conditions during mobilisation.....
- 9.0 Return to work
- 10.0 Aftercare
- 11.0 Financial Assistance
- 12.0 Further information

REFERENCE

1.0 Leave Entitlement

1.1 Calculating Leave Entitlement

The amount of annual leave an employee is entitled to in a leave year is calculated on the basis of length of completed continuous local government service and length of completed continuous Broxtowe service and according to grade. The calculation of entitlement is based from the start of employment with the Council.

Although the leave year will commence on the first of the month following the date of appointment a pro rata allowance will be given for the period from commencement to the start of the leave year. This applies to both annual and bank holiday entitlement. If an employee terminates their contract part way through a month the same pro rata entitlement will apply.

1.2 Leave Entitlement in Working Days

| | Initial leave | After 5 years local government continuous service | After 10 years Broxtowe continuous service |
|----------------------------|---------------|---|--|
| Up to and included grade 7 | 28 days | 31 days | 33 days |
| Grade 8 and above | 31 days | 34 days | 36 days |
| Chief Officers and above. | 33 days | 35 days | 37 days |

For the purpose of calculating leave (annual and public holiday) entitlements must be expressed in hours over the leave year, e.g. for part time employees or employees whose working shift patterns vary from one day to the next.

1.3 Notice of Annual Leave

Under normal circumstances, where an employee wishes to take more than 2 weeks' annual leave, not less than 2 weeks' notice will be given. Where an employee wishes to take up to 2 weeks' annual leave, not less than one week's notice will be given.

The timing of an employee's annual leave is at the Head of Service's discretion with due regard to the wishes of the employee and service delivery requirements.

1.4 Carry Over Leave

Leave not exceeding one working week may be carried forward at the discretion of the appropriate Head of Service (or Senior Officer directly reporting to a Director). The carrying forward of leave in excess of one working week for a particular and

identified purpose may be approved by the Head of Service in consultation with Human Resources.

An employee who leaves the local government service will be allowed one-twelfth of their leave entitlement plus one-twelfth of the annual bank holiday entitlement for each completed month of service in the current year, **and a pro rata allowance as detailed above for a part month.**

1.5 Statutory Holidays

There will be eight statutory days each year. The Council will be closed on the following eight days, so these will be counted as public holidays and a day off for most employees, apart from any essential services:

- New Year's Day
- Good Friday
- Easter Monday
- May Day Monday
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day
- Boxing Day

For employees who normally work Monday to Friday, when Christmas Day and New Year's Day fall in any part of the weekend, a week day in lieu will be granted.

2.0 Additional Leave of Absence

2.1 Paid Leave for Special Duties

Paid leave will be granted to employees who undertake approved public responsibilities or other approved duties during working hours; e.g. jurors, magistrates, elected representatives of local authorities, statutory tribunals or public bodies. Prior notice is required in all circumstances. Loss of earnings payment is to be claimed from the body where appropriate, as an equivalent deduction from salary will be made. Where employees are required to attend Court on behalf of the Council, the appropriate time will be credited. Employees attending personal matters at Court will not be eligible to claim any time back.

There is a statutory limit on the amount of paid leave that the Council may allow you to take to perform your duties as a Councillor for another Local Authority*. Employees can apply for paid leave of up to 208 hours in a financial year (pro-rata for part-time employees) in accordance with the Local Government and Housing Act (1989), section 10 (1). This restriction does not apply if you are the Chair of the Council.

The activities for which employers are required to permit reasonable time off may include attendance at Council meetings, committees or sub committees and the performance of relevant duties.

An employee who requires time off for public duties should make a request in writing to their Director who will then consider the request in line with the needs of the business. The employee is required to record and inform their line manager in advance of each attendance which will be monitored in conjunction with Human Resources.

Any requests for leave over 208 hours will not be paid and employees would be expected to use flexi (where appropriate), annual leave or unpaid leave.

*A 'Local Authority' includes a County Council, District Council, Police Authority, Fire and Rescue Authority etc. A full list can be found in section 21 (1) of the Local Government and Housing Act (1989).

2.2 Union Representatives on Approved Trade Union Activities

Recognised trade union representatives will be granted reasonable paid time off for approved training and attendance at official meetings. See Time off for Trade Union duties and Facilities Support Policy for further information.

2.3 Interview Leave

Up to five days paid leave in any one leave year (pro rata for part time employees) will be granted for attending interviews at other local authorities, where prior notice is given to the Head of Service. All requests must be submitted on Form IL and authorised by the Head of Service, with a copy to Human Resources for monitoring purposes.

2.4 Revision and Examination Leave

Where an employee is taking an examination or test leading to a recognised qualification from an authorised course, paid leave will be granted to enable the employee time to prepare. The time granted will be double the actual duration of the examination or test. For example, a three-hour examination will have a six-hour revision leave. Equivalent time will also be granted to employees taking courses which depend on continuous assessment at the discretion of the Human Resources Manager.

Paid examination leave will be granted of up to one day for an examination or test dependent upon the duration of the examination or test. If the examination or test is away from Nottinghamshire, the Head of Service in consultation with the Human Resources Manager has discretion to extend the allocation.

2.5 Holiday Purchase Scheme (previously Unpaid Leave)

Employees wishing to enhance their existing annual leave entitlement may request additional unpaid leave by completing form HPS which is available on the intranet or from their manager.

This scheme entitles employees to request unpaid leave up to a maximum of 15 days (pro rata for part time employees) in any one leave year, subject to service delivery requirements and with approval of the appropriate Head of Service in consultation with the Human Resources Manager. These days can be requested individually or in a block of leave during an employee's leave year. Wherever possible an employee should submit their request prior to the start of their leave year so that full consideration can be given to the impact of the absence and how it could best be managed.

The employee should make the request at least 2 weeks before they wish to take the time (unless urgent leave is required and no other form of leave is available to the individual, i.e.: annual or flexi leave).

If the application is successful, amendments to the employee's monthly salary will be made either in the same month that the leave is taken, the following month the leave is taken or spread over the remaining months left within their leave year.

Employees must ensure that the leave is taken within their leave year and any unpaid leave under this scheme will not be able to be carried forward into the following year.

When considering whether an employee's request can be supported, the Head of Service should liaise if appropriate with the relevant manager and give careful consideration to the following questions:

- What will the impact of the employee's absence from work be on service delivery?
- What will the impact be of the employee's absence on other employees within the team?
- Do any other employees also wish to take unpaid leave and, if so, how can the scheme be applied in a consistent and fair way?
- Have other employees affected by the absence been consulted on the proposed request?
- What are the savings that can be achieved from the period of unpaid leave being taken?
- Will other arrangements have to be put in place which in turn will have resource or cost implications? (e.g.: needing others to undertake additional work/be paid overtime).

- Has sufficient notice been given by the employee so that arrangements can be put in place to cover the absence?
- If the absence is required because of an emergency situation, are there any other policies or schemes available to help and support the employee requesting the unpaid leave?

Where a Head of Service is unable to support a full request or can only support a part request, then they must provide a reason for their decision. There will be no right of appeal where a request has not been supported.

To apply for leave under the Holiday Purchase Scheme, please complete Form HPS which can be found on the intranet under Human Resources A-Z Forms.

REFERENCE

2.6 Leave of Absence – Service in Non-Regular Forces

The Council endorses the principle that volunteer members of the non-regular armed forces who attend summer camp will be granted the three weeks paid leave, additional to their normal annual leave.

Subject to the note below, the Council will grant paid leave to members of the Territorial Army who are required to undertake training additional to attendance at summer camp and who are unable to arrange for such training to be on days when they would normally not be working.

Note: Under the Reserve Forces Act, 1966 volunteers may be required to undertake training for up to 16 days per annum (usually on Saturdays and Sundays). Territorial Army Units should be in a position to offer alternative dates and the onus is, therefore, on the employee to try to arrange for training to be undertaken in off-duty time. If this is not possible the employee should furnish alternative dates to the Council so that mutually acceptable dates for their absence may be found.

2.7 Maternity Leave

The occupational maternity scheme will apply to all pregnant employees regardless of the number of hours worked per week. Full details of the Maternity Leave Scheme are available on the Intranet.

2.8 Paternity Leave

Up to two weeks leave (either 1 week or 2 consecutive weeks, but not odd days) will be granted in respect of paternity leave at or around the time of birth. This leave is also available to nominated carers subject to the appropriate proof of need. In addition, some employees are entitled to additional paternity leave and pay. Full details of the Paternity Leave Scheme and Additional Paternity Leave Scheme and Pay are available on the Intranet.

2.9 Additional Paternity Leave and Pay

Some employees may be entitled to a maximum of 26 weeks' additional paternity leave and pay. Please refer to the Additional Paternity Leave and Pay Scheme for further information.

2.10 Adoption Leave

Adoption leave is available to any employee who adopts a child, subject to set criteria, the full details of which are available. Please refer to the Adoption Leave Scheme and Additional Paternity Leave and Pay Scheme on the intranet.

2.11 Parental Leave

Up to thirteen weeks' unpaid leave can be taken by any employee who has responsibility for caring for a child, normally up to the child's fifth birthday. Full details of the Parental Leave Scheme are available on the intranet.

2.12 Shared Parental Leave

Shared Parental Leave enables eligible employees to share responsibility of work and caring for a child during the first year of birth or adoption. Full details of the Shared Parental Scheme are available on the intranet.

2.13 Compassionate Leave

Up to five days paid leave per rolling year will be granted in the event of the death of an employee's spouse, partner, civil partner, parent or child or the death of a dependant relative, which includes the day of the funeral.

In the event of the death of other relatives or close friends of an employee, one day's paid leave may be granted on the day of the funeral, at the discretion of the Head of Service with approval from the HR Manager.

Additional days may be granted by Heads of Service (in conjunction with Human Resources) in exceptional circumstances up to a maximum of ten days per rolling year.

The form (CL1) should be completed and submitted for leave to be granted. Approval will be at the discretion of the Head of Service and a copy will be sent to the HR Manager to be placed on your personal file.

2.14 Emergency Time Off for Dependants Scheme

These guidelines outline when employees are able to take time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

The emergency must involve a dependant of the employee. A dependant is the husband, wife, civil partner, child or parent of the employee. It also includes someone who lives in the same household as the employee. For example, a partner or an elderly aunt or grandparent who lives in the same household. It does not include tenants or boarders living in the family home.

In the cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency; for example, an aunt who lives nearby who the employee looks after outside work, falls ill unexpectedly.

Employees are not entitled to use this scheme to look after a sick child or other dependant or to attend pre-planned medical appointments with them.

The right is intended to cover genuine emergencies, and there is no limit on the number of times an employee can request time off.

If called away from work, time will be credited until the end of the day; if the dependant is ill or care breaks down immediately prior to commencing work, half a day will be credited. The maximum taken in any leave year should not exceed three separate days in total. Any additional days must be taken as annual, unpaid or must be purchased.

Employees do not have to complete a qualifying period in order to be able to take time off in an emergency. They are entitled to this right from day one of starting their job.

The right enables employees to take action which is necessary to deal with an unexpected or sudden problem concerning a dependant and make any necessary longer term arrangements. The emergency would need to occur during the working day or immediately prior to commencing work.

Examples include:

- If a dependant falls ill, or has been injured or assaulted;
- An emergency situation when a dependant is having a baby. (This does not include taking time off after the birth to care for the child);
- To make longer term care arrangements for a dependant who is ill or injured;
- To deal with a death of a dependant;
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant;
- To deal with an unexpected incident involving the employee's child during school hours.

When you are called away from work because your dependant falls ill you will be credited for the remainder of the day:

- When your dependant falls ill immediately prior to you attending work that day you will be credited for the time needed in the morning period to enable you to make alternative care arrangements. Time off in the afternoon (or for the second half of your shift) should be taken as either, annual, unpaid or flexi where you are caring for the dependant.
- When your care arrangements break down immediately prior to you attending work you will be credited for the morning period to enable you to make alternative care arrangements. Time off in the afternoon (or for the second half of your shift) must be taken as either annual, unpaid or flexi where you are caring for the dependant.

In the event that Emergency Time off Leave is not applicable, other types of leave are available. These include annual leave, unpaid leave (which can be paid for by spreading over the employees leave year, flexi leave, parental leave, or TOIL (Time off in Lieu).

Employees must notify their immediate manager or section head by telephone, as soon as practicable, the reason for their absence and how long they expect to be away from work. The relevant form should be completed and signed by both the employee and the relevant Head of Service in consultation with Human Resources, immediately on return to work.

If there is any uncertainty regarding whether or not the time off should be granted, the Head of Service should contact Human Resources prior to any agreement being made.

Applications for compassionate leave will be monitored by the employee's Head of Service and in consultation with Human Resources.

2.15 Extenuating Circumstances

If there are extenuating circumstances for an individual employee, the Head of Service, with approval from the Human Resources Manager, may grant further unpaid time off to employees in respect of family matters.

2.16 Employees Suffering Domestic Abuse

The Council recognises and wishes to support any employees experiencing or suffering from Domestic Abuse. The Council has the discretion to approve up to ten working days paid leave (pro rata for part time employees) to attend related medical, legal, housing etc appointments in relation to their case.

2.17 Suspension

During periods of suspension, an employee must make themselves available to facilitate investigatory meetings, however, should they wish to be unavailable they must book annual leave in the normal way, which is then deducted from their leave card.

2.18 Career Break

Please see the Council's Career Break Policy for further information.

3. Annual Leave and Sickness Absence

3.1 Employee absence due to sickness

Employees will continue to accrue annual leave and bank holiday entitlement during a period of sickness absence.

On their return to work employees will be allowed to take outstanding leave subject to operational requirements.

If an employee has not been able to take their full leave year's entitlement due to their sickness absence they are entitled to carry over the statutory leave allowance of 28 days minus the days of contractual annual leave they have already taken. This carried over leave balance must be taken in full during the following leave year or it will be lost.

Employees moving onto half pay during their period of sickness should be encouraged to use their annual leave to bring their pay up to their full entitlement.

Should the employee be terminated on the grounds of ill health capability or ill health retirement then any outstanding leave will be paid in full.

3.2 Sickness during period of annual leave

If an employee falls ill during a period of annual leave they may be entitled to have some or all of their annual leave/bank holiday reinstated if they provide a doctor's note to certify the illness and they have followed the correct procedures for reporting sickness, i.e. making contact with their manager on the first day of absence.

4. Long Service Award

The Council has a locally agreed scheme to recognise long serving employees by making an award after twenty-five years' continuous service with this Council or its former constituents (or transfer under an agency agreement).

Employees receive an inscribed certificate and may choose whether or not this award is formally presented to them by the Council.

4.1 25-year award

The employee can choose:

- two weeks' additional paid leave; or
- a cash payment/or gifts to a value of the current allowance

4.2 Additional service beyond 25 years

Employees may choose an additional award for years beyond twenty-five years' continuous service.

The employee can choose:

- 3 days' additional paid leave in each of the 30th, 35th and every five years of service thereafter;

or

- a cash payment or gifts to the value of the current allowance at retirement.

4.3 Retirement

Alternatively, employees with 25 years' service or more may choose to await their retirement and receive a long service award for this total service at that time.

Employees previously receiving a long service award would receive the additional award at their retirement.

5.0 Document History

| Date | Summary of Changes |
|------------|---|
| 29/06/2023 | 1.2 Updated Leave Entitlement Table |
| 29/06/2023 | Added section to clarify time off for elected member duties |
| 28/03/2022 | 2.6 Increased leave from two to three weeks at MoD request |
| | |

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National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Rachel Harrison, GMB

Mike Short, UNISON

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Local Government Association
18 Smith Square
London SW1P 3HZ
Tel: 020 7664 3000
info@local.gov.uk

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
l.government@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

1 November 2022

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2022-23

Employers are encouraged to implement this pay award as swiftly as possible.

Pay

Agreement has been reached on rates of pay applicable from **1 April 2022**. The new pay rates are attached at **Annex 1**.

The new rates for allowances, uprated by 4.04 per cent, are set out at **Annex 2**.

The NJC has agreed that from **1 April 2023**, Spinal Column Point (SCP) 1 will be permanently deleted from the NJC pay spine.

Annual Leave

The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Part 2 Para 7.2 will, with effect from **1 April 2023**, be amended to read as follows:

7.2 Annual Leave

With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The

entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

7.3 *The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.*

7.4 Extra Statutory Holidays

Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.

Joint work

The NJC has also agreed to enter into discussions on homeworking policies, mental health support and maternity etc leave.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org

Yours sincerely,

*Naomi
Cooke*

Naomi Cooke

R. Harrison

Rachel Harrison

M. R. Short

Mike Short

| SCP | 01-Apr-21 | | 01-Apr-22 | |
|-----|-----------|----------|-----------|----------|
| | per annum | per hour | per annum | per hour |
| 1 | £18,333 | £9.50 | £20,258 | £10.50 |
| 2 | £18,516 | £9.60 | £20,441 | £10.60 |
| 3 | £18,887 | £9.79 | £20,812 | £10.79 |
| 4 | £19,264 | £9.99 | £21,189 | £10.98 |
| 5 | £19,650 | £10.19 | £21,575 | £11.18 |
| 6 | £20,043 | £10.39 | £21,968 | £11.39 |
| 7 | £20,444 | £10.60 | £22,369 | £11.59 |
| 8 | £20,852 | £10.81 | £22,777 | £11.81 |
| 9 | £21,269 | £11.02 | £23,194 | £12.02 |
| 10 | £21,695 | £11.25 | £23,620 | £12.24 |
| 11 | £22,129 | £11.47 | £24,054 | £12.47 |
| 12 | £22,571 | £11.70 | £24,496 | £12.70 |
| 13 | £23,023 | £11.93 | £24,948 | £12.93 |
| 14 | £23,484 | £12.17 | £25,409 | £13.17 |
| 15 | £23,953 | £12.42 | £25,878 | £13.41 |
| 16 | £24,432 | £12.66 | £26,357 | £13.66 |
| 17 | £24,920 | £12.92 | £26,845 | £13.91 |
| 18 | £25,419 | £13.18 | £27,344 | £14.17 |
| 19 | £25,927 | £13.44 | £27,852 | £14.44 |
| 20 | £26,446 | £13.71 | £28,371 | £14.71 |
| 21 | £26,975 | £13.98 | £28,900 | £14.98 |
| 22 | £27,514 | £14.26 | £29,439 | £15.26 |
| 23 | £28,226 | £14.63 | £30,151 | £15.63 |
| 24 | £29,174 | £15.12 | £31,099 | £16.12 |
| 25 | £30,095 | £15.60 | £32,020 | £16.60 |
| 26 | £30,984 | £16.06 | £32,909 | £17.06 |
| 27 | £31,895 | £16.53 | £33,820 | £17.53 |
| 28 | £32,798 | £17.00 | £34,723 | £18.00 |
| 29 | £33,486 | £17.36 | £35,411 | £18.35 |
| 30 | £34,373 | £17.82 | £36,298 | £18.81 |
| 31 | £35,336 | £18.32 | £37,261 | £19.31 |
| 32 | £36,371 | £18.85 | £38,296 | £19.85 |
| 33 | £37,568 | £19.47 | £39,493 | £20.47 |
| 34 | £38,553 | £19.98 | £40,478 | £20.98 |
| 35 | £39,571 | £20.51 | £41,496 | £21.51 |
| 36 | £40,578 | £21.03 | £42,503 | £22.03 |
| 37 | £41,591 | £21.56 | £43,516 | £22.56 |
| 38 | £42,614 | £22.09 | £44,539 | £23.09 |
| 39 | £43,570 | £22.58 | £45,495 | £23.58 |
| 40 | £44,624 | £23.13 | £46,549 | £24.13 |
| 41 | £45,648 | £23.66 | £47,573 | £24.66 |
| 42 | £46,662 | £24.19 | £48,587 | £25.18 |
| 43 | £47,665 | £24.71 | £49,590 | £25.70 |

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2022
£39.24

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2022
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2022
£1,401

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2022
£228

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2022
£165

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2022
£951

Outer Fringe Area:

1 April 2022
£663

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2022
£31.58

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2022

£951

Outer Fringe Area:

1 April 2022

£663

REFERENCE

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APPENDIX 3

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of

equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or

impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

| | | | |
|---|-------------------|----------------------------------|--------------|
| Directorate: | Chief Executive's | Lead officer responsible for EIA | Aaron Gidney |
| Name of the policy or function to be assessed: | | Leave Scheme | |
| Names of the officers undertaking the assessment: | | Aaron Gidney | |
| Is this a new or an existing policy or function? | | Existing | |
| <p>1. What are the aims and objectives of the policy or function?</p> <p>To outline the provisions and application of Broxtowe Borough Council's annual leave scheme to all employees.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function?</p> <p>Consistent application of the Council's annual leave scheme</p> | | | |
| <p>3. Who is intended to benefit from the policy or function?</p> <p>All employees</p> | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>All employees</p> | | | |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>N/A</p> | | | |
| <p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>N/A</p> | | | |
| <p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>N/A</p> | | | |

| |
|---|
| <p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p> |
| <p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p> |
| <p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes – applicable to all employees</p> |
| <p><input type="checkbox"/> Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>No – applicable to all employees</p> |
| <p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>Neutral</p> |
| <p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>None</p> |
| <p>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</p> |
| <p>Age: Additional annual leave or long service award may benefit older employees as the entitlements are rewarded for long service.</p> |
| <p>Disability: Neutral</p> |
| <p>Gender: Neutral</p> |
| <p>Gender Reassignment: Neutral</p> |
| <p>Marriage and Civil Partnership: Neutral</p> |
| <p>Pregnancy and Maternity: Neutral</p> |

Race: Neutral

Religion and Belief: Some employee may wish to use annual leave to observe religious festivals

Sexual Orientation: Some employee may wish to use annual leave to observe religious festivals

Executive Director:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature:

REFERENCE

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APPENDIX 2

| Policy Section | Suggested Change | Reason for Change |
|--|--|--|
| 1.2 Leave Entitlement in Working Days | Updated Leave Entitlement Table | The 2022/23 Local Government Pay Award (Green Book) stipulated an increase of 1 day for each entitlement, excluding Chief Officers and above. |
| 2.1 Paid Leave for Special Duties | Expanded section for employees who are Elected Members at other Local Authorities and included entitlements from legislation | Previous version had no entitlement specified and did not refer to the relevant legislation |
| 2.6 Leave of Absence – Service in Non-Regular Forces | Increased the entitlement to attend Annual Training Camp from two weeks to three weeks | Requirement as specified by the MoD in relation to Broxtowe's application to be a Silver Award employer for the Defence Employers Recognition Scheme |

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Report of the Portfolio Holder for Leisure and Health

CULTURAL STRATEGY 2023-20261. Purpose of Report

To outline the Council's Cultural Strategy for 2023-2026.

2. Recommendation

The Policy Overview Working Group RECOMMENDS that Cabinet RESOLVES that the Cultural Strategy 2023-26 be approved.

3. Detail

The Cultural Strategy outlines the Council's approach to cultural activity in the Borough over the next three years.

In November 2022, the Cultural Services Team were brought back in house following several years as part of LLeisure Ltd. Now sitting alongside, the Communications Team, there are new opportunities to promote cultural activity and the many positive outcomes it can have on quality life, including economic growth, education, crime and anti-social behaviour and physical and mental wellbeing.

Whilst the strategy will be led and managed by the Communications, Cultural and Civic Services Team, the many diverse community groups and organisations in the Borough will play an integral part in its success.

4. Financial Implications

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

There are no additional financial implications for the Council with costs being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

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

The Council has statutory powers to promote cultural and artistic activities, and health and wellbeing and economic growth including under Sections 144 - 145 of the Local Government Act 1972, The Public Libraries and Museums Act 1964, and Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. As well as the powers contained within Section 1 of the Localism Act 2011, which provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do.

In developing the Cultural Strategy, the Council must have regard to its public sector equality duty under section 149 of the Equality Act 2010. This duty requires the Council to have "due regard" to:

- The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010 (section 149(1)(a))
- The need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (section 149(1)(b))
- The need to foster good relations between persons who share a relevant protected characteristic and those who do not share it (section 149(1)(c)).
- This includes having due regard to the need to tackle prejudice and to promote understanding (section 149(5), Equality Act 2010)

By completing an Equality Impact Assessment reflects the Council complying with this duty.

6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

The Cultural Strategy provides valuable framework from which events to stakeholders can be delivered across the borough. However, it is crucial that the Council delivers these events in a manner that mitigates the worst impacts of climate change and promotes sustainability. The Council must prioritise actions that lower the carbon emissions of events, thereby ensuring that they have a positive impact upon the environment.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL Sensitive information.

10. Equality Impact Assessment

As this is a new policy an equality impact assessment is included in the appendix to this report.

11. Background Papers

Nil.

APPENDIX 1

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

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- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how

they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

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Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect

on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

| | | | |
|---|---|----------------------------------|--|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Manager |
| Name of the policy or function to be assessed: | Cultural Strategy 2023-26 | | |
| Names of the officers undertaking the assessment: | Communications, Cultural and Civic Manager | | |
| Is this a new or an existing policy or function? | New | | |
| <p>1. What are the aims and objectives of the policy or function?</p> <p>Aim</p> <p>To work with people and organisations to protect and enhance cultural activity in the Borough, facilitating networking and skills sharing across cultural and community organisations and reducing the barriers to participation.</p> <p>Objectives</p> <ol style="list-style-type: none"> 1. Culture is celebrated and protected - Opportunities to promote cultural activity from grassroots level up are maximised to create pride in Broxtowe as a culturally rich place. 2. Culture is part of everyday life - Culture will be embedded in Broxtowe as part of day to day life, with chances for everyone in our community to take part. 3. Cultural helps us prosper - Opportunities for culture to support personal and community development are recognised and acted upon. | | | |
| <p>2. What outcomes do you want to achieve from the policy or function?</p> <ul style="list-style-type: none"> • Funding options to protect and enhance the Borough's cultural offer have been explored and accessed where appropriate. • Plans are in place to manage Broxtowe's heritage assets in a sustainable way. • Local people value the Borough's cultural landscape to help preserve and develop them for future generations. • Broxtowe is seen as a centre for culture and creativity both locally, and more widely through its European links with the C-City project. • Increased awareness of the Borough's cultural offer • Increased participation and community involvement in cultural activities and their development. | | | |

| | | | |
|--|---|----------------------------------|--|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Manager |
| <ul style="list-style-type: none"> • Engagement with new groups and audiences. • Increased volunteering opportunities through cultural activity. • Partnerships which help realise the benefits of culture on health and wellbeing, as well as skills and training. • New commercial opportunities | | | |
| <p>3. Who is intended to benefit from the policy or function?</p> <ul style="list-style-type: none"> • Residents • Employees • Volunteers • Partner bodies and organisations • Business community • Local groups | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function?</p> <ul style="list-style-type: none"> • Residents • Town and Parish Councils • Departments across the Council • Schools • Partner bodies and organisations • Local groups and forums • Special interest groups e.g. D.H. Lawrence society, Hags Farm Preservation Society • Business community • Community groups and organisations • Potential investors • The media • Employees • Elected Members • MPs • Nottingham and Nottingham Trent Universities • Broxtowe Safety Advisory Group (SAG) • Arts and cultural bodies e.g. Arts Council • England, UNESCO City of Literature, Museums' Development East Midlands • Colleagues in the Council's twin town • Gutersloh and other linked European cities. • Sports clubs • Community Committee • Environmental groups including the Green Umbrella Group • Health and wellbeing groups • Community and faith leaders • Arts practitioners • Venues | | | |

| | | | |
|---|---|----------------------------------|--|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Manager |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <ul style="list-style-type: none"> • Turnout figures • Museum visitor figures • Research from Arts Council, The Cornerstones of Culture: Commission on Culture and Local Government report • The Museum Development England Annual Museum Survey 2022: East Midlands Report | | | |
| <p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <ul style="list-style-type: none"> • Ward profiles • Census data | | | |
| <p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>Views from key stakeholders have been sought through meetings and other engagement activities. It is intended that ongoing consultation will take place as the Council broadens its understanding of the cultural and community groups in the Borough.</p> | | | |
| <p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p> <p>The Cultural Strategy aims to break down barriers to the access of cultural activity and help promote and celebrate the customs and experiences of people from different backgrounds and interests, including equality groups.</p> | | | |
| <p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p> | | | |
| <p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes</p> | | | |

| | | | |
|---|---|----------------------------------|--|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Manager |
| <p><input type="checkbox"/> Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>The strategy is designed to breakdown any barriers.</p> | | | |
| <p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>Yes, by broadening the Council's understanding of the different community and cultural groups in the Borough so that the cultural programme can provide as many opportunities as possible to bring people together to celebrate the many diverse cultural activities in the Borough. Culture can also have positive impacts on quality of life including education, economic prosperity, wellbeing and reduction in crime which will support good relations between different groups.</p> | | | |
| <p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>Further consultation with specific groups to ensure that potential barriers are understood so that positive outcomes can be identified.</p> | | | |
| <p>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</p> | | | |
| <p>Age: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Disability: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Gender: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Gender Reassignment: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Marriage and Civil Partnership: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Pregnancy and Maternity: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |
| <p>Race: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area.</p> | | | |

| | | | |
|--|---|----------------------------------|--|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Manager |
| Religion and Belief: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area. | | | |
| Sexual Orientation: Listening and responding to feedback to ensure that this group is engaged. Proactive engagement with appropriate groups and stakeholders who have a special interest in this area. | | | |

Executive Director:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature: 

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Report of the Portfolio Holder for Leisure and Health

FOOD SAFETY SERVICE PLAN 2023/241. Purpose of report

To advise Members of, and seek approval for, a revised Food Service Plan.

2. Recommendation

Cabinet is asked to consider the Food Service Plan and RESOLVE that the Food Service Plan 2023-24 be approved.

3. Detail

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2023-2024.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2023-2024 is attached.

4. Financial Implications

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

There are no additional financial implications for the Council with operational costs being contained within existing budgets.

5. Legal Implications

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

Failure to have an agreed plan in place is contrary to the Food Law Code of Practice (England) (amended March 2021) requirements and can be a point of failure if the Council receives an audit by the Food Standards Agency. The plan is subject to amendment and review in accordance with good practice, guidance and legal controls.

6. Human Resources Implications

There were no comments from the Head of Human Resources.

7. Union Comments

There were no Union comments.

8. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

9. Climate Change Implications

There were no comments from the Climate Change Manager.

10. Equality Impact Assessment

There was no Equality Impact Assessment.

11. Background Papers

Nil.



Broxtowe
Borough
COUNCIL

Food Service Plan 2023-2024

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

The guidance produced by the Food Standards Agency in prioritising interventions during the COVID 19 pandemic and afterwards (The Recovery Plan) was implemented as appropriate to ensure food hygiene interventions were prioritised appropriately and the backlog of interventions, the continued increase in new food businesses and the changes in food business operations were dealt with in accordance with risk.

2.0 Food Safety Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To ensure that at all levels of the food chain, all food prepared, sold or offered for sale is wholesome and fit for human consumption.
- To operate the service in accordance with the relevant Code of Practice and the requirements of the Food Standards Agency.
- To implement the FSA Recovery Plan prioritising food safety interventions.
- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district.
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency.
- To participate in the National Food Hygiene Rating Scheme providing information about businesses to facilitate customer choice.
- To encourage standards of hygiene higher than the minimum acceptable in law.
- working towards increasing overall food hygiene ratings for food businesses, thereby protecting food consumers within the Borough

- To aid local businesses export food and drink to the EU and worldwide by providing export health certificates.
- To deal with food alerts in accordance with Food Standards Agency guidance.
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe.
- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection.
- To sample and risk-assess private water supplies.
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges.
- To respond to planning and licensing consultations as a statutory consultee.
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene.
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT)).
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food in accordance with national food sampling surveys taking action to remove unsafe food from sale.
- To provide appropriate responses to public health emergencies.
- To work with partners to maintain a safe community.

3.0 Links to Broxtowe's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2020-24

The Food Service Plan accords with the Council's Vision which is: *"A greener, safer healthier Broxtowe where everyone prospers"*

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are:

"Invest in our towns and our people" and "Support people to live well"

4.0 Organisation structure and staffing

The food safety service is within the Environmental Health Team. Since June 2021, the Chief Environmental Health Officer (Chief EHO) reports directly to the Chief Executive. A Senior Environmental Health Officer post was created to manage the food safety service and to reduce the number of direct reports to the Chief EHO, but a permanent post holder has only recently been successfully appointed and does not commence until May 2023. The Senior is currently a temporary Officer carrying out a minimum of 3 days per week since November 2021. The Environmental Health remit also includes occupational health and safety, environmental protection, private sector housing, dealing with public health emergencies, animal, skin piercing and scrap metal licensing and registrations, private water supplies and camping and

caravan sites. The wider Licensing function (taxis, liquor, street collections, massage and special treatments, sexual entertainment venues and gambling etc.) has been under the Chief Environmental Health Officer's management since 1st July 2021.

The establishment provides for seven suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, five Environmental Health Officers (including the Senior EHO and another part time officer) and one part-time Environmental Health Technical Officer (who is qualified to the Higher Certificate in Food and Food Premises Inspection standard).

During 2022-2023 there were unfilled hours relating to the Senior Environmental Health Officer however additional work has been picked up by the Chief EHO and a contractor who has been carrying out food hygiene interventions, including the majority of new food premises inspections. There are also other vacancies (including in the pollution team) within environmental health and further recruitment will be attempted in 2023/2024 after a review of the team has taken place.

Administration support is provided by another department which also supports other teams. In 2022/23 the staffing allocation equated to 3.0 Full Time Equivalent (FTE) for food safety duties.

5.0 Staff Development and Competency

All officers are subject to regular appraisal and participation in competency assessments and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental Health or equivalent professional bodies are also adhered to. It is essential that Officers are up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a wide range of other duties including wider public health duties, occupational health and safety, animal activity licensing, the registration of skin piercing activities, consultations for planning, licensing applications and temporary event notices.

All officers within Environmental Health work generically providing a full range of services within the field. All officers are expected to prioritise a workload that includes a range of cases both of a proactive and reactive nature and a risk profile suitable for their role.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice.

- Registration of food businesses.
- Approval and inspection of businesses producing foods of animal origin.
- Investigation of complaints about food and hygiene at food premises.
- Promotion of documented food safety systems.
- Participation in and promotion of the National Food Hygiene Rating Scheme.
- Sampling of food for microbiological examination.
- Investigation of food borne infection.
- Investigation of food poisoning outbreaks.
- Imported food control.
- Sampling.
- Food alerts (food hazard warnings).
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses.
- Food hygiene training courses.
- Provision of Health Certificates as requested.

Whilst undertaking food safety interventions, officers also carry out the following additional functions:-

- hazard spotting in relation to health & safety issues.
- priority based health and safety inspections (currently focussed on gas safety).
- duty of care waste checks.

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency.
- Department for Environment Food and Rural Affairs (DEFRA).
- The Health and Safety Executive (HSE).
- The UK Health and Security Agency (UKHSA).
- Other local authorities including Public Health, Trading Standards etc. as appropriate.
- Public Analyst.

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Nottinghamshire Health and Safety Group
- Infection Liaison Committee
- Nottinghamshire Regulatory Managers Group
- Health Protection Strategy Group
- Local Health Resilience Forum
- Midland Health and Safety Group
- East Midlands Work Related Deaths Forum

These groups also contribute to wider regional and national working groups.

Quality Assurance

The following monitoring arrangements are in place:

- Paper/computer based checks in respect of food hygiene inspections.
- Shadow inspections for new staff, existing staff, contractors and those returning to food work.
- Peer review/audit of enforcement action in respect of food safety work.

5.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

6.0 Demands on the Food Service

The following paragraphs outline the various demands on the service and the profile of the premises within the Borough.

6.1 Number of Premises

As at 31 March 2023, there were 838 food premises on the Broxtowe food database. The table below shows the number of each type of food business in each category.

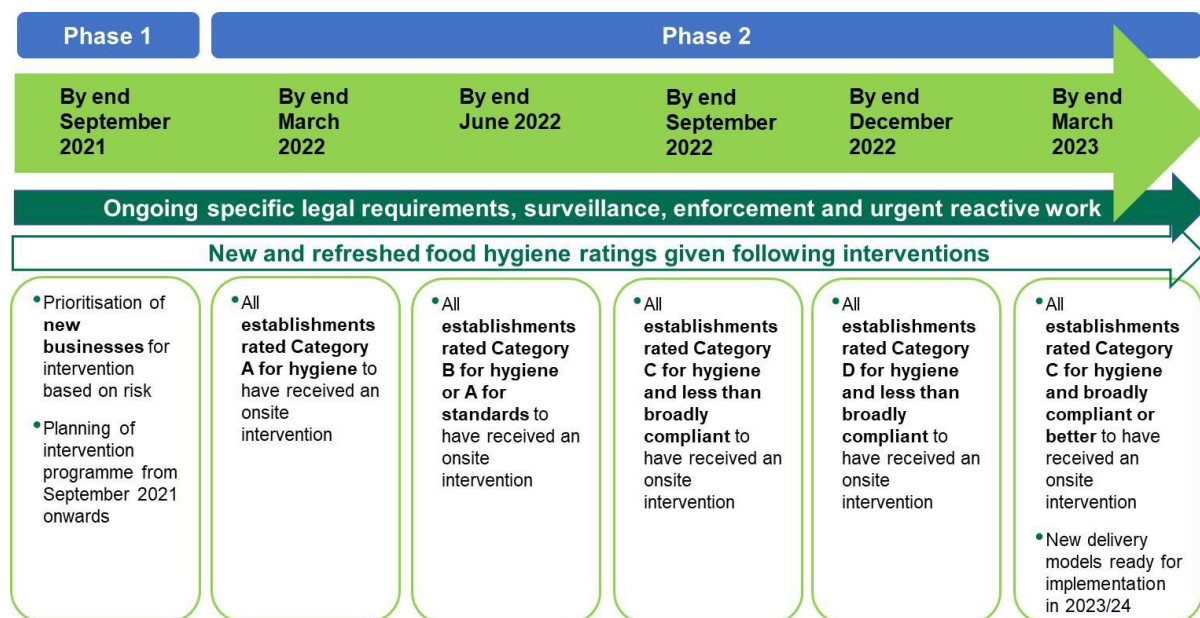
| Premises category | Total number of premises in category |
|---------------------------------|---|
| Producers | 1 |
| Manufacturers/Packers | 18 |
| Importers | 2 |
| Distributors | 4 |
| Retailers | 213 |
| Restaurants and Caterers | 600 |
| Total Number of Premises | 838 |

6.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of food handling undertaken, the level of compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Food Standards Agency website as part of the National Food Hygiene Rating scheme. The Council

also worked in accordance with the Food Safety Recovery Plan which determined the national food safety priorities during the different stages of the COVID pandemic response and beyond. A summary of the key stages in the FSA Recovery Plan is detailed below. The Recovery Plan phases ended on 31 March 2023 and expectations regarding interventions have reverted back to the Food Law Code of Practice.



As at 31 March 2023, the breakdown of food businesses by category in the district was as follows:

| Priority | Premises category | Premises Score | Frequency of Inspection | Total number of Premises in Category |
|--------------------------|-------------------|----------------|---|--------------------------------------|
| A | High | 92 or higher | 6 months | 5 |
| B | High | 72 to 91 | 12 months | 31 |
| C | High | 52 to 71 | 18 months | 173 |
| D | Low | 31 to 51 | 24 months | 311 |
| E | Low | 0 to 30 | Alternative Interventions (36 months) | 285 |
| Unrated | Other | | New premises within 28 days of registration | 19 |
| Outside Programme | Other | | | 14 |
| Total | | | | 838 |

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme website, the 'temperature check' data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water and Animal activities licensing returns to DEFRA, Noise return to the CIEH).

The premises score includes weightings for complex processes, type of food handled, number of consumers, vulnerable groups, condition of the structure of the premises and confidence in management etc. Category A premises are usually manufacturers or premises with a poor compliance history. Category E premises are usually retailers of packaged ambient food or wet sales pubs etc.

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 - Requires Urgent Improvement to 2 – Improvement Necessary) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned. For businesses who request a revisit to review their food hygiene rating there is no cost currently. Following the Food Standards Agency guidance for the delivery of the Food Hygiene Rating Scheme, the Council may consider introducing a cost recovery charge for those businesses in the year ahead.

In 2022-2023 we continued to see a high number of new food premises registrations including a large proportion of home based activities such as cake bakers and high turnover of some of the takeaway type premises. This continues to pose a challenge to identify, assess likely risk and inspect in a timely manner.

6.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Sampling will also be undertaken, where appropriate, in relation to food poisoning outbreaks and food complaints, where formal action is being considered. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Leeds.

6.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with The UK Health and Security Agency (UKHSA). Samples are currently sent to the laboratory at Birmingham for analysis.

6.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

6.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions.

7.0 Service Data for 2022/2023

7.1 Food Hygiene Interventions in 2022/2023

Interventions undertaken (by category of premises). Please note these relate to proactive inspections. Other interventions to food businesses were also undertaken. Work to identify risk and prioritise newly registered food businesses will continue to be undertaken in 2023/2024 to ensure new higher risk businesses are inspected earlier.

| A | B | C | D | E | Unrated | TOTAL |
|-----------|-----------|-----------|------------|------------|----------------|--------------|
| 15 | 67 | 85 | 111 | 122 | 160 | 560 |

As of 31 March 2023 there were 0 overdue programmed inspections for Cat A-E food premises and 19 new businesses that were yet to be inspected and risk rated – further details of these can be found in section 9.2 below.

7.2 Number of revisits in 2022/2023

8 revisits formally requested. Additional revisits were undertaken to monitor particular issues identified during interventions.

7.3 Requests for Service 2022/2023

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination. We have seen an increase in the request for food export certificates for a local business who exports food products worldwide.

| Hygiene of Premises | Food Complaints | Export Certificates |
|----------------------------|------------------------|----------------------------|
| 44 | 19 | 11 |

7.4 Enforcement Action (Premises) 2022/2023

| | |
|---|-----------------|
| Informal Warnings (including emails and letters) | Over 400 |
| Improvement Notices | 2 |
| Hygiene Emergency Prohibition Notices | 0 |
| Hygiene Emergency Prohibition Orders | 0 |
| Voluntary Closure | 0 |
| Seizure, Detention, Voluntary surrender of food | 0 |
| Simple Cautions | 0 |
| Prosecutions | 0 |

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

7.5 Food and Water Sampling

78 food and water samples were taken in 2022/2023

| Type of sample | Number taken |
|---|---------------------|
| Prepared/Ready to eat dishes including salads and herbs | 23 |
| Confectionery | 1 |
| Meat, Game and Poultry | 8 |
| Nuts | 1 |
| Eggs and egg products | 5 |
| Dairy | 1 |
| Fish and Shellfish | 14 |
| Fruit and Vegetables | 9 |
| Oils and Fats | 1 |
| Others including water | 15 |
| Total | 78 |

Samples included some imported food and articles and equipment coming into contact with food. The sampling programme included products identified through national and regional studies. Adverse sample results were identified and followed up with revisits and re-sampling as appropriate.

Additional non-food sampling was undertaken including water at a premises for drinking and other activities and water at domestic premises following cases of legionella.

7.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2022/2023

32 reports of suspected or confirmed cases of infectious disease were notified to the service in 2022/2023 which required investigation.

Cases investigated comprised of salmonella, cryptosporidium, giardia, hepatitis, shigella, campylobacter and suspected illness following consumption of food and water.

7.7 Food Safety Education and Promotion in 2022/2023

The Council participated in proactive and targeted promotion of good hygiene practice and particular initiatives. We continued to provide advice to new businesses.

8.0 Performance Monitoring

8.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%.
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%.
- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%.
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%.

Performance information in respect of these indicators for the last three years is also given below.

8.2 Food Inspections 2022/2023

| Category | Number of inspections due 2022/2023 | No of inspections undertaken | Percentage completion |
|------------------------|--|-------------------------------------|------------------------------|
| A | 15 | 15 | 100% |
| B | 67 | 67 | 100% |
| C | 85 | 85 | 100% |
| Total High Risk | 167 | 167 | 100% |

| | | | |
|------------------------------|--|------------|-------------|
| D | 111 | 111 | 100% |
| E | 122 | 122 | 100% |
| Total Low Risk | 233 | 233 | 100% |
| Uncategorised | 179 | 160 | |
| Outside the programme | 8 not necessarily require an inspection | | |
| Total | 579 | 560 | |

Performance Trends

2018/19, 2019/2020, 2020-2021, 2021-2022 and 2022-2023

| Year | Percentage of High Risk Inspections Completed | Percentage of Low Risk Inspections Completed |
|-------------|--|---|
| 2018/2019 | 100% | 69% |
| 2019/2020 | 98% | 96% |
| 2020/2021 | 5% | 0.5% |
| 2021/2022 | 95% | 84.5% |
| 2022/2023 | 100% | 100% |

8.3 Response to Service Requests within Target Times

| Service Type | 2017/18 | 2018/19 | 2019/2020 | 2020/2021 | 2021/2022 | 2022/2023 |
|----------------------------------|---------|---------|-----------|-----------|-----------|-----------|
| Food Safety | 98% | 97% | 97% | 97% | 93% | 97% |
| Infectious Disease Notifications | 100% | 91% | 100% | 100% | 100% | 100% |
| Consultations | 97% | 95% | 94% | 93% | 96% | 98% |

A continued increase in consultations were received as business activities varied and diversified. An increase in planning consultations with complex activities and responses was also noted. All service requests were assessed and prioritised to ensure urgent enquiries were dealt with more quickly.

8.4. Broad Compliance

94% of premises were at least broadly compliant with a food hygiene rating of 3 – Generally Satisfactory or higher. This is the highest level of broad compliance achieved with Broxtowe Borough Council since we have participated in the National Food Hygiene Rating Scheme.

9.0 Proposed Inspection Programme 2023/2024

| Priority | Premises category | Total number of Premises in Category | Inspections due 2023/2024 | Overdue Inspections Carried forward |
|--|-------------------|--------------------------------------|---------------------------|-------------------------------------|
| A | High | 5 | 10 | 0 |
| B | High | 31 | 31 | 0 |
| C | High | 173 | 155 | 0 |
| D | Low | 311 | 206 | 0 |
| E | Low | 285 | 10 | 0 |
| Unrated | Other | 19 | At least 150 | 19 |
| Total | | 824 | 562 | 19 |
| Outside Programme | Other | 14 | | 14 |
| Total including Outside Programme and Carried Forward | | 838 | 595 | |

There has been a significant number of new business premises registrations being submitted to the Council. New food registrations are triaged to prioritise visits to higher risk operations and it is likely that there will be at least 150 additional food registrations and which will require intervention within 28 days of registration. All new businesses registering get signposted to advice to help them commence trading safely.

10.0 Issues for 2023/2024

- To continue with the timely intervention of food safety interventions.
- As a result of the number of interventions carried out in 2021/2022 there will be a peak of lower risk interventions (currently over 200) that will become due in 2023/2024 in addition to the higher risk inspections and these will need to be managed and planned in appropriately.
- To participate in consultations relating to the review of the Food Law Code of Practice and Practice Guidance.
- To ensure implementation of the Food Standards Agency new delivery models for 2023/24 as they are defined, to modernise food safety enforcement and ensure it is sustainable for the future.
- To continue to participate in national consistency exercises relating to the work of the team.
- To continue to monitor the resource provided to food safety enforcement to ensure it is adequate to meet the demands of the service, including new food business interventions in a timely manner.
- To reconsider whether charges for Food hygiene re-visits to review food hygiene ratings should be introduced.

- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises.
- To continue to carry out follow up interventions to 0,1 and 2 rated premises to secure improvements.
- To continue to provide a competent team to deal with these areas of service delivery.
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough including targeted health and safety interventions.
- To return to promoting the HOT (Healthy Options Takeaway) Award and other Health Promotion initiatives such as the Skin Piercing Hygiene Award, relevant to the work of the team.
- To continue to participate in the National Food Hygiene Rating Scheme.
- To continue to implement changes to animal licensing activities and ensure that staff meet the qualification requirements to inspect these activities.
- To continue to participate in the development of new enforcement requirements for cosmetic treatments and additional animal activities licensing (e.g. primates).
- To continue to support businesses importing and exporting food products.
- To continue to work with partner agencies to share intelligence, have a consistent approach to enforcement and identify joint training and working opportunities.
- To continue to participate in Safety Advisory Groups.
- To review and promote the Nottinghamshire skin piercing hygiene rating scheme.
- To continue with the implementation of mobile working devices and mobile inspection apps to improve efficiency and effectiveness of the intervention programme.

11.0 Identification of variation from the Service Plan

There were a small number of newly registered premises that did not receive an intervention within 28 days of registering as required by the FSA Recovery plan. All of these premises were registered in the first quarter of 2023 and some are not planning to be operational until after April 2023. All of these businesses receive relevant information to assist in their start up.

Resource must continue to be allocated to monitoring premises with a Food Hygiene Rating of 0, 1 or 2 to ensure improvements in standards is achieved.

Resource must continue to be allocated to dealing with outbreaks of food and water borne illness.

New legislative requirements for the regulation of beauty treatments, licensing of primates (and possible changes to the zoo licensing requirements) will require training and assessing these premises will be resource intensive.

Continued priority of reactive work including notifiable accident, workplace ill health and occupational safety interventions is also necessary.

12. Further Information

Local Authority food enforcement statistics are published at

<https://data.food.gov.uk/catalog/datasets/069c7353-4fdd-4b4f-9c13-ec525753fb2c>

Further guidance is expected from the FSA in the summer of 2023 in respect of targeting future work and modernising food safety regulation.

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Report of the Portfolio Holder for Leisure and Health

CHRISTMAS LIGHTS

1. Purpose of Report

The purpose of this report is to outline the provision of Christmas decorations for Christmas 2023

2. Recommendation

Cabinet is asked to RESOLVE that the proposal of providing £10,000 each to Eastwood and Kimberley Town Councils, so that they can provide their own Christmas tree, festive lighting and organise their switch on festivities be approved.

3. Detail

In 2022, Cabinet approved that £10,000 each be provided to Eastwood, Kimberley and Stapleford Town Councils so that the Town Councils could supply Christmas lighting in their own areas. It was also agreed that Broxtowe Borough Council would source and provide a tree for the Town Councils, from the £10,000 budget. The approval for the funding runs for three years.

Discussions have been held with all three Town Councils and Eastwood and Kimberley Town Councils would like to receive the full £10,000 as they will source their own Christmas trees. Kimberley have expressed an interest in this arrangement being of a longer term nature as they feel it is beneficial to the area.

Christmas decorations in Beeston are also funded by a grant of £10,000 from the Council. The Council's Cultural Services Team usually manage the Christmas light switch on festivities in Beeston, Eastwood and Stapleford. Kimberley normally organise their own switch on festivities. No changes are proposed to these arrangements.

Stapleford Town Council have yet to give a definite answer as to their preference. The matter is scheduled to be discussed at their 24 July meeting and feedback will be given to the Council after that meeting. Therefore, approval for Stapleford's funding will be brought before Cabinet at a later date.

4. Financial Implications

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

There are no additional financial implications for the Council with these costs being contained within existing budgets.

5. Legal Implications

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

Whilst no direct legal implications arise at this stage, there will be a requirement for a legal agreement to be drawn up setting out the terms and conditions of the contribution including the requirement for indemnity insurance, risk assessments as well as other general provisions.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:
N/A

7. Union Comments

The Union comments were as follows:
N/A

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

The consideration of sustainable decorations, particularly those incorporating low energy lighting and those made from environmentally friendly materials, is highly recommended. Prioritising the sustainability of these decorations will not only lower energy consumption but will help reduce the events overall carbon footprint.

9. Data Protection Compliance Implications

N/A

10. Equality Impact Assessment

N/A

11. Background Papers

Nil

Report of the Portfolio Holder for Environment and Climate Change

AIR QUALITY STATUS REPORT 2023

1. Purpose of Report

To advise Members of the latest Air Quality Status Report which has been submitted to the Department of Food Environment and Rural Affairs (DEFRA).

2. Recommendation

The Policy Overview Working Group considered the report and RECOMMENDS to Cabinet to RESOLVE that the Air Quality Status Report and the updated Action Plan be approved.

3. Detail

Each year, DEFRA requires all local authorities in England produce an Annual Status Report (ASR) in respect of air quality. The production of an ASR is intended to aid local transparency, increase accessibility of air quality to the wider public audience and encourage buy-in to delivering air quality improvement measures by those best placed to assist (e.g. directors of public health, transport managers etc.). The format of the report is specified by DEFRA. The annual bias corrections used in the report are not usually available until at least the end of April each year, and the required information from Nottinghamshire County Council is not available until June.

The Air Quality Action Plan relevant to Broxtowe's direct actions is now included into the Natural Environment Strand of the Climate Change and Green Futures Strategy and updated there accordingly. Broxtowe's ASRs are approved by the Portfolio Holder for Environment and Climate Change and the Director of Public Health before submission. The Committee is advised of the feedback we receive from DEFRA later in the year

Broxtowe Borough Council has taken forward a number of direct measures during the current reporting year of 2022 in pursuit of improving local air quality. Ninety-eight measures are included within this report and they are either completed, in progress or in the planning stage.

Some of the positive aspects contained in the report include the following:

- The 2022 nitrogen dioxide results show that the air quality levels are below the objective of $40\mu\text{g}/\text{m}^3$ for all of the monitoring locations throughout the Borough being monitored through the use of 51 diffusion tubes.
- The diffusion tube network within the borough was increased from 45 diffusion tubes to 51 in 2022, which enables a greater understanding of the air quality within the Borough.

- The real time monitor to monitor PM_{2.5}, PM₁₀ and NO₂ in the Trowell AQMA has been installed and this data will be reported in the 2024 ASR.
- The remaining AQMA in Trowell has shown to be below the air quality objective of 40µg/m³ for 7 consecutive years, and therefore it has been stated in this report that the AQMA will be revoked in 2023/2024 with Defra's approval.
- Electric Fleet Vans – A further four electric fleet vehicles were purchased in 2022 due to satisfactory trials of two electric fleet vans in 2020.
- Electric Vehicle Fleet Procurement for small vans below 2 tonnes - All 9 vehicles (small vans) have now been replaced with Electric Vehicles.
- To raise awareness of anti-idling legislation with taxis – All taxi drivers that operate within the borough were notified of anti-idling legislation and the associated health affects in 2022.
- Broxtowe Borough Council Cycle to Work Scheme – Three employees purchased bikes through this scheme in 2022. Since the scheme started, 180 employees have purchased bikes through the scheme.
- To replace Broxtowe Borough Council older combination boilers and system boilers to Seasonal Efficiency of a Domestic Boiler in the UK (SEDBUK) A rated condensing boilers – in 2022, we have replaced a total of 273 domestic boilers. Of these, all were of low efficiency, the others being lifecycle changes.
- To raise awareness of anti-idling legislation with taxis – All taxi drivers that operate within the borough were notified of anti-idling legislation and the associated health affects in 2022.
- Eleven more measures to improve air quality have been devised in this reporting year making a total of 98 measures that are either completed, in progress or in the planning stage.

4. Financial Implications

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

There are no additional financial implications, with operational costs being contained within existing budgets, although there could be additional costs if action was taken to increase monitoring levels. Any significant budget implications going forward, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

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

Part IV of the Environment Act 1995 sets out statutory provisions on air quality. Section 82 provides that councils shall review the air quality within their area. Section 83 requires councils to designate Air Quality Management Areas (AQMAs) where air quality objectives are not being achieved, or are not likely to be achieved (i.e. where pollution levels exceed the air quality objectives) as set

out in the Air Quality (England) Regulations 2000. Where an area has been designated as an AQMA, Section 84 requires councils to develop an Air Quality Action Plan (AQAP) setting out the remedial measures required to achieve the air quality standards for the area covered within the AQMA. The Department for Environment, Food and Rural Affairs (DEFRA) has provided statutory guidance in the form of the Local Air Quality Management Policy Guidance. The guidance gives particular focus to so-called 'priority pollutants' such as Nitrogen Dioxide (NO₂) and so-called 'Particulate Matter' (PM₁₀ and PM_{2.5}) which are relevant to district councils. Councils are required to submit an Annual Status Report (ASR) to DEFRA in order to report the progress being made in achieving reductions in concentrations of emissions relating to relevant pollutants below air quality objective levels. The completed report is submitted to the Secretary of State (DEFRA) for consideration. DEFRA provide comments back which the Council must 'have regard to'.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no union comments.

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

The actions outlined in the air quality status report, support and reinforce the programme of activities identified in the Climate Change and Green Futures Strategy and delivery programme. These actions have already contributed to favourable environmental outcomes, such as the improvement of air quality, the reduction of carbon emissions and a contribution towards mitigating the worst impacts of climate change. Moreover, future actions resulting from Local Air Quality Management in Broxtowe Borough will continue to deliver beneficial results in the future.

9. Data Protection Compliance Implications

This report does not contain any (SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil

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Report of the Portfolio Holder for Economic Development and Asset Management

INFRASTRUCTURE FUNDING STATEMENT 2021-2022

1. Purpose of Report

To note the annual Infrastructure Funding Statement (IFS).

2. Recommendation

Cabinet is asked to NOTE the Infrastructure Funding Statement (IFS).

3. Detail

The IFS provides information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe, and the subsequent use of those contributions by Broxtowe Borough Council. The report covers the financial year 1 April 2021 – 31 March 2022, see the appendix. Councils are required to publish an IFS annually.

4. Financial Implications

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

The annual Infrastructure Funding Statement provides information on the contributions sought and received from developers and their subsequent use of these contributions by the Council. Section 106 contributions are monitored by the Planning and Finance Services teams. The financial details relating to Section 106 contributions covering the financial year 2021/22 are included in the appendix to this report.

5. Legal Implications

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

The Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 require an annual report (The Infrastructure Funding Statement (IFS)) to be published on the Council's website by December 31st each year, to provide a summary of the financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL) within Broxtowe Borough Council for each financial year. There are potential legal implications if the Council does not fulfil its obligations in respect of Section 106 Legal Agreements. The preparation of the IFS on an annual basis provides much greater transparency in relation to S106 funds including those which have been received, spent, allocated and not yet allocated or spent.

6. Human Resources Implications

The comments from the Human Resources Manager were as follow:

Not applicable.

7. Union Comments

The Union comments were as follows:

Not applicable.

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

The infrastructure funding statement provides details on the sought and received contributions from developers, which the Council used for a variety of infrastructure projects. Section 106 contributions that are used for certain projects, offer a means to support a range of initiatives that can help to mitigate some of the impacts posed by climate change.

9. Data Protection Compliance Implications

Not applicable.

10. Equality Impact Assessment

Not applicable.

11. Background Papers

Nil.



Broxtowe
Borough
COUNCIL

BROXTOWE BOROUGH COUNCIL

INFRASTRUCTURE FUNDING STATEMENT

2021-2022

Head of Planning and Economic Development
Broxtowe Borough Council,
Council Offices,
Foster Avenue,
Beeston,
Nottingham
NG9 1AB

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1.0 Introduction

- 1.1 This report provides information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe, and the subsequent use of those contributions by Broxtowe Borough Council. The report covers the financial year 1 April 2021 – 31 March 2022.
- 1.2 Broxtowe does not have a Community Infrastructure Levy and therefore seeks developer contributions through Section 106 Agreements (also known as “planning obligations”). As part of the planning process Section 278 Agreements are also entered into with developers and Nottinghamshire County Council to secure highway improvements. However, these are not included within this Infrastructure Funding Statement (IFS).

Planning Obligations

- 1.3 Section 106 of the Town and Country Planning Act 1990 enables a local planning authority to enter into a negotiated Agreement – a planning obligation - to mitigate the impact of a specific development, to make it acceptable in planning terms. The planning obligation might, for example, require the provision or contribution to a new or improved road, school, health facility or local green infrastructure. Local Planning Authorities can also seek planning obligations to secure a proportion of affordable housing from residential developments. In some instances, Section 106 planning obligations may require payments to be made to parish councils.

2.0 Section 106 (planning obligations) report

2.1 The Council's Policy in respect of developer contributions are set out in Policy 19 of the Broxtowe Aligned Core Strategy (2014) and Policy 32 of the Broxtowe Part 2 Local Plan (2019).

2.2 Policy 19 of the Broxtowe Aligned Core Strategy (2014) states:

- 1. All development will be expected to:**
 - a) meet the reasonable cost of new infrastructure required as a consequence of the proposal;**
 - b) where appropriate, contribute to the delivery of necessary infrastructure to enable the cumulative impacts of developments to be managed, including identified transport infrastructure requirements; and**
 - c) provide for the future maintenance of facilities provided as a result of the development.**
- 2. The Councils intend to introduce Community Infrastructure Levies to secure infrastructure that has been identified as necessary to support new development and to achieve Core Strategies objectives.**
- 3. Prior to the implementation of a Community Infrastructure Levy, planning obligations will be sought to secure all new infrastructure necessary to support new development.**

2.3 Policy 32 of the Broxtowe Part 2 Local Plan (2019) states:

- 1. Financial contributions may be sought from developments of 10 or more dwellings or 1,000 square metres or more gross floorspace for provision, improvement or maintenance, where relevant, of;**
 - a) Affordable housing;**
 - b) Health;**
 - c) Community facilities;**
 - d) Green Infrastructure Assets;**
 - e) Biodiversity;**
 - f) Education;**
 - g) Highways, including sustainable transport measures;**
 - h) Cycling, footpaths and public transport;**
 - i) The historic environment, heritage assets and/or their setting; and**
 - j) Flood mitigation measures, including SuDS.**

2. On-site provision of new playing pitches may be required for developments of 50 dwellings or more.

- 2.4 In some instances certain developments may be unviable and in such cases it may be possible for S106 contributions to be negotiated. In such instances a Viability Assessment will be required to demonstrate why the scheme is unviable, and it will be usual practice for the Council to have this assessment independently reviewed at the cost of the applicant.
- 2.5 Nottinghamshire County Council are the Highways Authority and Education Authority for Broxtowe Borough Council. The County Council is therefore responsible for identifying required contributions in respect of primary and secondary education, and highways improvements, including improvements to the bus network. It is usual practice for S106 contributions requested by the County Council to be paid directly to the County Council by the developer.

3.0 S106 Headline Figures

3.1 Table showing monetary contributions:

Monetary Contributions

| | |
|--|------------------------------------|
| Total money to be provided¹ through planning obligations agreed in 2021/22 | £3,784,501.81 (see table 3.1.2) |
| Total money received² through planning obligations (whenever agreed) in 2021/22 | £141,658 (see table 3.2) |
| Total money, received through planning obligations (whenever agreed), spent³ in 2021/22 | £104,735.29 (see table 3.3.1) |
| Total money, received through planning obligations (whenever agreed), retained⁴ at the end of 2021/22 (excluding “commuted sums” for longer term maintenance). | £239,561 (see section 3.4) |
| Total money, received through planning obligations (whenever agreed), retained at the end of 2021/22 as “commuted sums” for longer term maintenance. | £141,658 |

¹ If sums to be provided are yet to be confirmed, please provide an estimate (as set out in regulations)

² Including sums received for Monitoring in relation to the delivery of s106 obligations

³ “spent” includes sums transferred to an external organisation to spend but does not include sums held internally, whether allocated or otherwise to a specific infrastructure project or type. Total money spent includes sums spent on Monitoring the delivery of s106 obligations (please provide an estimate if total sum not known, in line with regulations)

⁴ ‘Retained’ refers to S106 sums remaining unspent including sums both ‘allocated’ and ‘unallocated’.

3.1.1 Total money received at the end of 2021/22 as “commuted sums” for longer term maintenance relates to application ref. 08/00526/FUL - Land at Halls Lane, Giltbrook for 88 dwellings. These commuted sums were paid upon completion of the transfer of landscaped areas to Broxtowe Borough Council.

3.1.2 Table showing break down of monies agreed 2021/22:

| Contribution | Site | Amount |
|--------------------|--|------------|
| ITPS | Land Adjacent and North West of Bramcote Crematorium Coventry Lane Bramcote - 20/00352/OUT | £353,000 |
| | 72 - 78 Nottingham Road, Stapleford – 20/00847/OUT | £8,500 |
| | Boots site, Thane Road, Beeston – 14/00515/OUT | £300,000 |
| | Magpie Inn, Toton Lane, Stapleford – 20/00478/FUL | £5,000 |
| | Land at Sandiccliffe Accident Repair Centre, Nottingham Road, Stapleford – 20/00341/FUL | £4,000 |
| | Former Dry Ski Slope, Cossall Industrial Estate, Soloman Road, Cossall – 19/00524/OUT | £23,400 |
| | Former Site Of Lynncroft Primary School, Garden Road, Eastwood – 20/00844/OUT | £6,000 |
| | Land to the rear of Brinsley Recreational Ground, Church Lane, Brinsley – 20/00641/FUL | £25,851.50 |
| Affordable Housing | Land to the rear of Clayton Court, Queens Road, Beeston – 21/00133/FUL | £67,000 |
| Open Space | Land to the rear of Clayton Court, Queens Road, Beeston – 21/00133/FUL | £19,527.69 |
| | 72 - 78 Nottingham Road, Stapleford – 20/00847/OUT | £44,180.40 |
| | Old Station Yard, Station Road, Beeston – 20/00745/FUL | £61,852.56 |
| | Beeston Maltings, Dovecote Lane, Beeston – 19/00668/FUL | £35,966 |

| | | |
|------------------|--|-------------|
| | Land at Sandiccliffe Accident Repair Centre, Nottingham Road, Stapleford – 20/00341/FUL | £34,707.36 |
| | Land to the Rear of 68 Nottingham Road, Stapleford – 20/00675/FUL | £18,943.35 |
| | Land at 42-44 Brookhill Leys Road, Eastwood – 20/00541/FUL | £16,956 |
| | Land to the rear of Brinsley Recreational Ground, Church Lane, Brinsley – 20/00641/FUL | £169,367.65 |
| Education | Land Adjacent and North West of Bramcote Crematorium Coventry Lane Bramcote - 20/00352/OUT | £716,250.60 |
| | Beeston Maltings, Dovecote Lane, Beeston – 19/00668/FUL | £35,966 |
| | Land at Sandiccliffe Accident Repair Centre, Nottingham Road, Stapleford – 20/00341/FUL | £95,500 |
| | Former Dry Ski Slope, Cossall Industrial Estate, Soloman Road, Cossall – 19/00524/OUT | £465,288 |
| | Former Site Of Lynncroft Primary School, Garden Road, Eastwood – 20/00844/OUT | £873,036 |
| | Land at 42-44 Brookhill Leys Road, Eastwood – 20/00541/FUL | £16,995.63 |
| Health | Land Adjacent and North West of Bramcote Crematorium Coventry Lane Bramcote - 20/00352/OUT | £102,957.20 |
| | 72 - 78 Nottingham Road, Stapleford – 20/00847/OUT | £6,502.5 |
| | Old Station Yard, Station Road, Beeston – 20/00745/FUL | £22,758.75 |
| | Magpie Inn, Toton Lane, Stapleford – 20/00478/FUL | £16,906.50 |
| | Beeston Maltings, Dovecote Lane, Beeston – 19/00668/FUL | £35,966 |

| | | |
|--|--|------------|
| | Land between Ellis Grove and Wilmot Lane, Beeston - 21/00184/FUL | £14,305.50 |
| | Former Dry Ski Slope, Cossall Industrial Estate, Soloman Road, Cossall – 19/00524/OUT | £34,680 |
| | Former Site Of Lynncroft Primary School, Garden Road, Eastwood – 20/00844/OUT | £59,606.25 |
| | Land at 42-44 Brookhill Leys Road, Eastwood – 20/00541/FUL | £14,088.75 |
| | Land to the rear of Brinsley Recreational Ground, Church Lane, Brinsley – 20/00641/FUL | £62,315.62 |
| Other – Sustainable Travel contribution | Land to the rear of Brinsley Recreational Ground, Church Lane, Brinsley – 20/00641/FUL | £5,750 |
| Other – Library contribution | Former Site Of Lynncroft Primary School, Garden Road, Eastwood – 20/00844/OUT | £3,876 |
| Other – Travel Plan Monitoring | Former Site Of Lynncroft Primary School, Garden Road, Eastwood – 20/00844/OUT | £7,500 |

3.1.3 Table showing Non-Monetary Contributions:

| | | Sites |
|---|-----|--|
| Total number of affordable housing units to be provided through planning obligations agreed in 2021/22 | 264 | Land Adjacent and North West of Bramcote Crematorium Coventry Lane Bramcote - 20/00352/OUT |
| | | 72 - 78 Nottingham Road, Stapleford - 20/00847/OUT |
| | | Old Station Yard, Station Road, Beeston – 20/00745/FUL |

| | | Sites |
|---|----|--|
| | | Beeston Maltings, Dovecote Lane, Beeston – 19/00668/FUL |
| | | Land at Sandcliffe Accident Repair Centre, Nottingham Road, Stapleford - 20/00341/FUL |
| | | Land to the Rear of 68 Nottingham Road, Stapleford – 20/00675/FUL |
| | | Former Dry Ski Slope, Cossall Industrial Estate, Soloman Road, Cossall - 19/00524/OUT |
| | | Land at 42-44 Brookhill Leys Road, Eastwood - 20/00541/FUL |
| | | Land to the rear of Brinsley Recreational Ground, Church Lane, Brinsley - 20/00641/FUL |
| Total number of affordable housing units which were provided⁵ through planning obligations (whenever agreed) in 2021/22 | 40 | Oakfield Road, Stapleford - 20/00257/REG3 |
| | | 42-44 Brookhill Leys Road Eastwood - 20/00541/FUL |

⁵ Not a regulatory requirement but it is suggested that authorities, for clarity and transparency, report on this

| | | Sites |
|---|-------------------------------------|---|
| | | Old Station Yard Station Road Beeston - 20/00745/FUL |
| Total number of school places for pupils to be provided through planning obligations agreed in 2021/22 | 30 secondary school places | Land Adjacent and North West of Bramcote Crematorium Coventry Lane Bramcote - 20/00352/OUT |

(also add summary details outside of the above table on any other non-monetary contributions⁶ to be provided through Section 106 planning obligations which were agreed in 2021/22)

3.2 Total monies received in 2021/22 came from 1 site:

| Contribution | Site | Amount |
|--------------------|---|----------|
| ITPS | | None |
| Affordable Housing | | None |
| Open Space | Land at Halls Lane, Giltbrook 08/00526/FUL | £141,658 |
| Education | | None |
| Health | | None |

3.3 Section 106 infrastructure expenditure⁷ in 2021/2022

3.3.1 Planning obligations spent on specific infrastructure projects in 2021/22:

⁶ This includes any land or infrastructure to be provided

⁷ Reporting authorities should report sums transferred to external organisations in this section (as such sums are regarded as "spent" in the regulations) and can add details of the infrastructure provided in regard to such transfers of money, where the sums have subsequently been spent.

| Infrastructure Project/Type | Planning Obligation receipts spent |
|---|------------------------------------|
| Beeston Tram Interchange (Public Conveniences) | £21,810.40 |
| Giltbrook Paths | £53,680 |
| Pedestrian Crossing – Hickings Land (Stapleford) | £29,244.89 |

3.3.2 The Council is required to report on the total amount of money, received through planning obligations (whenever agreed and money received), spent in 2021/22 on repaying money borrowed, including any interest. The Council reports that it does not use any money from planning obligations received to repay borrowing costs.

3.3.3 The Council is required to report on the total amount of money, received through planning obligations (whenever agreed and money received), spent in 2021/22 on monitoring in relation to the delivery of planning obligations. The Council reports that it does not use any money from planning obligations received to cover monitoring costs.

3.3.4 The Community Infrastructure Levy (Amendment)(England)(No.2) Regulations 2019 allows Local Authorities to charge a monitoring fee through Section 106 planning obligations, to cover the cost of the monitoring and reporting on delivery of that Section 106 obligation as described above. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. However, Monitoring fees should not be sought retrospectively for historic Agreements.

3.3.5 The Council's monitoring fees currently use a fixed 5% of financial contributions capped at £5,000. Monitoring fees can be reviewed, however in all cases, monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. This will be reviewed in due course.

3.4 Section 106 receipts retained (allocated⁸ and unallocated)

3.4.1 The total amount of money, received through planning obligations prior to 2021/22, *which had not been allocated* (to an infrastructure project or item) by the end of 2021/22:

£50,461

3.4.2 The total amount of money, received under any planning obligation in any year, *which had been allocated* (to an infrastructure project or type) for spending by the end of 2021/22 but which had not been spent:

£189,100

3.4.3 Infrastructure projects or items to which receipts from planning obligations, whenever collected including 2021/22, have been allocated (but not spent) and the amount allocated to each item:

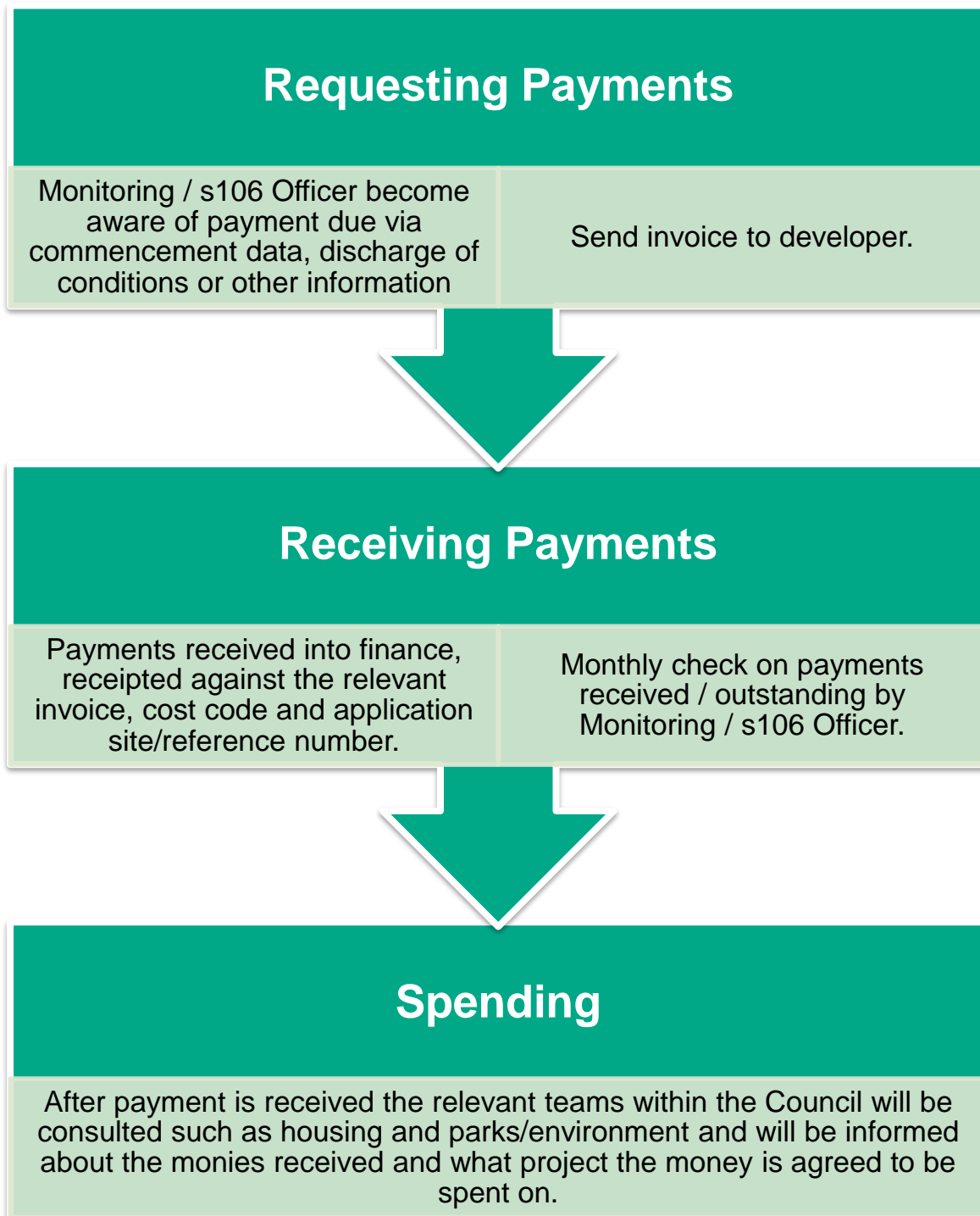
Allocated receipts from Planning Obligations

| Infrastructure Project/Type | Planning Obligation receipts allocated |
|---|---|
| HS2 Potential Extension Studies | £100,000 |
| Contribution to A610 footways adjacent to Mushroom Farm | £80,000 |
| Kimberley Footpath 35 Improvements | £9,100 Underspend (£15,000 allocated originally) |

⁸ 'Allocated' means Section 106 sums retained by the reporting authority which have, or knowingly will be, passed to an internal team to fund a specific infrastructure project or infrastructure type. 'Allocated' also includes sums which will knowingly be passed to an external organisation but which are yet to be passed.

3.5 Section 106 Monitoring Process

FLOW CHART



ANNEX A: The Regulatory Requirements for Infrastructure Funding Statements

The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019

Regulation 121A states:

(1) Subject to paragraph (2), no later than 31st December in each calendar year a contribution receiving authority must publish a document (“the annual infrastructure funding statement”) which comprises the following—

(a) a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) (“the infrastructure list”);

(b) a report about CIL, in relation to the previous financial year (“the reported year”), which includes the matters specified in paragraph 1 of Schedule 2 (“CIL report”);

(c) a report about planning obligations, in relation to the reported year, which includes the matters specified in paragraph 3 of Schedule 2 and may include the matters specified in paragraph 4 of that Schedule (“Section 106 report”).

(2) The first annual infrastructure funding statement must be published by 31st December 2020.

(3) A contribution receiving authority must publish each annual infrastructure funding statement on its website.

ANNEX B: List of Schedule 2 requirements for the Infrastructure Funding Statement

Section 106 planning obligations

| Reporting requirement (Schedule 2, Paragraph 3 and (optional) 4) | Ref. in template |
|---|------------------|
| 3 (a). the total amount of money to be provided under any planning obligations which were entered into during the reported year; | 3.1 |
| 3 (b). the total amount of money under any planning obligations which was received during the reported year; | 3.1 |
| 3 (c). the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority; | 3.4.1 |
| 3 (d). summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of— (i) in relation to affordable housing, the total number of units which will be provided; (ii) in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided; | 3.1.3 3.1.3 |
| 3 (e). the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure; | 3.4.2 |
| 3 (f). the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend); | 3.1 |
| 3 (g). in relation to monies (received under planning obligations) which were allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of allocated to each item; | 3.4.3 |

| Reporting requirement (Schedule 2, Paragraph 3 and (optional) 4) | Ref. in template |
|---|--|
| <p>3 (h). in relation to monies (received under planning obligations) which were spent by the authority during the reported year (including transferring it to another person to spend), summary details of—</p> <p>(i) the items of infrastructure on which monies (received under planning obligations) were spent, and the amount spent on each item;</p> <p>(ii) the amount of monies (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);</p> <p>(iii) the amount of monies (received under planning obligations) spent in respect of Monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations.</p> | <p>3.3.1</p> <p>3.3.2</p> <p>3.3.5</p> |
| <p>3 (i). the total monies (received under any planning obligations) during any year which were retained at the end of the reported year, and where any of the retained monies have been allocated for the purposes of longer term maintenance (“commuted sums”), also identify separately the total amount of commuted sums held.</p> | <p>3.1</p> |

Report of the Portfolio Holder for Economic Development and Asset Management**S106 AGREEMENT (PLANNING OBLIGATIONS) MONITORING PROCESS**1. Purpose of Report

To note the s106 (Planning Obligations) monitoring process.

2. Recommendation

Cabinet is asked to NOTE the s106 monitoring process.

3. Detail

This report has been produced to demonstrate how opportunities for s106 Agreements are effectively identified, existing s106 Agreements are recorded and monitored; and the utilisation of funds available through s106 Agreements are in accordance with the relevant agreement(s) and required time limit.

Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. This can be via a planning agreement entered into under section 106 of the Town and Country Planning Act 1990 by a person with an interest in the land and the local planning authority; or via a unilateral undertaking entered into by a person with an interest in the land without the local planning authority.

Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms. Planning obligations must only be sought where they meet all of the following tests:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

These tests are set out as statutory tests in regulation 122 of The Community Infrastructure Levy Regulations 2010 (as amended) and as policy tests in the National Planning Policy Framework (paragraph 57).

The following local planning policies ensure any s106 opportunities are identified when assessing planning applications:

- Policy 19: Developer Contributions of the Broxtowe Part 1 Aligned Core Strategy (2014); and
- Policy 32: Developer Contributions of the Broxtowe Part 2 Local Plan (2019)

Details of a step by step process for identifying opportunities for s106 Agreements and how existing s106 Agreements are recorded and monitored has been provided in appendix 1 and a flow chart in appendix 2.

4. Financial Implications

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

There are no direct financial implications arising from this noting report

5. Legal Implications

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

Regulation 10 of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 states that such monitoring fees can be sought where:

- the sum to be paid fairly and reasonably relates in scale and kind to the development; and
- the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development.

There are two aspects to monitoring Section 106 legal agreements:

- 1) Financial monitoring and management of the monies associated with receiving developer contributions towards local infrastructure and mitigation measures; and
- 2) Physical monitoring of compliance with the terms of the agreement, e.g regarding buildings and infrastructure.

Monitoring fees for Section 106 agreements should be secured by way of a contractual covenant in the Section 106 agreement itself and in addition to the legal charge for drafting and checking the obligation. Fees should be payable at the same time as any legal costs or on execution of the legal agreement. A transparent overview of fees should also be made available to the public

6. Human Resources Implications

The comments from the Human Resources Manager were as follow:

Not applicable.

7. Union Comments

The Union comments were as follows:

Not applicable.

8. Data Protection Compliance Implications

Not applicable.

9. Equality Impact Assessment

Not applicable.

10. Background Papers

Nil.

APPENDIX 1**Monitoring process – step by step****Identifying Opportunities:**

1. Prior to submitting a planning application local validation requirements available on the Councils website advise that a statement of the proposed Heads of Terms should be submitted with all major applications.
2. When assessing a planning application local policies 16 of the ACS (2014) and Policy 32 of the P2LP are used to assess if planning obligations may be required.
3. During the consultation period of a planning application the relevant bodies are consulted to help inform what planning obligations may be required. Subject to the nature of proposal, bodies consulted may include: Nottinghamshire County Council, NHS Local Integrated Care Board and Broxtowe Housing and Open Space.
4. Team meetings are held with Planning Officers and Senior Management to discuss potential s106 requirements for major applications.

Recording and Monitoring S106 Agreements:

1. After completion, s106 Agreements are recorded in data storage systems: information@work, Uniform and uploaded to the Councils website for public access.
2. The Councils s106 Officer reports the key information into a spreadsheet relating to agreed financial contributions, payment triggers, what the funds are to be spent on and the time limit for spending s106 funds received.
3. The spreadsheet is maintained by the s106 Officer and the s106 monitoring Officer over time and is used as a tool to monitor the progress of s106 Agreements.
4. Using the s106 spreadsheet, data is collected to inform whether any financial contributions are outstanding. To assist data collection, the s106 monitoring Officer visits development sites within the Borough to record the progress of development sites to help identify whether any s106 triggers have been breached.
5. The s106 Officer contacts the relevant developer in relation to the agreed financial contributions that are due. The Councils s106 Officer is responsible for consulting the Council's finance team to arrange for s106 financial contributions to be calculated in accordance with the agreed indexation. An invoice is prepared by the s106 Officer and sent to the developer.

6. Following payment of the s106 financial contributions the s106 Officer records the date of payment in the s106 spreadsheet and any completed s106 Agreements is recorded. Data storage system Uniform is updated in relation to the date of when payment was received. Information@work is updated including copies of the invoice and calculations to ensure the Council maintains a clear record of when and how s106 financial contributions were prepared.
7. The Council publishes the Infrastructure Funding Statement annually which includes s106 monies agreed, spent and received (as well as non-monetary contributions including on-site affordable housing provision).

Utilisation of funds available:

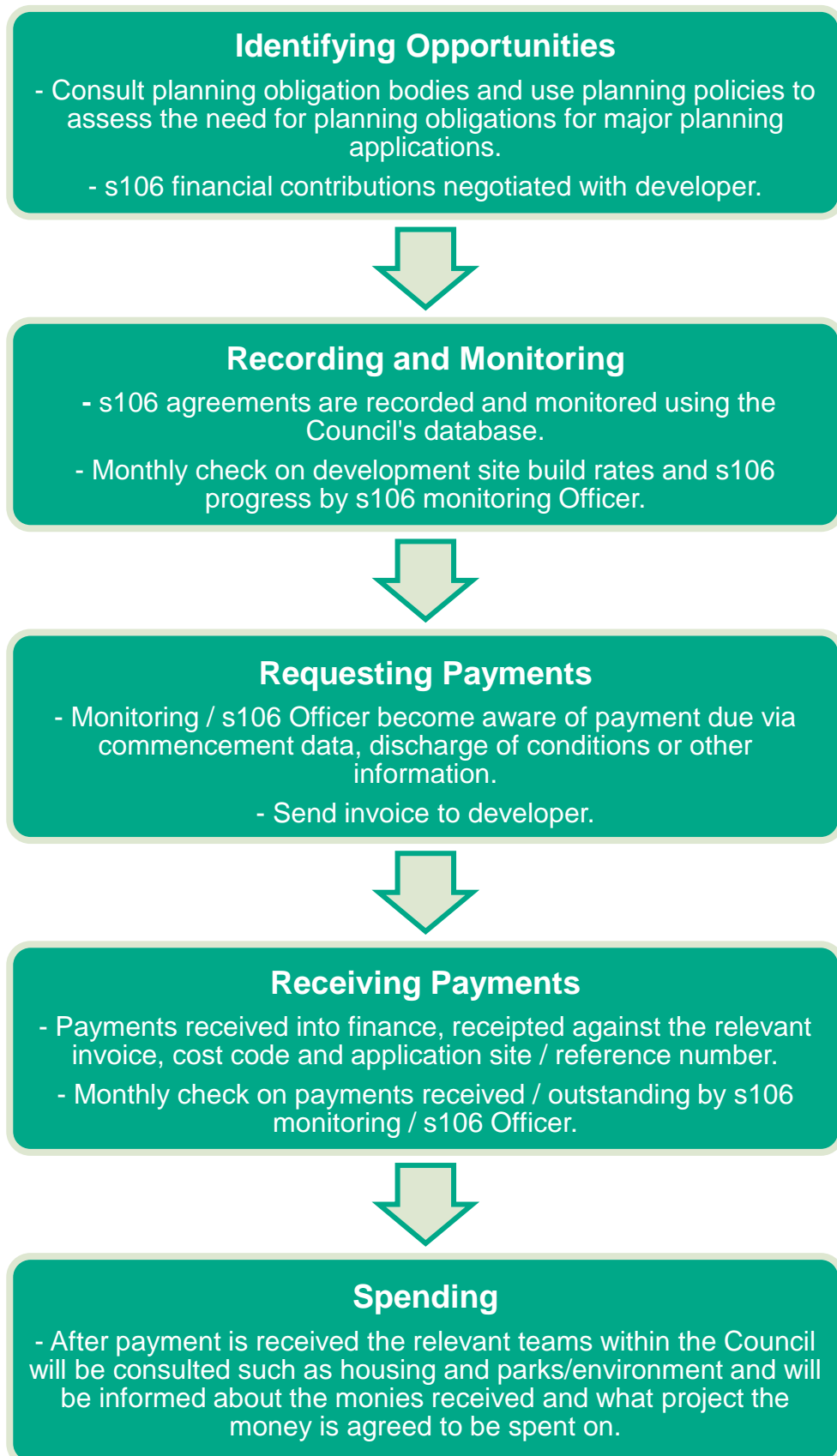
1. The terms of all s106 Agreements are recorded in the s106 spreadsheet which includes specifically what s106 funds should be spent on and the time limit for s106 funds to be spent.
2. On receipt of s106 funds received the relevant teams within the Council including Broxtowe Housing and Open Space are notified of what funds are available and the terms of the s106 agreement.
3. Time limits for s106 financial contributions vary historically, however 5 years is most consistent with Agreements of recent years.
4. The s106 Officer communicates with Broxtowe Housing and Open Space to ensure funds are spent in accordance with the relevant s106 Agreements.
5. To assist the monitoring of s106 funds a monthly working group meets to discuss monies received or development sites that are close to completion.

Monitoring for the future:

1. To avoid a single point of failure as a result of any potential future staff changes the s106 Officer, s106 monitoring Officer and senior planning Officers are trained to manage s106 matters.
2. The s106 spreadsheet has open access to all planning Officers and management to record and monitor s106 Agreements. A 'How to Guide' has been created to support Officers to manage the s106 spreadsheet and any associated processes including preparation of s106 invoices should the s106 Officer or s106 monitoring Officer be absent.
3. A working group is held monthly to discuss the progress of s106 Agreements and development sites. The working group provides the opportunity for Officers to discuss ways to improve the effectiveness s106 processes internally. The working group has also been set up consider ways the Local Planning Authority can enhance the advice available on the Council's website regarding the S106 process and likely planning obligations expected.

Flow Chart

APPENDIX 2



Report of the Portfolio Holder for Economic Development and Asset Management

BEESTON STATION – ENABLING ACCESS FOR ALL

1. Purpose of Report

To recommend that Broxtowe Borough Council agree in principal to the disposal of 165 sq m of land held by long-leasehold to Network Rail in order to facilitate works to improve the access for all at Beeston Station.

2. Recommendation

Cabinet is asked to RESOLVE that the transfer of land to Network Rail be approved.

3. Detail

Network Rail are currently undertaking design works to install lifts at Beeston Station to make the Station accessible for all. Please see the design illustrations for this in appendix 1.

To enable the works Network Rail would need to permanently acquire a parcel of land extending 165 sq m from Broxtowe Borough Council, coloured purple in appendix 2.

Land identified for permanent land acquisition is held by Broxtowe Borough Council in leasehold ownership under land registry title NT541465. The long lease of one peppercorn to Broxtowe Borough Council. The lease expiry date is 01 August 2117.

The freeholders of this land are RR RAINBOW (NORTH) LIMITED (incorporated in Jersey). Managed by London & Scottish Property (LSPIM). LSPIM have confirmed that they have no issues with Network Rail acquiring this land subject to Broxtowe Borough Council's agreement.

Any sale will be subject to the Council's land disposal policy, Scheme of Delegation and an independent valuation report.

4. Financial Implications

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

There are no significant additional financial implications for the Council, with action being within existing resources.

The anticipated capital receipt from the land sale will be nominal, with a confirmed valuation still to follow. Any professional fees and other costs associated with the

transaction will be covered by Network Rail as part of their requirement to buy the site for facilitating the scheme. With the pedestrian slope being included in the purchase area, there will be a notional maintenance saving in releasing this area of the Council's ownership and responsibility.

5. Legal Implications

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

Whilst there are no direct legal implications arising from this report, if the land due to be disposed forms the part of the demise of the Leasehold extent then a variation of the lease will also need to be agreed and completed. Legal Services will asset where required.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:
N/A

7. Union Comments

The Union comments were as follows:
N/A

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

Although the land purposed for sale is already hardstanding, any further developments upon this may increase climate change impacts. Sustainability of any further development works should be carefully considered and mitigation measures included where possible.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

N/A

11. Background Papers

Nil

APPENDIX 1

3D Layout of proposed works:



Existing View behind platform 1



Existing View behind platform 2



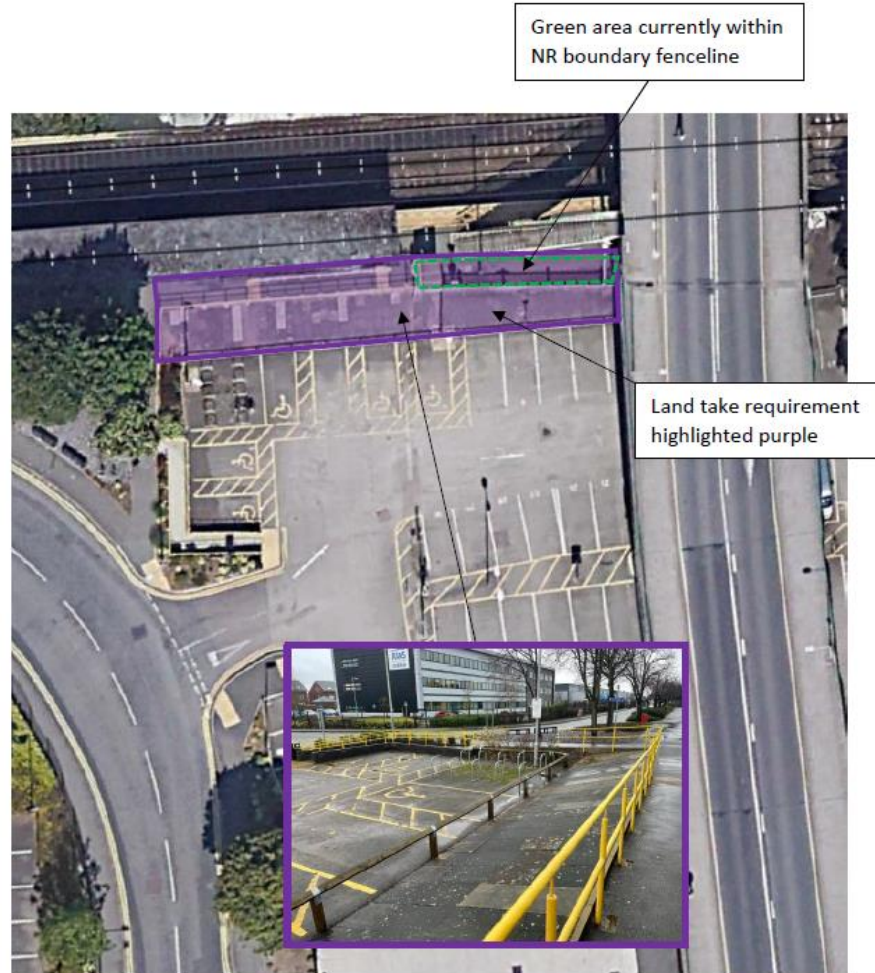
Proposed View behind platform 1



Proposed View behind platform 2

APPENDIX 2

Land Purchase Requirements (Platform 2 side):



Report of the Portfolio Holders for Housing and Resources and Personnel Policy**CAPITAL PROGRAMME 2023/24 – VARIATION TO HOUSING REPAIRS AND COMPLIANCE BUDGETS****1. Purpose of report**

To consider proposals for variations to the approved Capital Programme 2023/24 relating to the Housing Revenue Account (HRA) relating primarily to health and safety and compliance issues.

2. Recommendations

Cabinet is asked to RESOLVE that the proposed variations to the Capital Programme 2023/24, as presented, be approved. The additional capital cost of £1,205,900 to be being funded by prudential borrowing and the associated costs being factored into future years HRA budgets.

3. Detail

Each year the Council sets a three-year rolling Capital Programme for the General Fund and Housing Revenue Account (HRA). A review of progress made in quarter 1 of the 2023/24 HRA capital budgets has identified a number of important health and safety and compliance works that are not currently covered within the approved budgets as presented in appendix 1. The current HRA capital budgets are insufficient to meet the expenditure required to comply with health and safety compliance and standards. It is important to note that, in relation to electrical compliance, the Council is making faster progress than legislation, as the Council's Electrical Compliance standards exceed statutory obligations as properties have electrical inspections every five years rather than the legislative requirement of 10 years.

The additional proposed compliance work includes essential fire door replacements (both HRA tenants and leaseholders), work arising from fire risk assessment, electrical works, asbestos remedial works and concrete surveys.

It is therefore proposed that an additional net capital budget of £1,205,900 be approved made to complete these essential works. In order to partly mitigate the increase in the capital budget, it is proposed that budget allocations from two existing schemes that are underspent is used. The net budget increase will be funded from increased prudential borrowing.

4. Financial Implications

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

The Capital Programme for 2023/24 was approved as part of the budget setting process which culminated in a recommendation from Cabinet on 7 February 2023 that was duly approved at full Council on 2 March 2023.

The net capital cost of the HRA element of the Capital Programme following the above review and re-profiling exercise is £1,205,900. This additional budget requirement would have to be funded by prudential borrowing. The additional borrowing costs of around £65,000 per annum would have to be factored into future years HRA budgets. The 30-Year HRA Business Plan outlining the HRA financial sustainability will be presented to Cabinet in September.

5. Legal Implications

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

The Council, as a landlord, has many legal obligations it must satisfy to ensure the health, safety and welfare of its tenants and leaseholders. It must also adhere to the regulatory standards as set out by the Regulator, particularly the Home Standard.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Unison comments in relation to this report.

8. Climate Change Implications

The comments relating to climate change implications:

8. Data Protection Compliance Implications

This report does not contain any OFFICIAL Sensitive information and there are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil

APPENDIX

CAPITAL PROGRAMME 2023/24 – HRA CAPITAL REPAIRS, IMPROVEMENTS AND COMPLIANCE BUDGETS

| Scheme | Original Budget # 2023/24 £ | Revised Estimate 2023/24 £ | Additional required/ available £ | Notes |
|--|-----------------------------------|----------------------------------|--|--|
| Windows and Door Replacements | 300,000 | 600,000 | 300,000 | There are an estimated 200 fire doors for HRA tenants and 30 for leaseholders that require replacement. It is expected that these should be completed by the end of 2023/24. |
| Electrical Works | 400,000 | 1,390,000 | 990,000 | Two additional budgets are being requested: 1. A requirement resulting from Fire Risk Assessments (FRA) to upgrade smoke alarms and replace existing plastic boards with metal boards. 2. Around 1,300 properties will have Electrical Installation Condition Reports (EICR) completed for full compliance (the Council inspects every five years, with legislation stipulating every 10 years). |
| Fire Safety Works | 396,500 | 850,000 | 453,500 | External FRA have identified a variety of fire safety works required at Hopkins Court, Richmond Court, Phoenix Court, Bexhill Court and Cloverlands Court. |
| External Works - Paths, Paving and Hard Standing | 210,000 | 40,000 | (170,000) | The budget requirement includes the cost of the scooter store and any ad-hoc remedial works. Internal resources are required for inspections to identify further works required. |

| Scheme | Original Budget # 2023/24 £ | Revised Estimate 2023/24 £ | Additional required/ available £ | Notes |
|---|--------------------------------|-------------------------------|--|--|
| Garage Refurbishment and Replacement | 467,600 | - | (467,600) | Officers are currently reviewing the garage stock to identify sites requiring refurbishment and sites to be demolished and incorporated into the Housing Delivery Programme. All works on-hold until this review has been completed. |
| Structural Remedial Works (including £40k approved for Crumbling Concrete Survey) | 272,700 | 272,700 | - | This budget is largely dedicated to damp and mould works. Additionally, £40,000 was allocated by Cabinet on 4 July 2023 to survey properties with concrete bases. A firmer estimate of total costs will be available following the concrete surveys. There are approximately 19 three-storey blocks and 60 two-storey blocks with concrete bases that may require work once the surveys are completed. |
| Asbestos Surveys | 141,250 | 141,250 | - | This budget will be used to fund the cost of asbestos surveys for properties where there is currently no survey available or the current survey is deemed inadequate. Once surveys are completed an asbestos management plan will be developed. |
| Asbestos Remedial Works | - | 100,000 | 100,000 | Once the required asbestos surveys are complete this budget will fund the cost of any works required. |
| Net Additional Budget Requirement | | | 1,205,900 | |

Original Budget includes Budgets Carry Forward from 2022/23 agreed by Cabinet on 4 July 2023, but excludes Capital Salaries.

Report of the Portfolio Holder for Resources and Personnel Policy

EQUALITY AND DIVERSITY ANNUAL REPORT 2022/2023

1. Purpose of Report

To provide Members with an annual review of activity and outcomes in respect of the Council's equality and diversity work.

2. Recommendation

The Policy Overview Working Group RECOMMENDS that Cabinet NOTE the report including information contained in appendix 1 along with the progress in implementing the action plan for 2022/23 set out in appendix 3, and RESOLVE that the proposed Equalities Objectives for 2023/24 set out in appendix 2, and action plan in appendix 4 be approved.

3. Detail

The Council's Equality and Diversity Policy provides the framework for the Council's approach to the wide-ranging equality and diversity agenda. While incorporating the Council's legal responsibilities as a public body within the meaning of the Equality Act 2010, it also outlines the Council's aims and aspirations for achieving cohesive and inclusive communities and ensuring equal access to services. The Equality and Diversity Annual Report 2022/23 is provided at appendix 1 to this report.

Under the Equality Act, public bodies are required to publish equality objectives that will help them further the aims of the general duty. Equality objectives must be specific and measurable and are intended to help focus attention on the priority equality issues within an organisation and help deliver improvements in policy making, service delivery and employment.

Appendix 2 of the report sets out the Council's refreshed Equality objectives for 2023/24. Cabinet's attention is specifically drawn to the section on definitions and the intention in future to include care experience as coming within the definition of protected characteristics. Appendix 3 sets out progress against the objectives set for 22/24 and there follows an action plan in appendix 4 for 2023-25 based on the proposed objectives for 23/24.

The recommendations of the Policy Overview Group have been reflected in amendments to the documents attached to this report, including

- Clarification regarding mandatory and optional equality and diversity training
- More detail on the Council's approach to tackling the gender pay gap
- A new action about encouraging the progression of disabled employees
- Inclusion of a comment relating to the needs of gypsy travelers in Broxtowe

4. Financial Implications

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

There are no additional financial implications for the Council resulting from this report, with any costs being contained within existing budgets. Any significant budget implications going forward, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

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

There is a clear legal duty to comply with the equality duty under s.149 of the Equality Act 2010 – this provides that public authorities are now required, in carrying out their functions, to have regard to the need to achieve the objectives set out under s.149 of the Equality Act 2010 to:

1. Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010.
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

In addition to ensure transparency, and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities, to publish equality objectives, at least every four years and information to demonstrate their compliance with the public sector equality duty. The proposed action plan and objectives will meet those duties.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments

7. Union Comments

The Union comments were as follows:

No comments

8. Climate Change Implications

The comments from the Waste and Climate Change Manager were as follows:

Considering climate change, equality and diversity together can lead to inclusive decision-making and improved outcomes. Any climate change/sustainability implications moving forward, should be considered on a case by case basis.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy equality impact assessment is not required.

11. Background Papers

None.

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APPENDIX 1

EQUALITIES ANNUAL REPORT 2022/23

This report highlights the work undertaken and the progress and achievements made by the Council and its partners in the area of equality and diversity during 2022/23.

1. POLICY CONTEXT

In Broxtowe we want a society in which everyone can contribute to and benefit from our shared ambitions and priorities. This aim is summed up in our policy statement:

‘Broxtowe Borough Council is committed to promoting equal opportunities, valuing diversity and tackling social exclusion. The Council will aim to provide opportunities that meet the diverse needs of different people and groups of people by ensuring that services and employment opportunities are accessible to all. Everyone will be treated fairly and with respect. Diverse needs will be understood and valued. The Council will aim to eradicate all forms of discrimination.’

The Council recognises that it has a duty to mainstream equality and diversity in all it does. We also understand that we have a duty to exercise leadership to promote fundamental rights such as equality of opportunity and freedom from discrimination and we accept that we are in a unique position as an employer, service provider and community leader to promote equality and prevent discrimination.

The Government has made “levelling up” a central part of government policy, recognising the entrenched inequalities which exist in many parts of our communities. It has published a white paper setting out proposals to address the issues and intends that local government should play a central part in delivering more fair and equal outcomes for all communities. The reasons for inequality are complex and multi-faceted, including the prevalence of pre-existing health conditions, lower skills, the economic structure of localities and historic levels of underinvestment; the occupations of many people from minority ethnic communities and individuals from poorer areas, overcrowding and vulnerability to redundancy from working in jobs which have little job security. Overall Broxtowe’s citizens fare better than many other areas of the UK. However, when viewed at a micro level, pockets of significant inequality exist in Broxtowe and require targeted effort and significant levels of investment. The areas of Eastwood, Kimberley and Stapleford are areas the Council is working with partners to improve. There are also areas of Beeston which will benefit from a similar focus.

2. EQUALITY AND DIVERSITY POLICY FRAMEWORK

Broxtowe Borough Council has a strong infrastructure to ensure our commitment to equality and diversity is put into practice. Our policy framework outlines the key elements which contribute to the Council’s approach to the equality and diversity agenda.

2.1 The Equality Framework for Local Government

The Council was recognised at the 'Achieving' level of the Equality Framework for Local Government (EFLG). The accreditation acknowledged our strong corporate and organisational commitment to equality and diversity and our collaborative work with partners in tackling discrimination and disadvantage and in improving the quality of life of our residents.

2.2 Equalities Working Group

The Equalities Working Group is chaired by the Chief Executive and is attended by senior managers and front line staff from all of the Council's departments and key service areas. Meetings of the group are also attended by trade union representatives. The membership of the group was refreshed in 2022/23 and now includes more people with minority ethnic backgrounds. The group drives the equality and diversity work across the Council and is responsible for ensuring actions and targets are mainstreamed both corporately and across service areas. During 2022/23 the group has:

- Monitored progress against the Council's published equality objectives.
- Overseen progress against equality impact assessments undertaken during the year.
- Reviewed the take up of interactive training for equality and diversity through the Broxtowe Learning Zone, including training on the Equality Act 2010, visual impairment, autism awareness, deaf awareness, dementia awareness, preventing extremism and learning disability and the suicide prevention e-learning framework
- Reviewed implementation of the Hate crime strategy for Broxtowe
- Considered the impact of the cost of living crisis on families in Broxtowe and equalities
- Gave advice and guidance on initiatives on refugees and asylum seekers
- Reviewed the workforce profile and gave advice on minority ethnic employee pay reporting
- Reviewed the trends in Broxtowe with reference to latest (2021) census data
- Discussed the "Inclusive Britain" report
- Discussed the use of terminology and made recommendations regarding not using the term "BAME"
- Discussed how the Council can make progress to achieve the "Excellence" status of the EFLG and "Leader" status for employment of people with disabilities.

2.3 Equalities Impact Assessments

An Equality Impact Assessment (EIA) is a way of determining that a policy, function or service is delivered fairly to all sections of the community and that it promotes equality wherever possible. If a negative impact on a particular equality group is identified when undertaking an EIA, steps should be taken immediately to remove it if it cannot be justified.

During the course of 2022/23 the following EIAs were completed. All were reported to Cabinet:

- The Apprenticeship Strategy
- The Lifeline Policy
- Income Policies
- HMO article 4 direction
- Rent Setting Policy
- Statement of Community Involvement
- Serious Violence Strategy and Violence against Women and Girl's Strategy
- Drug and Alcohol Misuse Policy
- Regulation of Investigatory Powers Act
- Allocations Policy (twice as it was reviewed twice in year)
- Aids and Adaptations Policy
- Home Release Scheme
- Pay Policy
- Events Programme
- Smoke Free Site Policy
- Budget Proposals
- Communications and Engagement Strategy
- Greater Nottingham Structure Plan Review Preferred Approach
- Anti-social behaviour Case Review Trigger Approach
- Serious and Organised Crime Strategy.

The Council will continue to assess the impact of new policies, functions or services or revisions to them to ensure compliance with its legal obligations and to demonstrate that it has considered the impact of its decisions on people who share a protected characteristic.

The Council monitors information regarding its employees, and its recruitment policies, and the annual workforce profile was produced for 2021/22 and reported to cabinet.

Positive highlights relevant to this report include

- The average length of service at the Council for employees with disabilities during 2021/22 was 14.10 years compared with 2020/21 where the average length of service was 13.71. This average is higher than employees without disabilities whose average length of service is 10.48 years
- There had been five work experience placements in year including a placement for a disability confident employee
- Over 80% of employees responding to the staff survey reported being satisfied or very satisfied that "I am treated with fairness and respect.", "I am encouraged to identify relevant learning opportunities"; "The Council respects individual differences;" "My manager provides me with the support I need to do my job," and "My line manager gives me regular and constructive feedback".
- The percentage of applicants with a disability who were shortlisted increased from 4.13% to 6.03%
- The percentage of employees from minority ethnic communities increased by 0.8% to 8.05%

- Levels of work related stress absence continued to decline.

Areas for consideration and improvement include

- The gender pay gap had increased from 3.59% to 6.06%

This action has been addressed through conducting a systematic review of all posts which have not undergone recent evaluation. Whilst this has not yet been fully completed, work done so far indicates that the gender pay gap has already halved. This is a combination of the impact of the review and the impact of new female recruits to more highly graded roles.

- Levels of staff absence increased from 7.89 days to 11.77 days.

The Council is active in its approach to support employees experiencing ill health and has introduced a new Wellbeing Strategy in the last year.

During 2022/23 the Council was also successful in becoming accredited as a Disability confident leader, reflecting some good practice the Council has developed in relation to including and supporting people with disabilities to flourish in the workforce. The Council's employee of the year for 2022/23 is Ted Smiley, a great example of how disabled employees at Broxtowe are actively recognised as leading the implementation of the Council's values within the local community.

However, it is important for the council to pay attention not just to the longevity of disabled employees employment with Broxtowe, but the extent to which they are supported to progress in their careers. An action within the 2023/4 action plan reflects this goal

2.4 Training

The training section of the Human Resources division has a comprehensive equality and diversity learning programme which is fully endorsed by the corporate Equalities Working Group. As part of the corporate induction course, all new employees receive a copy of the 'Equality and Diversity at Work' handbook which is designed to reinforce the messages contained within the presentation.

By March 2023, a total of 70 e-learning courses were available to employees and Members, with nine new courses being launched during 2022/23 (All Age Carers, Anxiety Awareness, Personal Resilience, Life Transitions, Stress Awareness, The Modern Apprentice, Introduction to Hoarding, Fuel Poverty) and with 6 updated courses.

The following numbers of employees completed online learning courses relating to equality issues as at March 2023.

| Course | Complete | In progress |
|--|----------|-------------|
| Equality Act 2010 –(live since 2014 Updated February 2020) | 420 | 0 |
| Equality Act 2010 for ICT Services – (Updated June 2020) | 3 | 0 |
| Learning Disability Awareness includes dyslexia –(live since Oct 2016) | 11 | 0 |
| Autism Awareness – (live since Oct 2016) | 41 | 0 |
| Deaf Awareness – (live since Feb 2017) | 16 | 0 |
| Dementia Awareness – updated June 2019 (resources page edited 2022) | 45 | 0 |
| Hate Crime –(live since Oct 2017 Updated July 20) | 350 | 0 |
| Visual Impairment – (live since March 2018) | 13 | 0 |
| Mental Health Awareness – (live since May 2017 Updated June 20) | 23 | 0 |

Nine employees (mental health champions) completed face to face mental health first aid training and 25 managers completed face to face mental health first aid training.

Learning Zone is accessible from a computer, laptop, tablet or smartphone, enabling users to access the site either at work, as part of their agreed learning programme, or in their own time for personal development.

A range of other e-learning programmes have been developed and are made available to employees.

Knowledge and awareness of equality and diversity issues has been designed in to the Council's Core Abilities Framework, which is the competency framework against which employees are assessed and against which annual personal development plans are developed.

2.5 Community Engagement

During 22/23 the Council approved a new communications and engagement strategy and a new Customer service strategy which put greater emphasis on ensuring the Council has capacity to reach minority and digitally excluded groups. An additional Communications Officer was appointed in order to ensure the Council reaches all parts of the community who need to be heard on service delivery issues. We have a number of established means of communication including Community Action Teams (CATs), consultation with our tenants and leaseholders through Open Forums, Service Review

Groups and Resident Involvement Groups and the Broxtowe Disability Forum. Other opportunities for engagement occur for example through the work of the planning section in the creation of Neighbourhood Plans, local stakeholder discussions through the Broxtowe partnership, community safety action planning, work with Parish and Town Councils, including an annual meeting, and so on.

In addition to these long-established and continuing consultation and engagement mechanisms, the Council undertook a number of additional bespoke consultation and/or engagement exercises during 2022/23 in order to gauge opinion, seek expert advice or to facilitate successful community projects.

Examples of these included consultation included the Budget consultation for 2023/24, reported to cabinet, to which the Council had its biggest ever response; the consultation on the Toton and Chetwynd Neighbourhood plan; the preferred approach review of the Core Strategy; and consultations connected with Stapleford Towns Fund; Eastwood Levelling up bid and Kimberley Levelling up bid.

The Disability Forum is in the process of being relaunched and revamped to ensure that it is led more by the requirements and needs of people with disabilities.

1.6 Complaints

An annual report on complaints was presented to the Governance, Audit and Standards Committee in 2022. This highlighted a breakdown of the ethnic origin of complainants, the gender and age profile of complainants. Of the 244 stage 1 complaints recorded, 39 were completed with the monitoring data

The relevant highlights of the report were:

- The gender breakdown of complaints was roughly equal between male and female (22 female and 17 male). However, 205 responders did not specify their gender.
- There were four people of ethnic origin other than white (however, 215 complainants chose not to give this information).
- The predominant age of complainants was 45-59, and second highest group 30-44. 214 people preferred not to state their age, however. There were complainants in every age category apart from under 17s.
- 16 people who complained had a long term condition related to their health. 13 had no such condition and 215 chose not to give this information.

It is difficult to draw conclusions from such small numbers of people choosing to fill in the monitoring data details.

3. EQUALITY AND DIVERSITY ACHIEVEMENTS DURING 2022/23

This section of the report is intended to highlight some key achievements and developments in 2021/22 both in meeting the needs of vulnerable people and in responding to the aspirations of our diverse communities. Outcomes are highlighted across our corporate priorities.

3.1 Housing

Work continued on delivering the Council's house building delivery plan. The pipeline of nearly 100 homes which will be delivered over the next few years will be a welcome addition to the Council's affordable housing stock. Homes England gave a grant of £1,512,000 towards the costs of progressing a number of the Council's schemes. The Council has taken a leadership role in ensuring that space standards and the sustainability of these homes are market leading.

A new South Nottinghamshire Homelessness and Rough Sleepers strategy has been adopted. The development of the strategy was led by Housing Operations Manager, who formerly led Broxtowe's homelessness services. The strategy focuses its actions around six identified key themes, these are:

- Early intervention through partnership working
- The provision of accessible, agile and responsive homelessness services
- Access to affordable and quality accommodation across all sectors
- Tackle rough sleeping by developing and improving pathways
- Link health, well-being and housing together to improve the life chances and aspirations of those affected
- Deliver long term support solutions to sustain tenancies for the most vulnerable.

In some cases, providing housing provided life changing opportunities to address long standing issues for some individuals and for them to receive treatment and support to move on with their lives in a positive way. Partnership working continues to embed improvements gained following the "everyone in" COVID-19 era and built on what has been achieved.

Increases to temporary accommodation available in Broxtowe achieved through making better use of the existing housing stock and improving void management has reduced the extent to which placements outside the Borough are necessary – now only in out of hours' situations or for triage lasting very short term and in small numbers.

In 2022 the Council completed energy efficiency work to 158 social rented and leasehold properties which were given improvement measures as a result of a successful grant aided project (£690,827 in grant funding was obtained) and the Council match funded (£875,396.34) improvement works. The Council was also successful in its bid for £1.9m (50% Grant funding) for doing energy efficiency work to 88 private homes in Eastwood as as part of consortium application. The Council also administers the warm homes on prescription scheme, (£24,533 spent in 22/23 and an approved commitment of £15,667), which enables qualifying low income households with health issues to access funding to keep their homes warm. The implementation of these measures enables the Council to support people on lower incomes to keep their homes warm, supporting their health and wellbeing and reducing the amount of money they have to spend on heating costs. The Council also made a contribution via its Better Care fund allocation of £79,815 in 22/23 to support the operation of the Handy Person Adaptations Scheme, which provides smaller adaptations to homes to support independent living within the community.

The Council has been active in ensuring that household support funding is targeted towards people who are on low incomes and can be supported to maintain their tenancies through cost of living challenges. The Council employed an additional financial inclusion officer to support tenants to manage their resources, and prioritise maintaining stable housing. The outcome of several years of investment in additional staffing and new software has meant that even in challenging economic times the Council has achieved an increasing trend of rent arrears with no evictions for rent arrears. This is a remarkable achievement in the circumstances and demonstrates good support for our most vulnerable communities.

Adaptations to properties for people with disabilities were made in accordance with the policy. Expenditure of £781,692 (excluding commitments of £225,029 which will be disbursed in the current financial year) was incurred in 2022/23.

46 Syrian refugees from the Syrian vulnerable people's refugee programme have been housed in Broxtowe in both private and public housing. Supportive networks were put in place to ensure they felt welcomed, supported to learn English, gain work experience and achieve social integration. In addition, seven Afghans were accommodated under the Afghan resettlement programme. Approximately 60 asylum seekers are placed at various times in Broxtowe as they await determination on their immigration status. This will increase by approximately another 70 during next and future years. As at the end of February, 105 Ukrainian refugees are resident in Broxtowe. Through the refugee steering group a small fund has been established to provide occasional financial support predominantly to the asylum seekers who live on a very meagre allowance from government which is barely sufficient to cover their need for food and clothing. The steering group also works to support access to English learning, work experience, travel and integration into the wider community.

The Council continues to keep under review the housing needs of gypsy travellers as a protected ethnic group. A study was completed as part of the Greater Nottingham Core strategy review and additional accommodation identified to be required as part of the review (but not in Broxtowe). The needs of this group will be kept under review.

3.2 Business Growth

Under this priority the Council seeks to encourage business growth, the regeneration of town centres and the implementation of Beeston town centre phase 2. The completion of phase 2 of the regeneration scheme in Beeston has resulted in the new food and beverage outlets created to support the cinema being nearly fully let, increasing the number of jobs available in Broxtowe.

In fact, the rate of growth of new businesses across Broxtowe over the last four years has been transformed, so that instead of having one of the lowest rates of new business registrations, the Council now has the fourth highest rate in the whole of the East Midlands.

Work commenced on the implementation of the £21.1m Stapleford Towns Fund. The first project to be successfully implemented in an area of higher unemployment, and lower educational attainment has been the implementation of the town centre grants

project. This has been a great success with grants totaling over £1m being given to 74 local businesses to assist them to modernize, become more viable, grow and become more competitive, become more accessible and more environmentally sustainable. Over £600,000 has been match funded by businesses themselves. The project has exceeded all its output targets, including targets like numbers of jobs safeguarded and created, attracting interest from East Midlands television.

One of the main focuses of work in Stapleford will be to tackle problems relating to lower skill levels through creating new opportunities to reach out to young people, connect them to training and development, and make this more locally accessible for people who need this support. The project which is focused on the extension of the library is well on the way to being completed.

The creation of employment and support of existing business is fundamentally important to the progress of more deprived communities

Levelling up bids were submitted for Kimberley and Eastwood, and the Kimberley bid was successful in whole. The implementation of this bid will over the next couple of years, address job creation in a significant way, as well as providing new community and co-working space; improving connectivity to the iconic Bennerley Viaduct and a grants scheme similar to the successful project implemented in Stapleford.

Securing the funding that Eastwood deserves to be able to improve the health employment and prosperity of the local population is a key challenge in 23/24, although the Council was successful in securing Safer Streets funding for Eastwood in 22/23 (see community safety priority).

3.3 The Environment

The Council is committed to protecting the environment and enhancing it for future generations and seeks to achieve this aim through innovative approaches to waste management and recycling, energy reduction, and the management and enhancement of our parks and open spaces. It is standard procedure in relation to all capital projects to enhance parks and open spaces to pay attention to the needs of disabled children and accessibility for disabled people to our parks and open spaces.

Our Parks and open spaces have benefitted from a consistent planned focus of improvement – the “Pride in Parks” programme. This dates back to March 2018 when Broxtowe Borough Council approved £500,000 worth of investment in Broxtowe’s parks and open spaces. £250,000 was approved for 2018/19, with an additional £250,000 approved for 2019/20. Each year £125,000 was allocated to make improvements to Council owned play areas which had been identified as high priority in the Borough’s Play Strategy. The balance of the funding, a further £125,000 was shared among the Town and Parish Councils who maintain their own parks to help improve their facilities. In March 2020 the Council approved a further £200,000 initiative to continue the Pride in Parks programme. This initiative was extended again in March 2021 when the Council approved a further £110,250 to continue the programme. By paying attention to the importance of play and open space the Council seeks to ensure that its service meet the needs of younger members of the community as well as older ones.

The Council is keen to involve residents in the park improvement programme. Although the Council has five parks accredited under the “green flag” scheme, it decided to supplement this approach with one that ensured the Council engaged residents in telling the Council exactly how parks should be improved. This involves an annual survey inviting all local people to give feedback. Our parks are graded according to the satisfaction levels reported in the survey. Following the consultation in 2021, the Council listened to what residents had to say and changes that have been made including improvements to the drainage and resurfacing at Smithurst Road Open Space, Giltbrook. Play area and path works were completed at Inham Nook in Chilwell and Hall Om Wong Open Space in Kimberley. A brand new play area was installed at Dovecote Lane recreation ground in Beeston.

The Council recognises that the environment belongs to everyone and the Council endeavours to work with the community to achieve environmental objectives. Tree and shrub planting schemes take place with the engagement of local residents and community groups, particularly children and young people.

The Council’s waste and recycling service provides an assisted collections service for domestic refuse. People with disabilities, the elderly and the infirm, who may experience difficulty in placing their refuse bins at their property boundary ready for collection, receive a service which enables the bin to be pulled out for them. The service can also be offered on a temporary basis to people recovering from illness or injury or following surgery and which restricts their ability to place their bins at the appropriate collection point. In addition there are several of our housing complexes where all bins are pulled out without having to go through the application process.

A peer review in December 2022 found that the Council’s approach to reducing carbon emissions was “amongst the best” the team (selected for their expertise on environmental matters) had seen. In particular, the green rewards scheme has been a great success – so far engaging 2,000 members of the public in the carbon reduction challenge (80 tonnes of carbon emissions evidenced to be avoided through use of the app). One of the recent winning wards within the scheme was the area of greatest deprivation in Broxtowe. This is encouraging and demonstrates that people from poorer communities are not just engaged but leading the way in efforts to reduce the Borough’s carbon footprint. Green festivals rolled out in all our town areas where we have engaged residents directly in the carbon reduction challenge. The Council has made a point of holding such events in places where people from poorer communities live to ensure they have every opportunity to get engaged.

3.4 Health

L Leisure, the Council’s leisure company, was restricted in its activities during 2021/22 because of the COVID-19 pandemic, but has now returned to full operation and has rebuilt much of its customer base – swimming numbers exceed pre pandemic levels.

The Council has made progress in its feasibility work in relation to the replacement of the Council owned leisure centre in Bramcote and is now at a RIBA 2/financial due diligence stage on a facility which may be built using modern methods of construction. In addition, agreement was reached with Kimberley school to continue operating a leisure centre for the community from that base; discussions are continuing with

Chilwell school regarding replacement of the existing leisure facilities there; in Stapleford the Hickings Lane site will shortly be the subject of a planning application for a significant expansion and improvement of various leisure uses using Towns fund resources, and within the Eastwood levelling up bid it remains an aspiration to include a new GP facility and pharmacy allied to a swimming pool for use by the community.

LLeisure has developed relationships with local GP practices in the South of Broxtowe and resources are being provided to LLeisure to enable outreach to support exercise classes to support people who have health problems to have more active lifestyles.

Although the Eastwood levelling up bid was not successful in the latest funding round, funding was secured to support the Eastwood community hub at Durban House which is now a registered social enterprise using a Council owned building at a peppercorn rent and which is currently developing a credible business plan to provide much needed resources for people facing mental and general health challenges. This is fully supported by partners in the health community.

A number of food clubs continue to be supported in Broxtowe through which families are provided with good value produce and help and ideas on how to cook and use fresh fruit and vegetables, and the Council continues to provide grants to support a number of food banks throughout Broxtowe.

Other grants the Council gives support the CAB which provides much needed help and advice to people with financial and other challenges; the Voluntary sector in Eastwood; and £35,000 to run a mental health hub in Eastwood. The Council annually gives grants totalling over £100,000 to community organisations across the borough to support community life, reduce loneliness and help support the wellbeing of minority and disadvantaged groups.

The Revenues and Benefits section and the Housing teams have worked with the County Council to ensure that household support grant is targeted to people who need support to provide food, white goods and heating for themselves or their families. The discretionary housing fund was also used in 22/23 to support people in these situations as well as the preventing homelessness budget.

The Health partnership task group continues to deliver a programme of activities to address health inequalities in Broxtowe. Action plans include actions to reduce smoking; to encourage breastfeeding; reduce drug and alcohol misuse, reduce obesity and improve mental wellbeing, promoting healthy eating options for takeaway outlets; reduce child poverty; support members of the armed forces. This all helped to tackle some of the underlying reasons for health inequalities.

During 2022/23 the Council developed a wellbeing strategy for its employees.

Throughout the year, the Council worked with partners to deliver and supported a number of successful community and multi-cultural events across the borough including black history week, the season of lights event and holocaust Memorial Day.

The Council developed a new air quality action plan which is helping to improve air quality, which tends to be worse in poorer areas, reflecting busier roads and more polluted areas.

Our work on making Broxtowe a place where people can live well with dementia progressed, with the implementation of our dementia action plan

3.5 Community Safety

Crime disproportionately affects more deprived wards in Broxtowe. The Police and Crime Commissioner funded work which provided additional measures to tackle crime in Stapleford in 2022/23. The Council was successful in bidding for £200,000 through the Safer Streets initiative which has been invested in Eastwood to improve security through improved CCTV and environmental works and burglary reduction measures. A knife crime action plan continued to be implemented. Again knife crime tends to affect people and places where there are higher levels of crime and deprivation. A serious violence strategy and a strategy to tackle violence against women and girls was also approved in 22/23.

The community safety team worked in partnership with the police to support them in tackling drug misuse and a number of successful high profile interventions were achieved. At least one organised crime group was disrupted in 22/23.

The Council continued its status as a “White Ribbon” authority and a successful annual event was held to mark white ribbon week, supported by many of the Council’s partners, including Broxtowe women’s project, which the Council supports through a funding grant. The Council also invests resources in delivering the sanctuary scheme, which makes physical improvements to homes to enable people who have experienced domestic violence to feel safer.

A Hate Crime Strategy and action plan continued to be implemented. This sort of crime disproportionately affects people from minority groups and people with disabilities and other protected characteristics.

The local community came together in January 2023 to mark Holocaust Memorial Day, which the Council is proud to have marked for a number of years. Those attending the ceremony at the Walled Garden at Bramcote Hills Park included civic dignitaries, Members, Officers, and community leaders, members of the public and young people from across the Borough.

APPENDIX 2

BROXTOWE'S EQUALITY OBJECTIVES

Through these five broad headings and the targeted work identified under each one we propose to address our main priorities for improving our understanding of the inequalities in the borough, addressing identified needs and fostering good relations between our diverse communities.

Develop our knowledge and understanding of the communities we serve

- Keep the borough profile under review and do “deep dives” of ward and community profiles to spot changes which might require adjustments to patterns of service delivery.
- Improve the quality of data about the issues affecting disadvantaged and minority groups including those protected under the Equality Act, especially as they relate to Council service delivery.
- Improve the Council's understanding of the subjective experience of people with protected characteristics who live in Broxtowe and those who experience poorer life chances.

Identify and deliver actions which aim to narrow the gap in outcomes between disadvantaged groups and the wider community

- Work with partner agencies to identify health inequalities within disadvantaged groups and sections of the community and deliver targeted work to reduce inequality through partnership work through Broxtowe partnership, the Health and wellbeing board; place based partnership arrangements and direct action by the Council
- Work with partners on the South Nottinghamshire Community Safety Partnership to deliver targeted work to tackle crime and anti-social behaviour and improve outcomes for vulnerable people.
- Deliver the pledges we have undertaken to tackle and alleviate child poverty in Broxtowe; deliver the hate crime pledge; support people to live well with dementia; and support members of the armed forces.
- Continue to deliver actions to address the needs of minority and vulnerable groups including work to support those with mental health problems and learning disabilities.

Improve service design and delivery through improved communication and engagement with our communities

- Promote the use of customer engagement and feedback to inform the way services are designed and delivered.
- Review, improve and strengthen existing community engagement mechanisms through implementation of the communications and engagement strategy, the tenant engagement strategy, the disability forum and dialogue with local community groups and ensure consultation and engagement outcomes are fed back into the policy making arena.

- Learn from case study “customer journey” studies in order to progress understanding of the experience of customers with protected characteristics of the Council’s services.

Embed equalities throughout the Council

- Develop our workforce planning and profile data to improve the quality of protected characteristic information and support for employees with protected characteristics and ensure our workforce demographics reflect the community we serve.
- Make progress to achieve the ‘Excellent’ accreditation of the Equality Framework for Local Government.
- Continue to deliver equality awareness training as part of the corporate induction process for employees and members and equality and diversity training to all employees and members on relevant subjects.
- Improve the quality and quantity of information on the Council’s website and improved monitoring of targeted outcomes.
- Improve the diversity and inclusiveness of our governance structures.

Foster good relations between our communities

- Continue to support and promote events and activities that bring people together, celebrating the diversity of the borough and contributing to community cohesion.
- Improve the way in which refugees and asylum seekers are supported within the community with the assistance of voluntary effort within the community.

Definitions

Language and definitions are important. For the purposes of clarification, the Council adopts the following approaches to definitions.

Antisemitism

The government in 2016 adopted the International Holocaust Remembrance Alliance’s definition of antisemitism, and this definition is also used by the Council:

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Islamophobia

The Council adopts the working definition of Islamophobia developed by the all-party parliamentary group on British Muslims alongside the guidelines from the Coalition against Islamophobia. The definition outlines that “Islamophobia is rooted in racism and is a type of racism which targets expressions of “Muslimness or perceived Muslimness”.

By conceptualising Islamophobia as a type of racism the definition recognises that Muslims are subject to more than just overt expressions of religious hatred and abuse but a system of discrimination, control and exclusion that is manifested in economic political and social spheres of life.

Misogyny

Misogyny is defined as the dislike of, contempt for, or ingrained prejudice against women or girls. It is not specifically recognised as a hate crime under the law. However, this Council recognises that misogynistic attitudes and cultures lead to women and girls experiencing violence of various sorts – domestic violence, verbal aggression and to feelings of being unsafe in public places and distrustful of certain organisations. The Council also recognises that, less frequently, men can and do experience violence through women’s behaviour towards them.

Intersectionality

The concept of intersectionality describes the ways in which systems of inequality based on gender, race, ethnicity, sexual orientation, gender identity, disability, class and other forms of discrimination “intersect” to create unique dynamics and reinforcing effects. This is why multiple forms of inequality have to be tackled simultaneously to prevent one form of inequality from reinforcing another. For example, tackling the gender pay gap alone – without including other dimensions such as race, socio-economic status and immigration status – may be likely to reinforce inequalities among women.

Protected characteristics

People with care experience

This Council recognises that care-experienced people face significant barriers that impact them throughout their lives, often facing discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system. As such this Council will ensure that people who are in care or have experience of care will have the same legal protection from discrimination as other characteristics under the Equality Act including age, sex, race, sexual orientation and religion. It has amended its equality impact assessment process to ensure that implications for those with care experience is specifically examined before significant decisions or changes to policy are introduced to ensure there are no discriminatory impacts.

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APPENDIX 3

EQUALITY AND DIVERSITY ACTION PLAN 2022-24: Progress in 2022-3

| Action Code & Title | Assigned To | Progress |
|---|--|---|
| <p>1.1 Keep Borough Profile Data under review to understand community changes and risks .In particular review profile in connection with influxes of refugees and asylum seekers and community pressures regarding financial security</p> | Chief Executive | <p>The Equality Working Group considered reports on changes to the Borough profile as a result of international migration. This demonstrated a picture of growing diversity. It also considered a series of reports relating to latest census data. These highlighted reducing trends of home ownership; growing diversity; and changes to belief.</p> <p>The EWG considered the impact of cost of living pressures on individuals and families. Various measures to mitigate impacts received support from Cabinet including additional grants to voluntary organisations; support for food banks; and an additional financial inclusion employee.</p> |
| <p>1.2 Continue to improve and use the quality of data about disadvantaged and minority groups. In particular</p> <ul style="list-style-type: none"> • Increase the availability of housing in Broxtowe to house homeless people instead of having to house them outside the Borough • Jobs and Growth: implement Towns fund skills building, COVID-19 recovery and employment projects for Stapleford • Submit levelling up bids which address the needs of communities where there are inequalities which need to be addressed | <p>Head of Housing</p> <p>Head of Housing</p> <p>Head of Planning and Regeneration</p> | <ul style="list-style-type: none"> • The number of temporary units of accommodation within Broxtowe has been increased during 22/3, and during the year the number of people having to be temporarily housed outside Broxtowe has decreased. • The COVID-19 recovery grant project in Stapleford has been implemented and exceeded all its targeted outputs, including securing jobs and increasing employment • Levelling up bids were submitted for Kimberley (successful) and Eastwood (unsuccessful) |

| Action Code & Title | Assigned To | Progress |
|--|----------------------------------|---|
| 1.3 Continue to develop and improve the council's monitoring of performance information in achieving its equalities objectives | Communities (Equalities) Officer | <p>This has continued and included for example the submission to cabinet of the workforce profile which provided a detailed analysis of data including those related to employees with protected characteristics</p> <p>The submission of levelling up bids for Kimberley and Eastwood involved the analysis of data including data relating to health outcomes and skill levels of more deprived areas. The data will form useful baselines for monitoring the impact on communities as bids are implemented</p> |
| 1.4 Promote electoral registration and participation in democracy to under-represented groups to increase registration. | Elections Manager | As part of the implementation of photographic voter ID, a communications and engagement plan ensured that appropriate messages were distributed to underrepresented groups to increase participation in democracy and increase registration. |
| 1.5. Become a Disability Confident leader employer through offering work experience placements to people with disabilities and supporting employees with disabilities in the workplace | HR Manager | The Council achieved Disability Confident Leader status |
| 1.6. Introduce neurodiversity training for all managers | HR Manager | A suitable trainer was identified but the delivery of training will run into 2023/4 |

| Action Code & Title | Assigned To | Progress |
|--|---|---|
| 1.7. Refresh mental health first aid training for all Managers | Health and Safety Manager | 25 managers have received mental health first aid training. A further 9 employees (mental health champions) received the training also |
| 2.1 Draw up an action plan for health (including mental health) and implement it to promote health and wellbeing and reduce health inequality | See action plan which allocates specific actions to individuals | Annual plan developed in partnership and being implemented |
| 2.2 Review and update the Child Poverty Action Plan, building on the achievements of introduction of the holiday activity fund and introduction of food clubs in Broxtowe. | See action plan which allocates specific actions to individuals | Implementation of the child poverty action plan is on track. |
| 2.3 Deliver the actions contained within the Eastwood Action Plan | Principal Communities Officer | £200,000 was invested in Eastwood to secure improvements to community safety. At the yearend ASB was down 19%; burglary down 63% and vehicle offences down 45% compared with previous 3 year averages |
| 2.4. Prepare and deliver a new Stapleford priority action plan | Principal Communities Officer | Actions to address community safety in Stapleford continued with funding acquired from the PCC and through the Council's own mainstream resources |
| 2.5.Update and implement the Council's Dementia action plan and encourage policy development of work to address loneliness in Broxtowe | Communities Officer (Health) | The Council continued to progress its dementia action plan. The Durban house project in Eastwood addresses community support for those who are lonely or who are living with mental health challenges |

| Action Code & Title | Assigned To | Progress |
|--|---|---|
| 2.6 Continue the implementation of the community living network for people with learning disabilities and partnership relationships with developers to ensure the types of accommodation being built meets the needs of the population | Head of Housing | The Council continues to support tenants with learning disabilities and continues to be an active member of the learning disabilities network. |
| 3.1 Work through local plan part 2 and neighbourhood plans to make provision for the identified accommodation needs of gypsy travellers | Local Plans Manager | The Council engaged with various studies to identify need and works with partners to ensure that travellers are suitably accommodated within the greater Nottingham area. |
| 3.2 Work to support refugees and asylum seekers in Broxtowe and help them to integrate into the community and find jobs | Chief Executive | The council actively supported refugees and asylum seekers. More details are given in appendix 1 |
| 3.3. Ensure the roll out of E-learning and face to face training for employees to improve awareness of equalities issues | Training Officer | ongoing |
| 4.1. Update the workforce profile for 21/22 and 22/23. Complete the gender pay gap annual return | Payroll and JE Manager | The workforce profile was reported to cabinet during 2022/3 |
| 4.2. Consider workforce profile; identify areas for improvement and work to address these | All/Equalities working group/HR Manager | Implications from the workforce profile were taken on board and addressed |
| 4.3 Implement the action plan to achieve the “Excellent” accreditation of the Equality Framework for local Government through the Equalities working group | Chief Executive | ongoing |
| 4.4 Review and Revise the Corporate Equality and Diversity Policy | Chief Executive | The annual report is before Cabinet for their consideration |

| Action Code & Title | Assigned To | Progress |
|---|---|----------------------------------|
| 5.1 Support and provide community events to promote equality and diversity including <ul style="list-style-type: none"> • Holocaust Memorial Day • Season of Lights event* • Hemlock Happening • Christmas lights switch on events • Queens Platinum Jubilee | Head of Communications Equalities Officer LLeisure LLeisure Head of Communications/LLeisure | All events were held as planned. |

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APPENDIX 4

EQUALITY AND DIVERSITY ACTION PLAN 2023-25

| Action Code & Title | Assigned To | Due Date |
|--|---|--|
| 1. Keep Borough Profile Data under review to understand community changes and risks. In particular review profile in connection with influxes of refugees and asylum seekers and community pressures regarding financial security | Chief Executive | End March 24, end March 24 |
| 2 Continue to improve and use the quality of data about disadvantaged and minority groups. In particular <ul style="list-style-type: none"> • Increase the availability of housing in Broxtowe for diverse groups including people with disabilities; care leavers and veterans • Jobs and Growth: implement Towns fund projects in Stapleford • Implement the levelling up bid for Kimberley • Submit levelling up bid for Eastwood (subject to criteria permitting it) | Head of Housing Head of Planning and Regeneration Head of Planning and Regeneration | Project timetable set out in House building delivery plan; towns fund project plans and timetable to be set by government on LUF round 3 |
| 3 Continue to develop and improve the council's monitoring of performance information in achieving its equalities objectives | Communities (Equalities) Officer | End March 24, end March 25 |
| 4 Promote electoral registration and participation in democracy to under-represented groups to increase registration. | Elections Manager | End March 24, end March 25. Measures included in Resources business plan |
| 5. Offer work experience placements to people with disabilities and support employees with disabilities in the workplace and support the career progression of disabled employees. | HR Manager | End March 24,25. Report progress in annual workforce profile |
| 6. Introduce neurodiversity training for all Managers | HR Manager | Hold training by end Dec 2024, Evaluate outcomes post training |
| 7. Continue to roll out mental health first aid training for all Managers | Health and Safety Manager | during 24 and 25. Evaluate outcomes post training |

| Action Code & Title | Assigned To | Due Date |
|--|---|--------------------------------------|
| 8. Implement and review an action plan for health (including mental health) to promote health and wellbeing and reduce health inequality | See action plan which allocates specific actions to individuals | Annual plan developed in partnership |
| 9. Review update and implement the Child Poverty Action Plan, | See action plan which allocates specific actions to individuals | see dates within the plan |
| 10. Deliver the actions contained within the borough crime prevention plan | Principal Communities Officer | End March 24 |
| 11. Update and implement the Council's Dementia action plan ;encourage policy development of work to address loneliness in Broxtowe ; review support available for care leavers; and support the work of the Durban house CIC | Communities officer (Health) | End march 24, End March 25 |
| 12. Continue the implementation of the community living network for people with learning disabilities and partnership relationships with developers to ensure the types of accommodation being built meets the needs of the population | Head of Housing | End March 24, End March 25 |
| 13, Work to support refugees and asylum seekers in Broxtowe and help them to integrate into the community and find jobs | Chief Executive | During 24 and 25 |
| 14. Ensure the roll out of E-learning and face to face training for employees to improve awareness of equalities issues | Training Officer | ongoing |

| Action Code & Title | Assigned To | Due Date |
|---|---|--|
| 15. Conduct training on completion of Equality Impact assessments to improve their quality and integrate the impact on care leavers into the EIA process | Head of Legal | By March 24 and Mar 25 |
| 16. Update the workforce profile for22/23. Complete the gender pay gap annual return | Payroll and JE Manager | By Sept 24, Sept 25 |
| 17. Consider workforce profile; identify areas for improvement – address the gender pay gap by completing a re-evaluation of all posts in Broxtowe that have not been re-evaluated recently; and increasing workforce diversity by working to address under representation by protected characteristic groups | All/Equalities working group/HR Manager | End March 24, March 25. |
| 18. Implement the action plan to achieve the “Excellent” accreditation of the Equality Framework for local Government through the Equalities working group | Chief Executive | Ongoing |
| 19. Review and Revise the Corporate Equality and Diversity Policy | Chief Executive | June 24, June 25 |
| 20. Support and provide community events to promote equality and diversity including <ul style="list-style-type: none"> • Coronation events • Holocaust Memorial Day • Season of Lights event* • Hemlock Happening • Christmas lights switch on events | Head of Communications Equalities Officer | All events to be held in accordance with programme agreed by Councillors |

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Report of the Portfolio Holder of Resources and Personnel Policy

JOB EVALUATION- RESOURCES FACTOR THRESHOLD INCREASE

1. Purpose of Report

To seek Cabinet approval to update the thresholds for the Resources factor within the Council’s Job Evaluation scheme.

2. Recommendation

Cabinet is asked to RESOLVE that the Resources factor threshold increase in Table 2 – Proposed (Inflation) be approved.

3. Detail

The Job Evaluation process at Broxtowe Borough Council started in 2006. All posts at the Council were evaluated and the Job Evaluation scheme was implemented in March 2011.

From January 2022 the Job Evaluation panel changed to have a consistent panel made up of five employees; Executive Director, Head of Administrative Services, Head of Revenues Benefits and Customer Services, Payroll and Job Evaluation Manager and a Branch Union Representative. In 2022 the newly formed panel evaluated a total of 173 posts helping with the recruitment and retention of employees at the Council resulting in turnover dropping by 4.00% when compared with the previous year.

A post will score under the Resources factor based on the responsibility and safekeeping of Cash, Stocks/Materials, Plant/Equipment, System Ownership and Buildings. The level scored for Cash, Stocks/Materials and Plant/Equipment is based on financial value. The panel has noticed that the thresholds for each level under the Resources factor haven’t increased over the years. In order to ensure the scoring for each post remains accurate it’s recommended to increase the threshold for each level in line with inflation. The threshold for each level in these categories hasn’t increased since Job Evaluation was implemented. Below is a table of the current and proposed thresholds for the Resources factor.

Table 1 – Current

| Current Thresholds | | | |
|---------------------------|------------------------------|--------------------------------|---------------------------------|
| Resources Factor | Cash Handling (Up to) | Plant/Equipment (Up to) | Stocks/Materials (Up to) |
| 1 | £500 | £1,000 | £500 |
| 2 | £2,500 | £2,500 | £2,500 |
| 3 | £25,000 | £25,000 | £25,000 |
| 4 | £40,000 | £150,000 | Above |
| 5 | Above | Above | |

Table 2 – Proposed

| Inflation | | | |
|-------------------------|------------------------------|--------------------------------|---------------------------------|
| Resources Factor | Cash Handling (Up to) | Plant/Equipment (Up to) | Stocks/Materials (Up to) |
| 1 | £675 | £1,350 | £675 |
| 2 | £3,350 | £3,350 | £3,350 |
| 3 | £33,900 | £33,900 | £33,900 |
| 4 | £54,200 | £203,500 | Above |
| 5 | Above | Above | |

Table 1 shows the current threshold which have been in place since 2011. Table 2 shows the proposed figures which have been calculated at the rate of inflation from 2012 to 2023. Please note the figures in table 2 have been rounded for ease.

4. Financial Implications

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

There are no additional financial implications for the Council at this stage. Whilst the change in threshold may have a nominal impact on individual JE scores, it is not expected that any changes will have any significant impact on existing establishment budgets.

5. Legal Implications

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

No comments were received from the Monitoring Officer / Head of Legal Services.

6. Human Resources Implications

No comments were received from the Human Resources Manager.

7. Union Comments

The Union comments were as follows:

UNISON support the proposed changes to the Resources factor, as this has been identified as requiring an update as part of the Job Evaluation panels which we participate in.

8. Climate Change Implications

No comments were received from the Waste and Climate Change Manager.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

No Equality Impact Assessment has been carried out as part of this report.

11. Background Papers

Nil

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Report of the Portfolio Holder for Resources and Personnel Policy

GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the requests and RESOLVE accordingly.

3. Detail

Two requests for grant aid assistance from parish/town councils have been received:

- Eastwood Town Council has requested up to £820 towards the cost of two youth activity days.
- Awsworth Parish Council has requested £5,000 as a contribution towards the cost of a climbing wall, improvements to the 'Coopers Pond' area and safety improvements to a car park.

Details of the applications are included in appendix 1. The agreed protocol for assessing grant aid to parish and town councils is provided in appendix 2 with the grants previously awarded under this scheme listed in appendix 3.

4. Financial Implications

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

If Members wished to support these requests, these awards could be made from the £20,000 provision for grants to parish councils included in the 2023/24 revenue budget, all of which currently remains available.

5. Legal Implications

The Council is empowered to make grants by virtue of Section 137 Local Government Act 1972 (as well as other legislation). Having an approved process in line with the legislation and the Council's Grant Aid to Parish and Town Councils Protocol will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

The Interim Head of Environmental Services has no comments regarding this report.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

APPENDIX 1

Grant Application – Eastwood Town Council

Eastwood Town Council, in partnership with Nottinghamshire Police, intends to provide youth activities on a pilot scheme for two days in Eastwood, at Eastwood Community Football Club. This venue is being provided at no cost to the authorities by courtesy of the football club, who have also offered some assistance towards running the event.

Eastwood is recognised as a socially deprived area, with special focus on St. Mary's Ward. All attendees to the scheme will enjoy a friendly, well supervised, caring atmosphere at no cost, including a free lunch to ensure all children are treated with respect and equality. The scheme will be prioritised to children living in Eastwood wards.

The event will be centred around free sports and arts and craft activities with a free lunch and soft drinks provided for the attending young people – focused on ages 8 to 16 years old. Full access for children who may experience access or difficulties will be made. The young people will be cared for under the supervision of the Town Council, football club and Police Officers present with a full registration check completed prior to the event taking place.

The scheme will be continued during school holiday periods subject to its success. Dates (to be approved by Eastwood Town Council) have been provisionally booked on 10 and 24 August 2023. Safeguarding and risk assessments, first aid cover, event planning, health and hygiene for food preparation, insurance and professional coaching teams will be covering the event.

Eastwood Town Council has requested grant support of up to £820 for the following costs:

- £600 - A buffet lunch provided for up to 100 children at £3 per head for 2 events
- £220 - Purchase of arts and crafts materials for 2 events

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- Though the award would be for a revenue grant (rather than for a specific capital project), events such as youth activity days complement the services provided by Broxtowe Borough Council.
- The provision of events such as youth activity days contributes towards community cohesion and helps to combat social exclusion and loneliness.

Financial Information

The closing balance of Eastwood Town Council funds as at 31 March 2023 was £93,901 (additional fixed assets and long term investments totalled £831,832). The

Eastwood Town Council annual precept for 2023/24 is £117,285 (2022/23 - £116,046).

Grant Application – Awsworth Parish Council

Awsworth Parish Council has submitted a request for assistance of £5,000 towards three capital projects totalling £9,900. Details of the three schemes are as follows:

Climbing Wall

Awsworth Parish Council, as part of an ongoing wish to continue to improve their facilities, would like to install a 5-meter double sided climbing wall. The Council states that such equipment would be a great asset to their facilities, can be used by children of all ages and adults alike, and is both fun and a form of exercise which encourages healthy living. The total cost of this is £3,750.

Coopers Pond Improvements

This area, at Shilo Recreation Ground, was installed in 1996 when the bypass (Shilo Way) was built. The pond was named after Ken Cooper, an Awsworth resident who dedicated his life to volunteering in the Parish as a Parish Councillor and in setting up the Awsworth Youth Club.

The pond area and fencing surrounding the pond, the steps leading to the pond and the safety fencing at the top of the steps are in need of repair before Awsworth Parish Council can install a plaque in commemoration of Mr Cooper who passed away in 2020. The total cost of this is £3,650.

Car Park Safety Improvements

In August 2020 the lower car park was fully resurfaced. Such has been greatly received by all users of the car park, including parents dropping their children at Awsworth Primary and Nursery School and visitors to the recreation ground, Awsworth Bowls Club, Awsworth Cricket Club, the ABC Youth Club, Awsworth Methodist Church and Awsworth Village Hall.

Awsworth Parish Council was not able to fully complete the project as originally planned, with concrete edging and a ramp awaiting installation (such would make the pathway safer for all users and all abilities). This is now needed as the existing wooden edging on the car park is deteriorating. The cost of this is £2,500.

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- The request is for support of specific projects and not a general grant towards the services provided by the Parish Council.
- The provision of such facilities as detailed above contributes towards community cohesion, health and helps to combat social exclusion and loneliness.

Financial Information

The closing balance of Awsworth Parish Council funds as at 31 March 2023 was £37,181 (additional fixed assets and long term investments totalled £466,005). The Awsworth Parish Council annual precept for 2023/24 is £77,718 (2022/23 - £81,641). The reduction in the precept is a direct result of boundary changes between Awsworth and the neighbouring parish of Cossall – the underlying change in the annual precept is £nil (0%).

APPENDIX 2

Protocol for Consideration of Grant Aid to Parish and Town Councils

The Protocol for the Consideration of Grant Aid requests from Parish and Town Councils was agreed by Cabinet on 8 June 2010. The key provisions are:

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

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

APPENDIX 3

Grant Aid Awards to Parish and Town Councils

The table below lists the grants awarded under this scheme since 2018/19.

| Date | Council | Amount | Purpose |
|-------------|-------------------------|---------------|----------------------------------|
| 15/08/19 | Brinsley Parish Council | £2,070 | Summer play day |
| 10/10/19 | Awsorth Parish Council | £1,250 | Kitchen Refurbishment – Pavilion |
| 10/10/19 | Brinsley Parish Council | £2,300 | Tree planting – commemoration |
| 10/10/19 | Nuthall Parish Council | £1,855 | Remembrance parade |
| 10/10/19 | Stapleford Town Council | £2,010 | Remembrance event |
| 10/10/19 | Trowell Parish Council | £3,500 | Car park refurbishment |
| 13/02/20 | Brinsley Parish Council | £1,000 | Festive lighting display |
| 13/02/20 | Brinsley Parish Council | £1,225 | VE Day celebrations 2020 |
| 07/01/21 | Kimberley Town Council | £1,200 | New defibrillator |
| 30/03/21 | Kimberley Town Council | £1,200 | New defibrillator |
| 07/10/21 | Nuthall Parish Council | £1,905 | Remembrance parade |
| 09/12/21 | Awsorth Parish Council | £7,000 | Play area improvements (Capital) |
| 09/12/21 | Stapleford Town Council | £1,994 | Remembrance Sunday Event |
| 09/12/21 | Stapleford Town Council | £1,994 | Remembrance Sunday Event |
| 06/01/22 | Kimberley Town Council | £1,200 | Remembrance Sunday Event |
| 19/07/22 | Awsorth Parish Council | £500 | Platinum Jubilee Celebrations |
| 19/07/22 | Nuthall Parish Council | £2,590 | New defibrillators |
| 19/07/22 | Kimberley Town Council | £6,300 | Christmas lights switch-on 2021 |
| 04/10/22 | Nuthall Parish Council | £2,330 | Remembrance Parade |
| 04/10/22 | Nuthall Parish Council | £2,100 | Cemetery Maintenance |
| 04/10/22 | Stapleford Town Council | £2,194 | Remembrance Event |
| 01/11/22 | Stapleford Town Council | £6,450 | Contribution to refurbishment |
| 01/11/22 | Kimberley Town Council | £1,958 | Remembrance Event |

Report of the Portfolio Holder for Resources and Personnel Policy

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2023/24

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to:

1. **Consider the requests in Appendix 1 and RESOLVE accordingly**
2. **NOTE the award of a grant made through the use of the Chief Executive's urgency powers detailed in Appendix 2.**

3. Detail

Details of the grant applications received are included in the appendix for consideration. The amount available for distribution in 2023/24 is as follows:

| | £ |
|---|----------------------|
| Revenue Grant Aid Budget | 168,800 |
| Less: Estimated requirements for: | |
| Citizens Advice Broxtowe | 73,750 |
| Rent Awards and Related Commitments | 43,300 |
| Less: Grant Awards to Date | 6,500 |
| BALANCE AVAILABLE FOR DISTRIBUTION | <u>45,250</u> |

The provision in respect of rental and support costs for tenants of Council-owned properties includes: Age Concern Eastwood, Toton Coronation Hall Community Association, 2nd Beeston Sea Scouts, 2nd Kimberley Scout Group, Phoenix Community Foundation, Bramcote Cricket Club, Stapleford Community Association, Eastwood People's Initiative, 5th Stapleford Scout Group and Chilwell Community Association.

4. Financial Implications

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

Any grant awards will be met from the established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2023/24 if the budget is not to be exceeded. The total 'cash' grant requested in this report is £13,500. The additional sums

requested in this report, when compared to the previous year, would amount to £1,500 if all applications are fully supported.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

There are no comments from the Interim Head of Environmental Services in relation to this report.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

APPENDIX 1

Applications

The following grant applications have been received for consideration in 2023/24:

| | | <u>Grant Award 2022/23</u> £ | <u>Grant Request 2023/24</u> £ |
|--|---|---|---|
| Hope Nottingham | 1 | 12,000 | 12,000 |
| Nottinghamshire Army Cadet Force (Eastwood Detachment) | 2 | - | 1,500 |
| | | Total | <u>13,500</u> |

1. HOPE NOTTINGHAM

Hope Nottingham is project that is operated from Hope House at the Boundary Road Community Centre in Beeston. The project has around 300 regular users, with approximately 800 individuals benefitting from the service each year.

The Hope Café was originally established in 2005 as part of Hope NG9, the Christian church working together to bring 'Hope to the NG9 area through social action, backed by prayer and word'. From 2010, local ministers agreed that Hope NG9 should be merged with Hope Nottingham. The charitable objects of Hope Nottingham are the relief of poverty, sickness and distress and to advance the Christian faith.

The services offered by Hope Nottingham are primarily aimed at crisis intervention and transformational support and include a free drop-in café, advice centre, foodbank, job club, literacy group, elderly friendship club, a 'food club' offering low-priced surplus fresh food), a youth well-being café, parent and toddler group and support to a small network of related foodbanks.

Financial Information

Hope Nottingham has provided the latest accounts for the year ended 30 June 2022 for scrutiny. The charity separates its accounts between restricted fund and unrestricted funds.

Total income generated amounted to £359,221 (2021: £476,531) which mostly related to grants and donations. Significant restricted and unrestricted grants (in addition to those from this Council) were received from Nottinghamshire County Council (£55,505), Nottingham City Council (£39,000), The Trussell Trust (£41,040) in addition to private individual donations totalling £113,317.

Total expenditure amounted to £379,267 (2021: £384,148) which included salaries and associated employer costs (£262,274) for an average of 12

employees with no employee receiving more than £50,000 during the period, and miscellaneous premises expenses and other operating costs.

Total funds as at 30 June 2022 were £265,134 (2021: £285,180) including unrestricted funds of £187,756 (2021: £219,811). Total cash at bank and in hand was £256,777 (2021: £278,621).

As the formal financial statements of Hope Nottingham are over 12 months old, an update has been provided as to the current position of the organisation. Hope Nottingham has stated its current level of reserves to be approximately £190,000.

Applications for annual funding to other grant-awarding bodies are currently in progress with Nottinghamshire County Council (£10,900), Beeston Consolidated (£18,000), Tesco Community Grants (£5,000) and other smaller trusts (approximately £10,000 total).

Grant Aid Request

For 2023/24, Hope Nottingham has requested a grant of £12,000 towards the general cost of operating the projects. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- Hope Nottingham is based within Broxtowe.
- The services provided by Hope Nottingham benefit Broxtowe residents and are complementary to the services provided by the Council.
- Hope Nottingham targets the needs of disadvantaged sections of the community.

An award, if approved, would be met from the established Grant Aid budget shown in the table at the head of this report. The Council has regularly supported Hope Nottingham, with the grants awarded in the past five years being as follows:

| | |
|---------|---------|
| 2022/23 | £12,000 |
| 2021/22 | £10,000 |
| 2020/21 | £10,000 |
| 2019/20 | £10,000 |
| 2018/19 | £4,000 |

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.

2. NOTTINGHAMSHIRE ARMY CADET FORCE (EASTWOOD DETACHMENT)

Nottinghamshire Army Cadet Force ('NACF') is the Nottinghamshire 'branch' of the Army Cadet Force (ACF), a national, voluntary, uniformed youth organisation with origins dating back to 1860.

The mission of the Army Cadet Force is to help its cadet members develop both personally and physically by providing a wide range of fun, exciting, challenging and adventurous opportunities, some of them on a military theme. Young people involved in the Army Cadet Force have the opportunity to challenge themselves to learn more, do more and try more. It also inspires them to aim high and gives them the skills, values and attitudes to go further in life, no matter what they aim to do. The Eastwood detachment of the NACF (to which this application relates) has approximately 40 members, all of whom live within Broxtowe.

NACF has been given a 'once in a lifetime' chance to send some of its cadets to Camp Troodos in Cyprus October 2023. During this visit the cadets will take part in:

- Engage with the local Army Cadet Unit at Epi.
- Visit the Resident Infantry Battalion.
- Visit RAF Akrotiri and engage with elements from the 84 Sqn RAF.
- Cultural visits to local villages and historical sites
- Various AT (Adventurous Training) activities including scuba diving.
- Representing UK Army Cadet Forces overseas.

The Eastwood detachment has plans to send four of its cadets to this camp.

Financial Information

The NACF does not maintain its own set of annual accounts as it is a component of the national Army Cadet Force. Accordingly, no detailed financial information relating directly to either NACF or the Eastwood detachment is available for scrutiny. NACF has, however, provided the Council with copies of bank statements for May and June 2023, which demonstrate regular income and expenditure in line with what may be expected for a group of this size and nature. The closing cash balance as at 29 June 2023 was £2,710.

Grant Aid Request

For 2023/24, NACF has requested a grant of £1,500 towards the cost of sending the four selected cadets to Camp Troodos in Cyprus October 2023. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The Eastwood detachment of NACF is based within Broxtowe.
- The services provided by NACF benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of NACF provide educational and co-curricular benefits to local young people.
- Uniformed Groups such as NACF are a specific category of organisation welcomed to apply for Grant Aid.

APPENDIX 2Use of Urgency Powers – Award to MishMash Productions

An application was received in late May 2023 from a local non-profit community music organisation, MishMash Productions, for financial support for the delivery of a series of 'pop-up proms' concerts to be held across Broxtowe during the summer.

The application was considered by officers to be in line with the Council's policy and corporate priorities. Through discussions with MishMash Productions, it was established that in order to be able to make the necessary arrangements for the delivery of the concert series in time for the summer holidays, certainty over the funding of the programme was required in advance of the next available meeting of this Cabinet. It was also noted that the group had prepared its application earlier in the year, however, submission was delayed due to the Borough election period through April and May.

Accordingly, the Chief Executive, in consultation with the Leader of the Council, Deputy Leader of the Council and Leader of the Opposition, exercised her urgency powers to make an award of £3,900 to MishMash Productions in order to ensure that the group would be able to make the necessary arrangements for the pop-up proms in time for the summer holiday period.

Report of the Portfolio Holder for Resources and Personnel Policy

CAPITAL GRANT AID REQUEST – WATNALL ALLOTMENTS ASSOCIATION1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the request and RESOLVE accordingly.

3. Detail

An application for capital funding of £2,000 has been received from the Watnall Allotments Association. This has been considered in accordance with the provisions of the Council's grant aid policy. Details of the application are included within the appendix to this report.

4. Financial Implications

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

No budgetary provision exists for capital grants to voluntary organisations. Any grant award would have to be funded from Capital Contingencies in 2023/24 of which £52,000 currently remains available (subject to any other considerations as part of this agenda).

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

The comments from the Interim Head of Environmental Services were as follows:

Allotments are an important natural resource in terms of tackling climate change. They sequester carbon and produce locally grown food (reducing the distance food is transported from where it is grown until it reaches the consumer). However, consideration should be given to other sustainable transport/active travel options to site rather than a focus on cars.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

APPENDIX

WATNALL ALLOTMENTS ASSOCIATION

The Watnall Allotments Association ('WAA') was established during the 1940's to manage a plot of allotments within Watnall which have been in existence since 1844. The allotments are subject to a tenancy, with 110 plots (a combination of full- and half-size plots).

WAA is managed by an elected committee and has approximately 180 members, all of whom live in Broxtowe and pay an annual membership fee of £5 (in addition to rent payable for individual plots).

The members of WAA enjoy the direct benefit from physical activity of looking after their plots as well the social aspect of being part of a mutually supportive community. In addition, since 2019 WAA has held an open day on the August bank holiday which is well attended by the local residents of Watnall and Nuthall.

Financial Information

WAA has provided its (unaudited) accounts for 2022 for scrutiny. Total income amounted to £2,554 (including open day net income of £1,329). Total expenditure for the year was £3,020 which mainly related to premises overheads and other premises expenses. The cash at bank and in hand at the end of the year was £1,167 with stock value estimated at £1,598.

Grant Request

WAA has requested a capital grant of £2,000 towards the cost of a project to level a car parking space in the middle of the site. At present, the ground is uneven and raised which limits the number of cars that can be parked during the busy growing season and will be especially beneficial for the open day. In previous years the WAA has had to request permission to use a company car park further along the main road.

WAA has obtained three quotations for the proposed works, of which the capital grant requested would amount to 21-30%. Due to the nature of this scheme, any approved grant would normally be made on the basis of 25% of the actual costs incurred, given that it relates to a non-Council owned asset, with a maximum figure specified in appropriate circumstances.

Such a grant award would be in line with the Grant Aid Policy for the following key reasons:

- Community / Conservation groups are specific categories of groups welcomed to apply for financial assistance.
- The services provided and facilitated by the WAA benefit the people of Broxtowe and are complementary to those services provided by the Council.
- The activities of WAA target the needs of potentially vulnerable sections of the community, helping to reduce social isolation and loneliness.

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Report of the Portfolio Holder for Resources and Personnel Policy

CITIZENS ADVICE BROXTOWE – GRANT AID 2023/241. Purpose of Report

To consider the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2021/22 in accordance with the provisions of the Council's Grant Aid Policy.

2. Recommendation

Cabinet is asked to NOTE the outturn report from Citizens Advice Broxtowe and the RESOLVE that the third year of the three-year funding settlement be released.

3. Detail

On 8 July 2021, the (then) Finance and Resources Committee approved grant aid of £73,750 to Citizens Advice Broxtowe, including £10,000 towards the annual rental of accommodation in the Council Offices. The resolution included a commitment to award grant aid at this level in both 2022/23 and 2023/24, subject to a suitable Service Level Agreement being in place. This three-year funding settlement was seen to provide some much-needed stability for Citizens Advice Broxtowe and give it a platform to lever in additional funds from other sources.

Citizens Advice Broxtowe has now provided an outturn position in respect of the Service Level Agreement to 31 March 2023. A report relating to this is provided in appendix one, with summary data provided in appendix two.

4. Financial Implications

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

The committed award of £73,750 to Citizens Advice Broxtowe in 2023/24 (including £10,000 rental for accommodation at the Council Offices) will be the third year of this funding agreement. The overall budget for grants to voluntary organisations includes provision for this committed award.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

There were no comments relating to this report from the Interim Head of Environmental Services.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

APPENDIX 1

CITIZENS ADVICE BROXTOWE

1. Background

Citizens Advice Broxtowe (“CAB”) provides advice and support to the public on a variety of issues including debt, housing, welfare rights, employment and legal matters. CAB was established in 2004 following the merger of the former Beeston and Eastwood bureaux to create a district-based structure with operations that are based at the Council Offices in Beeston and the Library in Eastwood, with some funded outreach sessions also being provided at the Stapleford Care Centre.

2. Summary Achievements

Citizens Advice Broxtowe is a local independent charity for the community that delivers a significant impact for the community. Last year it helped 8,132 individuals with over 18,000 problems. The main enquiry areas were benefits, housing and debt. However, during 2022/23 help to access charitable support made the top four for the first time, followed by problems with utilities. CAB states that during 2022/23 it has helped clients access much needed additional income, worth £2.7 million in total.

CAB has provided a summary analysis of the enquiries that were handled between April 22 and March 2023. The statistics show (see Schedule A) that the number of residents coming to CAB for help is now increasing rapidly post pandemic and during the cost-of-living crisis.

3. Staffing

CAB currently employs 21 paid staff. During the last 12 months CAB has recruited 11 new volunteers and is currently grateful for the support of 49 volunteers.

CAB collaborates with the other Citizens’ Advice local offices in Nottinghamshire and now have 2 shared staff. CAB also runs joint projects and share best practice and resources to stretch their finances and ensure we are maintaining a quality professional service.

4. Accommodation

In January 2009, CAB moved its Beeston operation into the Council Offices. Lease terms were agreed for the accommodation at a market rental of £10,000 per annum. CAB previously paid a nominal rental for their former premises and the extra rental cost of accommodation in the Council Offices significantly increased their premises costs. Having only limited financial resources, CAB is unlikely to be able to sustain this charge.

5. Financial Position

CAB has been unable to provide its draft financial statements for the year ended 31 March 2023 due to the timing of this meeting of Cabinet.

For information, the previous financial statements show that for the year ended 31 March 2022, total income generated amounted to £611,345 (2021: £583,695), which mostly related to grants and donations with £122,926 (2021: £235,696) being in respect of unrestricted funds. The majority of unrestricted funding was provided by this Council and Nottinghamshire County Council (£29,250). Significant restricted funding was also received from Citizen's Advice (£145,417), the National Lottery Community Fund (£145,060), this Council (£71,883) and East Midlands Money Advice (£72,948). Total expenditure amounted to £712,061 (2021: £541,571) including £511,672 charged to the restricted fund. Total funds decreased to £321,456 (before the pension liability) with cash at bank and in hand increasing to £394,591. The CAB reserves policy is to maintain a minimum level of general reserves equivalent to around six months operating costs plus any closure costs should this become necessary.

The Trustee Board keeps a close eye on any deficit spending to ensure the CAB has enough reserves to cover any redundancy and contractual costs in the unlikely event of a closure situation.

6. Previous Grant Awards

The Council has supported CAB for many years with the grants awarded in the past five years being as follows:

| | Grant Awarded £ |
|----------------------------------|--------------------|
| 2022/23 (including £10,000 rent) | 73,750 |
| 2021/22 (including £10,000 rent) | 73,750 |
| 2020/21 (including £10,000 rent) | 73,750 |
| 2019/20 (including £10,000 rent) | 73,750 |
| 2018/19 (including £10,000 rent) | 73,750 |

The grant of £73,750 awarded to CAB in 2022/23 represented 44% of the Council's overall grant aid budget.

7. Request for Grant Aid

On 8 July 2021, the (then) Finance and Resources Committee approved grant aid of £73,750 to CAB, including £10,000 towards the annual rental of accommodation at the Council Offices. The resolution included a commitment to award grant aid at this level in both 2022/23 and 2023/24, subject to a suitable Service Level Agreement being in place.

CAB has provided an outturn position in respect of the Service Level Agreement to 31 March 2023 (appendix 2) and has requested the release of

the third year funding of £73,750 in 2023/24 (being £63,750 towards general expenses and £10,000 towards the annual rental of accommodation in the Council Offices).

The release of the third year of the funding would be in line with the Council's existing commitment to award grant aid at this level to CAB in 2023/24 and is also in line with the Council's Grant Aid policy for the following key reasons:

- CAB is based within Broxtowe.
- The services provided by CAB benefit Broxtowe residents and are complementary to the services provided by the Council.
- CAB targets the needs of disadvantaged sections of the community.

8. Looking Forward – CAB Perspective

Citizens Advice Broxtowe, like many statutory and voluntary sector organisations, faces another large deficit budget this year. Funding is becoming harder to obtain and the funding streams are often very short term and we received a reduction in our core grant from Nottinghamshire County Council.

CAB could not operate its service without core funding from Broxtowe and without the help of our unpaid volunteer advisers. A new funding strategy is developed each year and agreed by the Board to ensure CAB is identifying gaps in service provision and responding to the changing needs of the residents of Broxtowe. The Trustee Board and staff remain optimistic that CAB can continue to offer a high quality advice service which adapts to changing challenges for its partners and clients.

CAB has set up a Financial Resilience Project (funded by the UKSPF through Broxtowe Borough Council) that systematically looks at a household's income, spending and assets and provide them with a plan towards financial security. CAB is gathering evidence and outcomes from this project to obtain long term funding. This project is in partnership with 'Futures' ensuring residents have access to further training, job opportunities and a chance to improve their long term financial situation through employment if appropriate for their household.

APPENDIX 2

SERVICE LEVEL AGREEMENT 2021-24

Citizens Advice Broxtowe has provided the following information in accordance with the terms of the grant awarded and committed by the (then) Finance and Resources Committee on 8 July 2021 and the Service Level Agreement for 2021-24.

SCHEDULE A – OUTPUT MEASURES

| Ref | Outcome Area | Total 2022/23 |
|------|--|--|
| 6.1 | Number of new issues (problems) dealt with | 18,087 |
| 6.2 | Number of clients receiving support during the year | 8,666 |
| 6.3 | Average amount of debt handled per client seeking debt advice | £7,025 |
| 6.4 | Estimated amount of benefits gained for clients seeking benefit advice | £2.7m |
| 6.5 | Please list the top five advice needs and the number of new social policy issues recorded for each <ul style="list-style-type: none"> • Benefits (including Universal Credit) • Debt • Housing • Charitable Support • Legal | <p>6,120</p> <p>3,418</p> <p>3,998</p> <p>630</p> <p>499</p> |
| 6.6 | Number of staff employed as at 31 March 2023 | 21 |
| 6.7 | Number of volunteers available as at 31 March 2023 | 49 |
| 6.8 | Number of new volunteers recruited in 2022/23 | 11 |
| 6.9 | Number of volunteer hours worked in 2022/23 | Pending |
| 6.10 | Value of volunteer hours given 2022/23 | £250,000 |

11.11 Breakdown of service users and volunteers by gender, age, ethnicity and disability for 2021/22:

| Description | Service Users | | Volunteers | |
|---|---------------|-----|------------|-----|
| | | | | |
| Gender | | | | |
| Male | 3,639 | 42% | 25 | 51% |
| Female | 5,027 | 58% | 24 | 49% |
| Age | | | | |
| 19 and under | 10 | 1% | 1 | 2% |
| 20-49 | 3,899 | 45% | 8 | 16% |
| 50-64 | 2,599 | 30% | 15 | 30% |
| 65 and over | 2,158 | 24% | 11 | 22% |
| Not stated | 0 | 0% | 14 | 30% |
| Ethnicity (No. of people who consider themselves to be): | | | | |
| White British | 6,932 | 80% | 44 | 90% |
| Black British | 346 | 4% | 3 | 6% |
| White Other | 606 | 7% | 0 | 0% |
| Black Other | - | - | 1 | 2% |
| Asian | 358 | 4% | 1 | 2% |
| Chinese | - | - | - | - |
| Other ethnic group | 424 | 5% | - | - |
| Not stated | - | - | - | - |
| Disability (No. of people who consider themselves to be): | 4,852 | 56% | 5 | 10% |

6.12 Please provide a summary analysis to indicate the extent to which the services of CAB have benefited clients.

The need for advice is as much in demand now as ever due to the cost of living crisis, private rents soaring and people struggling to get back on their feet post pandemic. CAB have worked tirelessly during the pandemic and the service has never stopped running. We have a number of projects to help the residents of Broxtowe, although many of these are short term funded.

CABs funding strategy which is approved and monitored by the Trustee Board sets out our aim to reduce our deficit budget and secure long term funding.

The projects include:

- Mental Health Hubs working with Nottinghamshire Mind
- Mediation
- Advice in foodbanks and GP surgeries/health care settings
- Financial Resilience Advice
- Money Advice
- Housing Advice
- Our generalist service, the core (which is funded by Broxtowe Borough Council and Nottinghamshire County Council).

- 6.13 Please provide a summary analysis of client surveys, to indicate the level of satisfaction with the services of CAB. Also tell us about any changes you have made/plan to make as a result of feedback received.

Each year CAB carries out surveys with its clients which give an indication of how satisfied they are with the service. The survey has changed during the year to fall in line with national membership of Citizens Advice. CAB is well above the national average on all the questions. The results of the latest survey are as follows:

| Question: | Broxtowe results | National average (other offices) |
|--|------------------|----------------------------------|
| How easy or difficult did you find it to access our service? | 85% | 73% |
| To what extent did the service help you find a way forward? | 88% | 83% |
| To what extent is your problem now resolved? | 82% | 74% |
| How likely are you to recommend the service? | 90% | 85% |

- 6.14 Please tell us about some of your work around improving the policies and practices that affect people's lives. Tell us about any changes which have been made both locally and nationally in relation to the top five advice needs:

Research and campaigns remains a core part of the work of Citizens Advice, delivered by our dedicated staff and committed volunteers. This work helps ensure more issues can be resolved for clients, and address the underlying causes so that the issues do not continue to affect people.

Research and campaigns is one of the twin aims of the service. It aims to improve the policies and practices that affect people's lives.

As a service we have a huge amount of insight and data about the problems our clients and their wider communities face. Through research and campaigns, the insight is used for:

- help us research issues further
- influence decision makers to change policies and practices
- campaign to get decision makers to change policies and practices.

Research and campaigns gives Citizens Advice Broxtowe the opportunity to widen our impact, allowing us to help those who may not be able to access our advice service, prevent issues from recurring and therefore help with demand and capacity issues.

Citizens Advice Broxtowe Research and Campaigns team work with other local Citizens Advice and advice agencies to collect this evidence and contribute to policy discussions about how to improve the lives of Broxtowe residents.

In the period 1 April 2022 to the 31 March 2023 the top 3 areas of advice continued to be benefits, housing and debt. However, in previous years more clients sought help on issues relating to Universal Credit than to other benefits and tax credit, this has now changed. The number of clients more than doubled seeking help with other benefit issues, such as Personal Independent Payment (PIP), than for Universal Credit. In fact, PIP was the benefit clients had most issues for over 2022/23. Another change for 2022/23 was that housing issues are now the second most frequent issues we dealt with overtaking debt issues. The most frequent housing issues related to the Local Authority Homelessness Services and Access to and Provision of Accommodation. For debt issues were Council Tax Arrears and Fuel Debts. The Cost of Living crisis has seen the increase in Charitable Support, such as referrals to food banks remain high. This is also seen for issues for utilities and communications, that were most often related to energy.

CAB data relating to referrals to the Household Support Fund provides an insight into the people and households who are being affected most by the increasing cost of living across Broxtowe. The data shows that certain groups of people appear to be struggling more than others in the current economy, for example people with a long-term health condition and/or a disability and people living in households reliant on a single income.

CAB produce an annual community profile, demographic profile and community issue needs analysis.

- 6.15 Please provide case studies to indicate some of the outcomes achieved for clients to evidence the top advice needs:

Case Study 1

Client approached the CA Broxtowe office for support with poor social housing conditions. The client lives with her adult son who has significant disabilities. She is his main carer. She does not work.

Over a year before visiting our office, the landlord had inspected the property and advised structural repairs were needed to prevent black mould. These had never been completed with the result that mould had now become an issue that was affecting the client's health.

She had been to her GP with breathing issues. They had written to say the mould was a contributing factor.

Citizens Advice Broxtowe supported the client to raise a complaint with the landlord, who went out to view the property again as a result. They have now arranged for the repairs to be completed.

In discussions over the state of the property the client advised she was struggling to pay the energy bill and because of this she had not had the heating on much over the coldest few months of the year.

We organised household support vouchers via Nottinghamshire County Council, for the client and her son, to alleviate immediate need, these were worth £120.

We put the client through for the Severn Trent Big Difference water scheme to lower the household water bill. We ran a full financial check via the financial resilience team, this revealed that both the client and her son could claim a severe disability premium on top of their existing benefits.

This extra payment had been due to the clients for a significant length of time and yet had gone unclaimed, with the result that they were both due considerable backdating.

The client was referred into our early intervention team for support to ensure the benefits were claimed and the housing repairs are actioned.

The client is still working with the early intervention team but is now better off by £69.40 a week, as is her son. They are due to receive several thousand pounds in backdated benefit entitlement which has now been confirmed and received of £17,000. Their housing conditions are due to be improved and they can now afford to heat the property.

This case study shows the complexity of cases which we now deal with in the complicated world of benefits and housing issues. This client accessed numerous projects within the CA Broxtowe office and together we achieved this amazing outcome. Lifting residents out of poverty, giving them financial security and wellbeing.

Case Study 2

Client came to Citizens Advice for support after the loss of their partner. Client's partner had been responsible for paying the bills, managing income and expenditure, opening letters, and even speaking with others over the phone, so they had a difficult time managing a lot of daily tasks on their own. As a result of the delicate circumstance in which they were living, the initial anxiety associated with these tasks felt even more overwhelming. The client was uncertain where to begin with rebuilding their life.

Client's bank account was held jointly with their partner, which was closed after their passing. Client was not in receipt of any benefit, and had no additional income, as a result, he has become financially dependent on their adult daughter.

As a first step, we advised the client to open a bank account, so we can assist financially. Once the account was open, we first applied for bereavement support. Next, we applied for Universal Credit. We were able to make this application online. The client has a sick note from their GP, and we advised that once the UC claim starts we can help with a Limited Capability for Work element. Client also fits the criteria for the Household Support Fund scheme, so an application was made for a food and energy voucher. Additionally, we made an application for Severn Trent's Big Difference scheme, as a result, the client could see up to 90% off future water charges. Since the client has limited internet access, we helped apply for their £150 council tax rebate. An application for Personal Independence Payment is being completed and we will support him through the process.

We helped the client gain financial independence, and some long term support. Client is no longer financially dependent on their daughter.

Total confirmed annual outcome figure - £8,838

Estimated yet to come (annual figure) - £ 10,687

This case study shows the importance of the Financial Resilience Project and the holistic advice clients need to assist through the Cost of Living Crisis as they have multiple issues and need help to take action. Advice is complex and time consuming although the rewards change lives.

SCHEDULE B – FINANCIAL MONITORING INFORMATION

In accordance with the Service Level Agreement, Citizens Advice Broxtowe has provided the Council with financial monitoring information. The predicted 12-monthly outturn to 31 March 2023 is as follows:

| | Budget 2022/23 £ | Actual 202/23 £ | Variance £ |
|-----------------------------------|------------------------|-----------------------|----------------|
| Income | | | |
| Donations | 10,000 | 4,871 | (5,129) |
| Charitable Activities | 605,941 | 838,077 | 232,136 |
| Other Income | 39,022 | 38,252 | (770) |
| Total Income | 654,963 | 881,200 | 226,237 |
| Expenditure | | | |
| Salaries | 450,345 | 424,475 | (25,870) |
| Staff and Volunteer Expenses | 2,616 | 9,094 | 6,478 |
| Office Costs | 27,561 | 33,168 | 5,607 |
| Premises | 8,907 | 15,693 | 6,786 |
| Governance Costs | 4,520 | 2,196 | (2,324) |
| Payments to Partner Organisations | 266,529 | 369,817 | 103,288 |
| Total Expenditure | 760,478 | 854,443 | 93,965 |
| (Deficit)/Surplus | (105,515) | 26,757 | 132,272 |

Commentary provided by CAB is as follows:

The additional income correlates to the funding strategy for 2022-23 where we have targeted funds which reduce the deficit budget and gained funding for core projects rather than seeking additional funding projects. The funding strategy for 2023-2024 also follows this plan. CAB had a number of successful funding applications which has turned around the deficit budget. However, these are short term funds which do not help us into 2023-2024. Short term funding in the voluntary sector is probably the most challenging aspect although the projects do not produce enough overheads to pay for the core face to face and telephone service.

An element of the additional expenditure is on replacing IT and phone systems which were failing. CA Broxtowe have had a significant increase in our premises costs at the Eastwood Office which is based in the Library building owned by Nottinghamshire County Council. The rent is very reasonable although the maintenance and utility bills have increased significantly.

A large deficit budget is again predicted in the financial year 2023-24 approximately (£133,000). The Chief Executive and Development Manager work on a fundraising strategy which is renewed and agreed by the Trustee Board each year. The Charity has a small amount of reserves to enable us to retain valuable staff whilst we seek additional funding although the Trustee Board will make decisions each quarter and keep a close eye on progress towards financial targets.

Report of the Leader of the Council

CABINET WORK PROGRAMME

1. Purpose of Report

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council’s key priorities and associated objectives.

2. Recommendation

Cabinet is asked, that the Work Programme, including key decisions, be approved.

3. Detail

The Work Programme for future meetings is set out below.

| | |
|------------------|---|
| 5 September 2023 | <ul style="list-style-type: none"> • Grants to Voluntary and Community Organisations • Irrecoverable Arrears • Lifeline Service • Furnished Tenancies* • House Building Delivery Plan update • Corporate Plan Consultation Responses • HRA 30-year Business Plan * • Transition to HVO * • Smoke Control Area Replacement and Smoke Control Penalty Policy * • Review of Policy on Provision of Sanitary Accommodation in Food Premises* • Environmental Health Restructure * • Review of the Planning Enforcement Plan Dated October 2019* • Car Park Charges* • ICT Contracts exempt* • Member Surgeries • Strategic Distribution Preferred Approach* |
| 3 October 2023 | <ul style="list-style-type: none"> • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2024/25 • Irrecoverable Arrears (PS) • Workforce Profile 2022/23 • People Strategy 23-26 • Vulnerable People’s Policy Review • Attendance Management Policy Review • Corporate Plan 2024-2028 |

| | |
|--|---|
| | <ul style="list-style-type: none">• Asset Management Plan• Crime and ASB Action Plan• Annual Monitoring Report• Lavatory Strategy• Tree Strategy*• Modern Slavery Statement• Hate Crime Policy Review |
|--|---|

Key decisions and Exempt Items are marked with *

4. Legal Implications

The terms of reference are set out in the Council’s constitution. It is good practice to include a work programme to help the Council manage the portfolios.

5. Background Papers

Nil.

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